



## **Resources and Governance Scrutiny Committee**

Date: Thursday, 9 November 2023

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

A private meeting for committee members only will be held at 9:30am on Thursday, 9 November 2023 in Room 2006, Level 2, Town Hall Extension.

Everyone is welcome to attend this committee meeting.

### **Access to the Antechamber**

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

**There is no public access from any other entrance.**

### **Filming and broadcast of the meeting**

Meetings of the Resources and Governance Scrutiny Committee are 'webcast'. These meetings are filmed and broadcast live on the Internet. If you attend this meeting you should be aware that you might be filmed and included in that transmission.

## **Membership of the Resources and Governance Scrutiny Committee**

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**Councillors** - Simcock (Chair), Andrews, Brickell, Connolly, Davies, Evans, Kilpatrick, Kirkpatrick, Lanchbury, Rowles, Stogia and Wheeler

## Agenda

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- 1. Urgent Business**  
To consider any items which the Chair has agreed to have submitted as urgent.
- 2. Appeals**  
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
- 3. Interests**  
To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.
- 4. Minutes** 5 - 16  
To approve as a correct record the minutes of the meeting held on 12 October 2023.
- 5. Update on New Procurement Regulations** To Follow
- 6. Social Value** To Follow
- 7. 2024/25 Budget Proposals** To Follow
- 7a. Corporate Core Directorate 2024/25 Budget** To Follow
- 8. Overview Report** 17 - 34  
Report of the Governance and Scrutiny Support Unit.

This report provides the Committee with details of key decisions that fall within the Committee's remit and an update on actions resulting from the Committee's recommendations. The report also includes the Committee's work programme, which the Committee is asked to amend as appropriate and agree.

## Information about the Committee

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Scrutiny Committees represent the interests of local people about important issues that affect them. They look at how the decisions, policies and services of the Council and other key public agencies impact on the city and its residents. Scrutiny Committees do not take decisions but can make recommendations to decision-makers about how they are delivering the Manchester Strategy, an agreed vision for a better Manchester that is shared by public agencies across the city.

The Resources and Governance Scrutiny Committee areas of interest include finances, Council buildings, staffing, corporate and partnership governance as well as Council tax and benefits administration.

The Council wants to consult people as fully as possible before making decisions that affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. To help facilitate this, the Council encourages anyone who wishes to speak at the meeting to contact the Committee Officer in advance of the meeting by telephone or email, who will then pass on your request to the Chair for consideration. Groups of people will usually be asked to nominate a spokesperson. The Council wants its meetings to be as open as possible but occasionally there will be some confidential business. Brief reasons for confidentiality will be shown on the agenda sheet.

The Council welcomes the filming, recording, public broadcast and use of social media to report on the Committee's meetings by members of the public.

Agenda, reports and minutes of all Council Committees can be found on the Council's website [www.manchester.gov.uk](http://www.manchester.gov.uk).

Smoking is not allowed in Council buildings.

Joanne Roney OBE  
Chief Executive  
Level 3, Town Hall Extension,  
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## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

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This agenda was issued on **Wednesday, 1 November 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester M60 2LA

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## **Resources and Governance Scrutiny Committee**

### **Minutes of the meeting held on Thursday, 12 October 2023**

#### **Present:**

Councillor Simcock (Chair) – in the Chair

Councillors Andrews, Connolly, Davies, Evans, Kilpatrick, Kirkpatrick, Lanchbury and Stogia

#### **Also present:**

Councillor Akbar, Executive Member for Finance and Resources

Councillor White, Executive Member for Housing and Development

**Apologies:** Councillors Brickell and Wheeler

#### **RGSC/23/55 Minutes**

In moving the minutes, the Chair informed the committee that he had recently attended a meeting with officers and ACORN representatives to discuss the wording used in the Council's communications regarding council tax. He explained that these communications would be revised and that, if successful in improving collection rates, every 1% increase in the collection rate could produce an additional £1.5m-£2m in revenue.

The Chair also advised that the committee's recommendation for officers to undertake a feasibility study, in consultation with the Executive Member for Finance and Resources, into ending the use of Enforcement Agents had been accepted and was being undertaken.

#### **Decision:**

That the minutes of the meeting held on 7 September 2023 be approved as a correct record.

#### **RGSC/23/56 Workforce Equalities Update**

The committee considered a report of the Director of Human Resources, Organisation Development and Transformation which provided an update on progress to date to deliver the Workforce Equality Strategy and the Council's journey to becoming a diverse and inclusive employer.

