

Audit Committee

Minutes of the meeting held on 31 July 2018

Present:

Councillor Ahmed Ali - In the Chair
Councillors Connolly, Lanchbury, Russell, A Simcock and Watson

Independent Co-opted member: Mr S Downs
Independent Co-opted member: Dr D Barker

Also Present:

Stephen Nixon, Grant Thornton
Simon Livesey, Grant Thornton
Karen Murray, Mazars

Apologies: Mark Heap, Grant Thornton

AC/18/35 Urgent Business

The Chair reported that he had agreed to the submission of an item of urgent business relating to the replacement of the "Audit Findings Report" Minute number AC/18/38.

AC/18/36 Minutes

The minutes of the Audit Committee held on 11 June 2018 were submitted for approval.

Decision

To approve the minutes of the meeting held on 11 June 2018 as a correct record subject to the inclusion of Councillor Connolly in the list of those present at the meeting.

AC/18/37 Annual Statement of Accounts 2017/18 and Letter of Representation

The Committee considered the report of the City Treasurer that summarised the amendments that had been made to the Annual Statement of Accounts following their audit by the Council's External Auditors, Grant Thornton. The report included a copy of the letter of representation from the Council to its External Auditors (Appendix 1 of the report) and the Committee were requested to approve and acknowledge the letter before it was signed by the City Treasurer and Chair of Audit Committee.

The Committee was informed that no changes had been made to the Single Entity accounting statements. The group accounting statements had been amended to reflect the audited accounts of Manchester Airports Holdings Ltd (MAHL) which had not been available when the draft group accounts had been submitted to the Council's external auditors on 31 May. .

The Committee thanked the External Auditors and the Council's Accounts Team for the work they had undertaken in producing the Statement of Accounts for 2017/18 within the revised, earlier timescales.

The Chair invited questions from the Committee.

Members referred to page 21 of the report and officers were requested to refresh the descriptions of individual committee functions to provide further detail. The Chair suggested that the description of Audit Committee functions include the words "and external audit verification".

Decisions

1. To note the amendments made to the annual accounts since they were reported to Audit Committee in June 2018.
2. To approve the revised annual accounts including the accounting policies contained within them.
3. To approve and acknowledge the letter of representation, as detailed within Appendix 1 of the report submitted, which will be signed by the City Treasurer and the Chair of the Committee (Councillor Ahmed Ali).
4. To request officers to refresh the description of the core functions of Council committees, as detailed in Appendix 2 of the report, and include this within the 2018/19 Statement of Accounts.

AC/18/38 Audit Findings Report

The Committee considered the amended report of the Council's External Auditors, Grant Thornton that provided a summary of the key issues arising from the statutory audit of the Council's financial statements for the year ending 31 March 2018.

The Committee was informed that the external audit process did not identify any issues of concern or risk and an unqualified opinion on the Council's accounts would be issued on the accounts. The External Auditor also noted the high quality of the draft accounts and acknowledged the support of the Finance Team in responding to issues raised. It was reported that adjustments had to be made to the group accounts following the receipt of the audited Manchester Airports Holdings Limited accounts but that no issues of concern were raised by the External Auditor. The External Auditor reported that the Value for Money conclusion would be unqualified as the Council had demonstrated proper arrangements to secure economy, efficiency and effectiveness in its use of resources. The Committee noted that the External Auditors

had not needed to use any statutory powers and the certificate of completion of the audit would be issued during August 2018 when the audit of the Whole Government Accounts (WGA) return had been finalised.

It was reported that in line with Ethical Standards, Grant Thornton would be replaced by Mazars as the Council's external audit provider having acted in this role for ten years.

The Chair referred to the production of the Audit Findings report and reminded the Council's new external auditors that future reports should conform to the agreed Council's standards for documents and that all text should be Arial font, size 12.

Decision

1. To note the report submitted.
2. To note the comments and questions raised.

AC/18/39 Internal Audit Assurance Report

The Committee considered the report of the City Treasurer and the Head of Internal Audit and Risk Management that provided a summary of internal audit work undertaken and opinions issued in the period April to June 2018.

The Chair invited questions from the Committee.

A committee member referred to the Public Services Network (PSN) (paragraph 6.3 of the report) and asked if there were any issues arising from the Council's Code of Connection submission to the Cabinet Office. Reference was also made to Disclosure and Barring Service (DBS) checks (paragraph 6.4 of the report) and officers were asked if a timescale had been included for the improvement actions identified.

It was reported that no specific concerns had been raised by Cabinet Office in response to the Council's Code of Connection submission. The issue of PSN would be included within the Risk Review Item on ICT Disaster Recovery to be considered by the Committee at the meeting in September 2018. The Committee was informed that on the issue of DBS, substantial progress had been made and agreement had been made by the Senior Management Team that the Director of Human Resources and Organisation Development is now the Council's Lead Counter-signatory. In response to questions raised the Head of Internal Audit and Risk Management undertook to provide members of the committee with a briefing note to explain the functions, roles and responsibilities regarding Council's framework for DBS checks.

