

**Manchester City Council
Report for Information**

Report to: Communities and Equalities Scrutiny Committee – 12 October 2016

Subject: Overview Report

Report of: Governance and Scrutiny Support Unit

Summary

This report provides the following information:

- Recommendations Monitor
- Key Decisions
- Items for Information
- Work Programme (at appendix 1)

Recommendation

The Committee is invited to discuss the information provided and agree any changes to the work programme that are necessary.

Contact Officer:

Name: Kate Andrews
Position: Team Leader- Scrutiny
Telephone: 0161 234 3071
Email: kate.andrews@manchester.gov.uk

Background documents (available for public inspection):

None

1. Monitoring Previous Recommendations

This section of the report lists recommendations made by committee and responses to them indicating whether the recommendation will be implemented and, if it will be, how this will be done.

Date	Item	Recommendation	Action	Contact Officer
22 June 2016	CESC/16/08 M4 Translations	To request that the Head of Strategic Communications supply information on the assessment carried out by M4 Translations in addition to the DBS check.	A response to this recommendation has been received and is included under Item 3. Items for Information.	Jennifer Green, Head of Strategic Communications
20 July 2016	CESC/16/13 Manchester Central Library and Archives+ - two years on	To request that officers investigate the possibility of getting involved in the work of the homelessness action groups and signing up to the homelessness charter	A response to this recommendation has been received: "Central Library has signed up to the Homelessness Charter on behalf of the library service , with the pledge that we will ensure that our staff sign up to the values of the charter. Staff from Central Library registered their interest in contributing as members of the Arts and Heritage Action Group. We are currently exploring a number of initiatives with partners which will focus on homelessness in Manchester; one example is Central Library linking up with the Homeless Library to display a collection of their digital material. This material includes photographs, poems, interviews and sound recordings and was collected in Manchester."	Neil MacInnes, Strategic Lead
		To request that officers consider how	A response to this recommendation	

		best to help libraries celebrate Older People's day on 1 October 2016	has been received: "For Older People's Day on 1 October we are hosting a 1940s Tea Dance at Manchester Central Library as part of Older People's Day - this has already attracted over 90 bookings. Eight libraries will be Fun Palaces on 1 October hosting fun packed day of arts, culture and science. Fun Palaces create events that bring together arts and sciences – but above all people – to work together, create together, have fun together, and in doing so, build our own communities, from the grassroots up. This will include age friendly activity. They are taking place at Longsight Library, Gorton Library, Withington Library, Newton Heath Library, Forum Library, North City Library, Miles Platting Library, and Fallowfield Library."	Neil MacInnes, Strategic Lead
20 July 2016	CESC/16/14 Community Safety Overview	<p>To request that the Chair write on behalf of the Committee to the Dean of Manchester to thank them for their work on hate crime</p> <p>To request that statistics on serious and organised crime within Manchester be provided to members</p> <p>To request that statistics on crime within the city provided to members</p>	<p>A letter has been sent and is provided under Item 3. Items for Information.</p> <p>A response to this recommendation has been provided to members.</p> <p>A response to this recommendation has been provided to members.</p>	<p>Kate Andrews, Scrutiny Support</p> <p>Sam Stabler, Community Safety Lead</p> <p>Kate Andrews, Scrutiny Support</p>

		<p>over the preceding twelve months be provided to new members of the Committee for their information</p> <p>To request that members are consulted and involved in any planned future engagement exercises carried out by the Prevent team.</p>	<p>This request has been referred to the Prevent and Cohesion Co-ordinator for information.</p>	<p>Samiya Butt, Prevent and Cohesion Co-ordinator</p>
20 July 2016	CEC/16/15 Domestic Abuse and Violence and Delivering Differently	<p>To request that officers provide copies of publicity materials to all members to enable them to help promote awareness of domestic abuse</p> <p>To request that officers provide details of the support organisations available to all members</p>	<p>A response to this recommendation has been provided to members.</p> <p>A response to this recommendation has been provided to members.</p>	<p>Delia Edwards, Domestic Abuse Reduction Co-ordinator</p> <p>Delia Edwards, Domestic Abuse Reduction Co-ordinator</p>

2. Key Decisions

The Council is required to publish details of key decisions that will be taken at least 28 days before the decision is due to be taken. Details of key decisions that are due to be taken are published on a monthly basis in the Register of Key Decisions.