Key points and themes within the report included:

- An introduction to the Workforce Equality Strategy;
- Progress in delivering on the Strategy's 47 actions, with 38 completed; 6 in progress; and 3 outstanding;

- Data around the number of Black, Asian and Minority Ethnic (BAME) employees and those with a disability or long-term health condition;
- How progress has been made with the Council's leadership and management;
- The work of staff network groups;
- Communication and engagement;
- Policies, processes and systems to strengthen diversity and inclusion;
- How the Talent & Diversity team works with local communities to attract local diverse talent;
- The Council workforce's diversity profile;
- Updates from each directorate on how they have supported the Council to build a diverse and inclusive workplace; and
- An upcoming refresh of the Strategy in late 2023.

Key points and queries that arose from the committee's discussions included:

- Welcoming the Workforce Profile, and seeking clarification as to whether the average age included students and children under the age of 16;
- Seeking clarification on the percentage of people in Manchester who identify as transgender;
- Seeking clarification on the percentage of BAME residents in Manchester;
- Noting that BAME employees were more likely to have a complaint made against them but that the outcome of a disciplinary process was typically the same as a White employee;
- What work was being undertaken to increase take-up of the 'Let's Talk About Race' training;
- The age breakdown of staff undergoing 'Let's Talk About Race' training;
- Whether flexible working options would be considered in the Age Friendly Action Plan to support the Council to become an Age Friendly Employer;
- Querying why non-completion rates of SAP Equality Data was highest in Children's Services; and
- Why there was no recognition of deafness or hearing impairment as a disability under the Diversity Data Subcategories in the Workforce Profile.

The Director of Human Resources, Organisation Development and Transformation explained that the report highlighted the significant work undertaken over the previous two years and how the Council had achieved against its ambitions to build a diverse and inclusive workforce and he acknowledged that there was more to be done.

The Head of Workforce Strategy reiterated that great progress had been made in delivering against the Workforce Equality Strategy since its launch in 2021, with most actions delivered. He stated that there continued to be a positive impact and explained that there had been an increase in Black, Asian and Ethnic Minority (BAME) representation at all levels in the Council and particularly at a senior level. There had also been an increase in representation of disabled employees at all levels. He also stated that feedback from the staff survey indicated that the workforce

recognised improvements to equality, diversity and inclusion and that there was a strong sense of belonging.

The Head of Workforce Strategy stated that this work was a long-term priority for the Council and that a refresh of the Strategy would accelerate the journey to become a diverse workforce.

Directorate Equalities Leads were also present at the meeting.

The Chair relayed a written representation from Councillor Zahid Hussain, Lead Member for Race, who was unable to attend the meeting. He welcomed the HRODT department's works and highlighted areas for increased focus. The Director of Human Resources, Organisation Development and Transformation welcomed the Lead Member for Race's comments.

In response to the Chair's queries regarding the Manchester population average data referenced in the Workforce Profile, the Head of Workforce Strategy confirmed that this included the whole population within Manchester as it was based on data from the 2021 Census. He endeavoured to clarify statistics around the transgender population and would provide clarification on this outside of the meeting.

The Director of Human Resources, Organisation Development and Transformation stated that an increase in Employee Dispute Resolution cases could be interpreted positively as it suggested that the workforce felt confident to raise issues with HR and that these issues would be responded to. The Head of Workforce Strategy informed the committee that the number of BAME employees who experienced disciplinary proceedings had decreased.

The Head of Workforce Strategy recognised the low take-up rate of 'Let's Talk About Race' training and explained that each directorate had an action plan to deliver this over the next 6-12 months and confirmed that the age breakdown of employees accessing this training could be shared. The Strategic Head of Organisation Development stated that there was a breakdown of age and race for training such as 'Let's Talk About Race', Inclusive Leadership and other key corporate training such as zero carbon and this data is helpful to identify areas to focus on. She recognised that training was easier to access for certain services and employees in the Council.

In response to a query regarding whether flexible working options would be considered in the Age Friendly Manchester action plan, the Director of Human Resources, Organisation Development and Transformation stated that the Council already had a number of flexible working options available, but that staff may not be fully aware of these. He noted that there would not be a one-size-fits-all approach and that this subject had been discussed by the Strategic Equalities Group. The Director of Human Resources, Organisation Development and Transformation was also due to meet with the Chair of the Older Peoples Staff Network to explore this area further and how flexible working options could be promoted.

With regards to training non-completion rates, particularly in Children's Services, the Head of Workforce Strategy explained that this was a frontline service which engaged less with corporate communications and systems. The Directorate Equalities Lead for Children and Education Services explained that they had been advised to only ask employees for their equalities data once per year so as not to discourage them, noting that it was a personal choice to disclose such information. She explained that there was an increased confidence in and number of conversations to discuss race and trans inclusion and it was hoped that the equalities plan and communications resulted in an increased response. The Directorate Equalities Lead for Neighbourhoods echoed these comments and emphasised the importance of increasing confidence to share equalities data.

The committee was also advised that the equality data categories were being reviewed to ensure that staff can identify any disability or impairment they may have, and that staff networks were engaged with this work.