A member expressed concern regarding the findings of the Manchester Health and Care Commissioning audit of governance arrangements and asked officers if there would be further work to address the issues raised. Reference was also made to the concerns raised on leases following an audit of Income and Debt Management of the Arndale Market (paragraph 7.2 of the report). Officers were asked to provide more

information to the Committee.

The Committee was informed that there would be follow up audits during 2018/19 on Manchester Health and Care Commissioning that will focus on the Financial Framework and Operational Plan. Further work on governance arrangements of MHCC will take place as part of a broader review of the partnership governance including the flow of information between partners and decision making arrangements. Updates would be provided to the Audit Committee in future reports, including progress on actions taken to respond to audit recommendations.. The issue of lease arrangements arising from the audit of the Arndale Market related to the commercial terms of leases on empty units that present the Council with a financial challenge. The follow up action included reviewing the terms of the unit leases in order to seek to reduce the financial risk to the Council.

A member referred to pothole repairs and the use of jet patching and asked officers to confirm whether jet patching equipment had been purchased by the Council to undertake this work.

(Following the meeting it was confirmed that the Council's Highways Service had engaged two companies to undertake jet patching work within the City. This had been procured and was arranged on a day rate to cover the cost of plant, labour and materials. The Council did not buy any separate plant or equipment for jet patching work.)

A member referred to the levels of assurance and the number of moderate assurance opinions given following audits. Officers were asked when the Internal Audit report would be submitted for consideration to provide an executive summary of audits. It was reported that new styles of audit reports would be produced by the autumn, it was proposed that the reports would include reference to assurances over lower risk areas and that levels of assurance may reduce from 5 to 4 without a 'moderate' category.

A member asked why the Council was providing a Data Protection Officer service for schools in view of the pressures on existing resources and was the Council at risk of legal challenge if a data breach took place.

It was reported that the service provided did not impact on the Manchester audit plan and was designed to be self-funding. The service offered had robust processes and this would help to mitigate the Council's position against legal challenge.

Decision

1. To note the report.
2. To request that a briefing note be provided for members of the committee to explain the functions, roles and responsibilities regarding Disclosure and Barring Service checks.

AC/18/40 Outstanding Audit Recommendations

The Committee considered the report of the City Treasurer and the Head of Internal Audit and Risk Management that summarised the current implementation position and arrangements for monitoring and reporting internal and external audit recommendations.

The Audit Committee were invited to consider the level of assurance and information provided in respect of ICT disaster recovery and whether the Chief Information Officer be invited to report to the September Committee meeting on the progress in addressing disaster recovery risks.

The Chair invited questions from the Committee.

Reference was made to the outstanding recommendations concerning the Multi Agency Safeguarding Hub (MASH) (page 20, Appendix 2 of the report). A member expressed concern on the use of dip testing to monitor response times on urgent referrals and requested that the Director of Children's Services attend the meeting of Audit Committee in September to provide an update on the recommendations and respond to members' questions.

With reference to paragraph 3.4 of the report, a member requested that an update on ICT Disaster Recovery also provide further information on the Public Services Network (PSN) and be submitted to the September meeting of the Committee.

Members also requested that a Risk Item report be presented to a future meeting of the Committee in response to concerns expressed relating to the North West Foster Care Framework and the Multi Agency Safeguarding Hub and include details of formal and informal work involved.

Decision

1. To note the report submitted.
2. To note the comments made on the report.
3. To request that a report is submitted to the September meeting of the Audit Committee to provide an update on ICT Disaster Recovery including the three recommendations not taken forward and to provide further information on the Public Services Network (PSN).
4. To request that a Risk Item report be presented to a future meeting of the Audit Committee in response to concerns expressed relating to the North West Foster Care Framework and the Multi Agency Safeguarding Hub and to include details of any formal and informal work involved.

AC/18/41 Work Programme and Audit Committee Recommendations Monitor

The report of the Governance and Scrutiny Support Unit which contained responses to previous recommendations was submitted for comment. Members were also invited to agree the Committee's future work programme.

Members considered that items for consideration at the September meeting of the committee and suggested that items be moved to the October meeting relating to governance issues (Register of Significant Partnerships and Contract Management and Governance).

In noting that a training session had been arranged for the October meeting of the Committee, the City Treasurer undertook to examine the scheduled items within the Work Programme.

Decision

To note that the Work Programme will be updated for the next meeting of the Audit Committee.

AC/18/42 Exclusion of the public

A recommendation was made that the public be excluded during consideration of the next item of business.

Decision

To exclude the public during consideration of the following item which involved consideration of exempt information relating to the financial or business affairs of particular persons and public interest in maintaining the exemption outweighs the public interest in disclosing the information.

AC/18/43 Annual Counter Fraud report (Public Excluded)

The Committee considered the report of the Head of Internal Audit and Risk Management that provided a summary of the anti-fraud arrangements and investigation work undertaken during 2017/18, with a particular focus on the work delivered by Internal Audit.

In considering the report the Committee was assured over the Council's corporate governance and risk management arrangement, the control environment and the associated anti-fraud and anti-corruption arrangements based on the information provided within the report submitted.

