

**Manchester City Council  
Report for Resolution**

**Report to:** Constitutional and Nomination Committee – 17 May 2016  
Council – 18 May 2016

**Subject:** Draft Submission on Council size for the Local Government Boundary Commission for England’s Electoral Review of Manchester City Council

**Report of:** The Chief Executive

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**Summary**

This report sets out the Council’s draft submission on Council size to the Local Government Boundary Commission (LGBCE) for members’ approval.

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**Recommendation**

The Constitutional and Nomination Committee and Council are asked to approve the enclosed Council size submission and appendices.

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**Wards Affected**

All

<b>Manchester Strategy outcomes</b>	<b>Summary of the contribution to the strategy</b>
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The future configuration of Council wards and the number of councillors representing Manchester is a key part of the city’s governance arrangements and will influence where and how councillors fulfil their representative role and influence how public services are delivered.
A highly skilled city: world class and home grown talent sustaining the city’s economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

**Full details are in the body of the report, along with any implications for**

- Equal Opportunities Policy
  - Risk Management
  - Legal Considerations
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**Financial Consequences – Revenue and Capital budgets**

None

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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Electoral reviews: Technical guidance  
Local Government Boundary Commission for England  
April 2014

Have your say on: Council size  
Local Government Boundary Commission for England

Electorate forecasts – A Guide for Practitioners  
Local Government Boundary Commission for England  
October 2011

## **1.0 Background**

1.1 The Local Government Boundary Commission (LGBCE) has confirmed that it will undertake a review of Manchester City Council's electoral arrangements and will make recommendations to Parliament on:

- The total number of councillors that should be elected to the authority in the future ('Council size').
- The boundaries, names and number of councillors to represent each ward.

1.2 The review was triggered in December 2014 because of the number of City Council wards with electoral imbalances which meet the LGBCE's criteria to trigger a review, in particular that the number of wards deviating from the 10% average electorate and the size of Cheetham ward, which at that time was over 30% larger than the average electorate of all wards.

1.3 The last electoral review in Manchester took place in 2002 and resulted in all out elections in 2004. As an outcome of this review there was a reduction in the number of wards from 33 to 32 with a reduction from 99 to 96 members, based on three members per ward with an electorate of 315,200 at the start of this review.

## **2.0 Review process and timetable**

2.1 The key dates in the Electoral review timetable are set out in Appendix 1.

### **2.2 Preliminary Phase: December 2015 - July 2016**

2.2.1 The first phase of the LGBCE's review process commenced in late 2015 and includes informal dialogue with the local authority, gathering preliminary information including electorate forecasts and other electoral data and briefings for elected members.

2.2.2 At the end of this process, the Council is required to provide its Council size submission to the LGBCE on 21 June 2016, although a draft may be shared with it prior to this date. The LGBCE will consider the Council's submission on Council size and determine the number of councillors that Manchester City Council will have from 2018 onwards, and make a decision on 19 July 2016.

### **2.3 Warding Patterns: Phases 1 and 2**

2.3.1 The second stage of the Review, to consider warding patterns, will then commence on 26 July 2016. During this part of the Review there are two phases of consultation:

#### **2.3.2 Phase 1 - 26 July 2016 until 26 September 2016:**

2.3.3 Following the announcement by the LGBCE on 26 July regarding the number of councillors to be elected to the Council in the future, it will open a phase of

public consultation on new ward boundaries to accommodate these councillors. The Commission will start with a 'blank map' of the authority and ask the Council, councillors and local groups, stakeholders and residents to provide evidence about community interactions, geographical features and local circumstances to help draw up new ward boundaries.

#### 2.3.4 Phase 2 - 29 November until 23 January 2017:

2.3.5 The LGBCE will use all the evidence collected during the previous phase of consultation to publish draft recommendations for new electoral arrangements, including new wards, ward boundaries and ward names. It will then undertake a consultation on these draft recommendations.

#### 2.4 Final recommendations and conclusion of the Review

2.4.1 The LGBCE will finalise its proposals and publish final recommendations on 11 April 2017. Following this, the LGBCE will draft an Order to implement the recommendations which will be laid in Parliament in May 2017.

2.4.2 On 3 May 2018 all out elections will take place to implement the Council size and warding patterns determined by the Review process.

### **3.0 Council Size submission and Technical report**

3.1 As outlined above, the Council is required to prepare and submit information to the LGBCE regarding the future size of the Council (i.e. the number of councillors) from 2018 onwards. The submission must focus on the statutory criteria that the LGBCE is required to have regard to, which include the need to secure equality of representation, the need to reflect the identities and interests of local communities and the need to secure effective and convenient local government.

3.2 The Council's draft submission is attached at Appendix 2 and takes into account these three statutory criteria as well as further detail regarding the role of elected Members in Manchester, including:

- governance and decision making information which includes looking at how councillors work, how their responsibilities are structured, demand and commitment pressures on their time;
- scrutiny functions and the role of members in this and in the work of outside bodies;
- the representational role of councillors including their role in engaging with constituents and dealing with casework.

3.3 As required by the LGBCE, the future size of the population and projected electorate has also been taken into account in this report. This is detailed in the draft Technical report on population and electorate forecasting which is also to be submitted to the LGBCE and is set out at Appendix 3. This report documents the methodology used to forecast the City's population and electorate for 2022, five years following the end of the Review. In recognition

that local authorities are best placed to provide electorate forecasts, the LGBCE has confirmed that it is willing to accept the Council's own modelling to inform the projected population and electorate at 2022, which provides a more robust and accurate assessment of population churn than those currently available at national level from the Office of National Statistics.

- 3.4 The model forecasts that at 2022, the Council's population aged 17 plus will be 481,876 with an electorate of 417,015. This is an increase in the electorate of 47,111 from the December 2015 figure from the start of the Review. For the reasons outlined in the draft submissions attached, the City Council considers that based on the forecast electorate and to best meet the LGBCE's criteria to serve the future needs of the city, it should continue to have 32 electoral wards served by three councillors each, meaning that the number of councillors would remain at 96.

#### **4.0 Contributing to the Manchester Strategy**

- 4.1 The future configuration of Council wards and the number of councillors representing Manchester is a key part of the city's governance arrangements. The outcome of the Electoral Review will influence where and how councillors fulfil their representative role and influence the delivery of public services, following all out elections in 2018. Further links to contribution to the Community Strategy can be found in the draft Council size submission in Appendix 2.

### **5. Key Policies and Considerations**

#### **(a) Equal Opportunities**

- 5.1 The outcome of the Electoral Review will determine both the number of Councillors in the city and both the number and boundaries of the wards from which they can effectively represent Manchester's diverse communities. Further links to contribution to the Community Strategy can be found in the draft Council size submission in Appendix 2.

#### **(b) Risk Management**

- 5.2 None

#### **(c) Legal Considerations**

- 5.3 The Electoral Review is a statutory process governed by the Local Democracy, Economic Development and Construction Act 2009. The LGBCE's final recommendations for Manchester will be laid in Parliament in May 2017.

## **Appendices**

- Appendix 1 – Electoral Review Timetable
- Appendix 2 – Draft Council Size Submission
- Appendix 3 – Draft Technical report

### Appendix 1: Timetable for the Review

LGBCE briefing for all Members at Full Council	20 January 2016
Full Council consider draft Council Size proposal	18 May 2016
<b>Initial information supplied to LGBCE including elector projections for 2022</b>	<b>By: 26 May 2016</b>
<b>Draft submission on Council Size</b>	<b>By: 26 May 2016</b>
<b>Final submission on Council Size</b>	<b>By: 21 June 2016</b>
LGBCE Council Size Meeting	19 July 2016
Warding Patterns Consultation Start	26 July 2016
Council submission on Warding Patterns	Between 26 July 2016 and 26 September 2016
Warding Patterns Consultation End	26 September 2016
LGBCE Draft Recommendations Published and consultation commences	29 November 2016
<b>Council to make comments on the Draft Recommendations</b>	<b>Between 29 November 2016 and 23 January 2017</b>
Consultation closes	23 January 2017
LGBCE Final Recommendations published	11 April 2017
Order Laid in Parliament	May 2017
Order Made	July 2017
Recommendations implemented	Normal election day in May 2018 (3 May 2018) all out elections



MANCHESTER  
CITY COUNCIL

## Electoral review of Manchester City Council

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Draft submission on council size, to be submitted to the Local Government Boundary Commission for England.



## Contents

1. Introduction
  - a. Councillors Survey
2. Background
  - a. Our Manchester and the Manchester Strategy
  - b. Greater Manchester Devolution Deal
3. Manchester Today
  - a. A growing population (2002-2015)
  - b. A growing city centre resident base
  - c. A population set to continue to grow (2015-2022)
  - d. An increasingly youthful and talented population
  - e. A diverse and welcoming city
  - f. Areas of deprivation remain
4. The Councils governance and decision making
  - a. Context
  - b. The Council
  - c. Leadership
    - i. The Executive
    - ii. Executive member demands
  - d. Parishes
  - e. Regulatory function
    - i. Non-executive committees
    - ii. Planning Committee
    - iii. Licensing Committee
  - f. Involvement of backbench councillors
  - g. Attracting and retaining councillors
5. Scrutiny Process
  - a. Introduction
  - b. Scrutiny Committees
  - c. Joint Scrutiny Committees
  - d. Scrutiny sub groups & task and finish groups
  - e. Joint coordinating panels
  - f. Scrutiny work programme
  - g. Scrutiny workload
6. Representative role of councillors
  - a. Unlocking the power and potential of our communities
  - b. Community leadership & engagement
  - c. Impact of technology on the community role
  - d. Casework
  - e. Diversity
  - f. Ward Coordination

- g. Support for elected members
  - h. Training
  - i. Members allowances
7. The future – The changing role of the council and councillors
- a. Greater Manchester Combined Authority (GMCA)
  - b. Devolution
  - c. GMCA governance
  - d. Austerity
8. Conclusions
9. Appendix
- a. Appendix 2a - Manchester councillor workload analysis
  - b. Appendix 2b - Councillor survey questionnaire
  - c. Appendix 2c - A week in the life of a Manchester Councillor
  - d. Appendix 2d - Electorate data (*attached separately*)

## 1.1 Introduction

- 1.1.1 The Local Government Boundary Commission for England (LGBCE) has confirmed that a review of Manchester’s ward boundaries will commence in 2016, leading to all out elections in 2018.
- 1.1.2 The review was triggered due to the number of wards with electoral imbalances across the city (variance of more than 10% from the average ward electorate 2015) and specifically the Cheetham ward which is now over 30% above the average.
- 1.1.3 The last review of Manchester’s ward boundaries took place in 2002, which resulted in all out elections in 2004. The 2002 review started from a base of 320,000 electors and resulted in a reduction in the number of wards from 33 to 32 whilst retaining three member wards.
- 1.1.4 Manchester’s electorate at December 2015 was 369,000 – more than 15% higher than the 2002 base level. However, the electorate remains 12,000 fewer than it was before Individual Electoral Registration (IER) was introduced. The register published in February 2014 (pre-IER) saw the electorate reach 381,000. This reduction is due to the city’s unique demographic composition with a high incidence of frequent movers, many of whom do not maintain up to date electoral register entries. Students living within the city may also choose to register to vote at the home rather than their term time address.
- 1.1.5 During the first stage of the electoral review, the LGBCE will seek to recommend a council size which allows the council to take decisions effectively, manage the business and responsibilities of the council successfully and provide effective community leadership and representation.
- 1.1.6 This document is Manchester’s City Council’s (MCC’s) council size submission, which provides the LGBCE with the council’s view on the appropriate council size and supporting evidence across the following three broad areas (as stated in the LGBCE guidance on council size for local authority elected members and staff):
- **Governance and decision making** – determining the role of councillors in decision making, and how work and responsibilities are distributed across the council.
  - **Scrutiny functions** – the role of councillors in holding decision makers to account and to ensure that the council can discharge its responsibilities to outside bodies.
  - **Representative role of councillors** – assessing how councillors represent and provide leadership in their communities and how this affects workload and responsibilities.

## 1.2 Councillors Survey

- 1.2.1 During April 2016 Manchester Councillors were asked to complete a survey focusing on the average time spent each month on council business (see Appendix 2a & 2b). This survey details councillors workloads relating to governance and decision making,

scrutiny functions and their representative role, as well as assessing the way councillors communicate with the public and how this has changed over time.

- 1.2.2 In addition, the survey also provided a qualitative analysis of councillors own views on how their personal workload and that of the wider council has changed over time.
- 1.2.3 A sample of ten councillors also completed an additional detailed weekly assessment of the demands on their time related to the role of a Manchester councillor ('A week in the life' of a Manchester Councillor - see Appendix 2c).
- 1.2.4 Sixty-five councillors responded to the survey (68% response rate) and the findings from this survey are included throughout this document.

## 2 Manchester Today

- 2.1.1 Manchester today is in many ways unrecognisable to the Manchester of 15 -20 years ago. The city has undergone a huge physical transformation alongside a transformation in its economy, its population and in the quality of its environment. This change has been supported and made possible by investment in new transport links, old industrial land being brought into use for employment and housing alongside major investment in social housing, schools, colleges and universities, health centres and hospitals, leisure facilities, parks and open spaces.
- 2.1.2 People are attracted by the jobs created here, the balance between incomes and housing costs and the quality of life. As the city grows, it is becoming younger and more diverse, with residents from every one of the 94 ethnic groups in the 2011 census.
- 2.1.3 Manchester's is a city at the heart of the Northern Powerhouse driving growth in the North of England and rebalancing the national economy. The growth Manchester has experienced has changed and revitalised many of our neighbourhoods, giving them fresh energy and purpose. Examples such as Hulme, Wythenshawe and parts of East Manchester demonstrate the success of long term strategies of regeneration that ensure physical change is addressed alongside social and economic improvement.
- 2.1.4 Despite these successes, there remain real challenges that need to be addressed. Manchester's physical health is amongst the worst in the country and poor mental health affects too many people. The number of people claiming out of work benefits is reducing but there remain significant areas of deprivation across the city and the proportion of children growing up in poverty (33%) is still too high.
- 2.1.5 As a city we have recognised the need to focus our collective efforts both on investment in growth and reducing dependency through early intervention and integrated delivery and commissioning. Over the last two years work has taken place through the Manchester Leaders Forum (a cross section of public, private and third sector leaders) to produce a new Manchester Strategy that provides a refreshed vision for the city and a framework to guide progress over the coming ten years (2016-2025).
- 2.1.6 The strategy sets out a shared vision for Manchester over the coming decade that reflects both the ambition and realities of the city. By 2025 our vision is to be in the top flight of world-class cities, when the city will:
- Have a competitive, dynamic and sustainable economy that draws on our distinctive strengths in science, advanced manufacturing, culture, and creative and digital business – cultivating and encouraging new ideas
  - Possess highly skilled, enterprising and industrious people
  - Be connected, internationally and within the UK
  - Play its full part in limiting the impacts of climate change

- Be a place where residents from all backgrounds feel safe, can aspire, succeed and live well
- Be clean, attractive, culturally rich, outward-looking and welcoming.

2.1.7 Only citizens, elected members, public services and businesses working together, differently, can deliver this vision of Manchester's future. 'Our Manchester' is the city's bold new concept rooted in the Manchester Strategy that focuses on people's strengths, unlocking the potential that already exists in our city. In a climate of ever-reducing resources this new approach has the potential to empower and unite the city, but it will take time and commitment from councillors, residents, staff and partners.

## 2.2 Greater Manchester Devolution Deal

2.2.1 The first of three ground-breaking Greater Manchester Devolution Deals was signed in November 2014. This was followed by the Health and Social Care Memorandum of Understanding in April 2015 and further devolution to the Greater Manchester Combined Authority (GMCA) announced in the Summer Budget 2015 and the Spending Review 2015.

2.2.2 The devolution settlement provides Greater Manchester with major new powers for transport, housing, work and skills, planning, health and social care, policing and more recently business rates. The new Mayor of Greater Manchester, to be elected in May 2017, will provide additional leadership capacity and direct accountability working with the leaders of the 10 districts as part of the Greater Manchester Combined Authority (GMCA).

2.2.3 Alongside the £300m Greater Manchester Housing Investment Fund, the government will work with the GMCA to create a Greater Manchester Land Commission which will support the aims of the city's recently adopted Residential Growth Strategy. This strategy sets out Manchester's plans to develop a minimum of 25,000 new homes over the next decade.

2.2.4 Rebalancing of the relationship between Whitehall and Manchester has been a long term ambition and will provide a platform to support the city to address the particular challenges set out in the Greater Manchester Strategy and to ensure that decisions are made in the places where the impacts are felt. The devolution settlement is already moving ahead, with more powers and responsibilities transferring from Whitehall to the local area and we expect to see these arrangements develop and mature further over the coming decade (*see section 7 for further details*).

2.2.5 Devolution will fundamentally change the way that the Council operates, particularly the control of health and social care budgets which is focuses upon new ways of working and commissioning public sector services at a neighbourhood level. This will widen the influence and remit of Councillors as leaders of place at local level.

### **3 Manchester today**

#### **3.1 A growing population (2002-2015)**

- 3.1.1 Manchester's population has grown rapidly since the last council size review in 2002, with the number of people living in the city increasing by over 80,202 between 2001 and 2011 – a rise of nearly 20%, the highest of any town or city in the UK. Today over 540,000 residents live in the city (MCCFM W2015). This growth has been a reflection of the city's changing economy and the new jobs being created across a broad range of sectors at a wide range of income levels.
- 3.1.2 Population growth has occurred across the whole city but has been concentrated in the city centre and surrounding wards (see Figure 1). In 1981 fewer than 600 people lived in the heart of Manchester. Today however, in the region of 50,000 people live in the extended city centre, with the City Centre ward itself growing from 6,975 in 2001 to 20,171 in 2014 (2014 MYE). Graduates and young professionals in particular have been attracted by the growth in skilled jobs and an increasingly attractive accommodation, leisure and cultural offer.

#### **3.2 A growing city centre resident base**

- 3.2.1 Over the past decade the city centre apartment market has grown both in number of homes and in geographical size – with development taking place well beyond the boundaries of the city centre ward. A mix of new build and conversion apartment schemes has seen Manchester extend its city centre into the now established neighbourhoods of Ancoats and New Islington (Ancoats & Clayton and Bradford Wards) and Castlefield (Hulme ward).
- 3.2.2 In some wards the population has continued to grow significantly without large scale residential development (in the period since 2001). This reflects the arrival of new communities in the city with larger extended families and children continuing to live at home for longer.
- 3.2.3 Over the past decade wards such as Cheetham, Moss Side and Gorton South have continued to attract international migrants due to with a combination of housing, commercial space and established support networks linked to language, nationality and faith (through pre-established Black and Minority Ethnic (BME) communities). These reception neighbourhoods have traditionally had a high turnover of residents and whilst pockets of transience remain there is evidence to suggest that families are looking to stay and lay down roots in these neighbourhoods over the long term.

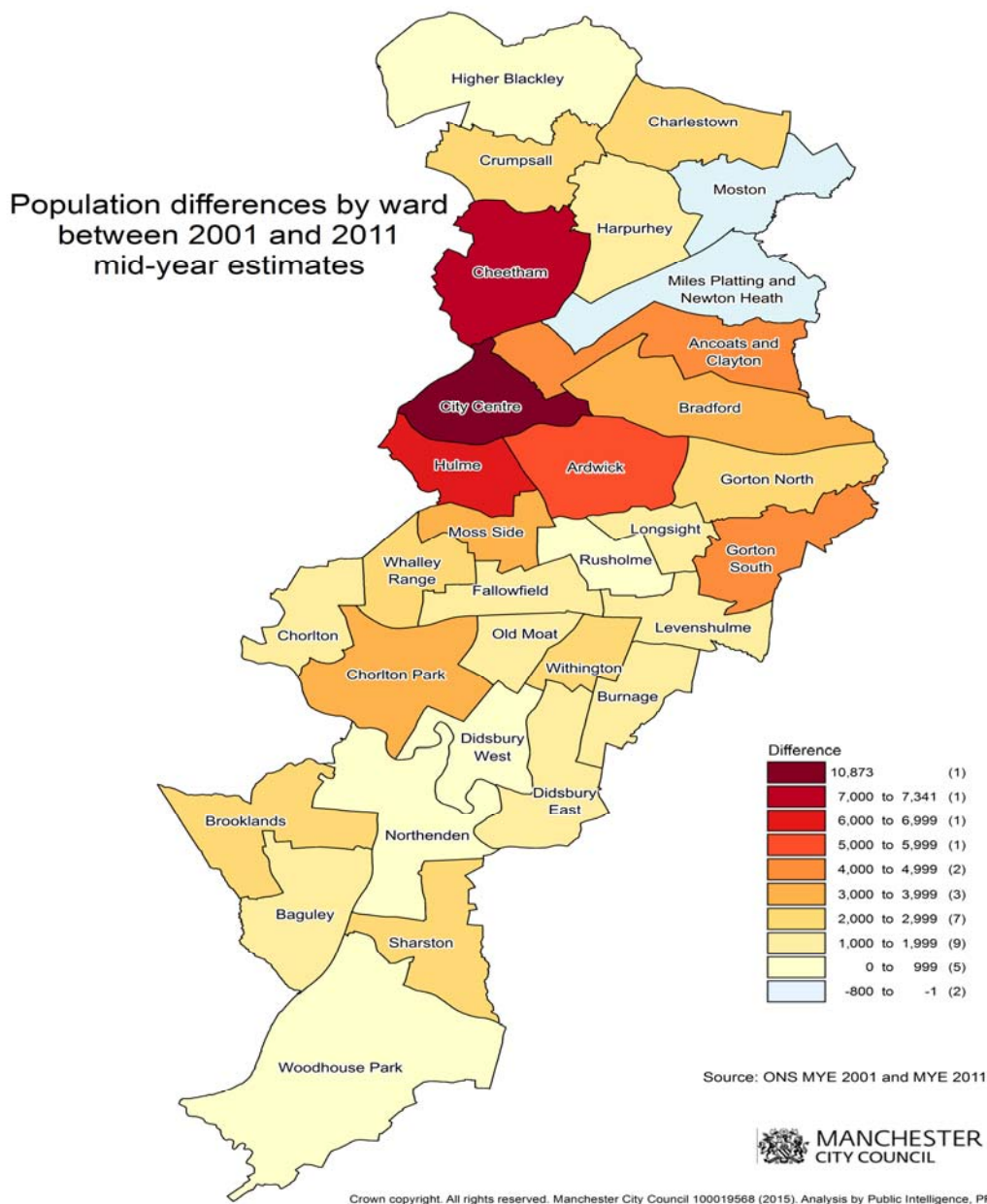


Figure 1: ONS population change by ward 2001-2011

### 3.3 A population set to continue to grow (2015-2022)

3.3.1 MCC’s forecasts show that the city’s population is set to exceed 615,000 by 2022 and with the electorate reaching 417,000 (see Appendix 2d)<sup>1</sup>.

	2015	2016	2017	2018	2019	2020	2021	2022
<b>Population</b>	539,510	549,530	560,040	570,730	582,910	595,160	605,260	615,990
<b>Electorate</b>	369,904	376,630	383,360	390,090	396,820	403,560	410,290	417,015

<sup>1</sup> A detailed description of the methodology used for forecasting future electorate is included within the minimum information requirements submission



3.3.2 Incorporating current and historic migration and demographic trends, this forecast also reflects the city’s ambition to build a minimum of 25,000 new homes over the next decade. To achieve this Manchester will continue to prioritise high density development in the conurbation core, with the apartment market expected to expand further into the Northern and Eastern gateways to the city centre and into sites adjacent to well-connected transport hubs in district centres (reflected in Figure 2 below). In addition to this the city will continue to pursue opportunities across the rest of the city for a broader housing mix including sites in the North and East Manchester suburbs.

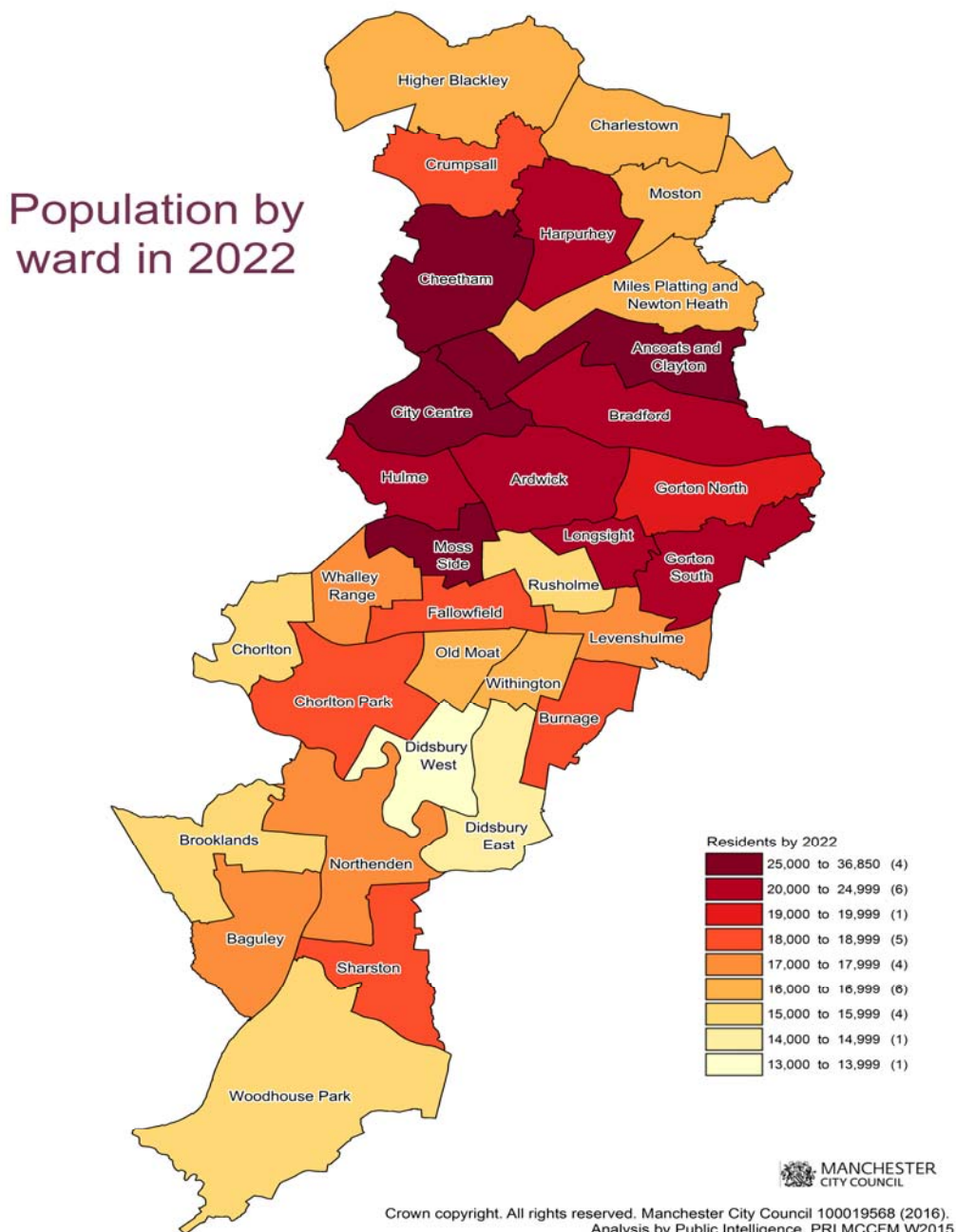


Figure 2: Forecast population by ward 2022

### 3.4 An increasingly youthful and talented population

3.4.1 The number of 20 to 29-year olds living in Manchester increased from 86,600 in 2001 to 124,100 in 2011 (MYE's). Almost a quarter of residents in 2011 were aged 20 to 29 compared to 14% across England (see Figure 3), further highlighting Manchester's rapidly growing younger population profile compared to the national average.

3.4.2 The working age population in the city has also increased (66% to 71% between 2001 and 2011) with the largest increase recorded in the City Centre where 94.4% of people were of working age in 2011. This is strongly linked with the city's broadening economic base.

3.4.3 By building on our existing strengths, particularly in Financial and Professional services and developing our fast growing digital and creative, life sciences and construction sectors Manchester will create 43,000 more jobs by 2025. The key for Manchester is to match the skills of the people here to the future needs of the city's growing economy.