The Executive Member for Finance and Resources stated that wanting to build a diverse and talented workforce was important for all public and private sector organisations but that there was not a template for success and every organisation was unique. He emphasised the need to build sound foundations and thanked the HRODT team for their work. He also stated that a diverse, inclusive and talented workforce would be good for the city.

### **Decision:**

That the committee

1. notes the progress made by the Council to deliver the Workforce Equality Strategy;
2. notes the progress made by each directorate to deliver workforce equality, diversity, and inclusion;
3. notes the plan to refresh the Workforce Equality Strategy;
4. requests further clarification on the percentage of people in Manchester who identify as transgender;
5. requests that the age breakdown of staff undergoing 'Let's Talk About Race' training be shared with members; and
6. requests that the Workforce Profile be updated in line with members' comments regarding deafness and hearing impairment.

### **RGSC/23/57 Workforce Strategy**

The committee considered a report of the Director of Human Resources, Organisation Development and Transformation which provided an overview of the Council's Workforce Strategy and the priorities being delivered against to ensure that the Council is in the best position to deliver the Corporate Plan, Our Manchester Strategy and to continue to deliver excellent services to residents.



Key points and themes within the report included:

- The priorities and strategies of the Workforce Strategy;
- How these priorities were delivered; and
- How success was measured;

Key points and queries that arose from the committee's discussions included:

- Noting the emphasis on mental health in the priorities of the Strategy, and querying the challenges relating to this;
- If apprenticeships were linked to career pathways;
- How talent pools would be developed and how these would work; and
- Whether there were any peer networking groups for apprentices with other local authorities.

The Director of Human Resources, Organisation Development and Transformation explained that the Workforce Strategy enabled the Council to define its ambition and how this would be achieved.

In response to the Chair's query regarding challenges around mental health, the Director of Human Resources, Organisation Development and Transformation acknowledged that this was becoming one of the biggest challenges for organisations across the country. He noted that the ways to respond to this were complicated and there would not be a one-size-fits-all solution to this. He stated that there was a specific focus on health and wellbeing within the Strategy with a range of interventions to help address some issues. It was also stated that statistics showed keeping those facing mental health issues in work led to the best outcomes, although this was acknowledged as not always being possible.

The Head of Workforce Strategy recognised that mental health was the biggest cause of staff absence. He stated that engagement had been undertaken with staff as part of the Workforce Strategy refresh to understand experiences and more work was needed on this. He explained that the Strategy focused on prevention and early intervention and targeted support would be provided to areas with higher levels of absence, such as frontline services. Managers would also be trained with knowledge and skills needed to provide effective support to those experiencing mental health challenges. The Employee Assistance Programme and occupational health service would also be publicised more widely. The committee was advised that these challenges were not unique to the Council and were indicative of challenges across local government.

In response to comments around apprenticeships, the Head of Workforce Strategy stated that apprenticeships were an important part of internal development and would be aligned to career pathways. Apprenticeships were also key in attracting young people and people from across Manchester to work for the Council. The Head of Workforce Strategy stated that each directorate would have a set target for the number of apprentices recruited each year.

The committee was informed that talent pools were in the process of being developed and would provide access to coaching, mentoring and leadership development programmes to enable progression. Further detail on this could be shared once available.

The Director of Human Resources, Organisation Development and Transformation stated that young people were more likely to want to move across a Council and into different services, as opposed to staying in one role, and talent pools could help with this.

The Deputy Chief Executive and City Treasurer advised that the workforce budget had been assessed to enable greater flexibility around apprenticeships and vacant posts. She also highlighted that the priorities in the Strategy were interlinked.

In response to a query regarding peer networking groups with other local authorities, the Head of Workforce Strategy explained that this had not been considered but he welcomed the idea. He stated that the Council had a strong offer of apprenticeships, professional programmes through universities and externally commissioned training. The Directorate Equalities Lead for Children and Education Services advised that there were several groups and networks for Education Services staff across Greater Manchester and the wider North West.

**Decision:**

That the committee notes the report.

**RGSC/23/58 Future Shape – Our Internal Digital Transformation Programme**

The committee considered a report of the Director of Human Resources, Organisation Development and Transformation which provided an update on progress to date with the Future Shape of the Council programme to evolve the Council's ways of working in order to meet current challenges.

Key points and themes within the report included:

- Providing an introduction and background to the Future Shape programme;
- The achievements and progress made since 2020;
- The current programme;
- The different workstreams of the programme;
- The impact of artificial intelligence (AI) on Future Shape;
- Communication and engagement; and
- Future Shape is internally focused, but improved council services will lead to better outcomes for the residents and businesses of Manchester.

Key points and queries that arose from the committee's discussion included:

- Noting the varying degrees of digital exclusion;
- How difficult it was to detect use of Artificial Intelligence (AI) in job applications, and whether the Council would need technology to identify this;
- How products created as part of digital transformation could be cross-sold to other local authorities;
- How it would be ensured that those with visual or hearing impairments were not excluded by the work of Future Shape; and
- The need for an Ethical Framework for the use of AI.