Decision

1. To note the report submitted.

2. To endorse the Counter Fraud Strategy.

Audit Committee

Minutes of the meeting held on 3 September 2018

Present:

Councillor Ahmed Ali - In the Chair
Councillors Connolly, Russell, A. Simcock and Watson

Independent Co-opted member: Mr S Downs
Independent Co-opted member: Dr D Barker

Also Present:

Councillor Bridges Executive Member for Children's Services
Councillor Craig Executive Member for Adults Health and Wellbeing

Apologies: Councillor Lanchbury

AC/18/44 Minutes

The minutes of the Audit Committee held on 31 July 2018 were submitted for approval.

Decision

To approve the minutes of the meeting held on 31 July 2018 as a correct record.

AC/18/45 ICT Assurance Update: Disaster Recovery Planning and Public Service Network

The Committee considered the report of the Chief Information Officer which provided an update on the progress made to ensure that the Council has plans in place to achieve ICT Disaster Recovery (DR) capability and improve the resilience of the Council's ICT infrastructure. The report explained that the work is progressing to establish DR capability by September 2019 and provided details on the associated approach and timescales. The Committee also received a presentation on the arrangements for data storage centre.

The Chair invited questions from the Committee.

A member referred to the use of Crown Commercial Services Framework in the procurement of the necessary technical infrastructure and sought assurance that the framework procurement process would be governed by the same ethical procurement standards as those used by the Council.

The Committee was informed that the procurement framework used is the same as that used by the Council and worked to the same ethical standards.

A member referred to Public Service Network (PSN) certification and asked officers to explain the implications in not achieving PSN certification and when was the certification expected to be renewed by the Cabinet Office.

It was reported that there was no specific operational restrictions imposed or impact on users or partners as a result of non-certification. The Council had provided regular updates to the Cabinet Office on progress being made to decommission MS Servers and other obsolete platforms.

The Committee agreed that it was satisfied with the assurance provided by the review of effectiveness and management of improvement actions provided within the report it had considered.

Decision

To note the report submitted and the comments raised.

AC/18/46 Adults Assurance Update

The Committee considered the report of the Director of Adult Services which provided an update on the progress being made to meet the concerns raised regarding limited assurance opinions in respect of:

- Transition: Children to Adult;
- Disability supported accommodation services, Quality Assurance;
- Homecare Contracts; and
- Client Financial Services.

The Chair invited questions from the Committee.

A member referred to terminology used within the report to describe the users of a service and requested officers refers to users of a services as “residents” and not “customers”.

Members commented on the report with reference to transitions (children to adult) and expressed concern on the time taken for the development of a strategic vision. Officers were also requested to provide details on the number of transitions and cases that were complex or had entered into a crisis state. Officers were also asked to explain the outcome of the work stream development report (paragraph 2.2 of the report) and underlying work load.

It was reported that work was ongoing with partners and the outcome of user forums would be fed into the production of an Our Strategic Vision and this would include a half-day workshop in November 2018 to finalise the strategy with a launch event proposed in early 2019.

The Executive Member for Adults Health and Wellbeing reported that the figures for those young people involved in transitions were available and could be provided to members. The figures were not included in the report because the remit related to

the vision strategy, governance and key roles and responsibilities as requested in the Work Programme. With reference to paragraph 2.2, the Committee was informed that the work stream report had not sufficiently taken into account the pace and evolution of the service and the development of the Our Manchester vision. Work was ongoing to determine service capacity, demand, workload and waiting lists and the findings of a demand and gap analysis would be reported to the Executive Member for Adults Health and Wellbeing.

The Chair referred to provision for the mental health of young people as part of the support offered during transitions and asked for an update on developments for the service.

The Committee was informed that an internal audit of Greater Manchester Mental Health NHS Foundation Trust would take place on systems and processes and the quality of service experienced by users and their outcomes. Additional resources had been provided to support improvements in mental health support for young people in transition. Mental health professionals would also be taking part in the workshop in November to look at development pathways and processes for young people in transition. In addition, work had been commissioned to consider current service provision for young people aged 16 years to 21 years old in view of the current process of the transfer between providers when a young person reaches the age of 18. Other work was looking at a future young person mental health model which could be used as part of future commissioning arrangements.

A member referred to the new model of homecare (paragraph 4.3) and sought assurance on how the new model would address the concerns of the existing model (paragraph 4.1 of the report).

The Committee was informed that the new model of homecare is outcome based and will be located within twelve neighbourhoods in the city. The new model will provide flexibility for the user on the way a package of care is delivered. A neighbourhood manager and social work team will be directly involved to oversee the development of relationships with locally based lead providers to broker support packages. The support packages will be monitored and checked to ensure a standard of quality for the user.

A member referred to the writing of reports to the Committee and the need to provide a clear distinction in the information provided by an Executive Director and the opinion of the Head of Audit and Risk Management.

The City Treasurer reported that the Committee receives a quarterly assurance report from the Head of Audit and Risk Management which follows a formal process to provide independent opinion to the Committee on audits that had been completed. Including audit opinions within a report in advance of this may present those views as subjective and not independent.

The Committee agreed that it was satisfied with the assurance provided by the review of effectiveness and management of improvement actions provided within the report it had considered.