A key decision, as defined in the Council's Constitution is an executive decision, which is likely:

- To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the city.

The Council Constitution defines 'significant' as being expenditure or savings (including the loss of income or capital receipts) in excess of £500k, providing that is not more than 10% of the gross operating expenditure for any budget heading in the in the Council's Revenue Budget Book, and subject to other defined exceptions.

An extract of the most recent Register of Key Decisions, published on **3 October 2016** containing details of the decisions under the Committee's remit is included below. This is to keep members informed of what decisions are being taken and, where appropriate, include in the work programme of the Committee.

Register of Key Decisions:

Decision title	What is the decision?	Decision maker	Planned date of decision	Documents to be considered	Contact officer details
Factory Project Ref: 15/012	The approval of capital expenditure	City Treasurer	October 2016 or later	Gateway 5 (procurement document)	Dave Carty Development Manager 0161 219 6501 d.carty@manchester.gov.uk
Leisure Services Estates – Indoor Ref: 2016/02/01B	The approval of capital expenditure	City Treasurer	October 2016 or later	Gateway 5 procurement document	Lee Preston Sport and Leisure Lead. Tel:07852957286
Leisure Services – external Ref: 2016/02/01C	The approval of capital expenditure	City Treasurer	October 2016 or later	Gateway 5 procurement document	Lee Preston Sport and Leisure Lead. Tel:07852957286
Football Association Hubs Ref: 2016/02/01E	The approval of capital expenditure	City Treasurer	October 2016 or later	Gateway 5 procurement document	Lee Preston – Sport and Leisure Lead. Tel:07852957286

Libraries roll out of Central Library ICT Ref: 2016/06/27E	The approval of capital expenditure to roll out a new model for ICT service delivery to improve the customer experience.	City Treasurer	October 2016 or later	Gateway 5 (procurement document)	Sara Todd Deputy Chief Executive (Growth and Neighbourhoods) 0161 234 3286 s.todd@manchester.gov.uk
Libraries Refresh of RFID Self Service Ref: 2016/06/27F	The approval of capital expenditure to enable libraries to continue provide modern and reliable functions via customer self service kiosks.	City Treasurer	October 2016 or later	Gateway 5 (procurement document) but cannot be presented for sign off until after Council approval 13/07/16	Sara Todd Deputy Chief Executive (Growth and Neighbourhoods) 0161 234 3286 s.todd@manchester.gov.uk
Re-provision of Hockey Pitches Ref: 2016/10/03/D	The approval of capital spend for the re-provision strategy for the Belle Vue Leisure Centre Community Hockey Pitches	City Treasurer	October 2016 or later	Report to Executive - 3 February 2016 and Gateway 5 (procurement document)	Lee Preston Sport and Leisure Lead Manchester City Council 07852957286 l.preston2@manchester.gov.uk
Library Strategy 2020 Ref: 2016/05/13B	Capital expenditure approval	City Treasurer	October 2016 or later	Gateway 5 (procurement document)	Neil MacInnes Strategic Lead Libraries, Galleries and Culture. 0161 234 1392
Investment Proposal for Grass Roots Football Facilities - Football Hubs	To approve the investment strategy and progress individual business cases for the	The Executive	October 2016 or later	Report to the Executive	Lee Preston – Sport and Leisure Lead. Tel:07852957286

Ref: 15/071	proposed 3 sites.				
University of Manchester - Armitage Sports Pitches Development Ref: 15/072	To approve the investment proposal and business case.	The Executive	October 2016 or later	Report to the Executive	Lee Preston – Sport and Leisure Lead. Tel:07852957286

3. Items for Information

Subject: Response to recommendation:
CESC/16/08 M4 Translations

Contact Officer: Jennifer Green, Head of Strategic Communications
Tel: 0161 234 4420
Email: j.green1@manchester.gov.uk

Summary

At its meeting on 22 June 2016, the Committee made the following recommendation:

To request that the Head of Strategic Communications supply information on the assessment carried out by M4 Translations in addition to the DBS check.