The Director of Human Resources, Organisation Development and Transformation stated that there had been a shift towards Future Shape being the vehicle to implement digital transformation within the Council. He stated that it was important to ensure that suitable conditions were created for systems to be used effectively and that the workforce was equipped with the skills required.

The Director of Human Resources, Organisation Development and Transformation explained that the Council undertook significant engagement with staff and residents when implementing any changes to systems. The Strategic Head of Organisation Development recognised the needs for systems and processes to be insight-driven and based on the experiences of users.

In response to queries regarding the use of AI in job applications, the Director of Human Resources, Organisation Development and Transformation acknowledged that this did occur, but the Council did not have any tools currently in place to identify this. He noted, however, that applying for a role was the first stage of the recruitment process and that AI could not be utilised in all stages. The Strategic Head of Organisation Development stated that there had been improvements in the development offer for recruiting managers and panel members and this would include how to identify AI within applications.

The Director of Human Resources, Organisation Development and Transformation recognised the opportunities afforded by AI but stated that there was a need to identify how it could be used and where there were opportunities to do things differently.

The Deputy Chief Executive and City Treasurer provided assurances that new major ICT systems would not be bespoke, given the risk involved in this. She stated, however, that front-facing forms and layout of systems could be edited to improve user experience.

With regards to digital accessibility, the Strategic Head of Organisation Development explained that there was a workstream, which focused on 5 key areas for digital skills. This sought to ensure that all users could access systems and had a positive experience. She noted that there was lots of different aspects to consider in order to inform how systems and processes work. The Head of Workforce Strategy also advised that a Disability Action Plan had been co-produced with the Disabled Staff

Network and employees across the organisation. This sought to ensure that all communication and engagement methods and workspaces were accessible.

The Executive Member for Finance and Resources stated that Future Shape was an enormous piece of work which would provide better ways of working to deliver better outcomes for residents and businesses.

**Decision:**

That the report be noted.

**RGSC/23/59 Annual S106 Monitoring Report**

The committee considered a report of the Strategic Director (Growth and Development) which provided an update on the Council's Section 106 (s106) activity for 2022/23 and to date.

Key points and themes within the report included:

- Providing an introduction and background to s106 and s278 agreements,
- Activity in 2022/23 and 2023/24 to date, noting that there had been an increase in planning applications so far in 2023;
- A comprehensive list of agreements completed during 2022/23 and 2023/24 to date;
- Contributions received and spend;
- Affordable housing and projects through the Council's Housing Affordability Fund (HAF);
- Benchmarking information received from Sheffield City Council and Liverpool City Council;
- The work of the officer working group;
- Tree planting and landscaping;
- Proposed planning reforms; and
- An update on the Local Plan.

Key points and queries that arose from the committee's discussion included:

- The definition of 'trigger not met' and 'viability appraisal' on the Obligations Schedule, with particular reference to Miles Platting and Newton Heath;
- How the clawback process worked in reality, how many times this had been used and the outcome of this;
- Transparency around viability assessments;
- If the proposed Community Infrastructure Levy would replace Section 106 agreements in relation to affordable housing, and whether this would increase the number of affordable homes;
- How members could be involved in deciding where s106 monies were allocated and spent;

- Suggesting that the Weekly List email be amended to highlight the wards which have received applications so that members do not have to open the document to see what wards are included;
- Whether the Obligations Schedule was an evolving list of agreements;
- The usefulness of benchmarking Section 106 policies with other cities;
- Whether the current financial climate and inflation rate had impacted on the amount of s106 contributions;
- How members could be advised of applications in their ward in advance; and
- Recommending that delegated authority be given to the Chair, in consultation with the Executive Member for Housing and Development and the Strategic Director (Growth and Development), to request a report should progress be made on the proposed planning reforms.

The Executive Member for Housing and Development stated that Section 106 agreements were a vital part of the planning process to ensure that any harm or loss of amenity can be mitigated in communities where developments happen, for example through the provision of affordable housing, highways infrastructure, investment in green spaces, new schools and surgeries.

In response to the Chair's query regarding what was meant by 'trigger not met' and 'viability appraisal', the Section Planning Manager explained that 'trigger not met' referred to when the payment was due to the Council as a result of development reaching a certain point i.e., a certain number of houses being built or commencement of development. He clarified that a viability appraisal was provided to demonstrate whether a housing developer could afford to either include affordable housing in the scheme or to make an off-site contribution. Where this was financially viable, a legal agreement would be drafted to ensure either receipt of a specific sum of money or the delivery of a number of affordable homes on site.