Decisions

1. To note the report submitted and the assurance provided.
2. To agree that future reports provide relevant statistical information relating to the area of service concerned in addition to any specific issues requested.
3. To agree that a report is submitted providing statistics relating to young people involved in transition (children services to adult services).

AC/18/47 Children's Services Audit Recommendations

The Committee considered the report of the Strategic Director of Children's Services which provided an update on outstanding recommendations from an audit of the Foster Carers Framework and Multi Agency Safeguarding Hub. The report also provided a management update to confirm the actions being taken to address risks identified from the audits.

In the absence of the Director of Children's Services, the Deputy Strategic Director Children's Services introduced the report and responded to questions from Committee Members.

A member referred to Paragraph 3.10 and the use of dip sampling on referrals that progress to a Strategy Discussion and questioned if the process was a sustainable in providing a level of assurance when personnel were not available.

It was reported that the circumstances relating to the dip sampling not taking place in July related to staff resources and had been resolved following the appointment to post of Head of Complex Safeguarding. The review of referral cases was undertaken one month after the referral takes place.

A member commented on the involvement of Internal Audit on the contents of the report and it was explained that Internal Audit would discuss the content prior to submission to the Committee for proof of evidence on actions. The quarterly assurance report to the meeting of the Committee in November would provide the independent opinion of Internal Audit with a further update in January 2019.

A member referred to the Foster Care Contract and a net overpayment of £186 and asked for confirmation on the level of over and under payment involving providers. Officers were also asked to explain the monitoring process involved in visits (announced and unannounced) to children's/ establishments homes for risk evaluations and provider monitoring, and to clarify the length on the timeliness of referrals to ensure children are kept safe.

It was reported that identifying the £186 overpayment was provided as an assurance on the success of the system of monitoring payments, however the detail of the investigation of the financial processes would need to be provided separately. Visits made to children's establishments is the responsibility of Ofsted as the regulator to provide that assurance. It was reported that the Council will have discussions with

contract providers to ensure the standards of provision specified are being provided for the children concerned. The report sets out a framework for the allocation of resources to carry out visits and checks and this will include unannounced visits to any establishment brought into question regarding expected standards. The issue of contacts and referrals was explained and Members were informed that once a contact is received a decision is made based on the evidence and circumstances provided on whether it is necessary to escalate to a referral. Once the referral is confirmed, action will be taken based on professional judgement of the information and intelligence available.

The Committee agreed that it was satisfied with the assurance provided by the review of effectiveness and management of improvement actions provided within the report it had considered.

Decision

To note the report submitted and the assurance provided.

AC/18/48 Disclosure and Barring Service (DBS) Checking Arrangements

The Committee considered the report of the City Treasurer and the Head of Audit and Risk Management which provided an overview of the Council's current arrangements for Disclosure Barring Service checking, previous and recent audit activity in this area and an update on recent progress to further improve the control framework.

The Committee had requested further information following consideration of a report received on DBS administration processes in June 2018, on the following:

- Explanation of the key elements of the DBS checking process;
- Roles and responsibilities of key officers;
- Internal scrutiny arrangements to provide assurance over consistency of decision making; and
- Potential for use of technology to deliver process efficiency.

The Chair invited questions from the Committee.

A member referred to paragraph 2.7 of the report and asked what process was used to communicate to those members of staff requiring DBS notification and making checks for members of staff where online access was not available.

Members were informed that the e-bulk was used for the uploading of documents and not individual checks. Support for staff would be provided by their manager regarding notification and check requirements through a renewal notification system.

With reference to paragraph 2.5, officers were asked what type accreditation or training process was involved for the Lead Counter signatory and delegated officers for the Council and was it possible to delegate the counter-signatory role in their absence. The Committee was advised that the Head of Human Resources and

Organisational Development is the Lead Counter signatory for the Council together with other senior officer delegated signatories. A DBS Group had been established to share information and provide support and training to help maintain consistency across the Council. It was confirmed that it was not possible to delegate the counter-signatory role down to another officer.

A member requested for the submission of information on the process of DBS monitoring for volunteers supporting Council activities.

The Committee agreed that it was satisfied with the assurance provided by the review of effectiveness and management of improvement actions provided within the report it had considered.

Decision

1. To note the report and comments received.
2. To request further information is submitted regarding the monitoring of DBS checks for people acting in a volunteer capacity when supporting Council related activities.

AC/18/49 Annual Complaints and Enquiries Report 2017/18

The Committee considered the report of the Deputy Chief Executive which presented the complaints and enquiries dashboard for the Council's annual performance for 2017/18 relating to corporate and social care complaints, Councillor and MP enquiries. The report also provided information of how the complaints and enquiries received has been used to influence service related improvements. The Head of Performance, Research and Intelligence introduced the report.

The Chair invited questions from the Committee.

A member asked how reports relating to complaints on councillors was listed.

It was noted that the Standards Committee considers an annual report on councillor complaints.

Decision

To note the report submitted.

AC/18/50 Work Programme and Audit Committee Recommendations Monitor

The report of the Governance and Scrutiny Support Unit which contained responses to previous recommendations was submitted for comment. Members were also invited to agree the Committee's future work programme.