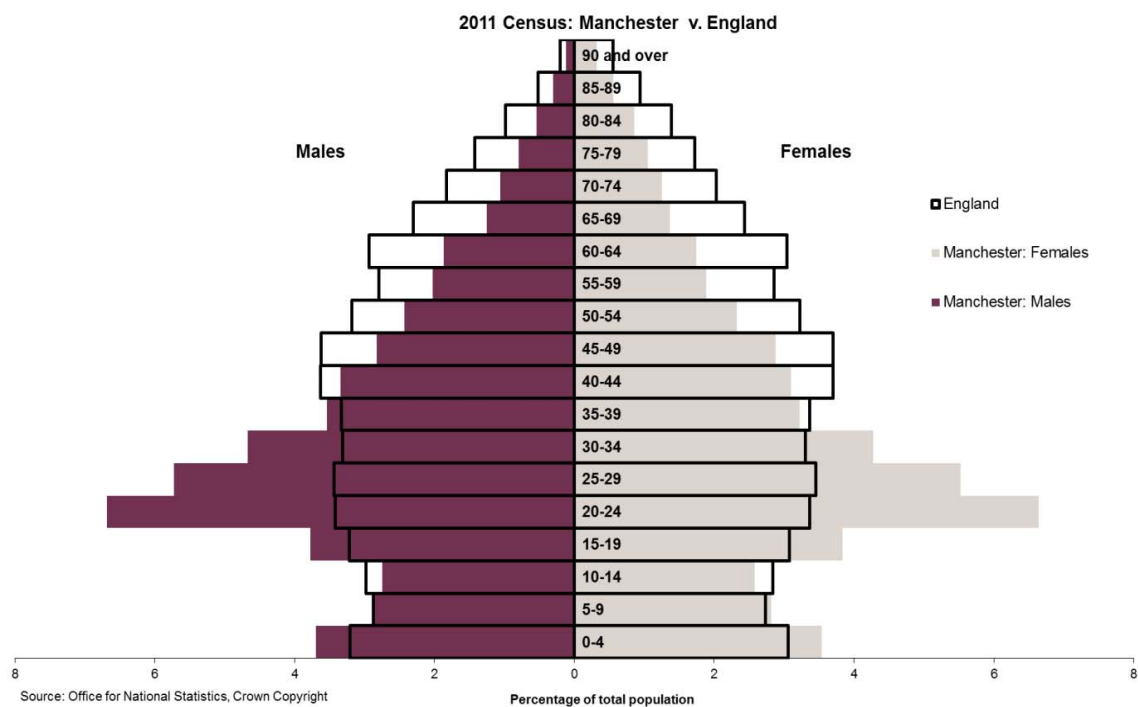


Figure 3: Population by age band: Manchester v England 2011

3.4.4 Students make up a large and important part of Manchester's population. The city's two main universities (University of Manchester and Manchester Metropolitan University) attracted approximately 71,000 students in 2014/15 (with the population returning to the levels seen before the student tuition fees hike in 2012). In 2014/15 45,000 of these students lived in the city joined by a further 4,300 residing in Manchester but attending other universities in GM.

3.4.5 Students have traditionally lived in parts of South and Central Manchester, principally along the Wilmslow Road corridor, with particularly high concentrations in parts of Fallowfield and Withington wards. However, a thriving quality apartment rental

market and large bespoke student housing developments have helped facilitate a northward shift towards the city centre and surrounding wards over the last decade.

- 3.4.6 The introduction of IER in 2014 has led to a significant reduction in those wards which have a younger population profile, particularly around the City Centre and inner city. This demographic includes young professionals and students who live primarily in private rented accommodation and who move house frequently.
- 3.4.7 Students have a choice to register to vote in Manchester or at their home address, which is reflected in the overall reduction in the number of registered electors across the city but particularly in wards with significant student populations (such as Ardwick, Hulme and the City Centre). Although these groups may not be registered to vote in Manchester, they continue to use public services and are represented by local Councillors. The concentration of these groups within particular wards can place additional responsibilities on Councillors to manage casework and issues arising from a proportion of the local population which do not appear on the electoral register.

### 3.5 **A diverse and welcoming city**

- 3.5.1 Manchester's diversity is a welcome and vital part of the city's success. Our diverse population with its vast array of languages and cultures is increasingly attractive to those businesses seeking to operate in the global marketplace.
- 3.5.2 The city has a global reputation as a welcoming city, and residents have a proud track record of positive integration and respecting one another's cultures, faiths and ways of life. The city embraces and works to improve the lives of the minority groups that make up its diverse character.
- 3.5.3 33% of people living in Manchester in 2011 (168,000 residents) were from a BME background compared to 7% across the UK. This has continued to grow in recent years with new economic migrants joining well-established BME communities from Pakistan, Bangladesh, China, Nigeria and Somalia.
- 3.5.4 The distribution of people from BME communities is not uniform across the city. The 2011 Census indicated that 73% of Longsight ward residents were from a non-White ethnic group, representing 11,240 people. This was the highest ward proportion closely followed by Moss Side (12,703) and Cheetham (14,162)(see Figure 4).

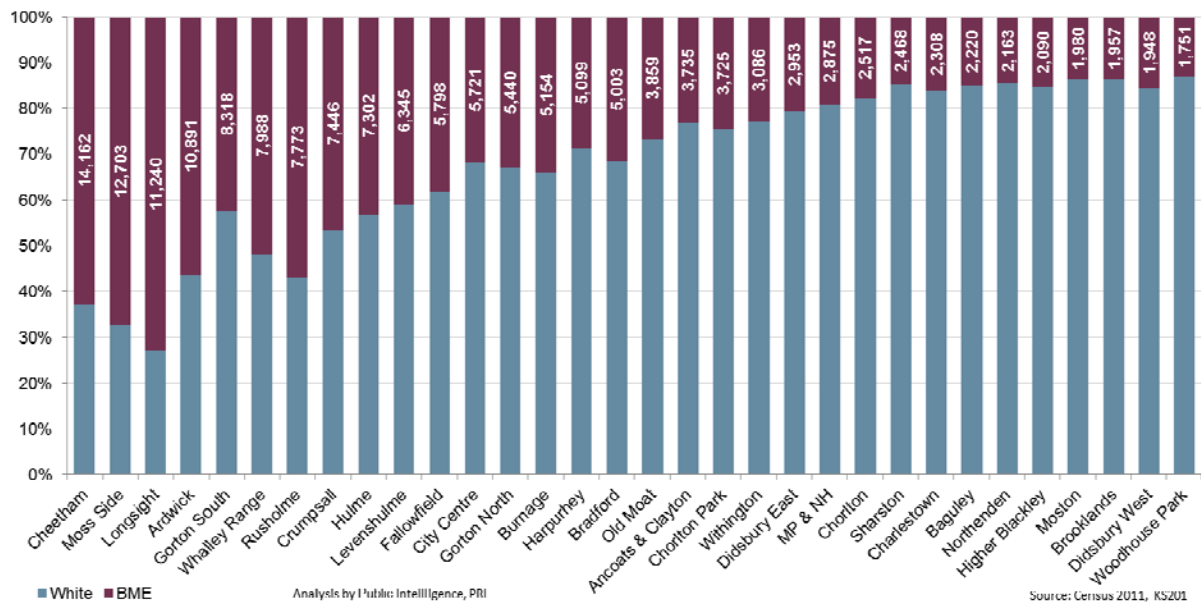


Figure 4: BME residents as a % of total ward population (Census 2011)

3.5.5 Across the city 10% of residents live in households with no English speakers compared to 4% across England. In some of our most diverse wards there are high numbers of residents who do not speak English well or at all. Cheetham ward for example has an LSOA where only 32% of residents speak English as their main language. This brings a range of challenges to the city and in turn different kinds of demands on councillors who must represent a diverse variety of needs and interests.

**3.6 Despite the city’s recent economic success, areas of deprivation remain**

3.6.1 Manchester recently ranked the 5th most deprived local authority in the country according to the Index of Multiple Deprivation (IMD) 2015. Manchester has improved relatively from fourth most deprived local authority (rank of average scores) in IMD 2010 to fifth in IMD 2015.

3.6.2 40.8% of Manchester’s Lower Super Output Areas (LSOAs) are in the most deprived 10% of LSOAs nationally. Whilst areas of deprivation are concentrated in the wards which cover the North, East and Wythenshawe areas of the city, pockets of deprivation can be found right across the city (see Figure 5 below).

3.6.3 Poor health and poverty are key issues in these neighbourhoods. Manchester ranks 2<sup>nd</sup> on the Health Deprivation and Disability Index (IMD 2015). Life expectancy for women remains the lowest in the country and second lowest for men. Childhood obesity is increasing and despite recent improvements a third of children in the city are growing up in poverty.

3.6.4 More households are in work and fewer are claiming out-of-work benefits<sup>2</sup> but the Income Deprivation domain indicates that 24.2% of Manchester residents, around 123,500 people, are living with deprivation relating to low income.

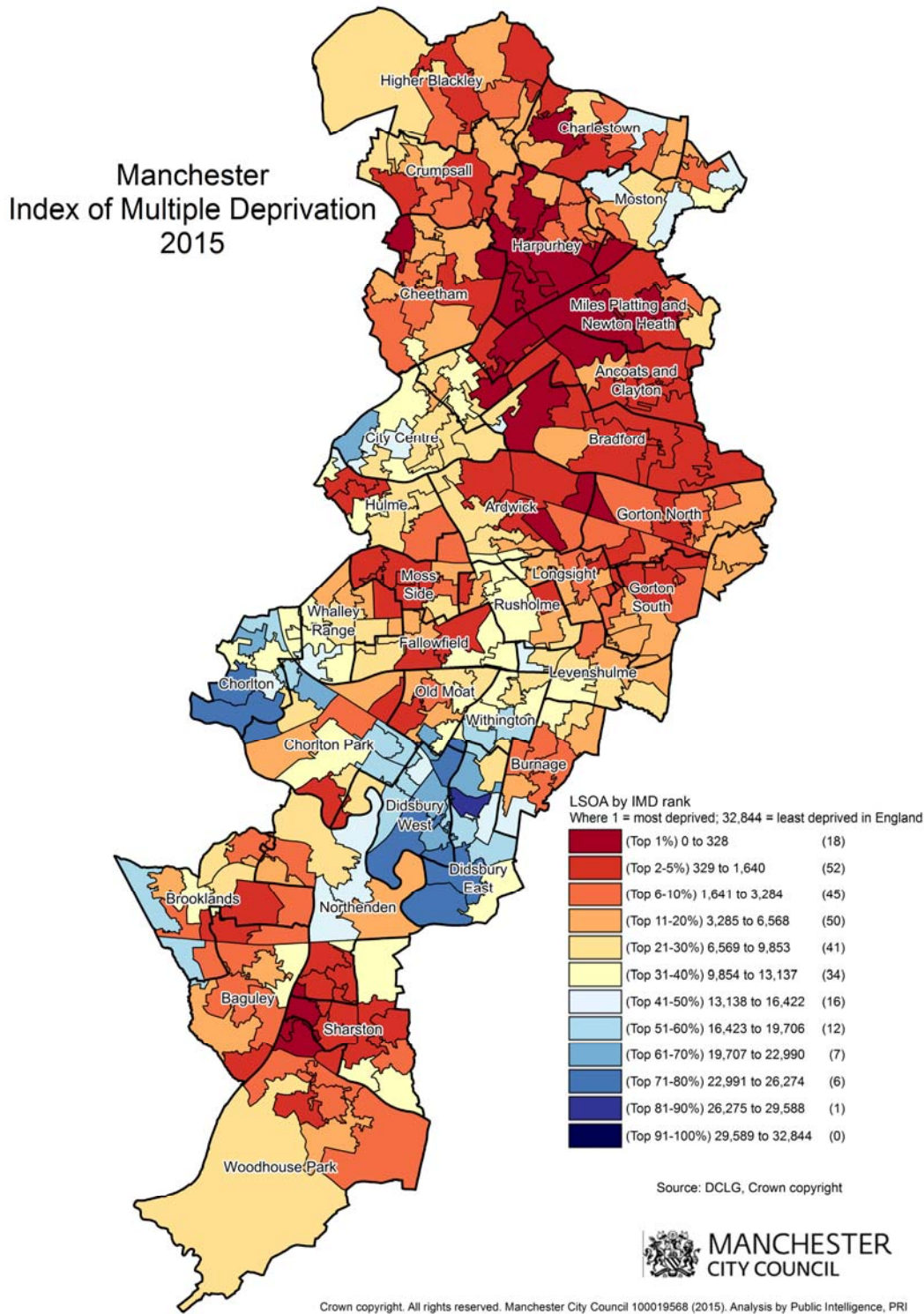


Figure 5: Manchester Index of Multiple Deprivation 2015

<sup>2</sup> The overall out of work benefits rate (including Universal Credit claimants not in employment) was 13.7% in August 2015, compared to 14.6% in August 2014.

## **4 The Council's governance and decision making**

### **4.1 Context**

- 4.1.1 Manchester City Council has 96 councillors and there are 32 wards, each with 3 members. Councillors are elected by thirds each year, with a fallow year every four years when no local elections are held.
- 4.1.2 The political make-up of the Council has changed over the years although political control has consistently remained with the Labour Party who have retained a large majority since the late 1970s. Since 2014, all 96 Councillors have been Labour Party Councillors.
- 4.1.3 Manchester is also one of 10 councils which make up Greater Manchester (GM), a relationship further cemented through the creation of the first statutory combined authority - Greater Manchester Combined Authority (GMCA) – in 2011. The GMCA is run by the leaders of the 10 councils and the 'interim' GM mayor. In 2017, the people of Greater Manchester will elect the first Mayor of Greater Manchester. (*see section 7*)

### **4.2 The Council**

- 4.2.1 The Council normally meets at least seven times a year. The annual meeting is normally mid-May, after the local elections. The budget meeting to set the Council Tax is in early March. The municipal year is then divided into five periods with each of these concluding with a Council meeting. Those tend to fall in mid-July, early October, early December, late January and late March. Other meetings of the Council will be called as needed if there is special business to be dealt with, although these are uncommon.
- 4.2.2 Council meetings are well attended by councillors and it is unusual for councillors to not attend. Public attendance varies and is usually dependent on the issues that are being discussed at the particular meeting. There is no mechanism for members of the public to speak at council but the public are able to direct questions to councillors via the questions to Executive Members function on the website. Meetings are webcast, enabling the public to watch the meetings online and access an archive for up to six months.

### **4.3 Leadership**

#### **4.3.1 The Executive**

- 4.3.1.1 The Council operates a Leader/Executive model of decision making. The Executive is made up of nine councillors including the Leader, each with responsibility for a particular portfolio. There are also six councillors who are Assistant Executive Members: one each for Children's Services, Finance and Human Resources, Adult

Services, Environment, Culture and Leisure, and Neighbourhoods. The number of portfolios has remained consistent for the past few years, but the areas of responsibility have adjusted in response to the Council’s priorities. The portfolios of the Executive members are set out in the table X below.

4.3.1.2 The Council’s Constitution provides that the Leader is appointed each year at the Annual General meeting of Council. By law, all Executive decision making powers are delegated to the Leader who is then responsible for setting out the specific powers that are delegated to Executive Members and officers. Decisions delegated to officers are set out in the Council’s scheme of delegation in the Constitution.

4.3.1.3 Although there is no formal scheme of delegation in place to delegate powers to individual portfolio holders, the Leader delegates his Executive powers to the Executive as a whole. Decisions therefore are made collectively at meetings of the Executive, not by individual Executive Members. Additionally individual Executive Members and Assistant Executive Members are involved in leading the work of policy panels that bring councillors together informally to discuss policy issues and potential policy developments.

4.3.1.4 This model provides clear lines of accountability and ensures that decisions are taken in the public domain. Manchester City Council also seeks to ensure that members at all levels are engaged in the decision making process, with the majority of frontline councillors involved in the Council’s scrutiny process and serving in other decision making partnerships (see section 5).

Leader	Overall Policy Co-ordination. Economic Development. External Relationships. Support on regeneration (North Manchester). Legal Services. Digital Economy (Business Development). Devolution.
Deputy Leader (Statutory)	Inclusion including family poverty, Equalities. Voluntary Sector. Public Services Reform (PSR). Support on Regeneration (South Manchester and Wythenshawe). Behaviour Change. International.
Deputy Leader	Housing & Regeneration (including Skills). Ward co-ordination. Wellbeing. Communications. Corporate property. Community Engagement.
Children’s Services	PSR (Early Years), 14 – 19, Children & Families. Overall responsibility for all matters affecting Children & Young People (Every Child Matters). Lead member under Section 19 of the Children Act 2004.
Finance and Human Resources	Budget, Council Tax & Benefits, Resource procurement. Human Resources, Performance, ICT, Capital Programme.
Adult Services	Adult Social Care, Health, Supporting People. PSR (Health and Social Care). PSR (Troubled Families) (with Children’s Services)
Environment	Transport policy including highways, Manchester Contracts & parking. Green issues including climate change. Planning policy. Food Futures.

Culture and Leisure	Cultural Strategy, Galleries & Museums, Libraries, Sport & Sport Development, External Arts / Sports Bodies. Indoor / Outdoor Leisure. Youth Offer. Events. Markets and Hospitality & Traded Services. Schools.
Neighbourhoods	Neighbourhood management including waste strategy & collection, management of physical environment & Environmental Services. Crime & Community Safety. PSR (Reforming Justice). Maintenance of parks, Cemeteries & allotments. Licensing policy.

4.3.1.5 The Executive is supported by the Standing Consultative Panel, made up of six Assistant Executive Members (where there is an opposition group, members of this group are included in proportion to the political composition of the Council as a whole). The Consultative Panel members attend meetings of the Executive and can participate in discussions but they have no formal voting rights or decision making powers. The meetings of the Executive are webcast.

4.3.1.6 Manchester Members also serve and hold positions on a range of Greater Manchester bodies, including;

- Greater Manchester Fire and Rescue Authority
- Greater Manchester Waste Disposal Authority
- Combined Authority
- Patrol Adjudication Joint Committee (a national joint body)
- Transport for Greater Manchester Committee
- Association of Greater Manchester Authorities (AGMA) Executive Board
- AGMA Scrutiny Pool
- AGMA Statutory Functions Committee
- Pennine Acute Trust Joint Scrutiny Committee
- Manchester and Trafford Joint Health Scrutiny Committee
- Greater Manchester Police and Crime Panel
- Greater Manchester Joint Health Scrutiny Panel
- Manchester Port Health Authority

4.3.1.7 Other Statutory meetings and bodies involving Councillors

- The Schools Forum
- The Corporate Parenting Panel

4.3.1.8 In addition to Executive Member posts, individual members are assigned 'Lead Member' roles for a range of cross cutting issues , including:

- Gay Men
- Disabled people
- Lesbians
- Race
- Women
- Valuing Older People
- City Centre



- Intergenerational
- Mental Health Champion

#### 4.3.2 **The Role of Executive Members**

4.3.2.1 All executive members sit on a wide range of internal, citywide, regional and national committees, as well as outside bodies. The Leader of the Council plays a significant role in the Greater Manchester Combined Authority and associated committees, the Local Enterprise Partnership, and other regional and national bodies. Individual Executive members will usually sit on the relevant Combined Authority or partnership meetings within their portfolio. Additionally, executive members will attend a range of ad hoc meetings with officers, community organisations and businesses and partners.

4.3.2.2 The roles of the Leader and Executive Members are considered to be a full time position and the majority carry out their role on a full time basis. Some Executive Members work part time or are self-employed in addition to their council duties. The expectation of the number of hours worked by individual executive members for their portfolios is high so each is supported by a personal assistant<sup>3</sup> who manages their diary and supports with casework both at portfolio and ward based level.

4.3.2.3 The demands on time of individual executive members are significant. The Executive meets monthly with 10 scheduled meetings a year and ad hoc meetings held when required. Although the meetings do not usually last more than an hour, there is a substantial amount of supporting documentation for each meeting to accompany each decision taken. Executive members will often be required to read over 200 pages of reports for each meeting before a decision can be taken. To put this into context, the Executive made decisions on 108 substantive items in 2015/16.

4.3.2.4 This is reflected in the councillors survey (Appendix 2a) which showed that of the city's Executive members, 76% spent in excess of 11 to 15 hours per month preparing for council meetings (compared to 39% of all Manchester councillors). In addition 62.5% of executive members spent over 16hrs per month attending council meetings.

#### 4.3.3 **Parishes**

4.3.3.1 The city has one Parish Council, Ringway Parish at the southernmost end of the city. The parish has a population of circa 100 electors and is close to Manchester Airport. The Parish Council is a statutory consultee on certain decisions the Council has to take in the parish area. A member of the Parish Council is appointed to the City Council's Standards Committee.

#### 4.4 **Regulatory**

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<sup>3</sup> Six personal assistants and one support worker are available to the 8 executive members

#### 4.4.1 Non-Executive Committees

4.4.1.1 The Council has established the committees set out below to discharge the non-executive functions:

Committee	Members in attendance	Meetings per year
Planning and Highways Committee	13	12
Licensing and Appeals Committee	14	6
Licensing Committee	14	6
Licensing Policy Committee	6	Ad hoc
Employee Appeals Committee	3 (from a pool of 12)	Ad hoc (up to 10)
Constitutional and Nomination Committee	9	6
Personnel Committee	10	10
Audit Committee	9 (+2 co-opted members)	6
Art Galleries Committee	4 (+7 co-opted members)	1
Standards Committee	6 (+3 co-opted members)	3
Health and Wellbeing Board	2 (+13 others)	6
Wythenshawe Area Committee	15	10

4.4.1.2 The Constitution sets out the regulatory decisions that are delegated to officers. In practice, this is the majority of planning and licensing applications. In the case of planning decisions, the Committee will only consider applications that are of considerable public interest, large in scale or where objections have been received. This is similar for licensing applications with the sub committees only reviewing applications where objections have been received. Licensing case law has meant that sub committees must review applications where agreements against objections have been reached (“determination”). Officers cannot determine them so they have to be considered by a Licensing Panel requiring panels to meet more frequently than in the past.

4.4.1.3 Meetings are arranged according to a set committee cycle, with most of the regulatory committees meeting once or twice in each of the five periods of the municipal year. The number of average meetings for each Committee of the Council is set out above.

#### 4.4.2 Planning Committee

4.4.2.1 The planning committee carries out the Council’s regulatory functions under the relevant planning legislation. The committee meets monthly and the number of members has remained consistent at 14-15 members over the past five years

reflecting the city's strong development pipeline. The Constitution sets out the regulatory decisions that are delegated to officers. In the case of planning decisions, the Committee will only consider applications that are particularly sensitive, large scale or where objections have been received

4.4.2.2 The Greater Manchester city region is now the most important economic centre outside of London. Manchester is a key driver of economic growth and major employment centre and has recently experienced the biggest economic growth outside of London with over 390,000 jobs now within the City and a further 44,000 new jobs anticipated over the next ten years.

4.4.2.3 Manchester's core strategy (2012-2027) sets out the city's aim for a minimum of 200 ha of employment land to be developed between 2010 and 2027, whilst the city's recently adopted residential growth strategy details plans to develop a minimum of 25,000 new homes over the next decade.

4.4.2.4 Manchester has seen a significant increase in the number of large scale, complex development schemes, with major planning applications received rising from 103 in 2014 to 181 in 2015 (an increase of 76%). New development has been focused in areas of city-wide and regional significance, including the city centre, Airport City, Corridor Manchester and the Etihad Campus. This had led to a major increase in the workload of committee members as they considered 136 items in 2015 (31% increase on 2014), many of which being of increasing complexity and significance.

4.4.2.5 The Planning and Highways Committee meetings last approximately 1 - 2 hours and consider approximately 12 – 16 items per meeting. Additionally, there may be a number of site visits where this has been requested. These take place on the morning of committee meetings and last approximately 1 to 1.5 hours. Members who are appointed to the Committee must undertake training before they get involved in the decision-making. Meetings of the Planning and Highways Committee are webcast.

4.4.2.6 Councillors new to the Planning and Highways Committee are provided with training on planning issues. New and existing members will be trained in any substantial changes to regulatory practice.

#### 4.4.3 **Licensing Committee**

4.4.3.1 The Licensing Act 2003 specifies a minimum of 10 and a maximum of 15 members for the Licensing Committee, with no legally defined quorum. Manchester's Licensing Committee consists of 15 members appointed annually. It has remained at this number for the past five years although there have been vacancies on occasion.

4.4.3.2 The functions of the Licensing Committee will be delegated to a licensing sub-committee made up of three members, but the majority of decisions on licensing applications are delegated to officers. The Licensing sub committee hears those applications which are contested or otherwise outside the scope of the officer

delegations (such as all licensing applications where there is an objection, or where it is proposed that a license is revoked or refused).

4.4.3.3 Licensing sub-committees are held at least once a week and have an agenda of anywhere between one and 10 applications or appeals to consider. The meetings can last between one hour and a full day depending on the applications that are considered (average approximately 3 hours). On average, there are around 70 such panel hearings, each involving three councillors drawn from the membership of the committees in any municipal year. Some members attend more sub-committee hearings than others with the average per councillor being 1 –2 per month.

4.4.3.4 The number of licensing hearings fluctuates depending on the number of applications and objections received. In 2015/16 Manchester had 131 premises / street trader hearings taking place over 46 meetings.

4.4.3.5 The full Licensing Committee will meet six times in a municipal year with meetings lasting approximately two hours. The Licensing and Appeals Committee consists of the same members (they are both established under different statutory functions so have to be treated separately) and meets on an ad hoc basis as and when required but the meetings usually take place immediately after the Licensing Committee

#### 4.4.4 **Area Committee**

4.4.4.1 There is one Area Committee in the city, the Wythenshawe Area Committee (15 members from the five Wythenshawe wards). This primarily deals with development control and planning applications for the Wythenshawe area (five wards south of the River Mersey). The committee has delegated powers to determine planning applications in those wards, and so deals with some of the decision-making that would otherwise have been dealt with by the Planning and Highways Committee.

#### 4.4.5 **Frontline councillors**

4.4.5.1 The majority of councillors are members of one of the Council's six scrutiny committees, with some members sitting on two scrutiny committees. Many Councillors also sit on one of the regulatory committees. Many councillors will sit on more than one committee. Committee membership is determined at the Annual General Meeting of Council in May and is mostly consistent throughout the municipal year, enabling individual councillors to build a substantial knowledge base around a specific subject area (for example, planning or licensing laws). Individual changes are made at each Council meeting as required but these changes are generally small changes.

4.4.5.2 Those frontline councillors who responded to the councillor survey (see Appendix 2a) are all members of one or more council committees / sub-committees. Of those who responded, 64% spent in excess of 6-10 hours per month attending council committees and 32% dedicated in excess of 11 hours per month preparing for these meetings. The ten elected members who completed the 'a week in the life' of a

Manchester Councillor survey spent a minimum of 40 hours that week attending or preparing for council committees.

#### 4.4.6 Attracting and retaining councillors

- 4.4.6.1 Manchester continues to attract a large number of candidates seeking to stand in the city’s local elections. The number of candidates who stood for local elections in May 2015 was 178, an increase of 18 from the 2014 elections

Party Name	2014	2015
British National Party	2	1
Christian Democracy for a Consensus	1	1
Communist League	0	2
Conservative	32	32
Green Party	32	32
Independent Candidates	2	3
Labour	32	32
Liberal Democrat	32	31
Monster Raving Loony Party	0	2
Motorcycle Alliance	1	0
Pirate Party	1	0
Respect	2	0
The Liberal Party	1	0
Trade Unionists & Socialist Coalition	10	26
UK Independence Party	12	16
<b>Total</b>	<b>160</b>	<b>178</b>

- 4.4.6.2 The average length of service of the members of the present Council is just over nine years; the longest serving member of the Council has 47 years of service. The average length of service is affected by significant changes to the make-up and political balance of the Council between 2011 and 2014 when a number of new members were elected to the council.

## 5 Scrutiny process

### 5.1 Introduction

- 5.1.1 The scrutiny role of councillors is of high priority for Manchester City Council and the process is designed to ensure that decision makers are accountable to the people of Manchester through their directly elected representatives.