The Executive Member for Housing and Development stated that s106 agreements were just one mechanism to achieve affordable housing and that Homes England grant funding could not be used as s106 money but could still be used to develop affordable homes. He further stated that viability assessments were public and accessible through the Planning Portal and there was a lot of independent scrutiny of these. He explained that the Council was bound by the National Planning Policy Framework (NPPF) which viability assessments had to comply with. He stated that he would like the NPPF to be changed to award the Council more levers to deliver affordable housing through the viability process.

The Director of Planning, Licensing and Building Control emphasised that all viability assessments were publicly accessible and that all assessments were reviewed robustly and independently. In-house advisors would then verify the findings of the independent assessors.

The Director of Planning, Licensing and Building Control advised that triggers would be met at varying points in the development process and that the Council had its first two applications which met the trigger, one of which had been assessed further and no additional contribution could be provided.

In response to a query regarding the proposed Community Infrastructure Levy, the Director of Planning, Licensing and Building Control explained that further guidance was still awaited from central government. She stated that the Council had been waiting further information on planning reforms for 18 months and it was understood that the levy was likely to replace s106, although it was suggested that there could be exceptional circumstances where an s106 agreement could still be used to deliver affordable homes.

The committee was advised that the officer working group met once a decision on a planning application had been made. It was stated that a chart was available which demonstrated where members could be involved in the decision-making process for s106 monies. The Director of Planning, Licensing and Building Control advised that the department encouraged developers to engage with members at pre-application stage and explained that the Weekly List informed members of applications received for each ward. She also encouraged members to contact Planning Officers if they had any queries on an application or development.

It was noted, however, that the Council could not mandate developers to undertake pre-application engagement or how long for.

In response to the suggestion that the Weekly List email be amended to highlight the wards which have received applications so that members did not have to open the document to see what wards are included, the committee was advised that members and residents could sign up to email alerts for individual wards of interest to them.

The Section Planning Manager clarified that agreements signed within the last 12 months were included in the main body of the report, but these would be included in the Obligations Schedule for future reports.

With regards to benchmarking exercises, the Director of Planning, Licensing and Building Control explained that this had been challenging as authorities had different policies which made it difficult to compare. The Assistant Director of Planning and Building Control concurred with this and suggested that asking what s106 monies were collected for could be a more suitable measure to benchmark against.

The Director of Planning, Licensing and Building Control stated that the state of the market had an impact on financial viability with supply chain and material costs being incorporated into the process. She advised, however, that the Council had been able to withstand these pressures but there had been some delays in development. She confirmed that the development industry remained engaged with the Council and aware of its priorities regarding affordable housing and zero carbon.

In response to the Chair's query as to how members could be advised of applications in their ward in advance, the Director of Planning, Licensing and Building Control endeavoured to consider this further but noted that there were issues around when this engagement would take place and what information could be shared given the confidential nature of some applications.

The Executive Member for Housing and Development stated that the Council used the planning process to deliver its ambitious targets as set out in the Housing

Strategy. He explained that developers were increasingly working with Registered Providers to create mixed-use developments across the city. He noted challenges with inflation but explained that there continued to be high demand for housing and employment space in Manchester.

**Decision:**

That

1. the report be noted;
2. the Committee asks officers to undertake a benchmarking exercise with other core cities to understand what they collect Section 106 monies for; and
3. delegated authority be given to the Chair, in consultation with the Executive Member for Housing and Development and the Strategic Director (Growth and Development), to request a report should progress be made on the proposed planning reforms.

**RGSC/23/60 Overview Report**

The committee received a report of the Governance and Scrutiny Support Unit which provided details of key decisions that fell within the Committee's remit and items for information previously requested by the Committee. The report also included the Committee's work programme, which the Committee was asked to amend as appropriate and agree.

The Deputy Chief Executive and City Treasurer advised that the Autumn Statement would be announced on 23 November 2023 and that this item would need to be deferred to December's meeting as a result.

**Decision:**

That the report be noted and the work programme agreed, with the amendment to the Autumn Statement report as noted above.

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**Manchester City Council  
Report for Information**

**Report to:** Resources and Governance Scrutiny Committee – 9 November 2023

**Subject:** Overview Report

**Report of:** Governance and Scrutiny Support Unit

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### **Summary**

This report provides the following information:

- Recommendations Monitor
- Key Decisions
- Work Programme
- Items for Information

### **Recommendation**

The Committee is invited to discuss and note the information provided and agree the work programme.

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**Wards Affected:** All

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### **Contact Officer:**

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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.

None

## 1. Monitoring Previous Recommendations

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

Items highlighted in grey have been actioned and will be removed from future reports.