Decision

To note that the Work Programme will be updated for the next meeting of the Audit Committee.

Health and Wellbeing Board

Minutes of the meeting held on 29 August 2018

Present

Councillor Richard Leese, Leader of the Council (MCC) (Chair)
Councillor Bev Craig, Executive Member for Adult Health and Wellbeing (MCC)
Councillor Garry Bridges, Executive Member for Children's Services (MCC)
Councillor Sue Murphy, Executive Member for Public Service Reform
Jim Potter, Chair, Pennine Acute Hospital Trust
Vicky Szulist, Chair, Healthwatch
Kathy Cowell, Chair, Manchester University Hospitals Foundation Trust (MFT)
Dr Manisha Kumar Clinical Director, Manchester Health and Care Commissioning
Mike Wild, Voluntary and Community Sector representative
David Regan, Director of Public Health

Also present

Dr Murugesan Raja, GP Board Member Manchester Health and Care Commissioning

Apologies

Paul Marshall, Strategic Director of Children's Services
Rupert Nichols, Chair, Greater Manchester Mental Health NHS Foundation Trust
Dr Tracey Vell, Primary Care representative – Local Medical Committee

HWB/18/21 Minutes

Decision

To agree the minutes of the meeting of the Health and Wellbeing Board held on 4 July 2018.

HWB/18/22 Manchester Family Poverty Strategy 2017-2022 Implementation Update

The Board received a report from the Head of Work and Skills, Strategic Development Directorate and the Strategic Lead – Policy and Strategy, People, Policy and Reform. The report provided an update on the progress that has been made towards the implementing the Manchester Family Poverty Strategy 2017-2022. The report summarised the rationale for the development of the Strategy and outlined the governance structure established to support the implementation of the strategy.

The Executive Member for Public Service Reform introduced the report and made reference to the purpose of the Strategy in addressing the negative impact of government welfare reforms on families, high levels of financial exclusion and rising levels of debt. Members were reminded of the importance of organisations working together to help the people affected to move into sustainable work as a route out of

poverty. The Board was also informed of the establishment of a Poverty Trust Commission which will consist of thirty representatives. Fifteen representatives will be people with lived experience and fifteen will be representatives from anchor institutions in the public and private sector. Board members were asked to seek support and involvement in the Commission from their organisations to promote this work.

The Chair invited members of the Board to ask questions.

A member referred to homelessness and the impact of fuel poverty on families and asked what work was being done with housing providers in the public and private sectors to help families build resilience and address the issue.

It was reported that fuel and food poverty would be included in the work programme of the Working Group 2 to focus on raising and protecting family incomes to help mitigate the impact on families living in poverty. Discussions had taken place with the National Energy Authority with the outcome that a Horizon 2020 bid for EU non-structural funds could be made.

The Chair referred to the accuracy of data used to indicate levels of poverty, in particular the figure that stated 28% of children (29,600) in Manchester were living in a low income family. The point was made that the figure may be higher due to the age of the data and changes in the population of the city and it was important to have a more accurate figure on the number of families living in poverty.

It was reported that the figures used were about three years old and the figures would probably be higher in view of changes in population and reductions to benefit payments to families. The Core Group had discussed the issue of measuring levels of family poverty and work was ongoing to determine a reasonable level of income.

Decisions

1. To note the report and the comments raised.
2. To endorse the comments of the Executive Member for Public Service Reform regarding the importance of anchor organisations working together to help the people affected to move into sustainable work as a route out of poverty.
3. To note the request made to Board members to seek support and involvement in the work of the Poverty Trust Commission from their organisations.

HWB/18/23 Health and Wellbeing Board Review

The Board received a report from the Director of Population Health and Wellbeing presenting the outcome of a review of the role of the Health and Wellbeing Board to reflect the changes in health and social care since 2016.

The review consisted of a number of interviews with all Board members and officers from related external organisations to seek views on how the Health and Wellbeing Board was functioning based on four themes. In addition to this a review session was held on 4 July 2018 where the feedback from the interviews to help inform the following themes:

- Theme 1: Purpose of the Health and Wellbeing Board
- Theme 2: Priorities, expectations and measuring success
- Theme 3: Composition of the Health and Wellbeing Board
- Theme 4: Governance, meetings and supporting structure
- Theme 5: Board reporting, associated papers and presentations

In response to the response to the review the following outcomes were attached to the report for consideration:

- A revised Work Programme and Forward Plan;
- A report from the Transformation Accountability Board on Locality plan Governance Arrangements used to inform the Review Session held on 4 July 2018;
- A refresh of the roles and responsibilities incorporating the requirement to inform and receive reports relating to Care Quality Commission inspections;
- Proposals to review the membership of the Health and Wellbeing Board.

Members commented on the review with reference to the importance of considering work and skills and social value within procurement processes to increase sustainable employment within groups, in particular the long term unemployed. Councillor Craig offered to bring forward to an earlier meeting of the Board, the consideration of the thematic focus on the wider determinants (Work and Skills) topic.

The Chair invited members to contact Councillor Craig or David Regan if there were any areas of interest they wanted to have included within the Work Programme for the Board.