Response

1. Purpose

- 1.1 On 22 June, members requested further information regarding the DBS assessment process and any additional checks undertaken by M-four translations for freelance staff. This note sets out the process applied for the recruitment of any freelance staff employed by the service.

2. Introduction and background

- 2.1 *M-four currently have self-employed freelancers for a variety of languages not covered by the core in-house languages. The demand for non-core languages fluctuates periodically based on a number of external factors. Whilst the freelance pool meets the current requirements, more interpreters and translators may be required to meet any future demand.*
- 2.2 The right to work check and process has been verified by the Council's Internal Audit, using the Home Office recommended tools. This audit was completed in April 2016 and confirmed that M-four's practice complies with United Kingdom Border Agency (UKBA).

3. Registration process

- 3.1 The registration process is outlined as follows:
- Anyone interested in working as a self-employed freelance interpreter, must fill in the 'Freelance Profile Form' and following is explained or requested:
 - Filling in a 'Freelance Profile Form' does not guarantee a place in the freelance register.
 - Freelancers/suppliers need to have right to work or provide services in the UK: relevant documentation will be checked.
 - Language assessment will be required.

- DBS Certificate will be required. (The service can assist in obtaining one, if help is required).
- Self-employment registration and UTR number will be required.
- If approved and the correct documentation provided, freelancers will be placed on a list and contacted if suitable work becomes available. Managers in the service meet regularly to consider the requirements for additional and emerging languages. A list of the languages required is based on the services performance management figures, which are reviewed regularly. The relevant language freelancers are invited for training from the waiting list.
- Freelancers who cannot demonstrate their native language ability, qualification or certificate, are invited for a language assessment. Our in-house and freelance specialists will conduct the assessments under management supervision.
- All interpreters' must attend an induction training programme. The programme includes:
 - Diversity/ethnicity/race/languages/culture/equality;
 - The right to be understood;
 - Group work: Skills and attributes of a professional interpreter;
 - Group feedback and the Council's code of practice;
 - Questions & Answers
 - Role-plays
- Those attending training sessions are required to bring all their documents (Passport, EU ID, NI card or any document with NI number on it, DBS certificate, UTR number and a passport size photograph) on the training day.
- The documents are verified and photocopied as per the UKBA guidelines and saved along with their profile forms. Those who cannot submit all the documents for any reason are asked to consult service managers for further advice and information. This does not mean that they are added to the database of self employed freelancers; however, further support may be offered to obtain the appropriate documentation.
- On the completion of the training, the code of practice and guidelines for working with the Council is given to all freelance staff. After all the information and verification is completed, the freelancer's details are entered onto our database, ready for allocation. At this point, they should register as self-employed (if they are not already self employed).

4. Disclosure and Barring Service

- 4.1 The disclosure and barring service (DBS) eligibility criteria is strictly regulated, and DBS checks can only be obtained for certain roles. Not all of the roles undertaken by the service require a DBS check.
- 4.2 To be eligible for a DBS check, the position/role of an applicant must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and / or and in Police Act Regulations.