- 5.1.2 Manchester's scrutiny function acts as a 'critical friend' to decision makers, ensuring that the decision making process is carried out properly (occasionally recommending alternative or additional courses of action<sup>4</sup>). The role of scrutiny includes;
- advising the Council's Executive on decisions it is due to take (pre-decision scrutiny)
  - holding the Executive to account by reviewing its decisions before they are implemented (this is called the 'call in process')
  - investigating and reviewing public services where Councillors have concerns about the way services are being delivered
  - ensuring decisions are being implemented in a way which meets residents' different needs
  - commenting on the work of other public services, individually and in partnership

## 5.2 Scrutiny Committees

5.2.1 The Council has six scrutiny committees:

- Young People and Children (12 councillors, 7 co-opted members (2 faith representatives and 2 parent governor representatives (statutory requirement) and 1 additional parent governor representative and 2 teacher representatives (local choice))
- Communities (the statutory Crime and Disorder Scrutiny Committee) (10 councillors)
- Neighbourhoods (21 councillors)
- Economy (21 councillors)
- Health (the Health Scrutiny Committee) (11 councillors)
- Finance (10 councillors)

5.2.2 Their current remits are shown in Figure X below. The structure and remits were last reviewed in 2012.

5.2.3 The Overview and Scrutiny Co-ordinating Group (see 5.5 below) at its meeting in March 2016 has suggested some minor changes (e.g. name changes and remit swaps) which will be considered by the Council at its annual meeting in May 2016. If agreed, these changes will be reflected in the Council's Constitution 2016 and are:

- Finance Scrutiny Committee renamed 'Resources and Governance Scrutiny Committee'
- Neighbourhoods Scrutiny Committee renamed 'Neighbourhoods and Environment Scrutiny Committee – with Strategic Transport added to the remit
- Communities Scrutiny Committee renamed 'Communities and Equalities Scrutiny Committee – with Culture, Libraries & Theatre, Leisure & Sport and the Voluntary Sector added to the remit

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<sup>4</sup> Overview and Scrutiny Committee were established by the Local Government Act 2000 and the legislative powers today can be found in the Localism Act 2011.

- 5.2.4 In March 2014, the Overview and Scrutiny Co-ordinating Group commissioned a review of the scrutiny function to assess how effective it was and to identify ways in which it could be improved. The group sent out a short survey to everyone who attended a committee in the preceding two years; and a detailed self-assessment which was tailored to Manchester based on guidance from the Centre for Public Scrutiny. The results of the review were reported back to the Group and subsequently to all scrutiny members and the public within each individual Scrutiny Committee (and noted in its minutes).
- 5.2.5 Scrutiny has a high profile in Manchester and the relevant Executive Member (or their Assistant) and Strategic Director will usually attend meetings for reports within their remit. Member’s attendance at meetings is usually high (see table below).

Committee	Average attendance levels at meetings during the 2015/2016 municipal year
Young People and Children Scrutiny Committee	Councillors – 75%
	Co-opted Members – 60%
Neighbourhoods Scrutiny Committee	77%
Economy Scrutiny Committee	78%
Communities Scrutiny Committee	70%
Finance Scrutiny Committee	66%
Health Scrutiny Committee	79%

- 5.2.6 The scrutiny process is well resourced in Manchester, with each Committee having a dedicated Chair, Strategic Director (or other Senior Officer) and a Scrutiny Support Officer. The Strategic Director ensures that requests are properly resourced and provides oversight. The committees also benefit from the advice and professional expertise of relevant public and private sector partners and Directors, Heads of Service and other officers as appropriate.
- 5.2.7 The Scrutiny Support Officer provides administrative support as well as scrutiny specific development/guidance and promotes an effective member led scrutiny function. The Scrutiny Team sits within the Governance and Scrutiny Support Unit (GSSU) and consists of three full time equivalent Scrutiny Support Officers (one of which is also the Team Leader) and a Business Support Officer who is shared across the GSSU.
- 5.2.8 Scrutiny has a dedicated budget which is used to cover staffing/costs of the Scrutiny Team and supporting the committees and can also be used for training and to commission research etc.
- 5.2.9 Councillors input through the scrutiny process have helped drive a range of positive outcomes for the council and the city as a whole, including in 2015/16 the development of a living wage policy and the adoption of an ethical procurement policy.

- 5.2.10 Through the Scrutiny process, members have also brought together different stakeholders to review a range of issues and agree a way forward, shown in the seminar convened by the Health Scrutiny Committee to consider issues around mental health provision in Manchester. As the city has recently contracted out the Children’s Rights Service and established a Youth and Play Trust, the scrutiny process has provided additional assurance that proposals were robust.
- 5.2.11 The scrutiny committee remits are aligned to those of the Manchester Partnership. The scrutiny committees are regularly kept up to date on the work of the partnership (usually by receiving their papers) in order that they have appropriate oversight of their work.



5.2.12 Figure X: Overview and Scrutiny Committees

**Young People and Children Scrutiny Committee**

Children and Families  
Children with Special Educational Needs  
Disabled Children  
Early Years (0 – 5s) and Play  
Education and Skills Development (for ages 0 - 15)  
Safeguarding Arrangements  
School Standards and Improvement  
Valuing Young People

**Linked to:** The Children's Board

**Finance Scrutiny Committee**

Capital Programme  
City Region Governance  
Corporate and Partnership Governance  
Finance & Budget Setting  
Human Resources  
ICT  
Procurement & Commissioning  
Property Management  
Revenue and Benefits

**Linked to:** Manchester Investment Board & Manchester Leaders' Forum

**Economy Scrutiny Committee**

City Region  
Core Cities  
Economic Growth  
Employment  
Regeneration  
Skills Development (aged 16+)  
Strategic Transport  
Tourism  
Voluntary Sector  
Worklessness

**Linked to:** Work and Skills Board

**Neighbourhoods Scrutiny Committee**

Carbon Emissions / Climate Change  
Culture, Libraries and Theatres  
Highways  
Housing  
Leisure and Sport  
Neighbourhood Working  
Planning Street Management  
Waste

**Linked to:** Neighbourhoods Board

**Communities Scrutiny Committee**

Community Cohesion  
Crime and Policing  
Domestic Violence and Abuse  
Equality and Inclusion  
Information and Advice Services  
Older People  
Respect Agenda  
Youth Offending / Disorder

**Linked to:** Community Safety Partnership Performance Board

**Health Scrutiny Committee**

Adult Social Care  
Aspiration and Wellbeing  
CQC Inspections  
Health Inequalities  
Health Protection and Safeguarding  
Health Services  
Mental Health and Well Being  
Public Health and Healthy Living  
Patient and Public Involvement

**Linked to:** Health and Wellbeing Board

### 5.3 Joint Scrutiny Committees

5.3.1 There are two joint health scrutiny committees:

- There is a permanent Joint Health Scrutiny Committee for Pennine Acute Hospitals NHS Trust to scrutinise the services provided by the Trust and to contribute to policy to improve health and reduce health inequalities. The Joint Health Scrutiny Committee is made up of three Elected Members from each of the authorities that make up the Pennine Acute footprint - the area covered by the Trust - Bury, Rochdale and Oldham and North Manchester. Three of Manchester's elected members sit on this Committee and Manchester partially funds officer support based at Bury Council.
- There is also a time limited Manchester and Trafford Joint Health Scrutiny Committee which is a joint committee with the neighbouring borough of Trafford. The Committee consists of five elected members from each Council, as well as an additional two substitute members from each Council. It was set up originally in response to the New Health Deal for Trafford. The Committee made a referral to the Secretary of State on the grounds that it was a Substantial Variation; but the proposals were later agreed. The Secretary of State noted there was a continuing role for the Committee to monitor the implementation of the changes and as such the Committee has continued to operate on this basis. It has been dealing with proposed changes in the arrangement and delivery of NHS hospital functions in Greater Manchester, as the changes at Trafford General Hospital are linked to changes at University Hospital South Manchester in Wythenshawe. The Committee normally meets three times a year, but will call additional meetings when there is a matter that requires it. In 2015/16 the Committee met five times with an average meeting time of three hours (including the pre-meeting) as well as spending additional time on preparation and associated activities.

### 5.4 Scrutiny Subgroups and Task and Finish Groups

5.4.1 A significant portion of the work of the Scrutiny Committees in Manchester is undertaken by subgroups and task and finish groups. These are specific to a topic or policy issue, and will either be standing groups (re-established each municipal year) with a remit to keep an issue under continuous review (Eg. Ofsted Subgroup and Human Resources Subgroup); or a time-limited task and finish group to investigate and report on an area of policy (Eg. Waste and Recycling Task and Finish Group, Learning Disability Task and Finish Group).

5.4.2 Subgroups are established for a municipal year and will normally consist of three to seven councillors. The frequency of meetings varies and meetings typically last between one and two hours.

5.4.3 With an average meeting time of 1.5 hours for the Subgroups established over recent municipal years (not including additional time for meeting preparation and associated activities) this equates to:

- 2014/2015 - 39 hours
- 2015/2016 - 45 hours

5.4.4 A schedule of such groups in 2014/15 and 2015/16 is below:

<b>Municipal Year</b>	<b>Name of Subgroup</b>	<b>Parent Scrutiny Committee</b>	<b>Number of meetings</b>	<b>Number of members</b>
2014/2015	Communications	Finance	3	10
	Drainage Maintenance	Neighbourhoods	1	9
	Homelessness	Neighbourhoods	5	7
	Human Resources (HR) Subgroup	Finance	5	5
	Living Wage	Economy	5	6
	Ofsted Subgroup	Young People and Children	4	8
	Private Rented Sector	Neighbourhoods	2	11
	Waste and Recycling	Neighbourhoods	1	11
<b>Total</b>	<b>8</b>	<b>4</b>	<b>26</b>	<b>67</b>
2015/2016	Communications	Finance	1	10
	Ethical Procurement	Finance	4	8
	Human Resources (HR) Subgroup	Finance	3	5
	Learning Disability	Health	5	7
	Ofsted Subgroup	Young People and Children	4	8
	Tax Avoidance	Economy	2	8
	Waste and Recycling	Neighbourhoods	6	11
	Youth and Play	Young People and Children	4	8
	District Centres Subgroup	Economy	1	9
<b>Total</b>	<b>9</b>	<b>5</b>	<b>30</b>	<b>74</b>

## 5.5 Overview and Scrutiny Coordinating Group

5.5.1 A Joint Co-ordinating Panel exists whose role it is to act as a mechanism for dialogue between Executive and the Scrutiny Committee; to assist in forward planning of the work programmes of the Executive and the scrutiny function; and to overview the Council's best value programme to consider proposals for the use of the scrutiny budget. The Panel known as the Overview and Scrutiny Coordinating Group meets quarterly and has nine members- the six Scrutiny Chairs, the Leader of the Council and two other members of the Executive. The papers are circulated in advance of the meeting which normally last up to an hour.

## 5.6 Scrutiny work programme

5.6.1 Work Programming Sessions are held for all scrutiny committees at the first meeting of the year (usually May). These are held in private (members only) and follow presentations from the Strategic Director about upcoming issues and challenges within their remit. Scrutiny Support Staff will also deliver a presentation on any overview/scrutiny issues and give an overview of the member's guide to Scrutiny which is updated on an annual basis. Members will then agree an initial outline work programme for the year ahead; however work programmes are flexible and evolve throughout the municipal year to respond to particular relevant issues and topics of interest to the public.

5.6.2 An Overview Report (a standing agenda item) is produced by Scrutiny Support for each meeting of the Committee. This report details the recommendations made by the Committee and any response or progress in those recommendations. Furthermore the Overview Report item provides members with the opportunity to review the committee's work programme. The updated work programme is formally agreed at each committee meeting.

## 5.7 Scrutiny workload

5.7.1 Scrutiny Committees meet on average every four weeks (bar April and August) resulting in 10 meetings per committee per year with the exception of Finance Scrutiny Committee which convenes 11 times. Finance Scrutiny Committee has an additional meeting in February as part of the budget and Council Tax setting procedures, any proposed amendments to the draft budget are considered before those amendments are put to the Council. The meetings of the scrutiny committees are webcast.

5.7.2 Each Committee agenda contains between three and seven reports of varying length and complexity. Ordinarily officers are requested not to spend too long introducing the report on the understanding that Members have read the reports in advance, and in order to make effective use of scrutiny time. Preparation by scrutiny members by way of reading the reports and where necessary undertaking wider research is estimated to take the majority of councillors up to 10 hours per month (according to

the councillor survey 82% of Scrutiny members spent more than 6 to 10 hours per month preparing for meetings). Each of the 61 Committee meetings can last up to 3 hours (30 minutes Members only followed by 2.5 hours public meeting).

- 5.7.3 The Overview and Scrutiny Coordinating Group oversees the scrutiny workload. Committee remits appeared recently as an agenda item (March 2016) partly in recognition that some Committee's had heavier workloads, in response to the item some minor changes to remits were agreed which will be implemented in May 2016.
- 5.7.4 Scrutiny members are expected to prepare for meetings largely by reading Committee papers. They may also undertake additional research either independently or via additional information provided to or requested by scrutiny members. Members are expected to attend a pre-meeting (Members only) for 30 minutes held immediately before the main Committee. Scrutiny members act as a link between Manchester residents and the scrutiny function, responding to any issues or concerns they are made aware of.
- 5.7.5 Scrutiny Chairs carry out additional duties including reviewing the work programme, either via regular agenda setting meetings with the Strategic Director and Scrutiny Support (half an hour to an hour in length) or via email/ telephone. In addition, the councillor survey indicates that 83% of scrutiny chairs regularly spend over 11 to 15 hours per month in preparation for the meetings.
- 5.7.6 The Scrutiny Chair and/ or Subgroup Chairs may also attend scoping meetings for a particular report or when establishing a Subgroup to agree the terms of reference and the draft work programme. Scrutiny Chairs have a shared office space.
- 5.7.7 Members may also be expected to carry out additional activities such as those detailed in the Committee's recommendation monitor within the Overview Report e.g. carry out visits, attend seminars or training sessions. There has been a renewed emphasis on Scrutiny over recent years with a number of in-house training sessions delivered including a Headline Event in 2014 for all Members, an Introduction to Scrutiny Event for new members and a session specifically for Scrutiny Chairs in 2015 (with further training planned for 2016). All Members receive training on the Decision Making Process (and the role of scrutiny in this) as part of their induction programme. Presentations/ introductions to scrutiny are delivered to each Committee as part of the annual work programming sessions.

## **6 Representational role of councillors**

### **6.1 Unlocking the power and potential of our communities**

The Manchester strategy sets out a clear vision for the future of the city.  
*'We need to unlock the power and potential that exists in all communities to improve the lives of people in the city and create thriving neighbourhoods where people can have a sense of purpose and belonging.'*

- 6.1.1 The representative role of Councillors is at the centre of everything that the Council does. It is clear that Manchester residents care deeply about the future of the city and their local communities and it is this energy that the Manchester Strategy seeks to harness. The response to the consultation on the Manchester Strategy was unprecedented, both in terms of the number of people who responded and also in the passion and energy of the responses.
- 6.1.2 The implementation of the Manchester Strategy will require a different organisational approach – one that fosters a different relationship and different ways of working between public services, elected members, residents, communities and businesses. At the heart of this different relationship with the city is a number of different elements including: having different conversations that build on people's strengths and assets; developing new approaches for how public services engage and empower local communities; encouraging new behaviours and attitudes among all partners in the city; and improving the social and physical connectivity of the city.
- 6.1.3 'Our Manchester' is the city's bold new concept which seeks to understand what a different approach could look like in Manchester, anchored by the Manchester Strategy. Local councillors will play a vital role in developing and delivering this approach, bringing together their local knowledge and relationships, with the ability to listen to their communities and broker between different views.
- 6.1.4 The emerging approach to deliver the Our Manchester strategy will lead to an increased expectation on all Councillors to lead and support a whole system approach to organisational change and the implementation of strategy across the city. Local members' leadership role is key to the successful delivery of Our Manchester, working with broader groups of residents, public sector partners, voluntary and community sector organisations and businesses to develop an asset based approach to encourage greater local engagement - so that people are empowered to create their own solutions.

## 6.2 **Community Leadership & Engagement**

- 6.2.1 Manchester Councillors are required to have a visible community leadership role, focusing on partnership working, engaging with residents, creating a shared vision for their communities and ensuring the delivery of joined-up high quality local services.
- 6.2.2 Manchester councillors will often take on a strong community development role, particularly in the city's most deprived and diverse wards (where capacity for self-support may be limited). This may include the initial development of new community and resident groups, as well as local business networks. Manchester councillors are also actively involved in areas of community interest, setting up public meetings and supporting campaigning work.
- 6.2.3 Effective engagement with the public and individual constituents remains a key element of councillor's community leadership role. Although new technology is

having an increasing influence on the way councillors communicate with constituents (see section 6.3 below), the value of face to face engagement in Manchester through surgeries, public meetings and home visits remains un-diminished. Councillors currently run 160 surgeries and advice bureaux each month at 64 different venues across the city (sessions generally take place for 1 hour).

- 6.2.4 The councillor survey shows that all councillors still engage regularly with constituents through traditional communication techniques. The most popular methods being face to face (100%), telephone (97%), public meetings (94%) and letters (65%). The majority of councillors (69%) believe the volume of requests and time spent on face to face engagement and public meetings with constituents has increased over the last 12 months.

### 6.3 The impact of technology on the community role

- 6.3.1 Manchester councillors are making an increasing use of new technology to support their engagement with constituents. Many Manchester councillors now use social media (such as Twitter) and this is making playing a growing role in the way councillors communicate with the public (68% of those councillors surveyed had an active social media account). Of those councillors actively using social media, 73% report that they are spending more time on communicating via this method with constituents than 12 months previously.
- 6.3.2 The councillor's survey also reports an increasing proportion of communication between councillors and constituents now taking place via email. Almost all Manchester Councillors now use email to communicate with constituents and the public (95%), with 83% indicating they spend more time communicating via email than a year ago. Councillors believe that improved access to email has brought about a significant rise in the volume of enquiries against more traditional communication techniques.

### 6.4 Casework

- 6.4.1 Within each councillor's community leadership role the most expansive and demanding element of this role is responding to enquires and undertaking casework. Councillors expect this to further increase as a result of continued austerity measures and ongoing welfare reforms (see section 7.4).
- 6.4.2 The majority of Manchester councillors deal with more than 20 cases / issues per month, with 20% regularly addressing over 35 requests (see councillor survey Appendix 2a). The majority of councillors casework is on behalf of the city's most vulnerable and deprived residents, the complexity of these cases translating into an ever increasing workload with over 50% of councillors currently spending more than 16 hours per month dealing with casework (25% of whom require in excess of 20 hours each month). The ten councillors who completed the 'a week in the life' of a Manchester Councillor survey spent a minimum of 40 hours that week dealing with casework.

6.4.3 Casework in Manchester comes to councillors in many different formats, but the most common routes are via member services or directly from constituents (via email, phone calls, surgeries and community visits). Councillors deal with the casework they receive in many different ways although it is common for issues to go through Member Services or the contact centre.

## 6.5 Diversity

6.5.1 The number of people living in Manchester is growing rapidly and the city is becoming younger and more diverse, with Manchester Councillors representing constituents from a wide range of ethnic and cultural backgrounds (as outlined in section 3.5). The increasing diversity of the city has had a major impact on the demands for Councillors time, with the survey indicating 86% of councillors have seen their workload increase and 75% of councillors are spending more time communicating with constituents than 12 months ago.

6.5.2 Manchester Councillors represent thousands of households which do not speak English as their main language. Almost 20% of Manchester's adult population, or nearly 70,000 people, declared a language other than English as their main language, 17% of whom report that they cannot speak English well (circa 12,000 people), and 3% (circa 2,400 people) cannot speak English at all (census 2011). Councillors do not have access to translation facilities and therefore language barriers can increase the complexity and time required to complete casework and engage with residents.

6.5.3 Manchester's diversity is reflected in the council's composition (see Appendix 2a) with 22% of councillors questioned in the councillor survey describing their ethnic origin as BME and 14% of councillors describing their sexuality as lesbian, gay or bi-sexual. Manchester's council composition is also close to gender balance with 46% of councillor's female and 54% male.

6.5.4 Maintaining three members per ward ensures Manchester remains able to represent an increasingly diverse population through its council composition. Manchester seeks to provide residents (particularly the city's most vulnerable and deprived population) the choice of contacting a councillor who represents the views of their community and has the capacity in their workload to solve complex and time intensive cases.

## 6.6 Ward coordination

6.6.1 Every ward in Manchester has a ward coordination group which provides a governance structure to bring together local councillors, council officers and key partners (including Greater Manchester Police) to work in partnership to ensure local services reflect local need.

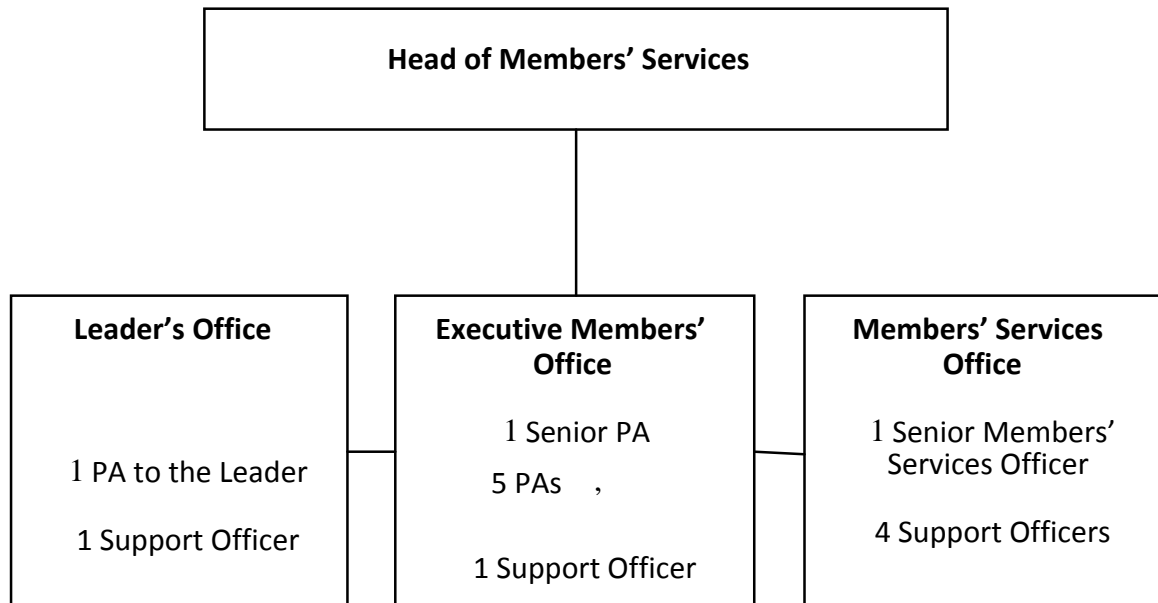
6.6.2 Ward Plans are developed (and regularly refreshed) in close consultation with councillors and are monitored through the ward coordination process. Ward Plans create a comprehensive public service improvement framework across the city that is



geared to addressing key local issues and delivering on outcomes for each neighbourhood.

- 6.6.3 In addition there is a Ward Action Plan which is reviewed by councillors, officers and key partners on a quarterly basis in advance of each Ward Coordination meeting. The ward action plan ensures local services remain focused on the identified priorities in the ward.
- 6.6.4 Although each ward coordination group has its own individual set of priorities (as set out in the Ward Plan), there is a common focus at each meeting on crime, community safety and neighbourhood management issues (e.g. highways, flytipping, waste and recycling). Meetings will also focus on other local initiatives and priorities (such as education, housing, green space and older persons projects) on a quarterly rotation (or as required).
- 6.6.5 The ward coordination group usually meets four times per year with meetings generally lasting between 1.5-2 hours. Councillors are required to read all supporting documentation in the week preceding the meeting. All three elected members from each ward regularly attend each session, with 92.5% of available councillors attending ward coordination during the latest round of meetings in 2016.
- 6.6.6 In addition to meetings within the formal council governance structure, councillors also represent their constituents on other bodies, including Police meetings such as Independent Advisory Groups, Housing Associations and governance structures designed to oversee investment or development at place level. Such groups can meet regularly, for a time limited period over a period of months or even years or for a short period of time to deal with specific urgent local issues, for example in response to a particular local incident or event.

## 6.7 Support for elected members



- 6.7.1 Members Services is split, as above, into the support for the Leader, support for Executive Members (of which there are eight, inclusive of two Deputy Leaders), and support for the non-Executive Members.
- 6.7.2 Support for Scrutiny and Council Committees is carried out by the Governance and Scrutiny Unit (GSSU) (see section 3).
- 6.7.3 The Leader's office and the Executive Member's Office has secretarial support, diary management and all casework is carried out by the secretaries and support staff. The role of this office is to assist the Leader/Executive Members to effectively carry out their duties as Executive Members, Ward Councillors, policy and decision makers.
- 6.7.4 The non-Executive support (87 councillors) is carried out by the Members' Services Office (5 staff). The role of this office is to provide a high quality, comprehensive support service in order to assist the Councillors to effectively carry out their duties as Ward Councillors.
- 6.7.5 The service keep the website up to date with councillor's details, including contact details, photographs, advice bureaux details and committee memberships. They liaise with venues for Advice Bureaux and ensure invoices are received and payments made.
- 6.7.6 Members receive a package of ICT equipment to support them to carry out their role. Those based within the Town Hall on a daily basis (the Leader and Executive Members) have office space and desktop computer equipment, phone and access to printers. All councillors are offered ICT equipment for home use, including a phone,

tablet or laptop. Frontline Councillors are provided with a work room so they can carry out their councillor role from the Town Hall in an office environment. The workroom contains 5 desks, phones, computer access and copying/printing facilities.

## **6.8 Training**

6.8.1 Councillors receive a formal induction when they are first elected and take part in a training programme, which is developed throughout the year. Members on the Planning and Licensing Committees in particular are provided with statutory training.

6.8.2 A Member Development Working Group meets twice a year. This group consists of the Head of Members Services, an Officer from the Governance and Scrutiny team, an officer from the Learning and Events team and the Deputy Leader. More councillors are involved in agreeing the new Member Induction.

## **6.9 Member allowances**

6.9.1 Member's allowances are set by the Independent Remuneration Panel. All Members receive a basic allowance of £16,307 (as of 2015/16)

6.9.2 The basic allowance is inclusive of provision for all telephone expenses (including mobile phones), travel and subsistence, office and all other expenses incurred in carrying out a Members' duties except where facilities are provided to Members by the Council.

6.9.3 A special responsibility allowance (SRA) is payable to those members who hold the special responsibilities in relation to the Council. Only one SRA is payable to each Member except when listed otherwise.

## **7 The Future - The changing role of the council and of councillors**

### **7.1 Greater Manchester Combined Authority (GMCA)**

7.1.1 The ten Greater Manchester local authorities have a long and unrivalled history of collaboration, characterised by consistent leadership and hard work over many years. In April 2011, the Greater Manchester Combined Authority was established to further enhance the strong and effective governance, with responsibilities and powers covering the transport-related functions previously administered by the Greater Manchester Integrated Transport Authority and a remit in relation to economic development and regeneration.

7.1.2 Each of the 10 GM authorities appoints one of their elected members to join the GMCA, who are now joined by the interim mayor for GM (see devolution section below). Collectively the 10 authority leaders appointed to cabinet bring the views of their communities to the GMCA decision making process.

7.1.3 The vision of the GMCA is underpinned by the Greater Manchester Strategy ‘Stronger Together’. The Strategy sets a clear ambition for the city region to become financially self-sustaining, increasing tax revenue while reducing demand on public services through the delivery of sustainable improvements to people’s lives.

## 7.2 Devolution

7.2.1 The first of three ground breaking Greater Manchester Devolution Deals was signed in November 2014, followed by the Health and Social Care Memorandum of Understanding in April 2015. Greater Manchester now also controls long-term health and social care spending with a full devolution of a budget of around £6 billion in 2016/17.

7.2.2 The region's new powers include:

- more control of local transport, with a long-term government budget to help us plan a more modern, better-connected network
- new planning powers to encourage regeneration and development
- a new £300m fund for housing: enough for an extra 15,000 new homes over ten years
- extra funding to get up to 50,000 people back into work
- incentives to skills-providers to develop more work-related training
- extra budget to support and develop local businesses
- the role of the Police and Crime Commissioner being merged with the elected mayor
- control of investment through a new 'earn back' funding arrangement which gives GM extra money for the region's infrastructure if certain levels of economic growth are reached

7.2.3 Manchester has led the way in making the explicit link between investment in growth and skills and a focus on reducing dependency. This was driven initially through the Community Budgets work which has established Public Service Reform as a key priority.