Decisions

1. To note the report submitted and thank Board members for their contributions to the review process.
2. To receive the proposed Work Programme and Forward Plan 2018/2019 for the Health and Wellbeing Board.
3. To agree the proposed changes to the membership of the Health and Wellbeing Board as detailed in paragraph 3.4, of the report submitted and to forward this to the Constitution and Nomination Committee for consideration.
4. To thank those members of the Health and Wellbeing Board who will be standing down as members as a result of the review of membership and to gratefully acknowledge the valuable contributions they have provided to the work of the Board.

HWB/18/24 Locality Plan Communications and Engagement

The Board received a report from the Director of Corporate Affairs, Manchester Health and Care Commissioning which provided a summary of the communication and engagement activity planned to raise the awareness and implementation of the Locality Plan. The Board also watched a video relating to the work of the NHS and the Our Healthier Manchester in supporting and promoting the health and wellbeing of the city's population.

The Board received a copy of the Our Healthier Manchester "How we can all create a healthier city" booklet and it was reported that 700 copies had been circulated throughout the city. It was reported that thirty three events had taken place across the city to help start conversations and provided feedback from residents, in particular how services and support were notified and accessed.

The "Our Healthier Manchester" sets out the overall plans for health and social care across the city for the next five years and provides details of service integration for better outcomes and approaches to help people lead healthier lives.

The Executive Member for Adult Health and Wellbeing referred to the ongoing and future work from the Locality Plan and invited Board members and their organisations to sign up to use the Our Manchester format and branding in their own approaches. It was reported that an Our Healthier Manchester communications and engagement toolkit is available to provide partners with materials to help promote and stimulate discussion about the vision and changes needed to promote a healthier future.

In commenting on the report the point was made that with regard to the 6 month period of communication and engagement there needed to be a long-term mechanism to include the input of interested user groups and individuals in the co-design of services. The accessibility and availability of the locality plan for hard to reach groups was also raised with emphasis on the need to consider the quality of the systems used by organisations that may not be open to other organisations. It was also noted that the passing of information through non-system means such as word of mouth should also be recognised. The comment was made that the targeting of particular age groups for screening and campaigns could be reconsidered to ensure that all age groups are targeted and made aware of the importance of healthy lifestyles, health checks and health screening. The point was also made that the engagement of targeted groups could be increased where individuals receive an invitation to attend a screening rather than being notified.

Decisions

1. To welcome and endorse the approach as outlined in the report submitted.
2. To welcome the use of the new communications materials within Board Member's organisations.
3. To agree to proactively support the engagement work proposed.

4. To agree to promote the outputs of the engagement work within Board Member's organisations so that services continue to develop to reflect the needs of local people.

HWB/18/25 Manchester Health Profile

The Board received a report from the Director of Population Health and Wellbeing which provided a summary of the headline messages from the Manchester Health Profile 2018 published by Public Health England on 3 July 2018. The report also provided detailed analysis of how Manchester is performing relative to other parts of England, as well as trends based on data received. The Profile report has confirmed that the health of the people of Manchester remains generally lower than the England average. The indicators used in the Health Profile are grouped into 7 domains, these are:

- Life expectancy and causes of death
- Injuries and ill health
- Behavioural risk factors
- Child Health
- Inequalities
- Wider determinants of health
- Health protection

The Chair noted the report and commented that there was some good progress made on the indicator relating to GCSE attainment within Manchester which has improved significantly and is now close to the national average.

Decision

To note the report submitted.

HWB/18/26 Smoke Free Manchester: Our Plan for Tobacco Control (2018-2021)

The Board received a report from the Director of Population Health and Wellbeing which provided an outline of how the new Tobacco Control Plan for Manchester which will help reduce smoking prevalence and in doing so reduce the huge burden of disease and health inequality caused through tobacco addiction and tobacco related harm. The Plan has been produced with the Manchester Tobacco Alliance which is a partnership of clinicians, cancer charities, voluntary and community sector organisations and City Council and NHS teams.

The report stated that there are estimated to be 91,500 smokers in Manchester with an adult prevalence rate of 21.7% with a target to reduce this to 15% by 2021. Manchester also has the highest premature mortality rate in England for the three major smoking related diseases (lung cancer heart disease and stroke).

The Smoke Free Manchester Plan is aligned with the Greater Manchester “Making Smoking History” programme under the GMPOWER acronym for the approach partners are taking across Greater Manchester and will be adopted for Manchester.

The Chair invited questions from the members of the Board.

In welcoming the report and the Plan, a member referred to the delivery plan and suggested that more detail was required, in particular a more proactive approach to the use of e-cigarettes as an alternative to smoking cigarettes and where other nicotine replacement approaches had not worked.

A member commented on the support to help smokers stop when they are a patient in hospital and the need to provide additional capacity and resources in the community to continue the support after discharge. The point was made that a change of culture was required to include smoking cessation as part of a consultation with a clinician rather than considering the support as a specialist service. The member also stated that the use of e-cigarettes should be considered as an alternative to smoking after other approaches to nicotine replacement had been tried.

The Chair referred to the implementation of the CURE pilot and asked if the shortfall in capacity and resources related to smoking cessation or in other services.