- 4.3 Supplying a DBS approved interpreter may not always be possible. This could be for several reasons such as the urgency of the requirement, the exceptional nature of the language requested or given the status of the freelancer through the application process where immediate information is not available. Clients requesting interpreters of these languages are informed that staff with the appropriate DBS checks are not available. M-four Translations would only send a DBS checked member of staff or explain to the client that there is not DBS checked freelancer available. Only if the client still requests an interpreter, one would be provided. This is the clients' decision and M-four will not influence the decision in anyway.
- 4.4 There has never been and would never be an occasion that an employee or a freelancer would be left alone with a child or a vulnerable adult, as all sessions are accompanied in these circumstances. Furthermore, in circumstances such as these, where a DBS check is required to undertake the work, there has never been an occasion that a member of staff or freelancer without the appropriate documentation has been supplied.
- 4.5 M-four works in partnership with the Council's Statutory Compliance Team for all the DBS applications and administration.

5. Conclusion

- 5.1 The Committee is asked to note the paper.

APPENDIX 1



FREELANCER



Thank you for registering your interest to work with us as a freelance Translator/Interpreter. If we have a need for your language, you may be invited to come for induction training and a language assessment. Please note that we will contact you only if we have a need for your language.

- ***Please tick to confirm you have the following, as this will be verified at a later stage.***

- ☐ *The Right to work in United Kingdom Documents (Passport/Visa/Home Office documents/EU National ID)*
- ☐ *National Insurance Number-NINO (Card/Letter/Payslip)*
- ☐ *Disclosure and Barring Service (DBS/CRB) Certificate.*
- ☐ *Self-employment: Unique Tax Reference (UTR) Number:*

- If you are a student, you need to confirm your status by filling in a P38 (S) form.

1. PERSONAL DETAILS (PLEASE USE CAPITAL LETTERS)

Name: _____

Surname: _____

Permanent Address:

Postcode (compulsory): _____

Email Address: _____

Mobile and/or Landline Telephone:

National Insurance Number:

Gender: _____ **Date of Birth:** _____

2. LANGUAGES – **Please tick the boxes as appropriate.**

Interpreting Translation

- _____ ☐ ☐
 - _____ ☐ ☐
 - _____ ☐ ☐
 - _____ ☐ ☐
- ☐

Please turn over the page and fill in all the details accurately and clearly

3. QUALIFICATIONS, EXPERIENCE **and/or** TRAINING **relevant to Language, Interpreting and Translation.**

4. **DECLARATION: I confirm that the information provided in this form is correct and true to the best of my knowledge. By completing and signing this form, I am registering my interest to work as a self-employed freelance translator and/or interpreter.**

Data Protection Act: **All of your registration documents will be stored on the M-four Database that is used for allocating assignments.**

Signature: _____ Date: _____

5. REFERENCE

Please provide a reference. **(A referee could be anybody living in the UK, but not your relative, solicitor or agent).**

REFEREE'S DECLARATION

NAME:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

PROFESSION/OCCUPATION:

Please write a brief character reference about this person below:

I confirm that to the best of my knowledge the details given are correct.

Signature of Referee:

Date:

Our contact details:

Location: m-four Translations, Customer Service Centre, Ground Floor, Town Hall Extension Mount Street Entrance, Albert Square, M60 2LA (for SATNAV use M2 5DB).

Postal Address: M-four Translations, Manchester City Council, Town Hall, Manchester, M60 2LA.

Tel: 0161 234 3193, Email: m-four.translations@manchester.gov.uk

For Office Use

Form checked by: _____ Date: _____

Subject: Response to recommendation:
CESC/16/14 Community Safety Overview

Summary

At its meeting on 22 June 2016, the Committee made the following recommendation:

To request that the Chair write on behalf of the Committee to the Dean of Manchester to thank them for their work on hate crime

Response

A letter has been sent a copy of which is provided below for information:



Councillor Tracey Rawlins
Chair of the Communities and Equalities Scrutiny Committee



**MANCHESTER
CITY COUNCIL**

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cllr.t.rawlins@manchester.gov.uk

Governance and Scrutiny Support Unit
Room 405
Town Hall Manchester M60 2LA

Dean Govender
Manchester Cathedral
Victoria Street
Manchester
M3 1SX

Date: As postmark

Dear Dean Govender

I am writing to you on behalf of members of Manchester City Council's Communities and Equalities Scrutiny Committee to thank you for all of your recent hard work in respect of tackling hate crime.