Date	Item	Recommendation	Action	Contact Officer
22 June 2023	RGSC/23/31 Major Contracts	That a more substantial report on Major Contracts be provided at the next update and include an appendix with more detailed information on each major contract and whether insourcing would be viable.	A response to this recommendation has been requested.	Mark Leaver (Strategic Lead – Commissioning)
12 October 2023	RGSC/23/56 Workforce Equalities Update	That the percentage of people in Manchester who identify as transgender be clarified.	A response to this is included under Items for Information.	Kane Joyce (Head of Workforce Strategy)
12 October 2023	RGSC/23/56 Workforce Equalities Update	That an age breakdown of staff undergoing ‘Let’s Talk About Race’ training be shared with members	A response to this is included under Items for Information.	Kane Joyce (Head of Workforce Strategy), Suzanne Grimshaw (Strategic Head of Organisation Development)
12 October 2023	RGSC/23/56 Workforce Equalities Update	That the Workforce Profile be updated in line with members’ comments regarding deafness and hearing impairment.	34 employees identify as having a hearing impairment - the diversity profile (slide 7) has been updated to reflect this.	Kane Joyce (Head of Workforce Strategy)

Date	Item	Recommendation	Action	Contact Officer
12 October 2023	RGSC/23/59 Annual S106 Monitoring Report	That officers undertake a benchmarking exercise with other core cities to understand what they collect Section 106 monies for.	This recommendation is being actioned. Officers are currently scoping out the information required and will be reaching out to Core City colleagues again shortly. This will be reported back to the committee in the next Annual Monitoring Report.	Julie Roscoe (Director of Planning, Licensing and Building Control), Mark Dickens (Deputy Director of Planning and Building Control)
12 October 2023	RGSC/23/59 Annual S106 Monitoring Report	That delegated authority be given to the Chair, in consultation with the Executive Member for Housing and Development and the Strategic Director (Growth and Development), to request a report should progress be made on the proposed planning reforms.	This recommendation has been noted and will be actioned if necessary.	Becca Heron (Strategic Director (Growth and Development)), Julie Roscoe (Director of Planning, Licensing and Building Control)

## 2. Key Decisions

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

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

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

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

An extract of the most recent Register of Key Decisions, published on **30 October 2023**, containing details of the decisions under the Committee's remit is included below. This is to keep members informed of what decisions are being taken and, where appropriate, include in the work programme of the Committee.

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background documents	Officer Contact
<b>Corporate Core</b>					
<b>Award of Electricity Supply contracts from existing Framework Agreements (2022/08/22A)</b>  To award a contract for the supply of Electricity from the	City Treasurer (Deputy Chief Executive)	Before 30 Sep 2022		Award Report	Walter Dooley, Group Manager - Energy walter.dooley@manchester.gov.uk, Peter Schofield, Head of Integrated Commissioning and Procurement peter.schofield@manchester.go

Council's existing HH (large sites) and NHH (smaller sites) frameworks via direct award to the incumbent suppliers.					v.uk
<p><b>Adopting new powers to increase the Council Tax on some empty properties (2023/01/09A)</b></p> <p>To consider whether or not to charge double Council Tax on empty furnished properties (including second homes) and empty, unfurnished properties that have been empty for between 1 and 2 years from 1 April 2024 onwards.</p>	Executive	15 Feb 2023		Report to Executive	Charles Metcalfe, Head of Corporate Revenues charles.metcalfe@manchester.gov.uk
<p><b>TC435 - Provision of a Multifunctional Device and Print Management Service (2023/03/20A)</b></p> <p>To contract with a supply for the provision of multifunction print devices and print management services</p>	City Treasurer (Deputy Chief Executive)	23 May 2023		Contract Report	Keith Hayes, ICT Project Manager keith.hayes@manchester.gov.uk
<b>Irish World Heritage Centre - Loan re-financing</b>	City Treasurer (Deputy Chief	Not before 13th Sep		Part B report to the Executive	Sarah Narici, Head of Programme Office

<p><b>and restructuring (2023/05/15A)</b></p> <p>To agree to the restructuring and refinancing of existing loan finance arrangements to ensure that there is an affordable and sustainable agreement in place between the Council and the Irish Diaspora Foundation Limited.</p>	Executive)	2023			sarah.narici@manchester.gov.uk
<p><b>TC979 Archival Storage, Non-Archival Storage and Scanning Framework (2023/06/08C)</b></p> <p>To seek approval to appoint a supplier to provide TC979 Framework for Archival Storage, Non-Archival Storage and Scanning</p> <p>The framework is split into 3 Lots as follows:  Lot 1: Archival Storage  Lot 2: Semi Active Records (Non-Archival)  Lot 3: Scanning and Storage of Planning and</p>	City Treasurer (Deputy Chief Executive)	Not before 8th Jul 2023		Report and recommendation	