The Board were informed that as part of the CURE Pilot starting on 1 October 2018, all new patients admitted to Wythenshawe Hospital will be asked if they smoke and offered smoking cessation help accordingly as an inpatient and after discharge. The Pilot would include a zero smoking policy in and around the hospital. The implementation of community based pathway for outpatient support was ongoing and would use contact with local GPs as part of phase 1 of the pilot. Funding for the Greater Manchester “Making Smoking History” programme had been secured and this would enable the rollout of the plan across the rest of Manchester.

The Chair referred to zero smoking at all health premises and asked for an update on the proposal.

It was reported that no legislation currently existed for smoke free open spaces and implementation would require culture change for voluntary smoke free areas to be created. The Greater Manchester Tobacco Programme is initiating a piece of work to introduce local legislation for smoke free public spaces, however it is anticipated that the process will be difficult and will take time to complete.

The Board had a lengthy discussion on the issues surrounding the use of e-cigarettes, in particular, as a means of helping with smoking cessation as well as other issues such as an alternative for people who were likely to start smoking or as an alternative for smokers that did not want to stop smoking. Consideration was given to the health impact of e-cigarettes on users and through inhalation by non-smokers.

It was reported that the current guidance provided by Public Health England indicated that e-cigarettes are 95% safer than smoking cigarettes and provided an aid to help stop smoking. Issues arising from their use included the risk from use indoors

to non-smokers and the targeting of vaping products at those underage and the health implications of vaping on pregnant women.

Decisions

1. To approve the Smoke Free Manchester: Our Plan for Tobacco Control (2018-2021).
2. To request that further information is submitted to the Board to provide insight on the current evidence available on the safety of e-cigarettes and vaping
3. To request that further information is submitted to the Board on the effectiveness of vaping as an aid to smoking cessation.
4. To request that further information is submitted to the Board regarding the impact on the health of non-smokers from the passive inhalation of e-cigarette vapor.

HWB/18/27 Joint Strategic Needs Assessment Work Programme – 29 August 2018

The Board received a report from the Director of Public Health for Manchester which described the process of developing the Joint Strategic Needs Assessment (JSNA) Work Programme for the second half of 2018/19. The report provided an outline of proposed future topics and the new governance arrangements being introduced and the arrangements for evaluating the JSNA process and its impact on commissioning and decision making.

Decisions

1. To note the proposed list of topics for delivery by the end of December 2018 and the revised arrangements through the Health and Social Care Commissioning Group.
2. To agree to continue the use and promote the value of the Joint Strategic Needs Assessment and support the collection of evidence to demonstrate the use of the JSNA in commissioning decisions.
3. To agree to a formal evaluation of the JSNA to help maximise the opportunities provided by the integration of health and social care partners in order to optimise the JSNA process.

Licensing Committee

Minutes of the meeting held on 16 July 2018

Present

Councillor Ludford (in the Chair)

Barrett, Chohan, Grimshaw, Hassan, Hughes, Jeavons, Madeleine Monaghan, Reid and Stone.

Apologies

Councillors Evans, T. Judge, Lynch and McHale.

LC/18/6 Minutes

The minutes of the meeting on 26 March 2018 were submitted for consideration.

Decision

To approve as a correct record the minutes of the meeting held on 26 March 2018.

LC/18/7 Review of Gambling Policy 2019-2021

A report of the Head of Planning, Building Control and Licensing was presented to the Committee, which presented the Committee with a draft statement of the revised Gambling Act Policy and informed them of the method of consultation that is proposed will be implemented.

Members were aware that under the Gambling Act the Council, as Licensing Authority, is required to produce a policy every three years setting out how it intends to implement the Act. The current policy is in effect until January 2019 and so the next version is required to be in place from then.

The proposed revised policy aims to support the successful delivery of the Our Manchester – The Manchester Strategy through a number of measures relevant to the promotion of the licensing objectives, including:

- Requiring operators to take a variety of relevant risk factors such as levels of deprivation or crime and antisocial behaviour in local risk assessments to support communities and improve the areas in which they live.
- Recognising the ethnic diversity of areas and ensuring appropriate responsible gambling information is provided in relevant languages.
- Supporting the licensing objective preventing children and vulnerable persons from being harmed by gambling to achieve our aim for a progressive and equitable city which is for everyone in the city to have the same opportunities, life chances and potential to lead safe, healthy, happy and fulfilled lives, no matter where they are born or live. This means reducing the disparities between different areas of the city. The most successful societies in the long term are those that are the least polarised.

The main changes proposed are:

- Change in layout so it is easier to read
- Expectations of operators in relation to content of local area risk assessments
- Removing duplicated information
- Replacing reference of Data Protection Act with new GDPR
- Alignment with Our Manchester strategy

The main changes to the policy are summarised as follows:

- Clarification of maximum machine entitlement for Bingo and Adult Gaming Centre premises
- Update of Responsible Authority contact details

The draft policy attached to the report had been prepared for public consultation, which will take place over a 10 week period. The Committee were satisfied that the draft policy was ready for public consultation and agreed that this should take place as soon as practical.