7.2.4 Further devolution to the Greater Manchester Combined Authority (GMCA) was announced in the Summer Budget 2015. Additional powers were added in the November 2015 Spending Review and Autumn Statement which reaffirmed the government’s commitment to maximising devolution to Greater Manchester and to building a Northern Powerhouse. The announcements also identified a number of areas for further joint work including housing, employment support, apprenticeships and energy.

7.2.5 A fourth devolution agreement followed in the March 2016 Budget, including new powers over the Criminal Justice System and a pilot approach to 100% business rates retention for local authorities in GM from 2017 – three years earlier than planned for the rest of the UK.

### 7.3 **GMCA Governance**

- 7.3.1 The devolution agreement included proposals for strengthening the governance arrangements of GM to support the significant transfer of powers and responsibilities to the Combined Authority by the establishment of a directly elected Mayor with Executive powers. The agreement specified the powers that would be exercisable by the Mayor including; a devolved and consolidated transport budget, responsibility for franchised bus services, powers over strategic planning, control of a new Housing Investment Fund and the role of the Police and Crime Commissioner.
- 7.3.2 The first fully elected GM Mayor will be decided in a ballot of all Greater Manchester voters on 4<sup>th</sup> May 2017.
- 7.3.3 Unlike the directly elected London Assembly scrutiny structure that operates in Greater London, the GM Mayor will join the GMCA cabinet as an 11<sup>th</sup> member. GMCA will operate on a Cabinet model, where all GMCA leaders have a clear portfolio of responsibilities, will act as a supporting and advisory function to the Mayor and the GMCA in respective policy areas. The GM Mayor will be required to consult with the cabinet on new strategy and spending plans, which it may reject if two-thirds of the members agree to do so (spatial planning strategy requires a unanimous vote).
- 7.3.4 The current scrutiny arrangements of the GMCA will continue and extend with new overview and scrutiny committees appointed to cover the Mayor and the new areas of responsibility for the Combined Authority. Of the new scrutiny arrangements currently being considered, all options will involve an increased involvement from Manchester councillors. The Combined Authority scrutiny committees may also appoint sub-committees which will also require the attendance of elected Members from Manchester City Council.
- 7.3.5 The additional powers that have been devolved to GM will clearly support the city's strategic ambitions and closely align to the new Manchester Strategy 2016-2025. However, successful implementation of these changes will inevitably require the involvement of the Council's Executive and backbench members.

### 7.4 **Austerity**

- 7.4.1 Manchester has experienced severe budget reductions over the last 6 years and has already found £309million of savings since 2010/11 (the Council's available resources having reduced by 40% since 2010/11). Manchester City Council has lost 3,400 full time posts and Manchester has faced the country's 7<sup>th</sup> largest cut in spending power per resident (£770.55 less per home than in 2010).
- 7.4.2 The city's population growth can only be sustained through the provision of new homes which will, in turn, place greater pressure on the provision of good quality universal services over the next 5-10 years. This includes essentials to keep the city running, such as schools, social care and safeguarding children.

- 7.4.3 Despite these pressures Manchester City Council will continue to promote economic growth and address some of the inhibitors to growth such as having fit for purpose accommodation to meet the needs of different sectors and in relation to critical infrastructure such as digital, energy and transport, through the city's growth strategy.
- 7.4.4 The newly created Neighbourhoods Service will place a more integrated approach to the development and management of the city's neighbourhoods. As resources have been further diminished the service will be required to work more intensively with local councillors and with other public service organisations - such as GMP and housing providers - to ensure services are joined up in neighbourhoods. A further important aspect of elected members future role will be the focus on working with residents and communities to enable them to be more independent and less reliant on the Council's and other partners' services.
- 7.4.5 Manchester has been severely impacted by the government's ongoing programme of Welfare Reforms since 2012, with reforms disproportionately impacting on many of the city's most deprived and diverse neighbourhoods. For example the benefit cap has had a significant impact on the city's BME households, with 75 of the initial 571 households affected being from Somali and the wards with the highest number of families affected at the time of implementation being Moss Side (65 families) and Cheetham (53 families).
- 7.4.6 It is anticipated that continued austerity will increase the workload of Manchester members over the next 5-10 years. The majority of councillors (86%) have already indicated that the time they are required to dedicate to the role has increased significantly in recent years, with 69% believing the role to be more time intensive than they originally accounted for on application.

## **8 Conclusion**

- 8.1 Manchester City Council is an effective, innovative and ambitious council which must continue to ensure it fulfils its duty in providing governance, scrutiny and representation for the city's diverse residents. This report outlines the varied and demanding roles undertaken by City Councillors to deliver effective outcomes for nearly 540,000 residents both in terms of frontline work but also as place and community leaders, driving collaboration across public services on behalf of Manchester people.
- 8.2 Manchester's 96 councillors currently have a sizable workload, derived from the council's robust governance and decision making structures to an increasingly intense and complex representative role within the community. Manchester councillors regularly process with in excess of 20 live cases each month (with some dealing with over 50 cases), the majority being on behalf of the city's most vulnerable residents (see Appendix 2a). The volume and complexity of casework is set to continue to

increase as the population grows and becomes increasingly diverse, and as new technology allows instant communication with councillors.

- 8.3 Manchester’s continued success internationally, nationally and regionally relies upon having adequate representation at every level, including from 2017 the effective scrutiny of the directly elected GM Mayor and Combined Authority. The City Council therefore considers that the size of the council should remain at 96 councillors across 32 wards (3 members per ward).**

## 9 Appendix

### 9.1 Appendix 2a - Manchester Councillor Workload Analysis

9.1.1 During April 2016 all 96 Manchester City Council (MCC) councillors were asked to complete a survey focusing on the average time spent each month on council business (Appendix 2b for survey template). In addition a number of councillors representing different roles and geographies were asked to provide a detailed account of 'a week in the life' of a Manchester councillor (see Appendix 2c for the completed templates).

9.1.2 The survey focussed on the amount of time councillors spend on council business, this includes;

- Governance and decision making
- Scrutiny functions
- Their representative role
- Preparation for meetings
- Engaging with constituents
- Dealing with casework
- Time spent on party political business

9.1.3 The survey also asked councillors to comment on how their personal workload and that of the wider council has changed over time. 65 members responded to the survey, this included all Executive Members and Scrutiny Chairs and a further 31 councillors. Key findings from the survey respondents have been broken down into 4 thematic areas;

#### 9.1.4 Governance and decision making:

9.1.4.1 All councillors who responded to the survey are currently a member of one or more council committees / sub-committees. Many of the respondents (45%) were also appointed by the council to external bodies, primarily linked the Greater Manchester Combined Authority, Transport for Greater Manchester, housing associations and school governance.

- 40% spend over 11 hours per month at committee meetings
- 46% spend over 11 hours per month in other council meetings (e.g. meetings with officers, working groups) - with a further 42% spending between 6 and 10 hours per month
- 48% of respondents who regularly attend external meetings spend a minimum of 6 to 10 hours per month at these sessions
- 60% spend between 6 and 15 hours per month preparing for council meetings



### 9.1.5 Engaging constituents and casework

9.1.5.1 The majority of Manchester councillors deal with more than 20 cases / issues per month (56%), with 20% regularly addressing over 35 requests. This casework is translating into member workload with over 50% of councillors currently spending more than 16 hours per month dealing with casework (25% of whom require in excess of 20 hours each month).

9.1.5.2 Manchester councillors are making an increasing use of new technology to support their engagement with constituents - 68% of those councillors surveyed had an active social media account). Of those councillors actively using social media, 73% report that they are spending more time on communicating via this method with constituents than 12 months previously. Almost all Manchester Councillors now use email to communicate with constituents and the public (95%), with 83% indicating they spend more time communicating via email than a year ago.

9.1.5.3 The councillor survey shows that all councillors still engage regularly with constituents through traditional communication techniques primarily - face to face (100%), telephone (97%), public meetings (94%) and letters (65%). The majority of councillors (69%) believe the volume of requests and time spent on face to face engagement and public meetings with constituents has increased over the last 12 months.

- 74% spend over 11 hours per month working on enquiries from constituents and casework
- 65% spend 33 to 45 hours per month working directly with or on behalf of the constituents they were elected to represent
- 56% deal with more than 20 cases each month
- 8% of respondents deal with more than 50 cases per month
- 58% spend over 11 hours per month on community obligations such as community forums and resident association meetings
- 61% spend over 11 hours per month engaging with constituents formally and informally through councillor surgeries and community events and taking part in ward activities such as clean-ups and resident meetings

### 9.1.6 Demands on time

9.1.6.1 The majority of respondents (86%) feel that their workload has increased over recent years with 69% stating that they spend more time on council business than they expected to when they became a councillor.

*“The role of community leader is greater than when I was first elected, with more involvement in community forums and events expected”*

*“There has been more complex casework, much of this related to reduced capacity within community organisations and advice services”*

9.1.6.2 Respondents put the increasing workload down to the impact on the local area of imposed budget cuts, an increased level of council business and scrutiny (directly related to budget cuts) and their increasing profile within the local community.

*“Government cut backs leading to more complaints and enquiries from constituents”*

*“I am becoming more well known in my ward (as a new councillor) so more people approach me for help”*

9.1.6.3 Furthermore, greater use of IT, email and social media has made councillors much more accessible to constituents - which in turn has increased the proportion of time councillors are spending on casework.

*“It is easier for constituents to contact us, so they do so more often. Their expectation of us has increased”*

*“Easy access to email and use of technology which has led to a massive increase in the amount of casework”*

#### 9.1.7 **Equality and Diversity**

9.1.7.1 The importance members place on valuing equality and diversity came through clearly in comments from respondents.

*“I think that the councillors need to have diverse backgrounds including life experiences and ethnicity. It is important that we have the diverse skills in order to interact with the communities we serve”*

*“Supporting the variety of agencies and communities has been important for me as I have built a strong relationship across many diverse groups and backgrounds. I now have a better understanding of the diverse communities of Manchester and have built a great rapport”*

9.1.7.2 The diversity of Manchester’s population is reflected in the profile of the respondents to the survey.

- 45% of respondents were female, 54% male and 1% preferred not to say
- The majority of respondents are aged between 40 and 64, 26% are under 39 and 11% are over 65
- 22% of respondents describe their ethnic origin as BME
- 14% of respondents describe their sexuality as lesbian, gay or bi-sexual

#### 9.1.8 **A week in the life of a Manchester Councillor**

9.1.8.1 The ‘a week in the life’ accounts from 10 councillors (see appendix 2c) provide a detailed look at the day-to-day activities of a Manchester councillor. Their accounts show how varied the role of a councillor can be with differences in the way councillors work and interact with their communities, the meetings they attend and the amount of time spent on casework.

9.1.8.2 The accounts make clear that Manchester councillors are rarely off-duty with most working on council business for almost 30 hours a week spread across each of the 7 days. Councillors reported that a third of these hours are regularly worked in the evening.

### 9.1.9 Conclusions

9.1.9.1 Manchester’s 96 councillors have a sizable and increasing workload, largely driven by the council’s robust governance and decision making structures and an increasingly complex role within the community. Consequently Manchester councillors feel that the city should retain 96 councillors across 32 wards (3 councillors per ward).

*“Devolution will bring a significant increase in the demand for meetings, which is considerable already given the pace of change in the city. Coupled with an increase in the expectations constituents have of their representatives, and their use of social media, this will make it impractical to reduce the number of councillors per ward”*

*“Our expanding population will put a significant burden on councillors over the coming years”*

*“Three councillors for each ward enable constituents to have a mix of experience amongst their elected local representatives. 32 wards and 96 councillors are appropriate for the unitary council of a major city which is a regional centre and which has a rapidly increasing population”*

*“I think that at the moment we are busy and the workload has increased I think that having three councillors in the ward we are able to assist each other and thereby help our residents”*

9.2 Appendix 2b – Councillor Survey Questionnaire

## Local Government Boundary Review Councillor Survey

**Q1** How long have you been a Councillor with Manchester City Council?

1 to 5 years  
 6 to 10 years  
 11 to 15 years  
 16 to 20 years  
 Over 20 years

**Q2** In addition to your role as a councillor, what other position do you hold within the Council?

Executive Member  
 Assistant Executive Member  
 Scrutiny Chair  
 Committee Chair  
 Lead Member/Spokesperson  
 Other  
 None

**Q3** Please state

**Q4**

<input type="checkbox"/> Art Galleries Committee	<input type="checkbox"/> Executive	<input type="checkbox"/> Personnel Committee
<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Finance Scrutiny Committee	<input type="checkbox"/> Planning and Highways Committee
<input type="checkbox"/> Communities Scrutiny Committee	<input type="checkbox"/> Health Scrutiny Committee	<input type="checkbox"/> Standards Committee
<input type="checkbox"/> Constitutional and Nomination Committee	<input type="checkbox"/> Licensing and Appeals Committee	<input type="checkbox"/> The Health and Wellbeing Board
<input type="checkbox"/> Council	<input type="checkbox"/> Licensing Committee	<input type="checkbox"/> Wythenshawe Area Committee
<input type="checkbox"/> Economy Scrutiny Committee	<input type="checkbox"/> Licensing Policy Committee	<input type="checkbox"/> Young People and Children Scrutiny Committee
<input type="checkbox"/> Employee Appeals Committee	<input type="checkbox"/> Neighbourhoods Scrutiny Committee	

**Q5** Have you been appointed by the Council to any outside bodies?

Yes  
 No

Q6 Please list organisation and role.

Q7 On average, how many hours per month do you spend on council (and political) business?

	1 to 5 hours	6 to 10 hours	11 to 15 hours	16 to 20 hours	over 20 hours
Attendance at Council Committees e.g. Scrutiny, Licensing etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at other Council meetings e.g. meetings with officers, working groups etc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time spent on party business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at external meetings (where you have been appointed a representative by the Council)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community obligations (e.g. community forums)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engaging with constituents, eg. Advice Bureaux, home visits, ward walk-about	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dealing with constituents enquiries/casework from and on behalf of constituents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparing for meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attending workshops, training, conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel related to councillor business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q8 Please state

Q9 How many cases/issues do you deal with, on average, per month?

<input type="radio"/> 1 to 5	<input type="radio"/> 21 to 25	<input type="radio"/> 41 to 45
<input type="radio"/> 6 to 10	<input type="radio"/> 26 to 30	<input type="radio"/> 46 to 50
<input type="radio"/> 11 to 15	<input type="radio"/> 31 to 35	<input type="radio"/> Over 50
<input type="radio"/> 16 to 20	<input type="radio"/> 36 to 40	

Q10 How do you deal with your ward casework and what support do you receive, eg. yourself via the Contact Centre, via officers from the appropriate area, via officers from Members' Services?

Q11 Is the time you spend on council business what you expected when you became a councillor?

- Yes
- No - I spend more time on council business
- No - I spend less time on council business

Q12 Has the time you spend on council business increased over the years?

- Yes
- No

Q13 What do you think is the reason for this?

Q14 What aspect of your duties has increased the most?

Q15 What methods of communications do you use when engaging with constituents?

- Face to face
- Telephone
- Text
- Email
- Letter
- Social Media
- Newsletters
- Meetings
- Other (please state)

Q16 Please state

**Q17** What percentage of your time do you spend communicating with constituents? and have you noticed any significant change in the amount of time you spend communicating via each of these methods in the last 12 months?

	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Face to face	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newsletters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q18** Have you noticed any significant change in the amount of time you spend communicating via each of these methods in the last 12 months?

	Spending significant more time	Spending more time	Spending less time	Spending significantly less time
Face to face	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newsletters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q19** Do you feel the balance above is right for you to communicate effectively with your constituents?

- Yes
- No

**Q20** Why do you think this?

Q21 Is there anything else about your experience as a Manchester Councillor that might be relevant to the council's submission on council size?

## About you questions

As part of the Council's submission to the Local Government Boundary Commission, information will be included regarding the extent to which elected members of the Council reflect the diversity of our communities. You are not required to complete the Equalities section of this survey and please note that this information will be collated separately from your survey response, however by providing this information you will assist the Council to provide as much information as possible to the LGBCE.

Q22 What is your gender?

- Male
- Female
- Prefer not to say

Q23 Do you identify with the gender you were assigned at birth? (e.g. male or female)

- Yes
- No
- Prefer not to say

Q24 What is your age?

- |                                      |                                      |   |
|--------------------------------------|--------------------------------------|---|
| <input type="radio"/> Under 16       | <input type="radio"/> 40 to 64 years | <input type="radio"/> Prefer not to say |
| <input type="radio"/> 16 to 25 years | <input type="radio"/> 65 to 74 years |   |
| <input type="radio"/> 26 to 39 years | <input type="radio"/> 75+ years      |   |

Q25 What is your ethnic origin/background?

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="radio"/> Black Caribbean | <input type="radio"/> Roma / Roma Traveller       | <input type="radio"/> White and Asian    |
| <input type="radio"/> Black African   | <input type="radio"/> Vietnamese                  | <input type="radio"/> Other Mixed Origin |
| <input type="radio"/> Black British   | <input type="radio"/> White - English / Welsh /   | <input type="radio"/> Other African      |
| <input type="radio"/> Bangladeshi     | <input type="radio"/> Scottish / Northern Irish / | <input type="radio"/> Other Asian        |
| <input type="radio"/> Chinese         | <input type="radio"/> British                     | <input type="radio"/> Other Black        |
| <input type="radio"/> Indian          | <input type="radio"/> White - Irish               | <input type="radio"/> Other White        |
| <input type="radio"/> Kashmiri        | <input type="radio"/> White - Gypsy / Irish       | <input type="radio"/> Other              |
| <input type="radio"/> Middle Eastern  | <input type="radio"/> Traveller                   | <input type="radio"/> Prefer not to say  |
| <input type="radio"/> Pakistani       | <input type="radio"/> White and Black             |  |
|                                       | <input type="radio"/> Caribbean                   |  |
|                                       | <input type="radio"/> White and Black African     |  |



Q26 Other (please specify)

Q27 Do you consider yourself to be a disabled person?

- Yes  
 No  
 Prefer not to say

Q28 Please use this space if you would like to give more information.

Q29 I would describe my sexuality as:

- Lesbian  
 Gay  
 Bi-sexual  
 Heterosexual / Straight  
 Prefer not to say  
 Other

Q30 Please specify

Q31 Do you identify with any religion or belief?

- Yes  
 No  
 Prefer not to say

Q32 Please tell us your faith or religion?

- Christian (Including Church of England / Catholic / Protestant and all other Christian denominations)  
 Buddhist  
 Hindu  
 Sikh  
 Jewish  
 Muslim  
 Any other

Q33 Please state

### 9.3 Appendix 2c – A week in the life of a Manchester Councillor

#### **A week in the Life of a Manchester City Councillor**

Sunday, 13<sup>th</sup> March to Saturday, 19<sup>th</sup> March 2016

In addition to the full councillor survey, a number of councillors representing different roles and geographies were asked to provide a detailed account of ‘a week in the life’ of a Manchester councillor. These accounts are attached below.

#### **Contents**

1. Councillor Andrew Fender
2. Councillor Andrew Simcock
3. Councillor Angeliki Stogia
4. Councillor John Hacking
5. Councillor Ollie Manco
6. Councillor Paula Appleby
7. Councillor Rabnawaz Akbar
8. Councillor Sue Cooley
9. Councillor Sue Murphy
10. Councillor Tracey Rawlins

#### **1. Councillor Andrew Fender**

Councillor for Old Moat Ward

Manchester City Councillor for (29years/11months)

**Overview of all my Councillor roles:**

**Member of Planning and Highways Committee,**

**Member and Chair of Transport for Greater Manchester Committee**

**School Governor at Whalley Range High and Old Moat Primary Schools**

<b>Sunday, 13<sup>th</sup> March 2016</b>	
Morning	Nil
Afternoon	Nil
Evening	Nil

<b>Monday, 14<sup>th</sup> March 2016</b>	
Morning	Office based work including: Review text for Transport section of Council Tax leaflet Review progress with a Social Services Care Order case (2 hours)
Afternoon	Office based work including: Email Lucy Powell MP – casework Review draft Press Release – Get Me There Review draft TfGM Committee meeting minutes Consider meeting of CRT SIG Chairs (3 hours)
Evening	Attend Old Moat Labour Party Branch meeting (2 hours)

<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	Email – Reviewing LSM Buses Press Release City Centre Transport meeting 10 – 11.30
Afternoon	Landlord Licensing Briefing 12.30 – 1.30 Office based work including: Reading papers and preparation for GMCA on 18/3 Email – arranging meeting with Ivan Lewis MP (2 hours)

Evening	Labour Group meeting 7 – 9pm Email – TfGMC governance enquiry (1 hour)
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**Wednesday, 16<sup>th</sup> March 2016**

Morning	Council meeting 10am – 12.30 Email – arranging meeting with Interim Mayor Tony Lloyd (1 hour)
Afternoon	Office based work including: Email - requirements for target mailings to constituents Consider arrangements for opening of Leigh Guided Busway Consider review of Middleton Town Centre Bus Priority Lanes Arrange meeting with Lord Keith Bradley – Buses Bill (3 hours)
Evening	Home based work including: Consider proposed dormancy of Your Bus Ltd (as director) Review progress with a Social Services Care Order case (2 hours)

**Thursday, 17<sup>th</sup> March 2016**

Morning	Office based work including: Email – approval of Bus Passenger Survey Press Release Review progress with complaint about Stagecoach drivers Consider information about Summer 2016 Rail Timetable (2 hours)
Afternoon	City Centre Utilities Working Group meeting 2 -3pm Review case work reply – Metrolink complaint (1 hour)
Evening	Whalley Range High School Governors Finance and Resources Committee 5.30 – 7pm Home based work including: Email – enquiry concerning CRT SIG Email – invitation to Irlam Rail Station event Email – order Postal Vote data (2 hours)

<b>Friday, 18<sup>th</sup> March 2016</b>	
Morning	Greater Manchester Combined Authority meeting in Rochdale 9am to 1pm (6 hours including travelling time)
Afternoon	Office based work including: Consider GMATL request for purchasing ticket machines Collect Pre-election Leaflets from printers (1 hour)
Evening	Count Pre-election Leaflets into delivery rounds (2 hours)

<b>Saturday, 19<sup>th</sup> March 2016</b>	
Morning	Distribute Pre-election Leaflets for delivery (2 hours)
Afternoon	Pre-election campaigning – visiting newly registered electors 2-3.30pm
Evening	Home based work including: Email – enquiry concerning bus service 350 (1 hour)

**2. Councillor Andrew Simcock**

Councillor for Didsbury East Ward  
 Manchester City Councillor for 8 years, 11 months

<p><b>Overview of all my Councillor roles:</b>  <b>Backbench Councillor representing Didsbury East (and previously Withington)</b>  <b>Member of the Economy Scrutiny Committee</b>  <b>Member of the District Centres Working Group</b>  <b>Council representative on the Christie Hospital Council of Governors and sub Committee</b>  <b>Currently leading a project to erect a statue of Emmeline Pankhurst in the City</b></p>
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<b>Sunday, 13<sup>th</sup> March 2016</b>	
Morning	nil
Afternoon	nil
Evening	nil

<b>Monday, 14<sup>th</sup> March 2016</b>	
Morning	<p>Lunch time meeting lasting one hour with Joanne Fitzpatrick, Chief Finance Officer of the Christie Hospital to discuss parking issues. I had walked there via Westholme Rd to see the current situation for myself.</p> <p>Walked back via affected areas off Ballbrook Avenue to see the current situation there too</p>
Afternoon	<p>Two hours spent sorting out targeted letter rounds for the local elections.</p> <p>Phone conversations lasting half an hour regarding the closure of the Brian Hore Unit with local residents and fellow Councillors</p>
Evening	<p>Chaired meeting of the Didsbury Village East Residents' Association which lasted one hour.</p> <p>In the current absence of a secretary I then spent another hour typing up the meeting minutes.</p> <p>And another hour sending relevant e mails regarding potholes, blocked gullies, parking issues and dealing with other Council business.</p>

<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	<p>One hour meeting with crowd funding specialist Anne Strachan to discuss the Emmeline Pankhurst statue project.</p>

Afternoon	nil
Evening	<p>Attended one hour meeting of Labour Back Benchers with Elected Mayor candidate Tony Lloyd</p> <p>Labour Group lasting two hours preceded by discussions with Council Leader Richard Leese and Executive member Kate Chappell regarding Wilmslow Road parking scheme.</p> <p>An hour of Council e mails at home after the meeting</p>

**Wednesday, 16<sup>th</sup> March 2016**

Morning	<p>Brief Meeting with Executive Member Paul Andrews to discuss the closure of the Brian Hore Unit</p> <p>Attended Full Council meeting lasting two and a quarter hours during which I asked my question of Executive Member Kate Chappell regarding Wilmslow Road Cycle Lanes</p>
Afternoon	<p>One hour meeting with sculptor Peter Hodgkinson to discuss the Emmeline Pankhurst sculpture project.</p>
Evening	<p>One hour meeting with newly appointed Ward Officers and fellow Councillor James Wilson to discuss ward priorities.</p> <p>Two hour Ward Coordination meeting at The Holt Pavilion with fellow Councillors and officers plus local residents.</p>

**Thursday, 17<sup>th</sup> March 2016**

Morning	<p>An hour dealing with e mails relating to parking issues on Westholme Road and Brooklawn Drive</p> <p>45 minutes driving round Labour Party members dropping off targeted letters for them to deliver</p> <p>An hour of meetings with local residents on site regarding potholes and parking issues.</p>
Afternoon	<p>An hour and a half delivering my own round of targeted letters.</p> <p>Photographing illegal parking on the new cycle lanes in the centre of Didsbury.</p> <p>Another two hours of dealing with Council e mails.</p>



Evening	Didsbury East Labour Party meeting lasting two hours. Lengthy discussion about mental health. I took the minutes in the absence of the secretary. Reported on my activities as local Councillor.
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**Friday, 18<sup>th</sup> March 2016**

Morning	nil
Afternoon	One hour meeting with Council officers to discuss the Christie Parking scheme ahead of a residents' meeting tomorrow.  One hour catching up on Council e mails.
Evening	Nil

**Saturday, 19<sup>th</sup> March 2016**

Morning	Pre-meeting with Joanne Fitzpatrick and fellow Councillors ahead of residents' meeting  Attended Ballbrook Avenue Residents' Meeting for one hour to discuss parking.
Afternoon	nil
Evening	nil

### 3. Councillor Angeliki Stogia

Councillor for Whalley Range Ward

Manchester City Councillor for 3 years 11 months

**Overview of all my Councillor roles:**

**Member for Whalley Range**

**Assistant Executive for Culture and Leisure**

**Member of the Constitutional and Nominations committee**

**Member of the Executive Committee**

**Member of the AGMA Scrutiny Pool**

**Assistant Whip (Labour Group)**

**Sunday, 13<sup>th</sup> March 2016**

Morning	Canvassing for votes in Whalley Range ward for the local election in May
Afternoon	I've had some calls and pictures sent from a local resident who lives nearby an abandoned building that belongs to the Walton Cottage Trust. The building is also known as 'the Nello James Centre'. I made some enquiries with the local PCSOs over the phone.
Evening	n/a

**Monday, 14<sup>th</sup> March 2016**

Morning	8:30 am group officers meeting at the town Hall. Group Officers is a selection of members from the Labour Group and we come together once a month to discuss the organisation and agenda for items to be discussed at labour group. This is about decisions and issues in relation to council business. In this meeting we reviewed some standard items like minutes of previous meeting, whips report, city party report and set the agenda for the next labour group. We also reviewed the arrangements for the full council, any changes in committees following the election of the new member in Blackley. We discussed some of the work on policies for the labour group (maternity, paternity leave). We spoke about how members will be allocated places at next municipal year's scrutiny committees and agreed that criteria needs to be drawn to ensure balance in terms of numbers, coverage across the city and diversity of voices. We also spoke about the arrangements for this week's labour group. This meeting lasted just over an hour and a
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	<p>half.</p> <p>I met up with Chief Whip Suzanna Reeves to discuss some whipping issues for the group and some of the proposed policies. We try to have regular meetings at least every fortnight and they can last from 10 minutes to about half an hour. This one lasted 15 minutes.</p> <p>Following that I spent about an hour at the town hall ringing local residents up in response to items of casework and doing emails</p>
Afternoon	<p>Went home and continued doing some emails and calls to residents in response to the picture I received in the weekend from a resident who lives next to the Nello James Centre. This was for about half an hour.</p>
Evening	<p>Attended Councillors Surgery from 6:30 in the ward. This is a regular commitment on my diary, I attend surgeries every Monday apart from Bank Holidays. Allocated time for surgeries is an hour but depending on how many people attend, it can last longer if we get complex cases. This one lasted an hour and 20 minutes.</p>