Building Control Records and other Council Departments					
<p><b>Power Purchase Agreement TC1162 (2023/07/04A)</b></p> <p>To appoint a developer for a long-term offsite virtual power purchase agreement with a wind or solar PV developer with a project that has REGOs that are valid for the Council's Scope 2 reporting (i.e. REGOs that are valid within Great Britain.</p>	Executive	13 Dec 2023		Contract Report and Recommendation	Sarah Narici, Head of Programme Office sarah.narici@manchester.gov.uk
<p><b>TC936 - Nutanix On-Premise Hosting Platform Replacement (2023/10/02A)</b></p> <p>To provide hardware support and software subscription to replace the current Nutanix Platform before it reaches the end of its working life in March 2024.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Nov 2023		Contract Report	
<p><b>Enterprise Resource Planning Software</b></p>	City Treasurer (Deputy Chief	Not before 3rd Nov 2023		Report and Recommendation	Tom Wilkinson, Deputy City Treasurer

<p><b>(2023/10/06A)</b></p> <p>To award a contract for new Enterprise Resource Planning software to support finance, HR, procurement and related functions.</p>	Executive)				tom.wilkinson@manchester.gov.uk
<p><b>TC473 - Supply of Gas (2023/10/13A)</b></p> <p>To implement a new framework to allow for future call-off contracts for the supply of gas to MCC's corporate estate, and for associated organisations (e.g. Manchester schools etc).</p>	City Treasurer (Deputy Chief Executive)	Not before 13th Nov 2023		Report and recommendation	
<b>Development and Growth</b>					
<p><b>Factory International Works (2023/06/28A)</b></p> <p>To approve capital funding for Factory International for works to achieve static completion</p>	Executive, City Treasurer (Deputy Chief Executive)	26 Jul 2023		Report to Executive	Rebecca Heron, Strategic Director (Growth and Development) rebecca.heron@manchester.gov.uk
<p><b>Investment Property Management Services</b></p>	City Treasurer (Deputy Chief	Not before 29th Sep		Delegated Approvals Report	Richard Cohen, Strategic Lead - Development (South and East)



<b>contract (2023/09/01A)</b> Approval not to re-tender the Investment Property Management Services contract following expiration of the existing contract	Executive)	2023			richard.cohen@manchester.gov.uk
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### 3. Resources and Governance Scrutiny Committee - Work Programme – November 2023

Thursday 9 November 2023, 10:00am (Report deadline Monday 30 October 2023)

Item	Purpose	Executive Member	Strategic Director/Lead Officer	Comments
Update on New Procurement Regulations and Social Value	To receive a report on the updated Procurement Regulations coming into effect and how the Council intends to implement them. This report will also include an update on Social Value.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Peter Schofield	
Revenue Budget Update and Corporate Core Budget Proposals 2024/25	To receive a report outlining the council's budget position for 2024/25 and an update on the budget for the Corporate Core including progress in reaching a balanced budget, including preliminary savings and investment options.	Councillor Craig Councillor Akbar	Carol Culley Tom Wilkinson Paul Hindle	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Scrutiny Support	

**Thursday 7 December 2023, 10:00am (Report deadline Monday 27 November 2023)**

<b>Item</b>	<b>Purpose</b>	<b>Executive Member</b>	<b>Strategic Director/Lead Officer</b>	<b>Comments</b>
Review of Investments being made by the Council into its Capital Strategy in terms of delivering future value-for-money post-COVID19	To receive a report on the Council's capital investments being made through the Capital Strategy in terms of delivering future VFM.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Tim Seagrave Jared Allen	
Annual Property Report	To receive the annual update on the work of the Estates and Facilities service (Corporate Core directorate) and the Development team (Growth and Development directorate), with particular reference to the use of agency staff.	Cllr Rahman (Statutory Deputy Leader) Cllr White (Housing and Development)	Carol Culley Becca Heron David Lord Richard Munns	
Housing Revenue Account 2024/25 to 2026/27	To receive a report on the proposed Housing Revenue Account (HRA) budget process for 2024/25 and a refresh of the 30-year business plan.	Cllr White (Housing and Development)	Tom Wilkinson Dave Ashmore	
Setting of the Council Tax base and Business Rates shares for budget-setting purposes	To receive a report that details the setting of the Council Tax Base and Business Rates shares for budget setting purposes.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Lee Owen	

Update on the Autumn Statement	To receive a short verbal update on the impact of the Autumn Statement on the Council's Medium-Term Financial Plan and budget.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Sam McArdle	<b>Full item deferred from November 2023 meeting.</b>
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Scrutiny Support	