At its July meeting the Committee considered a report of the Deputy Chief Executive (Growth and Neighbourhoods) on Community Safety. The report contained information on Hate Crime and members discussed all of the work that they were aware of that had been undertaken across the city that to address this, in particular the vigil held on Sunday 17 July for the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT).

The Communities and Equalities Scrutiny Committee is the Council's designated Crime and Disorder Committee and strongly supports the work that you have done to help address this abhorrent crime.

If you have any questions about this letter or the work of the Committee, please contact the Committee's Support Officer, Kate Andrews on 0161 234 3071 or by email at scrutiny@manchester.gov.uk.

Yours sincerely

Councillor Tracey Rawlins
Chair of the Communities and Equalities Scrutiny Committee

**Communities and Equalities Scrutiny Committee
Work Programme – October 2016**

Wednesday 12 October 2016 (Report deadline Friday 30 September 2016)				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
The Council's approach to Budget Setting 2017/18-2019/20	To receive an update report detailing the Council's approach to Budget Setting 2017/18-2019/20. To include the outcome of budget conversations with residents using the 'Our Manchester' approach.	Councillor Flanagan/ Councillors Andrews, S Murphy, Priest, N Murphy, and Rahman	Carol Culley/ Fiona Worrall	See minutes of July 2016
Annual Economic and Social Impact on Culture Report	To receive the Annual Economic and Social Impact on Culture Report.	Councillor L Rahman	Maria Balshaw/ Fiona Worrall/ Angela Harrington	Invite to Chair of Economy Scrutiny
Advice, Information and Guidance	To receive a report about the Advice, Information and Guidance available to Manchester residents. To include information regarding advice providers activities and outcomes, and how people are accessing services. To include Citizens Advice Bureaus (CAB's), debt advice providers, the role of housing providers, how we support the Voluntary and Community Sector (VCS) and Community Asset Transfers.	Councillor S Murphy	Hazel Summers/ Samantha Stabler/ Nicola Rea/ James M Williams/ Phillip Thomas	Invites to providers of advice services including housing providers
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information	-	Kate Andrews	

Wednesday 9 November 2016 (Report deadline Friday 28 October 2016)				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Knowing Manchester Better: Equality Monitoring	To provide an update on the progress of work to further improve the Council's equality monitoring activity in priority areas with examples of how this information is being used to inform services.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh/ Suzan Gregory	Report November 2016
Celebrating Our Diversity: The Last 12 Months	To receive a presentation on celebrating the diversity of the City and the positive contribution that Manchester's diverse communities make to the City's economic and social life through a calendar of annual events. Celebrating cohesion and bringing together Mancunians, wherever they originate from. Focus on neighbourhood and community events.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh/ Suzan Gregory	Presentation November 2016
Knowing Manchester Better: Transgender Report	To receive a report on the external review of the Transgender (Trans*) issues across the City and planned programme of activities to take forward the key findings. Research conducted on four key topics: young people and education, health, housing and domestic violence and abuse.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh/ Suzan Gregory	Invite to Lead Members.
Accessibility of Venues	To receive a report on the accessibility of Council owned or leased venues throughout the city. To include HOME as part of this.	Councillor S Murphy	Julie McMurray, Caroline Powell/ Samuel McVaigh/ Fiona Worrall/ Suzan	

			Gregory	
Community Safety Overview	To receive a regular update report on the work of the Community Safety Partnership.	Councillor N Murphy	Fiona Worrall/ Sam Stabler	
Overview Report	-	-	Kate Andrews	

Wednesday 7 December 2016 (Report deadline Friday 25 November 2016)

Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Leisure: outreach to communities and participation	To receive a report on the outreach provided to communities to encourage participation in sport and leisure.	Councillor Luthfur Rahman	Sara Todd/Fiona Worrall/ Neil Fairlamb	Invites to the contract provider (GLL) and Community Groups
Sport and Leisure Strategy	To receive the Sport and Leisure Strategy.	Councillor Luthfur Rahman	Sara Todd/Fiona Worrall/ Neil Fairlamb	
Leisure Centre Contracting Arrangements Beyond 2018	To receive a report on proposals for future contracting arrangements for leisure centres within Manchester.	Councillor Luthfur Rahman	Sara Todd/Fiona Worrall/ Neil Fairlamb	
Older Peoples Strategy	To receive the Older Peoples Strategy.	Councillor S Murphy	Hazel Summers/ Tim Keeley	Invite to Lead member for Older People
Overview Report	-	-	Kate Andrews	

Wednesday 4 January 2017 (Report deadline Tuesday 20 December 2016)				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Volunteering in the city	To receive a report detailing the extent and type of volunteering carried out within the city. To include: capacity building of friends groups, and different charging strategies for community groups. To invite representatives of Voluntary and Community Sector (VCS) organisations to hear their personal experiences of the impact of funding cuts on their organisation and the people they help. To include consideration of expenses for volunteers.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh./ Suzan Gregory/ Liz Goodger/Mark Rainey	To invite VCS representatives
Equality Action Plans: Draft plans for the Next Budget & Business Cycle	To receive a report which considers the impact of the next round budget and business plans on the Council's Equality Objectives. To include how Directorates are supporting equality and diversity, the implications of budget and business plan proposals on equality, and the programme of Equality Impact Assessments.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh./ Suzan Gregory	Report January / February 2017
Support Available to Asylum Seekers and Refugees	To provide a report on the support available to asylum seekers and refugees- what support is provided and how to access it. To include an update on how the requirements of the Council motion 'Mutual Respect and Community Cohesion' passed on 20 January 2016 are being addressed.	Councillor P Andrews/ Councillor S Murphy	Hazel Summers/ Suzanne Gregory/ Samiya Butt	
Manchester ESOL Strategy	To request a future update at an appropriate time to assess the impact of the strategy on Communities.	Councillor B Priest	John Edwards/ Angela Harrington	See minutes 24 February 2016
Overview Report	-	-	Kate Andrews	

Wednesday 1 February 2017 (Report deadline Friday 20 January 2017)				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Overview Report	-	-	Kate Andrews	

Wednesday 1 March 2017 (Report deadline Friday 17 February 2017)				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Overview Report	-	-	Kate Andrews	

Items To be Scheduled				
Item	Purpose	Executive Member	Strategic Director/ Lead Officer	Comments
Equality objectives 2016 - 2020	Update on progress with the Council's Equality Objectives and supporting aims. Review of both qualitative and quantitative information, feedback from discussion with partners and proposed revisions to the supporting aims. To include practical outcomes and how they are measured.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samuel McVaigh/ Suzan Gregory	March 2017- TBC
Community Cohesion- Moston Pilot	To request a future report at an appropriate time on the Moston Pilot.	Councillor S Murphy	Geoff Little/ Caroline Powell/ Samiya Butt	See minutes May 2016

Manchester Libraries	To request an update once the National Library Strategy has been completed. To request more detail on ward specific activities and resources.	Councillor L Rahman	Fiona/Worrall Neil MacInnes	See minutes June and July 2016
Domestic Abuse and Violence and Delivering Differently	To request a further update in approximately 12 months time, to include the cost benefits, how levels of investment had changed, and an analysis of whether the service pledges within the strategy have been met. To note that a further update is required in respect of the impact of domestic abuse on children and to request that the Chair discuss with the Chair of Children and Young People Scrutiny Committee which Committee considers the update.			See minutes July 2016
Parks Strategy	To receive the Parks strategy for information and comment prior to its submission to Executive	Councillor L Rahman	Fiona Worrall/ Neil Fairlamb	Executive Report To be scheduled- December 2016- tbc