**Tuesday, 15<sup>th</sup> March 2016**

Morning	<p>I visited a fellow local councillor Sarah Russell who is on maternity leave and also lives in my ward to catch up with her and let her know what will be discussed in the Labour group, what are the issues the council will be deciding on, and the motions which will be proposed. We walked to Alexandra Park from her house and also discussed with her the content of previous policy panels as well as items that are relevant both of our wards, and gave her the heads up on the work we will be doing in the summer with regards to the budget. We had coffee at Alexandra park and she mentioned some issues with the coffee shop that operates from the pavilion. She asked me to raise some operational issues she has encountered during the frequent visits with her children. Our meeting lasted two hours.</p>
Afternoon	<p>Lunch with an old colleague from a local housing association. I spoke to her about my work in my capacity as assistant executive for culture and leisure leading the public consultation on the proposed strategy for the long-term future of Manchester's parks is under way. I listened with interest how they are working in parks/open spaces and what would motivate them to run services from parks/take over maintenance of some green spaces adjacent to their housing stock. I asked her to respond and disseminate the survey and found who would be the most appropriate person from their housing association to take part in one of our future focus groups. This took about forty minutes.</p>

Evening	<p>Around 5pm I went to the members work room to do some emails and calls. After a cup of tea and chats about politics in the members room and at about 6:30 I went to the ante chamber, chatted with some more of my co-councillor colleagues about various council business items and started taking signatures in my capacity as the whip. At 6:45 I attended the retiring Councillors reception. This took place the night before their final labour group. 7pm to 9:30 I attended Labour Group. This is a group that brings together all Labour Councillors of the city to discuss forthcoming items for decision and areas of work. In that meeting we discussed the items for tomorrow's council and proceeded to split the group in smaller groups to take comments and discuss the draft Manchester Labour party manifesto and areas for priority for action for our council after the election. I chaired one of the groups. After the meeting I moderated some of the notes of the note taker, added some more notes and posted back to the person responsible to collate responses and feedback. I ended up getting home for 10.</p>
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**Wednesday, 16<sup>th</sup> March 2016**

Morning	<p>Early start meeting at 8:30 with Cllr Rosa Battle to catch up on my activities as Culture and leisure assistant exec. We also discussed response to the fire at the Wythenshawe Hall. The meeting over run so I missed Cons and Noms. At 10am attended full council.</p>
Afternoon	<p>Full council meeting finished around 12:15. I had lunch at the member's room and chatted with some of my co-councillors. I then stayed at council's member's workroom to do some casework for about an hour or so.</p>
Evening	<p>Whalley Range, Chorlton and Chorlton Park Councillors meet regularly to discuss issues of common concern across the three wards. This saves time in our respective casework and also helps us share information of common interest to our respective constituents especially in areas adjacent to our boundaries. Some of the areas of action that we look at this meeting are speeding, ASB and burglaries/robberies. In addition, as we all have not been able to see our local inspector for a while who due to his workload could not make our ward coordination meetings any more, we decided to set these cross boundary meetings so that we can all attend. So from 5:30 that evening we spent two hours with Inspector Kinrade, responsible for the South division to discuss policing issues in the ward and prioritise action/ put collective pressure for action.</p> <p>After meeting with the inspector we legged it with one of my co-councillors from Whalley Range it to St Edmunds where we attended follow up meeting from the Withington First Steps Project. This project is initiated by a local resident who accessed some money from locality to run a survey of local shops and residents in the Withington Road shopping area in order to identify</p>

	<p>what we can do to make this area better. I have been supporting the project since the start and have attended all meetings but one to date. The project produced an action plan and I was asked as part of the agenda to collate and provide a response for the project with regards to the actions that were identified from the council. The meeting finished at 9:15, I got home 9:30pm.</p>
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**Thursday, 17<sup>th</sup> March 2016**

Morning	<p>Early start doing emails. I've contacted some fellow members of the AGMA scrutiny pool to do find out what are their thoughts on the review of the scrutiny arrangements for the Combined Authority. I followed up with some calls. I spoke to our representative at the scrutiny review to relay the information back to him and to make some introductions to the members of the review group which I have developed relationships with throughout the year. Late morning: I visited my friend on Victoria Road. She asked me about progress on the Nello James Centre which is adjacent her street. I gave her an update as she had recently sent through some pictures with young people climbing the roof of the building. We ended up chatting for a bit as she was very worried that someone would get hurt. So I went into some great detail telling her what action I had taken and she made me aware of what the neighbours think should happen.</p>
Afternoon	<p>I attended the labour group office to help the labour organiser print out the letters for our first time voters, voters who are new on register, voters who have not had the chance yet to vote for me as they were not 18 when I first stood. I went to the office about 2:40 and the printing out of letters finished at 5:30.</p>
Evening	<p>I took the targeted mail to the Campaign coordinator's house to be batched up in the next week.</p>

**Friday, 18<sup>th</sup> March 2016**

Morning	<p>n/a</p>
Afternoon	<p>I did an hour of emails and calls and then popped round to my campaign coordinator's house to discuss what should be the content of the election address leaflet and discuss the short campaign. We also looked at what needs to be put in place for the nomination papers as I am standing in this May's election. We reviewed the significant dates and agreed on an action plan to get everything we need in time for the closing dates. The meeting took an hour and a half.</p>

Evening	I went with my co-cllrs to the ‘Muslim women in politics’ event the event was organised by the Manchester MEND working group and we were joined by Sayeeda Warsi, Naz Shah MP and journalist Lauren Booth. The event was to celebrate the international women’s day and celebrate muslim women in politics and media. In attendance were quite a few muslim women from my ward and two media outlets that interviewed me for the event. The event was held at the Sheridan suite on Oldham road and it started at 6pm. I got home for 10pm.
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**Saturday, 19<sup>th</sup> March 2016**

Morning	I was delighted to attend the official opening of the new national basketball performance centre in my capacity as assistance executive member. This morning I deputised for the executive member and was joined by the Lord Mayor in the opening of the new centre. I got to the Basketball centre at the Belle Vue Sports Village for 9:30 and we finished at 11.
Afternoon	n/a
Evening	n/a

**4. Councillor John Hacking**

Councillor for Chorlton Ward  
 Manchester City Councillor for (1 year 11 months)

**Overview of all my Councillor roles:**

**Elected Member for Chorlton Ward**  
**Member of Economy Scrutiny Committee**  
**Member of District Centres Working Group**

<b>Sunday, 13<sup>th</sup> March 2016</b>	
Morning	1 hour litter pick with local community group Chorlton Wombles who do clean ups once a month on our local meadows.
Afternoon	2 Hours speaking to local residents with my two council colleagues. We do this door to door every week (as far as possible) and pick up casework and issues.
Evening	Nil

<b>Monday, 14<sup>th</sup> March 2016</b>	
Morning	Liaised with local MCC Neighbourhood Officer by phone and email about road signage on road where large vehicles have caused resident concern. Spoke on phone to two residents to tell them of progress.
Afternoon	Spent 1 hour at lunchtime responding to council emails and casework emails.
Evening	Delivered our local Labour Party Chorlton Voice newsletter/leaflet to LP members to distribute across the ward. Had a walk along Beech Road for a stroll and was stopped to talk with two residents about a planning issue close to their property. It's a demolition of an old building and they wanted to know what was replacing it. Spent 30 mins telling them.

<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	1 hour + on emails and phone calls to MCC officers and my co-ward councillor colleagues establishing a response to and plan for the impact of the announcement of the closure of a local care home.
Afternoon	1 hour lunchtime dealing with a residents Twitter DM to me about apparent failure of sweeping rota on their road. Spoke to GMP on phone about reports from residents about late night youth nuisance in Beech Road park.

Evening	Attended Labour Group at Town Hall. 2 ½ hours.
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**Wednesday, 16<sup>th</sup> March 2016**

Morning	1 hour reading papers for school governors meeting to be held on 18 <sup>th</sup> .
Afternoon	Email exchange with officer from Manchester Markets about content of letter promoting market opportunities to local traders. 30 minute phone conversation with Chair of Chorlton Traders Association to update her on progress and catch up on issues they wanted to raise.
Evening	Brief meeting with co-ordinator of Chorlton Arts Festival about use of a redundant MCC venue in Chorlton as a part of the Chorlton Arts Festival (of which I am a member of the management committee) in May.

**Thursday, 17<sup>th</sup> March 2016**

Morning	. Nil
Afternoon	Email exchange with MCC Neighbourhood Officer about residents feedback on recently introduced gully cleaning programme
Evening	Drink in local with friends. Stopped by two people on way to the pub. One resident wanted information about SEN provision at a local school. I promised to chase up an answer and respond. Another wanted to tell me about a problem they were having as a local business with their Business Rates. Whilst in the pub I was approached by two residents separately. One asked me to contact Trafford Council for him about an access problem he was having with a footbridge which spans the Mcr and Trafford boundary. The problem was on the Trafford side. The other wanted me to do something about lighting in Beech Road as she often walked her dog at night and felt unsafe. Both these conversations lasted about 20 mins. I'm not including these to generate sympathy. I am happy to be available to my residents and more than happy to interact and engage when in informal social situations (although my wife often takes a less relaxed view than me when we are out together!)



<b>Friday, 18<sup>th</sup> March 2016</b>	
Morning	2 hour meeting of the School Improvement Plan Committee of Chorlton CofE Primary School where I am a LA appointed governor.
Afternoon	1 hour delivering my round of Chorlton Voice leaflets.
Evening	Went for a drink with friends and ended up in a discussion about the merits of devolution with a group of drinkers and residents. They expect you as a politician/councillor to have an opinion and of course I rarely disappoint

<b>Saturday, 19<sup>th</sup> March 2016</b>	
Morning	1 hour Advice bureau. 3 attendees. Issues were, problem with a social landlord over a shower, asked to support a campaign to ban shark fin soup from restaurants and a planning application objection to a bar proposal.
Afternoon	Nil
Evening	Nil

### 5. Councillor Ollie Manco

Councillor for Ancoats and Clayton

Manchester City Councillor for (2 years/4 months)

#### Overview of all my Councillor roles:

- **Casework on behalf of local residents, attending community events/residents meetings, dealing with media enquiries, research**
- **Attending regular council meetings including Executive**
- **Assistant Executive Member for the Environment – covering for Exec Member in meetings/events (usually at least weekly) holding policy panels, providing opinion**
- **Working on a citywide ‘school parking project’**
- **Political activity – campaigning in my wards and others**

#### Sunday, 13<sup>th</sup> March 2016

Morning	<b>11am-1pm</b> – Campaign session in Clayton, door knocking
Afternoon	<b>2pm-3pm</b> – inputting data from campaign session
Evening	OFF

#### Monday, 14<sup>th</sup> March 2016

Morning	DAY JOB  (occasional checking of emails)
Afternoon	DAY JOB  <b>1pm-2pm</b> , responding to emails that have come through during the day, checking voicemail and calling back

Evening	<b>7pm-8pm</b> – House visit with disabled resident of Victoria Square. Picked up casework
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**Tuesday, 15<sup>th</sup> March 2016**

Morning	DAY JOB  (occasional checking of emails)
Afternoon	DAY JOB  <b>1pm-2pm</b> , responding to emails that have come through during the day, checking voicemail and calling back
Evening	<b>5pm – 7:00 pm</b> – working on casework in the TH. Came straight from work as there is no point going home. <b>7:30pm – 9:30pm</b> – Labour group meeting

**Wednesday, 16<sup>th</sup> March 2016**

Morning	<b>9:30am-1pm</b> – Full Council meeting at the Town Hall
Afternoon	<b>1pm – 3pm</b> Victoria Square residents meeting and AGM <b>3pm-4pm</b> Chatting to residents. Picked up 2 pieces of casework.
Evening	<b>8pm-9pm</b> – Working on casework at home

**Thursday, 17<sup>th</sup> March 2016**

Morning	<b>(spend the full working day in the TH on Thurs)</b>  <b>10am-11pm</b> – One to one catch up with Kate Chappell (every week)
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Afternoon	<b>1pm-3pm</b> – casework and project work in the members room
Evening	<b>6pm-8pm</b> – Ancoats ‘voice up’ community arts event at Mcr Creative School  <b>9pm-10pm</b> – casework at home

**Friday, 18<sup>th</sup> March 2016**

Morning	DAY JOB  (occasional checking of emails)
Afternoon	DAY JOB  <b>1pm-2pm</b> , responding to emails that have come through during the day, checking voicemail and calling back
Evening	<b>7:30pm – 8:00pm</b> – catch up call with Kate Chappell

**Saturday, 19<sup>th</sup> March 2016**

Morning	<b>11am-1pm</b> – Campaign session in Ancoats/MP, door knocking
Afternoon	<b>2pm-3pm</b> – inputting data from campaign session
Evening	<b>8pm-9pm</b> – casework at home

**6. Councillor Paula Appleby**  
 Councillor for Moston Ward  
 Manchester City Councillor for 11 months

**Overview of all my Councillor roles:**

**Sunday, 13<sup>th</sup> March 2016**

Morning	Received 4 emails from a resident who is unhappy with a premises. Spent an hour responding and 1 hour on the phone to the resident
Afternoon	Walk my patch as I do most Sundays unless we are on a clean-up day.
Evening	6:00pm to 7:00pm Completed other emails

**Monday, 14<sup>th</sup> March 2016**

Morning	6:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked for evidence.  Went to work.  7:30 to 8:30 completed emails  12:00 Town Hall to collect post and information 12:30 to 1:00pm completed some more emails Took several call throughout the day in relation to roads, rubbish
Evening	5:00pm drove to my advice surgery from Work 6:00pm completed my advice surgery and had a chat with the leader of NEPHRA. 6:50 Drove to my next advice surgery location 7:00pm completed my other surgery left the location at 7:50pm Got home at 8:00pm and then emailed and updated my case tracker from today finished at 9:00pm

<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	6:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked for evidence. Went to work.
Afternoon	4:00pm Met some residents to discuss rubbish issues  4:30 to 5:00 Completed emails
Evening	5:30pm Town Hall meeting with colleagues 7:00pm Labour Group 9:15 Home Completed emails finished at 10:30pm

<b>Wednesday, 16<sup>th</sup> March 2016</b>	
Morning	7:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked for evidence as rubbish was added in some streets. 8:15 am Drove to Town Hall for Full Council  9:00am completed emails and updated case tracker
Afternoon	1:00pm went to work  12:00p:00 12:30pm check emails dealt with calls  3:00pm met colleague for a catch up 4:00pm Ward Co-ordination to 6:00pm 6:15 Northwards meeting Finished at 8:00pm
Evening	7:00pm more emails and updates to case tracker

<b>Thursday, 17<sup>th</sup> March 2016</b>	
Morning	. 6:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked better today  Took several calls

Afternoon	
Evening	7:00pm Ward Meeting Got some at 8:30pm  9:00pm did more emails dealt with issues from Ward meeting finished at 10:30pm

**Friday, 18<sup>th</sup> March 2016**

Morning	. 6:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked for evidence
Afternoon	12:00noon emails
Evening	

**Saturday, 19<sup>th</sup> March 2016**

Morning	. 9:45 drove through the lower Moston to check the fly tipping situation. Took pictures and looked for evidence Campaigning 10:30 to 1:00pm
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**7. Councillor Rabnawaz Akbar**

Councillor for Rusholme Ward

Manchester City Councillor for 5 years 11 months

**Overview of all my Councillor roles:**

Assistant Executive Member for Children’s Services

Nominated Manchester City Council Governor to the Central Manchester University Hospitals NHS Foundation Trust

Manchester City Council representative on Greater Manchester Pension Fund Advisory Panel

**Sunday, 13<sup>th</sup> March 2016**

Morning	NIL
Afternoon	Attended the annual Manchester Irish Festival Parade from Cheetham Hill to the Town Hall (11am-4pm)
Evening	Attended a dinner hosted by the Muslim Friends of the UK to launch their campaign for Britain to stay in Europe in the forthcoming referendum (7pm-11pm)

**Monday, 14<sup>th</sup> March 2016**

Morning	Catching up with e-mails and casework received over the weekend. Involved some telephone calls (2 hours)
Afternoon	Visited a resident who had requested a home visit (45 minutes)
Evening	A meeting between the Manchester Council of Mosques and the GMPCC and Interim Mayor Tony Lloyd in Rusholme (8.30pm-10.00pm)



<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	Meeting with my two colleagues, Council officers and Biffa representatives at the Denmark Street offices regarding waste management issues in the ward (9.30am-10.45am)
Afternoon	Catch up with e-mails/telephone messages/texts (1 hour)
Evening	Labour Group meeting in the Town Hall (2 hours)

<b>Wednesday, 16<sup>th</sup> March 2016</b>	
Morning	Full Council meeting in the Town Hall (2 hours 15 minutes) followed by meeting with Executive Member for Children's Services and Council officers regarding the Rusholme Sure Start Centre (30 minutes)
Afternoon	Site visit to fly tipping reported in Rusholme District Centre via Facebook (20 minutes) Meeting at Heald Place Primary School in Rusholme regarding community garden (1 hour) Attended the announcement of the Chair and Secretary of the Rusholme Community Traders Association (RCTA) in Rusholme District Centre followed by a discussion of the issues and concerns of the local businesses (90 minutes)
Evening	Monthly branch meeting of the Rusholme BLP. Presented my monthly Councillor report (75 minutes)

<b>Thursday, 17<sup>th</sup> March 2016</b>	
Morning	Casework from home (90 minutes)

Afternoon	NIL
Evening	Labour North West Gala dinner in Salford with Jeremy Corbyn (7pm-10pm)  I

**Friday, 18<sup>th</sup> March 2016**

Morning	NIL
Afternoon	Visited the local mosque to offer the weekly Friday prayer and was stopped on exiting by a resident regarding a housing issue; took down details in my notebook (15 minutes) Meeting with the Headteacher and Chair of Governors at Birchfields Primary School (45 minutes)
Evening	Attended a community event focussing on the role of women in media and politics (7pm-10pm)  I

**Saturday, 19<sup>th</sup> March 2016**

Morning	Weekly Councillor advice surgery (60 minutes)
Afternoon	Travelled to London to stay overnight before flying on Sunday morning from Heathrow to Bosnia on a delegation with Remembering Srebrenica (4 hours)
Evening	I

**8. Councillor Sue Cooley**

Councillor for Brooklands Ward

**Overview of all my Councillor roles:**

School governor Button Lane Primary School  
 School governor. Sandilands Primary School  
 Lead Member for Age Friendly Manchester.  
 Represent the council as corporate parent on the central list of panel members on the Foster Care Panel which meets weekly  
 Member of Finance Overview and scrutiny committee

**Sunday, 13<sup>th</sup> March 2016**

Morning	Spent at home with family
Afternoon	At Wythenshawe Park meeting Friends of Wythenshawe Hall with representatives of the Fire Service and council officers for an update re fire at the hall
Evening	Home with family. I spent a couple of hours reading papers for the Foster Care Panel

**Monday, 14<sup>th</sup> March 2016**

Morning	Checked email responded to invitations to various appointments and meetings. Followed up case work.
Afternoon	At home catching up on domestic chores
Evening	7.00 pm to 8.00 pm councillor Advice at Church of the Nazarene 8.00pm to 9.30 pm Follow up meeting with Local residents who handed in a petition some months ago about the lack of play facilities for children in the Brooklands Estate part of the ward. The meeting was positive and concluded with the residents deciding to form a "friends of" group. Next meeting will be in a months' time Home then some late night reading to go over the foster panel papers

	for tomorrow
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**Tuesday, 15<sup>th</sup> March 2016**

Morning	Foster Care Panel
Afternoon	Check email. Follow up new case work enquiry
Evening	Attended Labour Group

**Wednesday, 16<sup>th</sup> March 2016**

Morning	Full council meeting
Afternoon	Meeting at local housing office about an event next week where I have been asked to speak about the Age Friendly work and the development of Older People's Charter
Evening	Home. I had a quick look at the Foster Panel papers for next week's meeting. 8 cases so I will have to spread the reading out over a couple of days

**Thursday, 17<sup>th</sup> March 2016**

Morning	Out with a couple of residents to look at an overgrown area of council owned land Followed this up with council officers
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Afternoon	I visited a group of older people who were having lunch at a local pub ., Firbank as part of the Wythenshawe Generations Project  Out shopping locally. This always takes twice as long because everyone wants to chat and raise issues that they wouldn't necessarily bring to the advice surgery. Good use of time though.
Evening	School governors meeting at Sandilands Primary School.

**Friday, 18<sup>th</sup> March 2016**

Morning	Home all day checking email and dealing with new case work and following up progress of existing cases and reading reports for Foster Care Panel. Next week there is a very large agenda so lots of reading
Afternoon	
Evening	

**Saturday, 19<sup>th</sup> March 2016**

Morning	Free
Afternoon	Meeting with council colleagues for lunch before attending a large meeting with local MP Police Fire service and many local residents for an update and forward planning meeting after the arson attack which resulted in a great amount of damage to Wythenshawe Hall
Evening	A bit more reading and preparation for the Foster Care panel Then rest of the evening free

### 9. Councillor Sue Murphy

Councillor for Brooklands Ward

Manchester City Councillor for 20 years 10 months

#### Overview of all my Councillor roles:

Ward Councillor, Deputy Leader (portfolio Public Service Reform, international links, equalities, voluntary sector). Chair of Governors, The Manchester College, Deputy Chair Local Government Association, Substitute Member Combined Authority.

#### Sunday, 13<sup>th</sup> March 2016

Morning	. 2 hours campaigning – talking to residents
Afternoon	Emails and preparation for the week ahead – 2 hours. Every Sunday I check emails from the past week – I receive a large number of emails (approx 180 a day) so spend time at the weekend catching up. Also review the next two weeks to check if I need to ask for briefings, organise travel, prepare.
Evening	

#### Monday, 14<sup>th</sup> March 2016

Morning	Group officers – meeting mainly to plan for Labour group and council and look at business within the group – eg any issues with attendance among members. 2 hours.  1 hour catching up on email  Member Development meeting – with officers planning for new member induction after the election and looking at a plan for next year for training and development of members. 1 hour.
Afternoon	Preparation for Tuesday – researching and writing speech for Devolution event. Following up casework. 2 hours.  Meeting with AL, Strategic Director for Public Service Reform for the Combined Authority. Discussing current work around reform and looking at new work from the announcements in the budget. Focus this time on the criminal justice system and young offender. 1 hour.

	<p>Continuation of previous meeting, joined by PC, Director of Justice at the College, who hold a number of education contracts in prisons and young offenders institutions. To discuss how we can use potential devolved powers to create a new service for young offenders with an emphasis on education and reducing reoffending. 1 hour.</p> <p>Followed by final check of emails.</p>
Evening	<p>Advice surgery – 1 constituent attended to talk about problems of anti-social behaviour he believes are caused by a pathway by his house being closed. Arranged to go and look. 1 hour.</p> <p>Residents meeting – a group of local people who want to see organised activities on the open field on their estate, and potentially a new park. Talked about setting up a formal ‘Friends of Sparkford Fields’ group to apply for funding and the officer present talked about what activities may be possible over the school holidays. Arranged a follow up meeting. 1 hour.</p>

**Tuesday, 15<sup>th</sup> March 2016**

Morning	<p>Travelled to Birmingham to speak at a New Local Government Network event about Devolution. On the way I received a text saying that Wythenshawe Hall, a Tudor Building in my ward, had been badly damaged by fire overnight. Made several phone calls to officers and to members of the Friends of Wythenshawe Hall Group to find out what had happened and how bad the damage was. 2 hours.</p> <p>Spoke at event, took part in Q &amp; A session. Aim of event to debate whether devolution is working, spoke mainly about the experience in Greater Manchester. Varied audience, including several councillors and officers from across the country.</p>
Afternoon	<p>Networking lunch at event. Had also arranged to meet to be briefed about event I was attending on Wednesday night. Total for the event 4 hours.</p> <p>Travelled back to Manchester – 2 hours</p> <p>On train and back in the office made several more phone calls about the fire at the Hall, and what needed to be done immediately, checking insurance status and talking to people who volunteer there.</p>
Evening	<p>Labour Group. Main meeting of Labour Councillors – we discussed the agenda for Council the following day, the process for the boundary review, and possible revisions to scrutiny committees. The second half of the meeting was in small groups looking at our manifesto for the local elections. 2.5 hours.</p> <p>Before going to bed checked emails and responded. Also checked</p>

	casework. And prepared speech for next morning.
<b>Wednesday, 16<sup>th</sup> March 2016</b>	
Morning	<p>Spoke at the beginning of a training day for council officers and partners about 'Our Manchester' – a look at how we can learn from good practice in other authorities to help deliver our newly launched Manchester Strategy. Attended by our staff plus partners from education, health and housing. 1 hour.</p> <p>Full Council meeting – last one before the elections. Spoke about the fire. 2.5 hours.</p> <p>After council, meeting with other Wythenshawe councillors about fire and next steps. 30 minutes.</p>
Afternoon	<p>Met with PJ, new college governor, about how the college board works and an overview of the role of a governor. 1 hour.</p> <p>Meeting with city centre councillors about concerns after a number of assaults on women in the city centre. Agreed to arrange a meeting with police for them. 1 hour.</p> <p>Meeting of lead councillors on different areas of equality. Looked at setting our targets for next year, and how we use Equality impact assessments as part of the budget planning process for next year. 1.5 hours</p> <p>Meeting with David Cain, Deputy Chair of the College board to talk about our property review. 1 hour.</p> <p>Catching up on emails. 2 hours.</p>
Evening	<p>Dinner to mark 30<sup>th</sup> anniversary of Centre for Local Economic Strategies, where I am the council representative on their board. Gave short speech. Took the opportunity to talk with several people there – the Regional Director of the Association of Colleges, some local MPs, and a potential new governor for the college. 3 hours.</p> <p>At home read through briefing for the following day.</p>

**Thursday, 17<sup>th</sup> March 2016**



Morning	<p>Travel to Birmingham. Used the time to catch up on emails and re-read briefing note. 2 hours</p> <p>Attended ERSA (Employment Related Support Services) conference. Attended by local authorities and organisations who provide support to disadvantaged unemployed people, particularly those with health issues and disabilities.</p>
Afternoon	<p>Spoke as part of panel discussion on the design of the Health and Work Programme by government – a programme to support long term unemployed people into work. Answered questions. Had brief meeting with Director from DWP who is designing the new programme. Total time for conference 5 hours.</p> <p>Travel home 2 hours. Used time for emails and reading papers for next week.</p>
Evening	<p>Telephone call with Friends of Wythenshawe Hall. 30 minutes</p>

**Friday, 18<sup>th</sup> March 2016**

Morning	<p>.Briefing from officers about disaster recovery plan for Wythenshawe Hall. 1 hour.</p> <p>Meeting with Deputy Chief Exec about progress on Our Manchester and review of training sessions. 1 hour.</p> <p>Travel to College 30 minues</p> <p>Conference call with LGA to discuss briefing for meeting with DWP select committee chair on Monday. 30 minutes.</p> <p>Interview for potential co-opted governor for College 1 hour</p> <p>Meeting with College CEO and head of HR about future board development. 30 minutes.</p>
Afternoon	<p>3 further interviews with potential co-opted governors. 3 hours.</p> <p>Conference call with LGA Resources Group sub-board about Welfare Policy. 1 hour.</p>
Evening	<p>Catching up on emails and phone calls. 1.5 hours.</p>

**Saturday, 19<sup>th</sup> March 2016**

Morning	<p>.</p>
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Afternoon	Met with fellow councillors, MP and volunteers from Friends of Wythenshawe Hall to talk about what we do next. Met with fire crew who put out the fire. Lunch and catch up with ward colleagues. 2.5 hours.
Evening	I

**10. Councillor Tracey Rawlins**

Councillor for Baguley Ward

Manchester City Councillor for 5 years and 2 months

**Overview of all my Councillor roles:**

**Chair Communities Scrutiny committee**

**Equality Lead Member for disability**

**Member of Employee appeals**

**Mentor for new councillor**

**Member of Wythenshawe Area Consultative Committee (WACC)**

**Local authority appointed governor to UGSM (and Chair of their**

**Nominations committee for appointment of Non-Exec Directors**

**Co-opted to Management group for HomeStart Manchester South**

**Support to the newly formed Manchester Cavaile-Coll Organ Trust (MCCOT)**

**Sunday, 13<sup>th</sup> March 2016**

Morning	. Nil
Afternoon	Dealing with emails – re constituent complaint with Wythenshawe Hospital – interactions with Chief Nurse and constituent
Evening	Data Entry for Labour party – 3 hours

<b>Monday, 14<sup>th</sup> March 2016</b>	
Morning	Dealing with Equality Team re Award for Accessibles Comic produced as part of Disability History Month. Organising presentation at a future Council meeting
Afternoon	Approving Communities work programme Further emails re complaint with Wythenshawe hospital Texts with constituent re housing issues
Evening	Going through papers for labour group Councillor advice surgeries – 2.5 hours

<b>Tuesday, 15<sup>th</sup> March 2016</b>	
Morning	.Data entry for Labour party 2 hours Re-reading papers for Council on Weds
Afternoon	Scheduling appointments in diary for next fortnight Catching up on developments re fire at Wythenshawe Hall
Evening	Attending Labour Group (3 hours incl travel time)

<b>Wednesday, 16<sup>th</sup> March 2016</b>	
Morning	. Full Council meeting Re-reading papers for Equality lead meeting
Afternoon	Equality Lead meeting – 1.5 hours

Evening	Catching up on emails and responding as necessary
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**Thursday, 17<sup>th</sup> March 2016**

Morning	. nil
Afternoon	Agreeing publicity and campaigning material with colleagues
Evening	nil

**Friday, 18<sup>th</sup> March 2016**

Morning	. Responding to emails re Wythenshawe hospital complaint
Afternoon	Went shopping in Wythenshawe Town Centre. Stopped by residents wanting to know what the Council were going to do re the fire at Wythenshawe Hall Visited the park to see the damage at Wythenshawe Hall .
Evening	Catching up on reading papers and emails – Age Friendly Manchester in the context of Communities scrutiny Responding to emails re Baguley Hall and setting up a meeting Responding to officer queries re traffic calming measures outside schools in the ward

**Saturday, 19<sup>th</sup> March 2016**

Morning	. Responded to and read lengthy feedback from Disabled people group on the all age disability strategy
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Afternoon	nil
Evening	Nil

APPENDIX 2D - ELECTORATE DATA

**Electoral data**

**MANCHESTER**

**Using this sheet:**

Fill in the cells for each polling district. Please make sure that the names of each parish, parish ward and borough ward are correct and consistent. Check your data in the cells to the right.