**Thursday 11 January 2024, 10:00am (Report deadline Friday 29 December 2023 to account for Bank Holiday)**

Item	Purpose	Executive Member	Strategic Director/Lead Officer	Comments
Budget Settlement 2024/25	To receive a report on the Provisional Local Government Finance Settlement to outline the impact on the Council's budget position for 2024/25.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Sam McArdle	
Council Tax Support Scheme Consultation Responses	To receive an update on the public consultation responses to the approved Council Tax Support Scheme recommendations.	Cllr Akbar (Finance and Resources)	Carol Culley Lee Owen Matthew Hassall Charles Metcalfe	
Outcome of Feasibility Study into the use of Enforcement Agents	To receive a report that presents the outcome of a Feasibility Study into the use of Enforcement Agents, as recommended by the Committee.	Cllr Akbar (Finance and Resources)	Carol Culley Lee Owen	<b>See minutes of 7 Sept 2023 meeting.</b>
Sales Fees and Charges	To review the Council's commercial activities through trading operations and the setting of fees and charges.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Tim Seagrave	
Commercial Activity Update	To receive a report on the performance of the portfolio of Council commercial activities, including companies, Joint Ventures, loans, equity investments and development agreements.	Cllr Akbar (Finance and Resources) Cllr White (Housing and Development)	Carol Culley Tom Wilkinson Sarah Narici David Lynch David Lord	
Manchester Heat Network Business Plan Update	To receive a performance update and the 2023/24 business plan for the Manchester Heat Network Special Purpose Vehicle (SPV), which is wholly owned by the Council. This report will also outline	Cllr Akbar (Finance and Resources) Cllr Rawlins	Carol Culley Tom Wilkinson Sarah Narici	

	the SPV's approach to securing new customers to the network and the decarbonisation of the asset.	(Environment and Transport)		
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Scrutiny Support	

**Thursday 8 February 2024, 10:00am (Report deadline Monday 29 January 2024)**

<b>Item</b>	<b>Purpose</b>	<b>Executive Member</b>	<b>Strategic Director/Lead Officer</b>	<b>Comments</b>
Elections Act 2022 Update	To receive an update on the position of Tranche 2 changes that have been implemented following the Elections Act 2022, including changes to absent voting, postal vote handling and a timescale for future changes.	Cllr Craig (Leader)	Fiona Ledden Clare Travers	
Revenue Budget Update and Corporate Core Budget Proposals 2024/25	To receive and consider the final 2024/25 budget proposals that will go onto February Budget Executive and Scrutiny and March Council.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson Paul Hindle	
Housing Revenue Account 2024/25 to 2026/27	To receive a report on the Housing Revenue Account (HRA) budget for 2024/25 and a refresh of the 30-year business plan.	Cllr White (Housing and Development)	Carol Culley Tom Wilkinson Dave Ashmore	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Scrutiny Support	

**Monday 26 February 2024, 10:00am – BUDGET (Report deadline Wednesday 14 February 2024)**

Item	Purpose	Executive Member	Strategic Director/Lead Officer	Comments
The Council's Budget 2024/25	To receive an update on the Council's financial position following scrutiny of the draft budget proposals and Directorate budget plans by all Scrutiny Committees.	Cllr Akbar (Finance and Resources)	Carol Culley Tom Wilkinson	



Thursday 7 March 2024, 10:00am (Report deadline Monday 26 February 2024)

Item	Purpose	Executive Member	Strategic Director/Lead Officer	Comments
Manchester City Council Connections with the Greater Manchester Combined Authority (GMCA)	To update the committee on Manchester's connections with GMCA in terms of partnerships, governance, and financial arrangements.	Cllr Craig (Leader) Cllr Akbar (Finance and Resources)	Carol Culley James Binks Tom Wilkinson	
Manchester City Council Connections with the Greater Manchester Integrated Care System and the Manchester Locality	To update the committee on Manchester's links with the Greater Manchester Integrated Care System, including governance and financial arrangements.	Cllr Akbar (Finance and Resources) Cllr T Robinson (Healthy Manchester and Adult Social Care)	Carol Culley James Binks Tom Wilkinson	
Progress on Council Motions over last 12 months	To receive an update on the progress made in respect of motions that have been passed before Manchester City Council since the last update in March 2023.	Councillor Craig Councillor Rahman	Fiona Ledden	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Scrutiny Support	

#### 4. Items for Information

**RGSC/23/56 Workforce Equalities Update** - *That the percentage of people in Manchester who identify as transgender be clarified.*

Transgender refers to a person whose gender identity does not correspond with the sex registered for them at birth.

The 2021 Census recorded 551,944 residents in Manchester, of which, 437,958 are 16 years old or over. The census question on gender identity was a voluntary question asked of those aged 16 years and over.

Of the 437,958 residents which were asked the gender identity question, 4,479 identified as being transgender which is 1% of Manchester's population that were asked this question and 0.8% of Manchester's total population

The diversity profile (slide 6) has been updated to clarify this point.

**RGSC/23/56 Workforce Equalities Update** - *That an age breakdown of staff undergoing 'Let's Talk About Race' training be shared with members*

35.7% (2,629 employees) of the Council's workforce have completed Let's Talk About Race. The following table provides an age breakdown of those that have attended the training.

Age Range	Number of attendees per age range	Percentage of training attendees
16-29	214	8.1%
30-39	453	17.2%
40-49	707	27%
50-59	896	34.1%
60-69	355	13.5%
70+	4	0.1%
Total	2,629	100%