Scroll right to see the second table

What is the polling district code?	Is there any other description you use for this area?	Is this polling district contained in a parish? If not, leave this cell blank.	Is this polling district contained in a parish ward? If not, leave this cell blank.	Is this polling district contained in a group of parishes with a joint parish council? If not, leave this cell blank.	What ward is this polling district in?	What is the current electorate?	What is the predicted electorate?
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<b>Check your data</b>	<b>2015</b>	<b>2022</b>
Number of councillors:	<b>96</b>	<b>96</b>
Overall electorate:	<b>369,904</b>	<b>417,015</b>
Average electorate per cllr:	<b>3,853</b>	<b>4,344</b>

Scroll left to see the first table

Fill in the name of each ward once	Fill in the number of councillors per ward	These cells will show you the electorate and variance. They change depending what you enter in the table to the left.
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Polling district	Description of area	Parish	Parish ward	Grouped parish council	Existing ward	Dec-15	2022
EX1	Example 1	Little Example		Little and Even Littler	Example	480	502
EX2	Example 2	Even Littler Example		Little and Even Littler	Example	67	68
EX3	Example 3	Medium Example			Example	893	897
EX4	Example 4	Big Example	Big Example East		Example	759	780
EX5	Example 5	Big Example	Big Example West		Example	803	824

Name of ward	Number of cllrs per ward	2015	Variance 2015	2022	Variance 2022
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ACA					Ancoats and Clayton	445	447
ACB					Ancoats and Clayton	1845	1930
ACC					Ancoats and Clayton	1399	1469
ACD					Ancoats and Clayton	1264	1297
ACE					Ancoats and Clayton	1235	1236
ACF					Ancoats and Clayton	1612	3734
ACG					Ancoats and Clayton	2425	3798
ACH					Ancoats and Clayton	1526	2643
ACJ					Ancoats and Clayton	2011	2909
ARA					Ardwick	1980	2795
ARB					Ardwick	1249	1249
ARC					Ardwick	982	1321
ARD					Ardwick	2067	2247
ARE					Ardwick	533	639
ARF					Ardwick	2006	2100
ARG					Ardwick	201	201
ARH					Ardwick	1764	1764
BAA					Baguley	2895	2935
BAB					Baguley	792	792
BAC					Baguley	1417	1558
BAD					Baguley	1436	1436
BAE					Baguley	1640	1640
BAF					Baguley	1543	1690
BAG					Baguley	1579	1935
BDA					Bradford	1884	2260
BDB					Bradford	1481	1483
BDC					Bradford	1703	1860
BDD					Bradford	1973	2006
BDE					Bradford	2467	2721
BDF					Bradford	3024	5176
BKA					Brooklands	2279	2279
BKB					Brooklands	1849	1849
BKC					Brooklands	1892	1892
BKD					Brooklands	3006	3525
BKE					Brooklands	1861	1861
BUA					Burnage	2037	2037
BUB					Burnage	2913	3519
BUC					Burnage	1910	2217
BUD					Burnage	1860	1912
BUE					Burnage	1453	1453
BUF					Burnage	950	1092

Ancoats and Clayton	3	13,762	19%	19,463	49%
Ardwick	3	10,782	-7%	12,316	-5%
Baguley	3	11,302	-2%	11,986	-8%
Bradford	3	12,532	8%	15,506	19%
Brooklands	3	10,887	-6%	11,406	-12%
Burnage	3	11,123	-4%	12,230	-6%
Charlestown	3	10,512	-9%	11,971	-8%
Cheetham	3	15,555	35%	17,482	34%
Chorlton	3	11,115	-4%	12,144	-7%
Chorlton Park	3	11,701	1%	12,878	-1%
City Centre	3	10,475	-9%	19,535	50%
Crumpsall	3	11,702	1%	13,289	2%
Didsbury East	3	11,067	-4%	11,520	-12%
Didsbury West	3	10,355	-10.4%	10,637	-18%
Fallowfield	3	11,246	-3%	12,579	-3%
Gorton North	3	11,285	-2%	12,154	-7%
Gorton South	3	13,395	16%	14,645	12%
Harpurhey	3	12,531	8%	13,804	6%
Higher Blackley	3	10,891	-6%	11,577	-11%
Hulme	3	11,265	-3%	13,099	1%
Levenshulme	3	11,412	-1%	12,137	-7%
Longsight	3	10,653	-8%	11,875	-9%
Miles Platting and Newton Heath	3	10,715	-7%	11,440	-12%
Moss Side	3	13,678	18%	15,805	21%
Moston	3	11,542	0%	12,041	-8%
Northenden	3	11,598	0%	12,376	-5%
Old Moat	3	11,522	0%	12,280	-6%
Rusholme	3	10,543	-9%	10,994	-16%
Sharston	3	12,079	4%	12,552	-4%
Whalley Range	3	11,407	-1%	12,555	-4%
Withington	3	10,575	-9%	11,341	-13%
Woodhouse Park	3	10,697	-7%	11,398	-13%

APPENDIX 2D - ELECTORATE DATA

CNA				Charlestown	2048	2101
CNB				Charlestown	1065	1864
CNC				Charlestown	1975	2176
CND				Charlestown	2014	2362
CNE				Charlestown	832	832
CNF				Charlestown	1226	1267
CNG				Charlestown	1352	1369
CTA				Cheetham	3059	3063
CTB				Cheetham	1056	1056
CTC				Cheetham	1380	1380
CTD				Cheetham	1081	1081
CTE				Cheetham	1583	1594
CTF				Cheetham	2080	2746
CTG				Cheetham	2820	2820
CTH				Cheetham	2496	3742
CLA				Chorlton	2394	3157
CLB				Chorlton	2261	2371
CLC				Chorlton	899	903
CLD				Chorlton	891	891
CLE				Chorlton	2763	2820
CLF				Chorlton	1907	2002
CPA				Chorlton Park	1937	1937
CPB				Chorlton Park	2667	3493
CPC				Chorlton Park	2277	2280
CPD				Chorlton Park	1527	1527
CPE				Chorlton Park	1444	1792
CPF				Chorlton Park	1849	1849
CCA				City Centre	1616	1737
CCB				City Centre	2696	4302
CCC				City Centre	1443	2336
CCD				City Centre	3109	6868
CCE				City Centre	1485	2405
CCF				City Centre	126	1887
CRA				Crumpsall	2119	2538
CRB				Crumpsall	2444	2453
CRC				Crumpsall	1316	1502
CRD				Crumpsall	856	1113
CRE				Crumpsall	1463	1929
CRF				Crumpsall	1276	1311
CRG				Crumpsall	2228	2443
DEA				Didsbury East	2613	2730
DEB				Didsbury East	2068	2068
DEC				Didsbury East	1810	1810
DED				Didsbury East	1219	1555
DEE				Didsbury East	1586	1586
DEF				Didsbury East	1771	1771
DWA				Didsbury West	2584	2610
DWB				Didsbury West	1679	1737
DWC				Didsbury West	933	933
DWD				Didsbury West	2192	2309
DWE				Didsbury West	2967	3048
FAA				Fallowfield	3415	3415
FAB				Fallowfield	2541	3449
FAC				Fallowfield	1412	1428
FAD				Fallowfield	1831	2240
FAE				Fallowfield	2047	2047
GNA				Gorton North	1665	1821
GNB				Gorton North	2123	2321
GNC				Gorton North	2806	2847
GND				Gorton North	1401	1544
GNE				Gorton North	1741	1806
GNF				Gorton North	1549	1815
GSA				Gorton South	1583	1583
GSB				Gorton South	2140	2208
GSC				Gorton South	1455	1455
GSD				Gorton South	1487	1648
GSE				Gorton South	3185	3612

APPENDIX 2D - ELECTORATE DATA

GSF				Gorton South	1853	2405
GSG				Gorton South	1692	1734
HAA				Harpurhey	664	664
HAB				Harpurhey	2169	2295
HAC				Harpurhey	1649	1649
HAD				Harpurhey	2001	2113
HAE				Harpurhey	1495	1792
HAF				Harpurhey	810	1341
HAG				Harpurhey	996	1069
HAH				Harpurhey	2196	2330
HAJ				Harpurhey	551	551
HBA				Higher Blackley	1716	1716
HBB				Higher Blackley	1917	2166
HBC				Higher Blackley	2608	2648
HBD				Higher Blackley	733	880
HBE				Higher Blackley	1932	1961
HBF				Higher Blackley	1151	1372
HBG				Higher Blackley	834	834
HUA				Hulme	3812	5012
HUB				Hulme	2067	2190
HUC				Hulme	2680	2767
HUD				Hulme	1255	1351
HUE				Hulme	1451	1779
LEA				Levenshulme	2184	2356
LEB				Levenshulme	2172	2172
LEC				Levenshulme	1354	1888
LED				Levenshulme	2227	2227
LEE				Levenshulme	2119	2138
LEF				Levenshulme	1356	1356
LOA				Longsight	1588	1770
LOB				Longsight	1997	2226
LOC				Longsight	1973	2199
LOD				Longsight	1470	1639
LOE				Longsight	1786	1991
LOF				Longsight	1839	2050
MNA				Miles Platting and Newton Heath	1417	1740
MNB				Miles Platting and Newton Heath	1397	1479
MNC				Miles Platting and Newton Heath	680	855
MND				Miles Platting and Newton Heath	1374	1416
MNE				Miles Platting and Newton Heath	2856	2871
MNF				Miles Platting and Newton Heath	2991	3079
MSA				Moss Side	1104	1506
MSB				Moss Side	1517	1534
MSC				Moss Side	2368	2433
MSD				Moss Side	2420	3038
MSE				Moss Side	2169	2169
MSF				Moss Side	2585	3610
MSG				Moss Side	1515	1515
MOA				Moston	947	1076
MOB				Moston	1006	1294
MOC				Moston	1899	1981
MOD				Moston	1804	1804
MOE				Moston	2441	2441
MOF				Moston	1062	1062
MOG				Moston	1289	1289
MOH				Moston	1094	1094
NOA				Northenden	2250	2353
NOB				Northenden	2640	2661
NOC				Northenden	1923	2248
NOD				Northenden	1257	1257
NOE				Northenden	2384	2384
NOF				Northenden	1144	1473
OMA				Old Moat	1275	1275
OMB				Old Moat	3027	3104
OMC				Old Moat	3084	3194
OMD				Old Moat	4136	4707
RUA				Rusholme	2142	2143



APPENDIX 2D - ELECTORATE DATA

RUB				Rusholme	1626	1626
RUC				Rusholme	2730	2876
RUD				Rusholme	1437	1722
RUE				Rusholme	2608	2627
SHA				Sharston	2176	2497
SHB				Sharston	1954	1954
SHC				Sharston	1835	1835
SHD				Sharston	1626	1626
SHE				Sharston	2484	2484
SHF				Sharston	1020	1172
SHG				Sharston	984	984
WRA				Whalley Range	1629	2203
WRB				Whalley Range	3071	3581
WRC				Whalley Range	2778	2778
WRD				Whalley Range	2123	2123
WRE				Whalley Range	1806	1870
WTA				Withington	3216	3620
WTB				Withington	2856	3184
WTC				Withington	1737	1737
WTD				Withington	2766	2800
WPA				Woodhouse Park	2483	2664
WPB				Woodhouse Park	2842	3313
WPC				Woodhouse Park	910	910
WPD				Woodhouse Park	1135	1135
WPE				Woodhouse Park	3265	3314
WPF		Ringway Parish		Woodhouse Park	62	62

Appendix 3 – Draft Technical Report



Local Government Boundary Review

# Manchester

Draft Technical Report



Chief Executive's Department  
Manchester City Council

## Contents

Introduction

Background

Ward population - size

Calculating population post-Census

Manchester City Council Forecasting Model (MCCFM)

Methodology

Overview

Calculating the 2022 population and electorate

Polling District level

Summary

Appendix 3A

2015 population and electorate

Appendix 3B

Variance from the average in 2015

Appendix 3C

2022 population and electorate

Appendix 3D

Variance from the average by 2022

Appendix 3E

Polling District level: 2022 population and electorate

Appendix 3F

Differences between ONS and administrative data at ward level

Appendix 3G

Residential Pipeline

## Introduction

This paper sets out Manchester City Council's approach to forecasting population and electorate change, which underpins the case for boundary change.

Manchester's situation is unique. The 2001 Census undercounted the population, leading to a resolution with ONS that added 30,000 people to the total count but did not include any demographic or geographic detail. Although the 2011 Census did not include such an error, forecasts are based on trends that include the previous decade, meaning that the legacy of the previous Census is still felt.

Prior to the 2011 Census, the Council developed its own forecast utilising administrative data (GP registration, pupil census and Council Tax data). The Census output was within the Council's estimated range, providing confidence that the result was significantly more accurate than it was in 2001.

The Council then developed its own forecasting model (MCCFM) which is informed by administrative data and is used to plan services in the City. It has proved more reliable than the ONS projections and has therefore been used to support the boundary review consultation. The methodology and its outputs can be made available to the Boundary Commission.

Electorate forecasts for 2022 have been calculated because the number and distribution of electors in the city are likely to change within the next six years based on previous demographic patterns and future housing development. Wards and polling district forecasts are presented as current (December 2015) and future Electorate (2022), the population aged 17 plus (to show potential Electorate) and the total population (to show potential councillor caseload).

An explanation of how these figures have been derived is provided, covering population change in the city since 2001, census issues, immigration and electorate patterns, administrative data, ward distribution since the last boundary review in 2004 (based on data from the previous decade's declining population) and housing development pipeline.

Background

## Ward population - size

Manchester's total population is recorded by the 2011 Census as 503,127. The census indicated that of Manchester's 32 wards, Cheetham was the largest ward estimated at 22,562 residents and Didsbury West the smallest with 12,455. The average number of residents in wards in 2011 was 15,723. Eight wards accounted for 58% of the city's total population growth between 2001 and 2011 with City Centre ward increasing by 156%.

## Calculating population post-Census

All three mid-year estimates released by Office for National Statistics (ONS) since the 2011 Census have given Manchester a lower growth trajectory than expected based on the previous decade's growth and administrative data<sup>1</sup>. Assuming a continuation of the average

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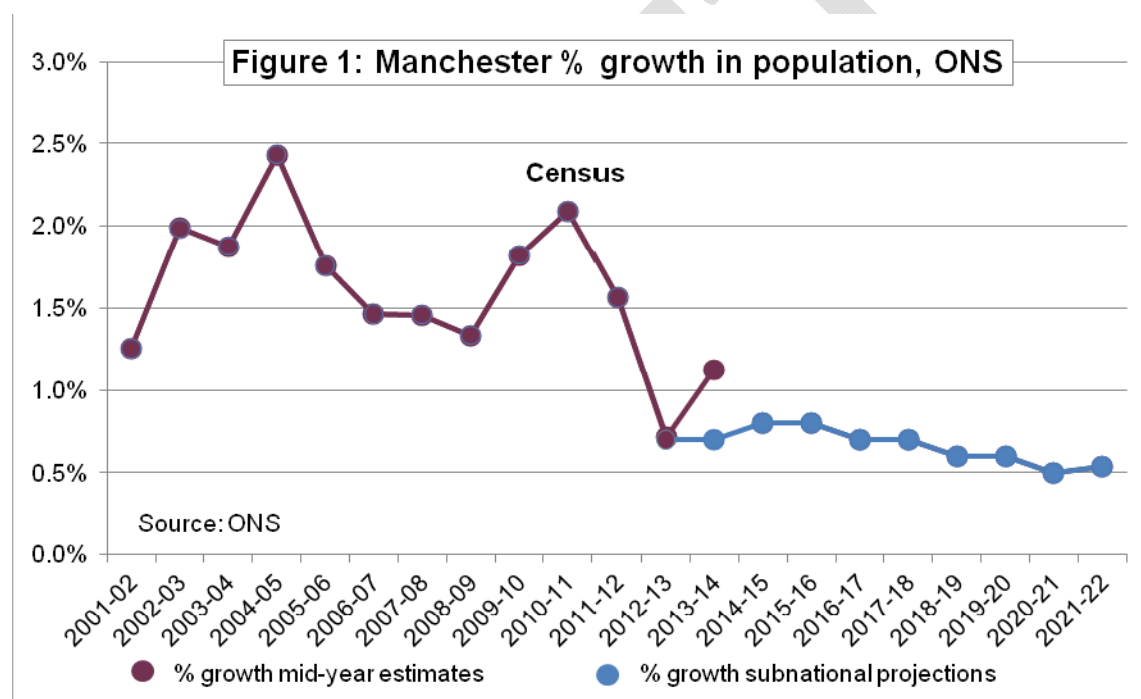
<sup>1</sup> School Census data, Higher Education Statistics Agency data, Electoral Register, National Insurance number registrations to foreign workers, Residential Housing Pipeline.

growth of 2001-2011, Manchester would have had an increase of 1.76% per annum, resulting in the expected population shown in **Table 1**.

Table 1: Comparison of mid-year estimates 2012-2014

	2012	% growth 2011-2012	2013	% growth 2012-2013	2014	% growth 2013-2014
ONS MYE	510,772	1.56%	514,417	0.71%	520,215	1.13%
Expected population	511,605	1.76%	520,459	1.76%	529,506	1.76%

ONS' current 2012 Subnational Population Projections (SNPP) similarly gives Manchester a very low future growth trajectory, as shown in **Figure 1**. ONS have since revised growth upwards in their 2014 mid-year estimate, from their projected 0.7% to 1.1%, but any growth beyond 2014 is still based on projections, with an average of 0.6% growth per annum between 2014 and 2022.



ONS projections predict that Manchester will lose approximately 1,000 people per annum through migration (UK and international) unlike the average net gain of 2,500 migrants per annum between 2001 and 2011. However, latest National Insurance Number registrations to foreign workers are at a higher level than any seen last decade, including the years when EU migrants were arriving in the UK in very high numbers. Manchester hospitals have been actively recruiting from Spain, Greece and Italy to address vacancies not being met locally. Post-recession, Manchester has a number of housing developments underway and many planned between now and 2022. University student numbers are lower than the high they reached before fees were introduced in 2012, but the number of students living in the city has largely recovered from 50,270 in 2010 to 49,290 in 2015. The number of resident pupils recorded on the School Census has risen annually since 2010. Taken together, it is reasonable to assume a higher growth trajectory than projected by ONS.

## Manchester City Council Forecasting Model (MCCFM)

In order to support strategic planning, Manchester City Council produces a forecasting model (MCCFM) for the period 2001 to 2026, that takes realistic account of administrative change at neighbourhood level from 2001 to 2016 (and proposed change to 2024), enhancing national statistics. This is because:

- ONS projections are only at district level and there are significant differences in demography across Manchester.
- Manchester's population was undercounted in the 2001 Census by at least 30,000 residents (acknowledged by ONS).
- Although addressed in the short term at city level by adding these residents into the 2001 mid-year estimate, a legacy of inaccurate estimates at ward level has resulted from 2001 to 2011 because the ward distribution of these residents was unknown.
- ONS' revised ward estimates for 2002-2010 (November 2013) have several instances of exponential growth as population is 'aged-on' creating inconsistency across the cohorts<sup>2</sup>.
- ONS estimates were subject to a methodology change in which Manchester became an outlier, resulting in revised lower figures that had to be amended again following the census.<sup>3</sup>
- The revised methodology that undercounted Manchester before the 2011 Census has been used nationally on estimates and subnational population projections since 2011.
- There are concerns that population figures produced in the current 2012 subnational population projections are continuing to underestimate because projections are based on five or six years of estimates at district level that are too low, and because Manchester is an outlier in the methodology – to substantiate this, ONS have published a 2014 mid-year estimate figure which is 2,000 residents higher than the equivalent projection for that year.
- Manchester, as North West's economic hub, with two central universities, lots of available, affordable rental stock (unlike London) and the pull-factor of established Black and Minority Ethnic communities, is adversely affected by the current ONS methodology. There are a number of other towns and cities with similar issues but none outside of London have this combination of migration factors. The 2011 Census figures were found to be more in line with estimates before the new methodology was introduced.

## Methodology

### Overview

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<sup>2</sup> For example, there are 12 18-year old males in 2005 rising to 274 in 2009 (Withington ward). Issue occur with very low or high numbers of particular ages – for Manchester this is in wards popular with students. City Centre ward inaccuracy is compounded by having a very small number of children and older people, resulting in exponential growth between 2002 and 2010 far beyond realistic levels.

<sup>3</sup> Estimates for previous years are revised after a national Census as this is a marker between one decade and the next. The methodology introduced prior to the 2011 Census adjusted mid-year estimates for Manchester's population below the original figures. ONS weight international immigration to address a centralising tendency which is typical to the South East, removing some net migration gains from major cities on the basis that immigrants will name the nearest city as their intended residence but not actually live there.

Subnational population projections are released at district level only, for the purposes of electoral boundary calculations this is inadequate. Using ONS ward distribution from mid-year estimates projected forward will be inaccurate for reasons already outlined.

Manchester City Council's forecasting model, MCCFM, uses historic local data and data issued since the latest ONS projection from a wide range of sources, to inform, enhance or change the likely future population at district and ward levels.

Outputs from the model are released twice a year with a prefix of S for the summer release and W for the winter release, followed by the year. The latest published output is W2015, using a fixed ONS total mid-year estimate for 2001 to 2011 but with adjustments to the underlying ward distribution based on administrative data sources such as school census and higher education statistics. POPGROUP software has been used to create the model. The model has been discussed with Professor Ludi Simpson and developed with his advice as a 'critical friend'.

The 2001 mid-year estimate has been used as a population base, with revised ONS ward level Mid-Year Estimates for 2002-2010 and Mid-Year Estimates from 2011 to 2014 by sex by single year of age used as a starting point to establish ward trends. 2012-based subnational population projections were also used as a starting point to approximate migration, births and deaths at ward level.

POPGROUP generated counts of immigrants and emigrants, which have been used to calculate age-specific migration rates. These were fed into the model and the constraint of subnational population projections at city level was removed to produce expected population once revised trends are used. International and internal migrants are counted as one entity.

While the model is rooted in fourteen years of mid-year estimates from ONS, administrative data sense-checks the published ONS population from 2001 to 2014 at city level and ward level, adjusting as required to make the trend data more robust.

To address the concerns about the potentially undercounted 2012 to 2014 mid-year estimates, growth has been adjusted to 1.7% for each of these years referring to household-level geo-demographic profiling software (MOSAIC by Experian) to predict the ages of the 'additional' residents<sup>4</sup>. Counts of electorate at ward level have highlighted that in some wards<sup>5</sup> electorate exceeds the estimated population aged 17 and over, so these wards have been given the extra population for 2012 to 2014 relative to how much the two datasets differ.

Address-level administrative data sources have been used to 'redistribute' residents at ward level. School Census<sup>6</sup> and HESA<sup>7</sup> data have been used as a guide to the number of

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<sup>4</sup> Distribution is based on the most prevalent MOSAIC type in a ward except for Fallowfield, Rusholme and Withington wards which are aligned to HESA data.

<sup>5</sup> Baguley, Burnage, Chorlton Park, Didsbury West, Higher Blackley, Longsight, Moston, Northenden, Whalley Range and Woodhouse Park have their population adjusted upwards in line with the December 2015 electorate.

<sup>6</sup> Approximately 8% per annum is added to the number of pupils attending Manchester schools to determine the number of school age residents to allow for those being educated elsewhere. Counts for 16 to 18 year olds are based on aged-on pupil data.

<sup>7</sup> Manchester City Council commissions Higher Education Statistics Agency to supply term-time address data for students attending Greater Manchester universities at ward level for 2007 onwards. Age is not provided, so where a ward contains a Halls of Residence it is assumed there will be a greater proportion of 19 year olds (most first year students will be 19 by the mid-year) and that undergraduate students will have finished by age 22. As a postgraduate student's age is harder to

residents aged 5 to 22 in each ward. School Census data (PLASC) has been used to adjust mid-year estimate ward data for 2002 to 2016 using the addresses and date of birth of pupils resident in Manchester<sup>8</sup>. January's PLASC has been used as more data were available for that time period<sup>9</sup>. Aged-on 15 year olds have been used to inform the distribution of 16 and 18 year olds at ward level. HESA data have been used to inform the residence of 19 to 21 year olds by combining aged-on 18 year olds with term time address of students.

This builds on other adjustments that have been applied throughout the mid-year estimate data for 2001 to 2014 (single year of age by sex). Over this period, ward-level NHS birth counts by sex from 2001 to 2013 and NHS birth counts by age of mother plus the female population aged 15 to 44 in each ward have been used to create ward level age-specific fertility rates<sup>10</sup>. These have been combined to get annual ward total fertility rates (TFRs) for 2001-2013. The 2009-2014 average of a ward's total fertility rate has been input as a starting point for forecast years<sup>11</sup>.

Similarly, the average of 2010-2015 ward-level standardised mortality ratios have been used in the forecast, created using ward-level NHS death counts (PCMD extract) from 2001 to 2013 by sex by single year of age (Standardised Mortality Ratios (SMRs) are generated by POPGROUP).

Annual net migration has been calculated from the remaining growth from one year to the next when natural change has been allowed for, the latest six years being averaged out and used as a baseline for net migration for 2015 onwards.

The Council's Residential Development Pipeline figures and the population forecast have been compared to confirm the two are aligned throughout the timeline modelled; recognising that growth in the city will not be distributed evenly. Future approved housing development has informed the distribution of residents in wards from 2015 up to 2022 by redistributing migration within wards in relation to the expected average household size and type of proposed units<sup>12</sup>. As part of this comparison, an allowance is made for unimplemented approved Planning, reducing over time to 70% after the period 2018-2019<sup>13</sup>.

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estimate, these data have not been used per se, but adult numbers are adjusted higher in the 23-29 age range in wards with high numbers of postgraduate students.

<sup>8</sup> The number of resident children does not equal the resident number of pupils on the census; some children are schooled outside the city or in independent schools. The difference between school census totals of Manchester residents compared to MYE is approximately 8%. This unknown 8% has been distributed according to the 2011 Census ward proportions by single year of age.

<sup>9</sup> Migrating pupils between January and end of June will not be recorded accurately so the assumption is there is no net change.

<sup>10</sup> Using NHS data on births by age of mother spread equally across an ageband does not allow for wards having differing shares between ages e.g. some wards are likely to have a higher proportion at the lower end of an ageband and vice-versa.

<sup>11</sup> TFRs have since been adjusted upwards or downwards and the number of childbearing age women has been adjusted by changing the sex of a resident in some wards, influencing the number of babies to counteract the effect of exponential growth or decay.

<sup>12</sup> 2011 Census table QS402 was referred to as a guide to expected household size of new units, with proposed apartments given the average household size of the relevant ward's 'Flat, Maisonette or Apartment' and proposed houses given the average household size of the predominant 'Whole House or Bungalow' type. The adjusted forecast gave a household size in City Centre ward of 2.8, which was deemed unlikely. A more realistic household size of 2.2 was applied to the occupied properties, as at June 2015, and to any proposed new build properties. The adjusted City Centre totals were used in the constraints file to overwrite the forecast City Centre average household size.

<sup>13</sup> City in-migration totals have been distributed between wards using the location and volume of new builds from the residential housing scheme pipeline for 2015-2024 as a guide – assuming 95% of planned new builds would be implemented in 2016, 85% in 2017, 75% in 2018 then 70% thereafter



MOSAIC geo-demographic profiling at household level as at 2016 has been used to determine the age and sex of residents in each ward for those aged over 22 (adjusting for postgraduates if necessary) from 2016. Proposed housing has not increased the resident population other than if the housing is in a ward with a higher fertility rate there may be a greater increase in babies than in one with a low rate; it has been used only as a guide to redistributing the population based on how much new housing is proposed in each ward.

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and only 66% of new build occupants were new to the city. The out-migration totals have been distributed using the same method.

## Calculating the 2022 population and electorate

MCCFM has been used to estimate the 2022 total population and the 2022 population aged 17 and over by ward. The December 2015 proportion of registered electors to population aged 17 and over has been used as a starting point for calculating the expected 2022 electorate. The February 2014 proportion of registered electors to population aged 17 and over in mid-2014 has been used to represent pre IER levels.

Predicting the electorate in 2022 is challenging because the introduction of IER has fundamentally affected registration rates since its introduction in June 2014. In February 2014 (pre IER) the registered electorate in Manchester was 381,157. In December 2015 (post IER) it was 369,904. In April 2016 the register stands at 355,691. The decrease in electorate between December 2015 and April 2016 follows the legal requirement to review and deletion of electors who have moved property but also at the same time the addition of new electors in the city). This contrasts with the number of residents aged 17 and over living in the city which is estimated to have grown by 1.6% to 432,500.

It is difficult to predict in the long term what will happen to registration rates as a consequence of IER. However, based on current evidence and patterns of registration it is unlikely that the wards most affected by IER will see registration rates recover to pre IER levels<sup>14</sup>. These are areas of significant population churn where there is a high volume of frequent movers who are not always re-registering at their new addresses, and also students, who either do not register to vote when they arrive in the city or do but then do not keep their registrations update to date when they move. Students currently represent approximately 10% of the resident population and the wards of Ardwick, City Centre and Hulme wards where the registration rates have been particularly negatively affected by the introduction of IER, there is a combination of frequent movers and these areas also account for more than a third of resident students in the city. In these areas it is predicted that recovery to pre IER levels will be minimal whilst it is more likely to occur in more stable areas with low transience and less students. The ward average decrease in registration rates between February 2014 and December 2015 across Manchester was 3.9 percentage points, whilst in the City Centre ward it reduced the most with an 18.3 point difference.

A significant amount of work has been undertaken in Manchester to encourage and support electors since the introduction of IER. A programme of extensive activity has been in place since it was introduced in June 2014 including the full annual canvass which was undertaken in the autumn of 2015 prior to the publication of the 1 December 2015 register. At this time a door knock canvass of over 90,000 properties and/or individuals was required to follow up non responders to household enquiry forms and/or Invitations to Register. At the end of the process, including second and third targeted visits, an analysis by polling district demonstrated that areas of high transience including student areas were particularly difficult to canvass and complete registrations.

In recognition of this reality, a method has been devised to reflect that there will be some return to pre IER levels of registration but that this will occur unevenly across the city depending on the factors already outlined.

The relative percentage point change between pre and post IER electoral registration has been calculated for each ward. A graduated increase has been determined such that those

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<sup>14</sup> Central Government has given indications that some changes may be made in the future to make registration under IER more efficient and simpler for the elector, but no definite proposals have been developed or tested yet.

wards with a difference in registration rate greater than 10 percentage points will not recover at all and those with a difference of 5 to 10 percentage points will only recover slightly, by 5%. For wards with a small drop in rates between pre and post IER, those with a difference between 2 and 5 percentage points will recover by 40% and those with hardly any difference, less than 2 percentage points, will return back to pre IER levels as summarised in Table 2.

Table 2: Graduated method used to determine recovery to pre IER registration rates

<2 points difference between pre and post IER rates	=	revert to pre IER % by 2022
>2 but <5 points difference	=	revert 40% back to pre IER level
>5 but <10 points difference	=	revert 5% back to pre IER level
>10 points difference	=	remain at post IER % level

The results using this method is a forecast for Manchester future electorate in 2022 of 417,015, with an underlying population of residents aged 17 and over of 481,876 and a total population of 615,988.

## Polling District level

Polling district geographies are operational in the delivery of elections and do not align to any statistical boundaries used by ONS. In order to enable polling district allocations as required by the Boundary Commission, the analysis conducted at ward level has been extended to polling district level. This is a two stage process: estimating the current population aged 17 and over at polling district level, then estimating the 2022 electorate and population at polling district level.

The count of a polling district's electorate as a proportion of the overall count in its ward has been calculated as of December 2015. These proportions have then been applied to the 2015 ward population aged 17 and over to establish a population at polling district level, assuming a direct relationship between electorate size and underlying population size.

Future growth in population and electorate, however, will not be evenly distributed within a ward so using 2015 proportions for 2022 will not produce realistic results. The predominant factor in changing the distribution of electorate and the underlying population will be the location of residential housing development, assuming that polling districts with additional housing are more likely to increase in population.

To calculate the expected electorate and population at polling district level in 2022, the total number of additional proposed housing units in each polling district from 2015 to 2022 has been identified using spatial analysis and worked out as a percentage within each ward<sup>15</sup>. The results have been used as a proxy for population distribution, applying them to the increase in electors and increase in population aged 17 and over in each ward to establish the spread of a ward's growth within its polling districts.

## Summary

The distribution of Manchester's electors and population aged 17 and over at ward and polling district levels in 2015 and 2022 are detailed in the appendices. The methodology used should provide estimates that are timely and improve on those that are available

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<sup>15</sup> Allowances for a number of units proposed being unimplemented has been applied evenly across the city so proportions will be unaffected

nationally at city level. Ward level population has been derived using software designed specifically for forecasting and has been subject to a peer review.

Manchester City Council recommends that the Manchester City Council Forecasting Model outputs and methods are used in this electoral review and extend an invitation to the Local Government Boundary Commission for England to discuss this further if this approach needs clarification.

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## Appendix 3A

### 2015 population and electorate

The estimated 2015 total population and the population aged 17 and over are shown in **Table A1** alongside the published electorate for December 2015. The average 2015 ward population is 16,860, average population aged 17 and over is 13,297, and the average ward electorate is 11,560. This gives a ratio of around nine electors to every 10 residents aged 17 and over, falling to five electors to every 10 residents in the City Centre ward.

Table A1: 2015 populations by ward and registration rates

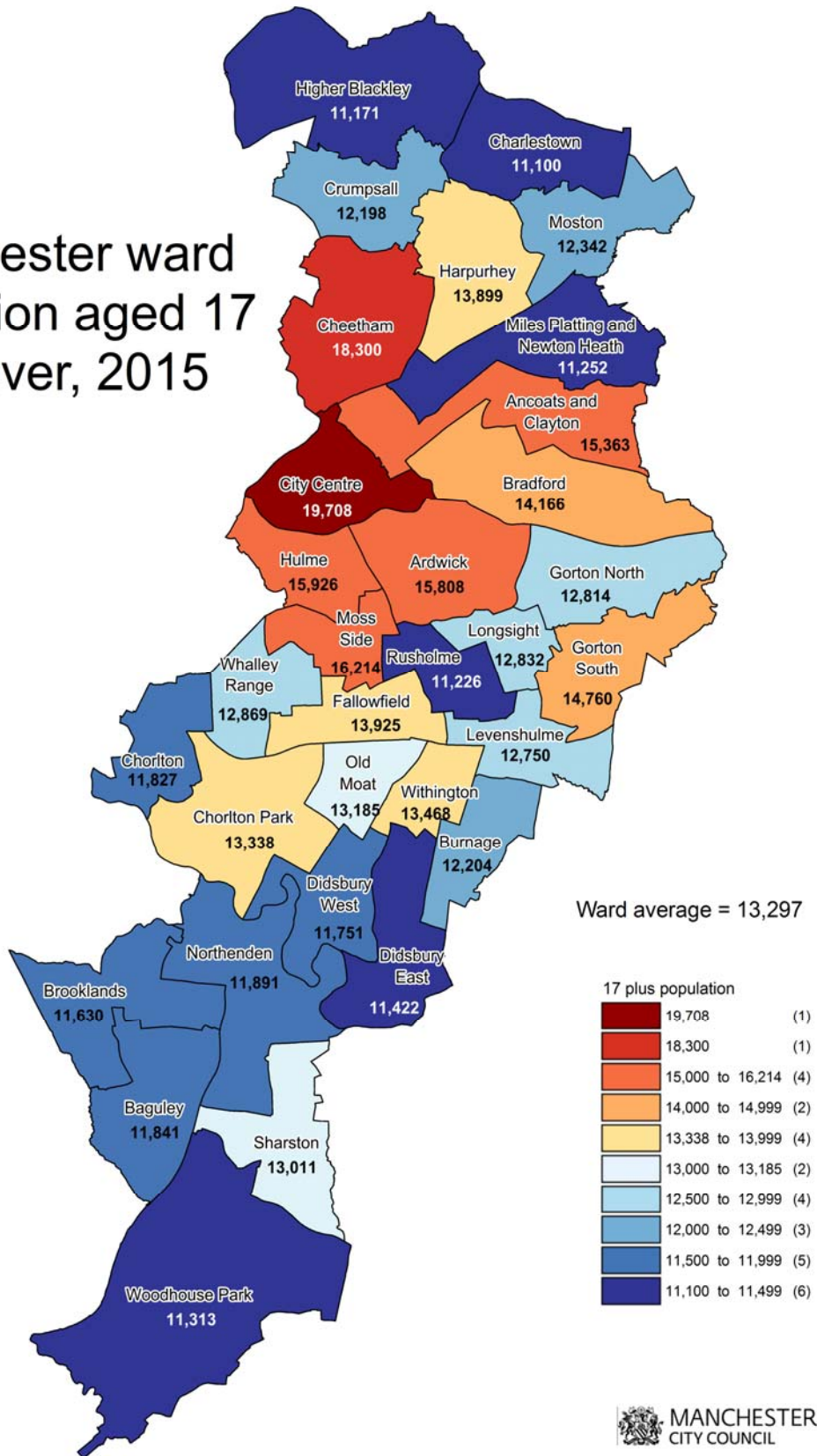
Ward	Population mid-2015	Population aged 17 and over mid-2015	1 Dec 2015 Published Electorate	% ER at 2015
Ancoats and Clayton	18,669	15,363	13,762	90%
Ardwick	19,548	15,808	10,782	68%
Baguley	15,769	11,841	11,302	95%
Bradford	18,338	14,166	12,532	88%
Brooklands	14,166	11,630	10,887	94%
Burnage	16,765	12,204	11,123	91%
Charlestown	14,703	11,100	10,512	95%
Cheetham	24,740	18,300	15,555	85%
Chorlton	14,192	11,827	11,115	94%
Chorlton Park	16,636	13,338	11,701	88%
City Centre	20,051	19,708	10,475	53%
Crumpsall	16,534	12,198	11,702	96%
Didsbury East	13,855	11,422	11,067	97%
Didsbury West	13,234	11,751	10,355	88%
Fallowfield	16,591	13,925	11,246	81%
Gorton North	17,616	12,814	11,285	88%
Gorton South	21,008	14,760	13,395	91%
Harpurhey	19,379	13,899	12,531	90%
Higher Blackley	15,012	11,171	10,891	97%
Hulme	18,208	15,926	11,265	71%
Levenshulme	15,796	12,750	11,412	90%
Longsight	17,570	12,832	10,653	83%
Miles Platting and Newton Heath	14,982	11,252	10,715	95%
Moss Side	22,051	16,214	13,678	84%
Moston	15,648	12,342	11,542	94%
Northenden	15,722	11,891	11,598	98%
Old Moat	15,779	13,185	11,522	87%
Rusholme	14,189	11,226	10,543	94%
Sharston	17,025	13,011	12,079	93%
Whalley Range	16,079	12,869	11,407	89%
Withington	14,847	13,468	10,575	79%
Woodhouse Park	14,810	11,313	10,697	95%
Manchester Total	539,512	425,503	369,904	87%
Average	16,860	13,297	11,560	

The electorate and the population aged 17 and over are mapped to illustrate the concentration of more populated wards around the city centre (Map A1) compared to the wards with higher numbers of electorate (Map A2).

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Map A1: Estimated population aged 17 and over by ward, 2015

# Manchester ward population aged 17 and over, 2015

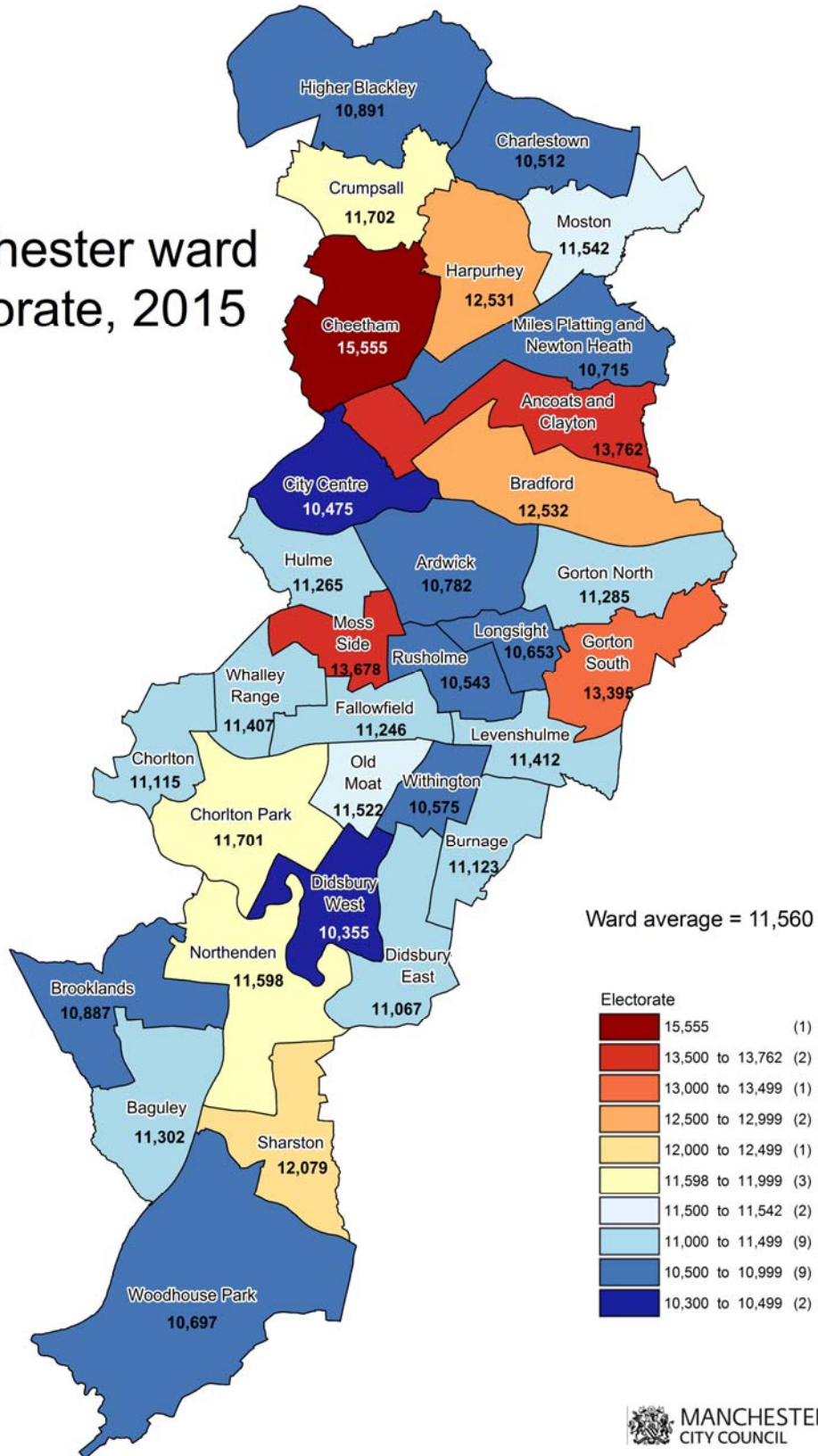


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Source: MCCFM W2015, PRI Manchester City Council

Map A2: Published electorate at December 2015 by ward

# Manchester ward electorate, 2015



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Source: eXpress 2016



## Appendix 3B

### Variance from the average in 2015

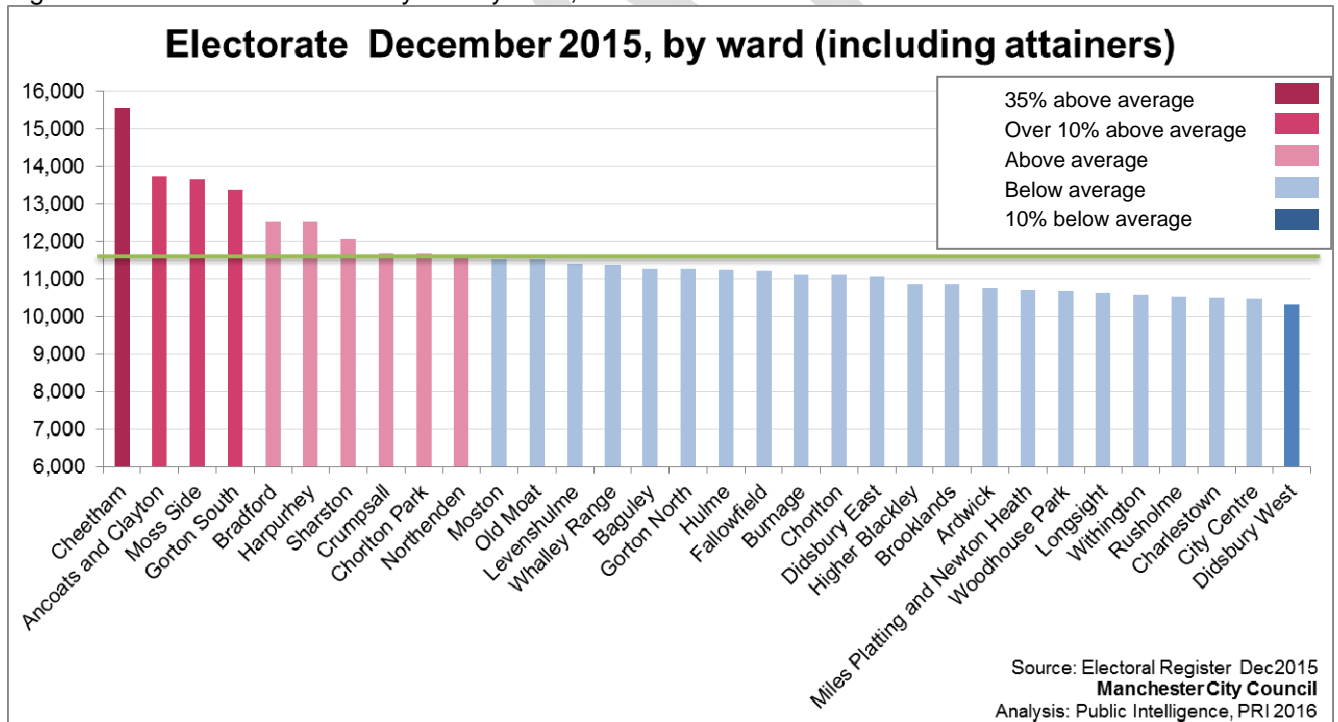
According to the Boundary Commission’s definition, variance from average is significant if more than 30% of an authority’s wards have an electoral imbalance of more than 10% from the average for that authority; and/or it has one ward with an electoral imbalance of more than 30%. Manchester had a ward average of 11,560 electors in December 2015 but there were a number of wards that were considerably above or below average.

**Figure B1** shows the variance from the city’s ward average (shown by a green line) for Manchester’s electorate at December 2015 with the darker shades indicating where a significant level of variance occurs.

There is imbalance in five wards, four with variance that is more than 10% above average and one which is 10% below average.

The current ward of Cheetham has the greatest variance from the average electorate in 2015 and as such meets the definition of variance from average set out by the Boundary Commission.

Figure B1: Published electorate by size by ward, 2015



## Appendix 3C

### 2022 population and electorate

**Table C1** shows the estimated population in 2022, the population aged 17 and over and an estimate of electorate numbers assuming that individual electoral registration (IER) becomes more established.

Table C1: 2022 populations by ward

Ward	Population 2022	Population aged 17 and over 2022	Electorate 2022
Ancoats and Clayton	25,560	21,486	19,463
Ardwick	22,572	18,058	12,317
Baguley	17,071	12,457	11,985
Bradford	22,302	17,246	15,506
Brooklands	15,006	12,074	11,406
Burnage	17,937	13,307	12,230
Charlestown	16,430	12,424	11,972
Cheetham	28,711	20,323	17,482
Chorlton	15,215	12,768	12,144
Chorlton Park	18,331	14,502	12,878
City Centre	36,831	36,752	19,534
Crumpsall	18,998	13,852	13,289
Didsbury East	14,733	11,889	11,519
Didsbury West	13,808	11,842	10,637
Fallowfield	18,693	15,500	12,579
Gorton North	19,337	13,523	12,153
Gorton South	23,334	15,913	14,644
Harpurhey	21,527	15,083	13,805
Higher Blackley	16,120	11,824	11,577
Hulme	21,470	18,520	13,100
Levenshulme	17,095	13,528	12,136
Longsight	20,027	14,238	11,875
Miles Platting and Newton Heath	16,250	11,800	11,441
Moss Side	25,505	18,507	15,806
Moston	16,297	12,718	12,042
Northenden	16,975	12,649	12,375
Old Moat	16,901	13,846	12,280
Rusholme	15,142	11,524	10,995
Sharston	18,222	13,367	12,552
Whalley Range	17,581	13,915	12,554
Withington	16,263	14,391	11,341
Woodhouse Park	15,744	12,050	11,398
Manchester	615,988	481,876	417,015

Source: MCCFM W2015

The forecast electorate for 2022 is 417,015 if there is a partial return to pre IER levels, using the graduated uplift outlined earlier.

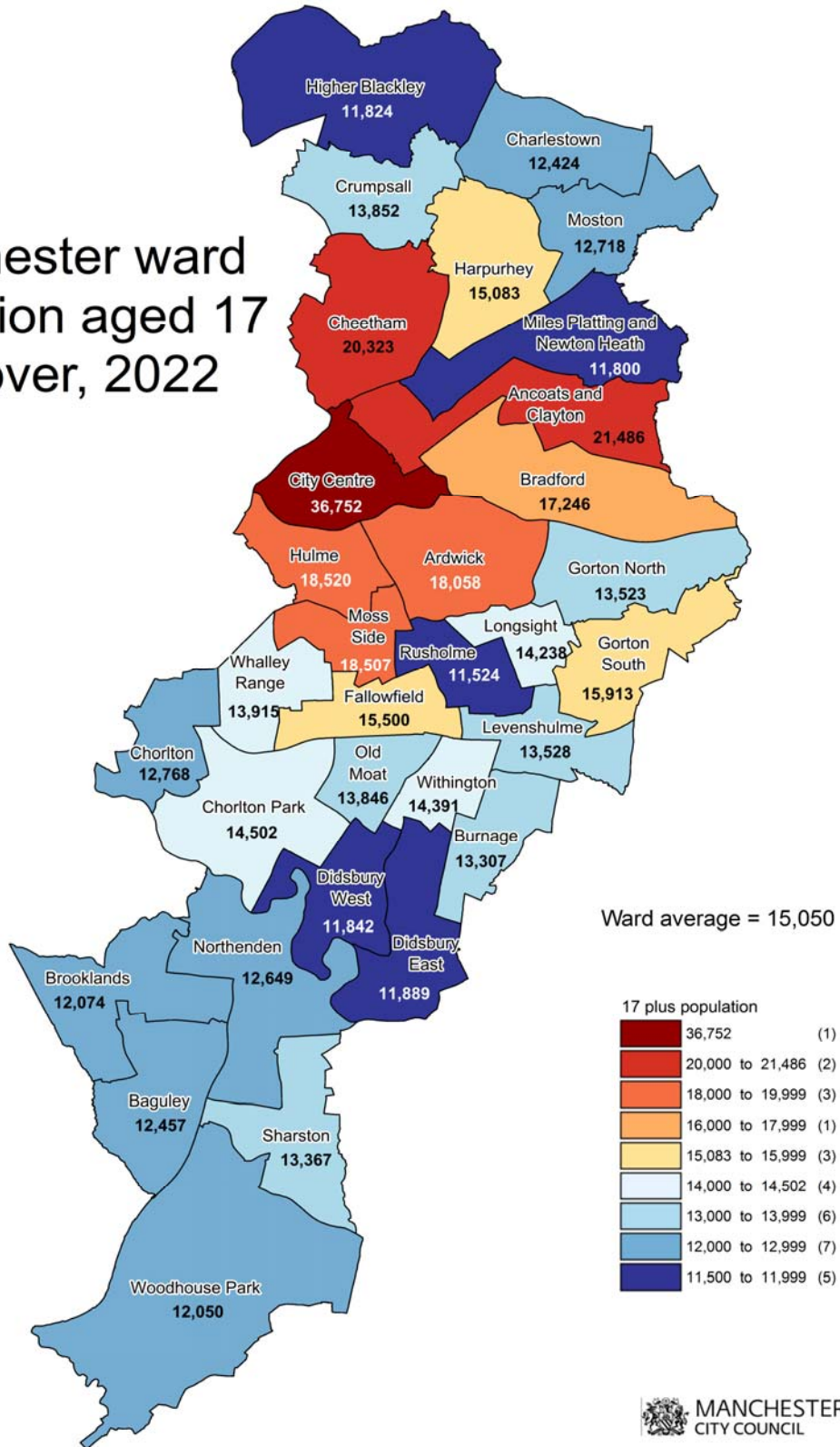
The average 2022 ward population for all ages is estimated at 19,250 and the ward average for those aged 17 and over is 15,050. The average ward size of the electorate by 2022 is 13,032 based on the current 32 wards.

The ward distribution of the population aged 17 and over and the electorate at 2022 (with uplift) are illustrated in **Maps C1 and C2**, highlighting that wards around the extended city centre are significantly above average.

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Map C1: Estimated population aged 17 and over by ward, 2022

# Manchester ward population aged 17 and over, 2022

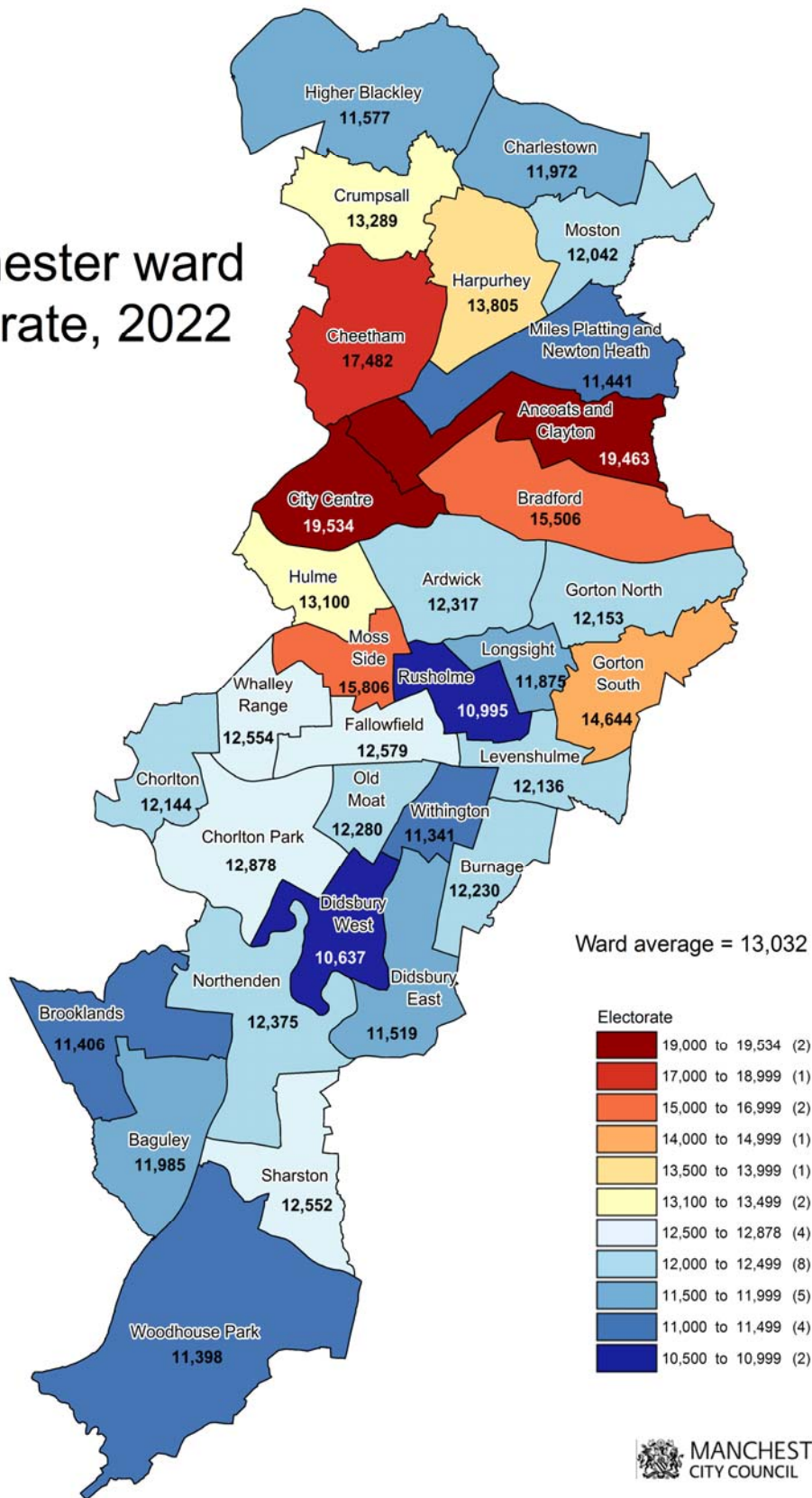


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Source: MCCFM W2015

Map C2: Estimated electorate at 2022 by ward

# Manchester ward electorate, 2022



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Source: MCCFM W2015 and eXpress 2016

## Appendix 3D

### Variance from the average by 2022

The forecast electorate in each ward and the extent to which each ward total is above or below the city average is shown in Table D1, with those with variance from the average of +/- 10% indicated in red for above average and blue for below average. Of the current 32 wards, six wards would be more than 10% above average (three being significantly above) and eight would be 90% or less than the average. As such, this meets the Boundary Commission's definition of significant variance from average, as more than 30% of Manchester's wards have an electoral imbalance of more than 10% from the average as well as having more than one ward with an electoral imbalance of more than 30%.

Table D1: Estimated electorate and variance at 2022

Ward	2022 Electorate	Variance from average
Ancoats and Clayton	<b>19,463</b>	<b>49%</b>
Ardwick	12,317	-5%
Baguley	11,985	-8%
Bradford	<b>15,506</b>	<b>19%</b>
Brooklands	<b>11,406</b>	<b>-12%</b>
Burnage	12,230	-6%
Charlestown	11,972	-8%
Cheetham	<b>17,482</b>	<b>34%</b>
Chorlton	12,144	-7%
Chorlton Park	12,878	-1%
City Centre	<b>19,534</b>	<b>50%</b>
Crumpsall	13,289	2%
Didsbury East	<b>11,519</b>	<b>-12%</b>
Didsbury West	<b>10,637</b>	<b>-18%</b>
Fallowfield	12,579	-3%
Gorton North	12,153	-7%
Gorton South	<b>14,644</b>	<b>12%</b>
Harpurhey	13,805	6%
Higher Blackley	<b>11,577</b>	<b>-11%</b>
Hulme	13,100	1%
Levenshulme	12,136	-7%
Longsight	11,875	-9%
Miles Platting and Newton Heath	<b>11,441</b>	<b>-12%</b>
Moss Side	<b>15,806</b>	<b>21%</b>
Moston	12,042	-8%
Northenden	12,375	-5%
Old Moat	12,280	-6%
Rusholme	<b>10,995</b>	<b>-16%</b>
Sharston	12,552	-4%
Whalley Range	12,554	-4%
Withington	<b>11,341</b>	<b>-13%</b>
Woodhouse Park	<b>11,398</b>	<b>-13%</b>

Manchester	<b>417,015</b>	
Average based on current wards	13,032	

*\*Crumpsall and Didsbury East had a higher count in 2015 so have been left at those rates.*

*These figures differ slightly by one digit from Prelim\_ElectoralDataProformaWards due to rounding*

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## Appendix 3E

### Polling District level: 2022 population and electorate

**Table E1** shows the published electorate by polling district at 2015 and the 2015 population aged 17 and over based on the proportions of a ward's 2015 electorate in each polling district. The electorate and population aged 17 and over at polling district level in 2022 is calculated using the distribution of new housing in each polling district, as outlined earlier.

Table E1: Published electorate by polling district in 2015 and estimate for 2022

Manchester Polling Districts		Published Dec15 electorate	Forecast mid-2015 aged 17+ population	Forecast 2022 electorate	Forecast mid-2022 aged 17+ population
Ancoats and Clayton	ACA	445	497	447	499
Ancoats and Clayton	ACB	1,845	2,060	1,930	2,151
Ancoats and Clayton	ACC	1,399	1,562	1,469	1,637
Ancoats and Clayton	ACD	1,264	1,411	1,297	1,447
Ancoats and Clayton	ACE	1,235	1,379	1,236	1,380
Ancoats and Clayton	ACF	1,612	1,800	3,734	4,078
Ancoats and Clayton	ACG	2,425	2,707	3,798	4,182
Ancoats and Clayton	ACH	1,526	1,704	2,643	2,903
Ancoats and Clayton	ACJ	2,011	2,245	2,909	3,209
<b>Ancoats and Clayton</b>		<b>13,762</b>	<b>15,363</b>	<b>19,463</b>	<b>21,486</b>

Ardwick	ARA	1,980	2,903	2,795	4,099
Ardwick	ARB	1,249	1,831	1,249	1,831
Ardwick	ARC	982	1,440	1,322	1,938
Ardwick	ARD	2,067	3,031	2,247	3,294
Ardwick	ARE	533	781	639	937
Ardwick	ARF	2,006	2,941	2,100	3,079
Ardwick	ARG	201	295	201	295
Ardwick	ARH	1,764	2,586	1,764	2,586
<b>Ardwick</b>		<b>10,782</b>	<b>15,808</b>	<b>12,317</b>	<b>18,058</b>

Baguley	BAA	2,895	3,033	2,935	3,069
Baguley	BAB	792	830	792	830
Baguley	BAC	1,417	1,485	1,558	1,611
Baguley	BAD	1,436	1,504	1,436	1,504
Baguley	BAE	1,640	1,718	1,640	1,718
Baguley	BAF	1,543	1,617	1,690	1,749
Baguley	BAG	1,579	1,654	1,935	1,975
<b>Baguley</b>		<b>11,302</b>	<b>11,841</b>	<b>11,985</b>	<b>12,457</b>

Bradford	BDA	1,884	2,130	2,260	2,519
Bradford	BDB	1,481	1,674	1,483	1,676
Bradford	BDC	1,703	1,925	1,860	2,088
Bradford	BDD	1,973	2,230	2,006	2,265
Bradford	BDE	2,467	2,789	2,721	3,051



Bradford	BDF	3,024	3,418	5,176	5,647
<b>Bradford</b>		<b>12,532</b>	<b>14,166</b>	<b>15,506</b>	<b>17,246</b>

Brooklands	BKA	2,279	2,435	2,279	2,435
Brooklands	BKB	1,849	1,975	1,849	1,975
Brooklands	BKC	1,892	2,021	1,892	2,021
Brooklands	BKD	3,006	3,211	3,525	3,655
Brooklands	BKE	1,861	1,988	1,861	1,988
<b>Brooklands</b>		<b>10,887</b>	<b>11,630</b>	<b>11,406</b>	<b>12,074</b>

Burnage	BUA	2,037	2,235	2,037	2,235
Burnage	BUB	2,913	3,196	3,519	3,800
Burnage	BUC	1,910	2,096	2,217	2,401
Burnage	BUD	1,860	2,041	1,912	2,093
Burnage	BUE	1,453	1,594	1,453	1,594
Burnage	BUF	950	1,042	1,092	1,184
<b>Burnage</b>		<b>11,123</b>	<b>12,204</b>	<b>12,230</b>	<b>13,307</b>

Charlestown	CNA	2,048	2,163	2,101	2,211
Charlestown	CNB	1,065	1,125	1,864	1,850
Charlestown	CNC	1,975	2,085	2,176	2,268
Charlestown	CND	2,014	2,127	2,362	2,442
Charlestown	CNE	832	879	832	879
Charlestown	CNF	1,226	1,295	1,267	1,332
Charlestown	CNG	1,352	1,428	1,369	1,443
<b>Charlestown</b>		<b>10,512</b>	<b>11,100</b>	<b>11,972</b>	<b>12,424</b>

Cheetham	CTA	3,059	3,599	3,063	3,603
Cheetham	CTB	1,056	1,242	1,056	1,242
Cheetham	CTC	1,380	1,624	1,380	1,624
Cheetham	CTD	1,081	1,272	1,081	1,272
Cheetham	CTE	1,583	1,862	1,594	1,874
Cheetham	CTF	2,080	2,447	2,746	3,147
Cheetham	CTG	2,820	3,318	2,820	3,318
Cheetham	CTH	2,496	2,936	3,742	4,244
<b>Cheetham</b>		<b>15,555</b>	<b>18,300</b>	<b>17,482</b>	<b>20,323</b>

Chorlton	CLA	2,394	2,547	3,157	3,245
Chorlton	CLB	2,261	2,406	2,371	2,507
Chorlton	CLC	899	957	903	960
Chorlton	CLD	891	948	891	948
Chorlton	CLE	2,763	2,940	2,820	2,992
Chorlton	CLF	1,907	2,029	2,002	2,116
<b>Chorlton</b>		<b>11,115</b>	<b>11,827</b>	<b>12,144</b>	<b>12,768</b>

Chorlton Park	CPA	1,937	2,208	1,937	2,208
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Chorlton Park	CPB	2,667	3,040	3,493	3,857
Chorlton Park	CPC	2,277	2,596	2,280	2,598
Chorlton Park	CPD	1,527	1,741	1,527	1,741
Chorlton Park	CPE	1,444	1,646	1,792	1,990
Chorlton Park	CPF	1,849	2,108	1,849	2,108
<b>Chorlton Park</b>		<b>11,701</b>	<b>13,338</b>	<b>12,878</b>	<b>14,502</b>

City Centre	CCA	1,616	3,040	1,737	3,267
City Centre	CCB	2,696	5,072	4,302	8,094
City Centre	CCC	1,443	2,715	2,336	4,395
City Centre	CCD	3,109	5,849	6,868	12,921
City Centre	CCE	1,485	2,794	2,405	4,524
City Centre	CCF	126	237	1,887	3,550
<b>City Centre</b>		<b>10,475</b>	<b>19,708</b>	<b>19,534</b>	<b>36,752</b>

Crumpsall	CRA	2,119	2,209	2,538	2,645
Crumpsall	CRB	2,444	2,548	2,453	2,557
Crumpsall	CRC	1,316	1,372	1,502	1,565
Crumpsall	CRD	856	892	1,113	1,160
Crumpsall	CRE	1,463	1,525	1,929	2,011
Crumpsall	CRF	1,276	1,330	1,311	1,367
Crumpsall	CRG	2,228	2,322	2,443	2,547
<b>Crumpsall</b>		<b>11,702</b>	<b>12,198</b>	<b>13,289</b>	<b>13,852</b>

Didsbury East	DEA	2,613	2,697	2,730	2,817
Didsbury East	DEB	2,068	2,134	2,068	2,134
Didsbury East	DEC	1,810	1,868	1,810	1,868
Didsbury East	DED	1,219	1,258	1,555	1,605
Didsbury East	DEE	1,586	1,637	1,586	1,637
Didsbury East	DEF	1,771	1,828	1,771	1,828
<b>Didsbury East</b>		<b>11,067</b>	<b>11,422</b>	<b>11,519</b>	<b>11,889</b>

Didsbury West	DWA	2,584	2,932	2,610	2,941
Didsbury West	DWB	1,679	1,905	1,737	1,924
Didsbury West	DWC	933	1,059	933	1,059
Didsbury West	DWD	2,192	2,488	2,309	2,525
Didsbury West	DWE	2,967	3,367	3,048	3,393
<b>Didsbury West</b>		<b>10,355</b>	<b>11,751</b>	<b>10,637</b>	<b>11,842</b>

Fallowfield	FAA	3,415	4,229	3,415	4,229
Fallowfield	FAB	2,541	3,146	3,449	4,219
Fallowfield	FAC	1,412	1,748	1,428	1,768
Fallowfield	FAD	1,831	2,267	2,240	2,750
Fallowfield	FAE	2,047	2,535	2,047	2,535
<b>Fallowfield</b>		<b>11,246</b>	<b>13,925</b>	<b>12,579</b>	<b>15,500</b>

Gorton North	GNA	1,665	1,891	1,821	2,018
Gorton North	GNB	2,123	2,411	2,321	2,573
Gorton North	GNC	2,806	3,186	2,847	3,220
Gorton North	GND	1,401	1,591	1,544	1,707
Gorton North	GNE	1,741	1,977	1,806	2,030
Gorton North	GNF	1,549	1,759	1,815	1,976
<b>Gorton North</b>		<b>11,285</b>	<b>12,814</b>	<b>12,153</b>	<b>13,523</b>

Gorton South	GSA	1,583	1,744	1,583	1,744
Gorton South	GSB	2,140	2,358	2,208	2,421
Gorton South	GSC	1,455	1,603	1,455	1,603
Gorton South	GSD	1,487	1,639	1,648	1,787
Gorton South	GSE	3,185	3,510	3,612	3,904
Gorton South	GSF	1,853	2,042	2,405	2,551
Gorton South	GSG	1,692	1,864	1,734	1,903
<b>Gorton South</b>		<b>13,395</b>	<b>14,760</b>	<b>14,644</b>	<b>15,913</b>

Harpurhey	HAA	664	736	664	736
Harpurhey	HAB	2,169	2,406	2,295	2,523
Harpurhey	HAC	1,649	1,829	1,649	1,829
Harpurhey	HAD	2,001	2,219	2,113	2,323
Harpurhey	HAE	1,495	1,658	1,792	1,935
Harpurhey	HAF	810	898	1,341	1,392
Harpurhey	HAG	996	1,105	1,069	1,173
Harpurhey	HAH	2,196	2,436	2,330	2,560
Harpurhey	HAJ	551	611	551	611
<b>Harpurhey</b>		<b>12,531</b>	<b>13,899</b>	<b>13,805</b>	<b>15,083</b>

Higher Blackley	HBA	1,716	1,760	1,716	1,760
Higher Blackley	HBB	1,917	1,966	2,166	2,203
Higher Blackley	HBC	2,608	2,675	2,648	2,713
Higher Blackley	HBD	733	752	880	892
Higher Blackley	HBE	1,932	1,982	1,961	2,010
Higher Blackley	HBF	1,151	1,181	1,372	1,391
Higher Blackley	HBG	834	855	834	855
<b>Higher Blackley</b>		<b>10,891</b>	<b>11,171</b>	<b>11,577</b>	<b>11,824</b>

Hulme	HUA	3,812	5,389	5,012	7,086
Hulme	HUB	2,067	2,922	2,190	3,097
Hulme	HUC	2,680	3,789	2,767	3,912
Hulme	HUD	1,255	1,774	1,351	1,911
Hulme	HUE	1,451	2,051	1,779	2,515
<b>Hulme</b>		<b>11,265</b>	<b>15,926</b>	<b>13,100</b>	<b>18,520</b>

Levenshulme	LEA	2,184	2,440	2,356	2,624
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Levenshulme	LEB	2,172	2,427	2,172	2,427
Levenshulme	LEC	1,354	1,513	1,888	2,086
Levenshulme	LED	2,227	2,488	2,227	2,488
Levenshulme	LEE	2,119	2,367	2,138	2,388
Levenshulme	LEF	1,356	1,515	1,356	1,515
<b>Levenshulme</b>		<b>11,412</b>	<b>12,750</b>	<b>12,136</b>	<b>13,528</b>

Longsight	LOA	1,588	1,913	1,770	2,122
Longsight	LOB	1,997	2,405	2,226	2,669
Longsight	LOC	1,973	2,377	2,199	2,637
Longsight	LOD	1,470	1,771	1,639	1,965
Longsight	LOE	1,786	2,151	1,991	2,387
Longsight	LOF	1,839	2,215	2,050	2,458
<b>Longsight</b>		<b>10,653</b>	<b>12,832</b>	<b>11,875</b>	<b>14,238</b>

Miles Platting and Newton Heath	MNA	1,417	1,488	1,740	1,732
Miles Platting and Newton Heath	MNB	1,397	1,467	1,479	1,529
Miles Platting and Newton Heath	MNC	680	714	855	846
Miles Platting and Newton Heath	MND	1,374	1,443	1,416	1,475
Miles Platting and Newton Heath	MNE	2,856	2,999	2,871	3,011
Miles Platting and Newton Heath	MNF	2,991	3,141	3,079	3,208
<b>Miles Platting and Newton Heath</b>		<b>10,715</b>	<b>11,252</b>	<b>11,441</b>	<b>11,800</b>

Moss Side	MSA	1,104	1,309	1,506	1,742
Moss Side	MSB	1,517	1,798	1,534	1,817
Moss Side	MSC	2,368	2,807	2,433	2,877
Moss Side	MSD	2,420	2,869	3,038	3,535
Moss Side	MSE	2,169	2,571	2,169	2,571
Moss Side	MSF	2,585	3,064	3,610	4,169
Moss Side	MSG	1,515	1,796	1,515	1,796
<b>Moss Side</b>		<b>13,678</b>	<b>16,214</b>	<b>15,806</b>	<b>18,507</b>

Moston	MOA	947	1,013	1,076	1,110
Moston	MOB	1,006	1,076	1,294	1,292
Moston	MOC	1,899	2,031	1,981	2,093
Moston	MOD	1,804	1,929	1,804	1,929
Moston	MOE	2,441	2,610	2,441	2,610
Moston	MOF	1,062	1,136	1,062	1,136
Moston	MOG	1,289	1,378	1,289	1,378
Moston	MOH	1,094	1,170	1,094	1,170
<b>Moston</b>		<b>11,542</b>	<b>12,342</b>	<b>12,042</b>	<b>12,718</b>

Northenden	NOA	2,250	2,307	2,353	2,407
Northenden	NOB	2,640	2,707	2,661	2,727
Northenden	NOC	1,923	1,972	2,248	2,288
Northenden	NOD	1,257	1,289	1,257	1,289
Northenden	NOE	2,384	2,444	2,384	2,444
Northenden	NOF	1,144	1,173	1,473	1,494
<b>Northenden</b>		<b>11,598</b>	<b>11,891</b>	<b>12,375</b>	<b>12,649</b>

Old Moat	OMA	1,275	1,459	1,275	1,459
Old Moat	OMB	3,027	3,464	3,104	3,531
Old Moat	OMC	3,084	3,529	3,194	3,625
Old Moat	OMD	4,136	4,733	4,707	5,231
<b>Old Moat</b>		<b>11,522</b>	<b>13,185</b>	<b>12,280</b>	<b>13,846</b>

Rusholme	RUA	2,142	2,281	2,143	2,282
Rusholme	RUB	1,626	1,731	1,626	1,731
Rusholme	RUC	2,730	2,907	2,876	3,003
Rusholme	RUD	1,437	1,530	1,722	1,718
Rusholme	RUE	2,608	2,777	2,627	2,790
<b>Rusholme</b>		<b>10,543</b>	<b>11,226</b>	<b>10,995</b>	<b>11,524</b>

Sharston	SHA	2,176	2,344	2,497	2,585
Sharston	SHB	1,954	2,105	1,954	2,105
Sharston	SHC	1,835	1,977	1,835	1,977
Sharston	SHD	1,626	1,751	1,626	1,751
Sharston	SHE	2,484	2,676	2,484	2,676
Sharston	SHF	1,020	1,099	1,172	1,213
Sharston	SHG	984	1,060	984	1,060
<b>Sharston</b>		<b>12,079</b>	<b>13,011</b>	<b>12,552</b>	<b>13,367</b>

Whalley Range	WRA	1,629	1,838	2,203	2,361
Whalley Range	WRB	3,071	3,465	3,581	3,929
Whalley Range	WRC	2,778	3,134	2,778	3,134
Whalley Range	WRD	2,123	2,395	2,123	2,395
Whalley Range	WRE	1,806	2,037	1,870	2,096
<b>Whalley Range</b>		<b>11,407</b>	<b>12,869</b>	<b>12,554</b>	<b>13,915</b>

Withington	WTA	3,216	4,096	3,620	4,583
Withington	WTB	2,856	3,637	3,184	4,033
Withington	WTC	1,737	2,212	1,737	2,212
Withington	WTD	2,766	3,523	2,800	3,563
<b>Withington</b>		<b>10,575</b>	<b>13,468</b>	<b>11,341</b>	<b>14,391</b>

Woodhouse Park	WPA	2,483	2,626	2,664	2,817
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Woodhouse Park	WPB	2,842	3,006	3,313	3,501
Woodhouse Park	WPC	910	962	910	962
Woodhouse Park	WPD	1,135	1,200	1,135	1,200
Woodhouse Park	WPE	3,265	3,453	3,314	3,504
Woodhouse Park	WPF	62	66	62	66
<b>Woodhouse Park</b>		<b>10,697</b>	<b>11,313</b>	<b>11,398</b>	<b>12,050</b>
<hr/>					
<b>Manchester total</b>		<b>369,904</b>	<b>425,503</b>	<b>417,015</b>	<b>481,876</b>
Change				47,111	56,373
% change				12.7%	13.2%

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## Appendix 3F

### Differences between ONS and administrative data at ward level

Table F1 shows a selection of wards where the number of pupils living in Manchester recorded in May 2014 PLASC (so not including those schooled outside the local authority or independently) is higher than the number of children by single year of age estimated in ONS 2014 mid-year estimates.

Table F1: Examples of undercounting in ward mid-year estimates 2014, children

		Age 5	Age 6	Age 7	Age 8	Age 9	Age 10	Age 11
Harpurhey	PLASC	352	342	334	290	262	269	256
	MYE	317	314	303	270	222	250	274
	<b>Difference</b>	<b>-35</b>	<b>-28</b>	<b>-31</b>	<b>-20</b>	<b>-40</b>	<b>-19</b>	<b>18</b>
Longsight	PLASC	291	294	270	269	240	242	225
	MYE	261	261	243	252	208	203	182
	<b>Difference</b>	<b>-30</b>	<b>-33</b>	<b>-27</b>	<b>-17</b>	<b>-32</b>	<b>-39</b>	<b>-43</b>

Table F2 shows wards where the number of electorate in February 2014 exceeds the population aged 17 and over in ONS mid-year estimates for 2014. Considering that not all 17 year olds will be registered, some eligible residents will not be registered, and residents who are not eligible to vote, such as foreign nationals, will not be on the register, the difference is likely to be much higher than shown.

Table F2: Examples of undercounting in ward mid-year estimates 2014, electorate

	Local Government Electorate at 17 February 2014	ONS mid-year estimate 2014 population aged 17 and over	Difference
Higher Blackley	10,874	10,764	-110
Northenden	11,528	11,487	-41
Woodhouse Park	10,617	10,520	-97

Table F3 shows wards where the number of undergraduate students living in the city is higher than the total number of 19 to 22 year olds in the mid-year estimate.

Table F3: Examples of undercounting in ward mid-year estimates 2014, students

	Undergraduate students by term time address 2013-2014 (HESA)	ONS mid-year estimate 2014 population aged 19 to 22
Ardwick	4,290	3,718
Moss Side	3,356	2,713
Rusholme	3,128	2,816

Table F4 shows wards where the number of 18 year olds living in the city is unrealistic in ONS revised mid-year estimates for 2002 to 2010, going from 12 to 274 in four years.

Table F4: Examples of erroneous distribution in ONS ward mid-year estimates, Withington males

<b>Males</b>	2004	2005	2006	2007	2008	2009	2010	2011	2012
Aged 14	120	148	47	35	28	23	31	26	38
Aged 15	68	154	187	58	43	34	28	33	35
Aged 16	22	75	190	208	62	42	31	37	51
Aged 17	21	20	78	218	232	59	38	40	45
Aged 18	60	12	18	91	254	274	76	40	60
Aged 19	95	126	49	68	131	355	347	132	95

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## Appendix 3G

### Residential Pipeline

Table G1 shows the forecast residential pipeline by ward from 2016 to 2022, based on housing supply data from Manchester's draft Strategic Housing Land Availability Assessment (which is in the process of being updated). The data offers a snapshot of the city's pipeline in January 2016 and is subject to change based on a range of external factors, many of which are outside the council's control.

The forecast is made up of residential schemes which are under construction, sites with planning permission where work hasn't yet started as well as additional sites which have the potential to accommodate residential development over the next 7 years (sites expected to deliver in excess of 10 units only).

Table G1: Residential pipeline housing schemes 2016-2022

	2016	2017	2018	2019	2020	2021	2022
Ward	Number of proposed properties by year						
Ancoats and Clayton	85	470	1175	855	855	850	1360
Ardwick	140	180	360	105	105	105	95
Baguley	45	75	65	95	55	55	0
Bradford	360	60	60	220	205	180	235
Brooklands	0	0	0	0	0	0	0
Burnage	0	35	20	35	30	30	0
Charlestown	50	50	50	135	135	115	55
Cheetham	15	15	535	135	135	135	550
Chorlton	5	25	10	120	115	115	85
Chorlton Park	30	35	25	80	50	50	0
City Centre	405	730	1350	2250	2295	2190	1075
Crumpsall	35	50	100	160	140	140	85
Didsbury East	0	30	30	30	0	0	10
Didsbury West	15	0	0	10	10	10	0
Fallowfield	0	35	0	55	55	50	5
Gorton North	5	90	40	125	95	90	35
Gorton South	0	40	0	15	15	15	40
Harpurhey	35	35	30	175	175	170	255
Higher Blackley	0	25	0	100	95	90	55
Hulme	20	470	305	185	160	165	35
Levenshulme	0	5	5	5	5	5	40
Longsight	0	0	0	0	0	0	0
Miles Platting and Newton Heath	0	40	90	110	110	110	275
Moss Side	110	95	100	105	100	45	0
Moston	25	30	15	0	0	0	0
Northenden	25	0	0	55	45	40	0
Old Moat	0	0	0	10	10	10	10
Rusholme	0	5	0	75	75	75	0
Sharston	135	0	0	50	50	50	0
Whalley Range	0	15	0	15	15	15	5
Withington	15	20	15	10	10	10	0
Woodhouse Park	45	20	20	65	65	65	100