Decision

1. To note the report and draft policy
2. To agree that the policy be sent for public consultation for a period of 10 weeks, in addition to consulting the following parties.
 - The Responsible Authorities who are consulted on Gambling applications in Manchester (GMP, Planning, Environmental Health, Child Safeguarding Board, Greater Manchester Fire and Rescue Service, HM Revenue and Customs, Gambling Commission)
 - All Ward Councillors of Manchester City Council and all Manchester MPs
 - All Neighbourhood Strategic Leads
 - Gamcare and Beacon Counselling Trust
 - All gambling premises in Manchester
 - Gambling Trade Associations
 - Licensing solicitors involved in gambling licences in Manchester
 - Cityco

Licensing and Appeals Committee

Minutes of the meeting held on 16 July 2018

Present

Councillor Ludford (in the Chair)

Barrett, Chohan, Grimshaw, Hassan, Hughes, Jeavons, Madeleine Monaghan, Reid and Stone.

Apologies

Councillors Evans, T. Judge, Lynch and McHale.

LAP/18/19 Minutes

The minutes of the meeting on 4 June 2018 were submitted for consideration as a correct record.

Decision

To approve as a correct record the minutes of the meeting held on 4 June 2018.

LAP/18/20 Street Collection Permits Annual Report

The Committee were presented with the report of the Head of Planning, Building Control and Licensing. The report provided information on the street collection permits allocated for 2016 and the returns from those collections. The report also provides information on permits requests received before the priority allocation deadline for 2017 and the decisions made in respect of them.

The allocation of street collection permits is made in accordance with the Street Collection Permits Allocation and Monitoring Policy approved by this Committee on 29 October 2012.

Decision

To note the report.

Licensing and Appeals Committee

Minutes of the meeting held on 10 September 2018

Present

Councillor Ludford (in the Chair)

Barrett, Chohan, Evans, Grimshaw, Hassan, Hughes, Jeavons, T. Judge, Lynch, McHale, Madeleine Monaghan and Reid.

Apologies

Councillor Stone.

LAP/18/21 Minutes

The minutes of the meeting on 16 July 2018 were submitted for consideration as a correct record.

Decision

To approve as a correct record the minutes of the meeting held on 16 July 2018 2018.

LAP/18/22 Taxi Licensing Service Update Report

The Committee were presented with the report of the Head of Planning, Building Control and Licensing. The report provided information to update the Committee on key issues affecting service delivery, and how the Unit is responding to challenges and demand.

The Committee welcomed the progress that had been made in regard to the improvements in service delivery, and commended officers for the hard work and determination that had resulted in the improvements to service delivery.

The Committee asked whether there could be a cap put on the number of Private Hire Drivers from out of the borough, who have been licensed as Hackney Carriage Drivers by local authorities who do not have the same standards as Manchester, but were told by officers that there is no power in the legislation to allow for this. Officers also confirmed that there is a wider piece of work taking place at a Greater Manchester level, and that this issue would be raised accordingly. Officers also confirmed that there are no set National Standards for the process of obtaining a licence or who would qualify for a licence, as each Local Authority has the power to determine their own policies and standards.

Decision

1. To instruct officers to prepare further reports on:
 - Private Hire Operator Conditions
 - Private Hire Operator Accreditation Scheme
 - Driver Test review

2. To instruct officers to conduct additional consultation on the HCV Policy and report back to the Committee in December 2018.

LAP/18/23 Tax and Private Hire Compliance Quarterly Report – Quarter 4 2017/18

The Committee were presented with the report of the Head of Planning, Building Control and Licensing. The report informed the Committee of the compliance work undertaken by the Licensing Unit for the following reporting period:

- Quarter 4 17/18: January – March 2018

The information provided the Committee with an update and overview of the types of complaints received, proactive investigations, activity and legal applications to uphold high driver and proprietor standards in Manchester. It also demonstrated the type of work being carried out in regard to the large number of drivers and vehicles that are working in the city that are licenced by other Licensing Authorities.

Decision

To note the report.

LAP/18/24 Exclusion of the Public

Officers considered that the following items contain confidential information as provided for in the Local Government Access to Information Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The Licensing and Appeals Committee Hearing Panel is recommended to agree the necessary resolutions excluding the public from the meeting during consideration of these items.

Decision

To exclude the public from the remainder of the meeting.

LAP/18/25 Appeal against a decision to refuse to grant a street trading consent for a mobile catering unit on Oxford Road at All Saints

The Committee considered the representations both oral and written from all parties. The Applicant told the Committee he had amended the application following the decision of the Sub Committee and in particular he had made the menu healthier. He also told the Committee his food offering was unique as it was a fusion between African and British food which was not available elsewhere in the area. The objectors addressed the Committee and reiterated their objections. The representative for Manchester Metropolitan University stated it was incompatible with the University's aim to create a world class campus with high quality public realm, it was incompatible with the Oxford Road corridor, it would create a public nuisance and there was no requirement for any further food outlets. The Oxford Road partners also expressed

concern about public safety with a vehicle mounting the pavement. An existing trader expressed concern on the impact on existing traders.

After consideration of all the evidence the Committee considered that this was not an appropriate location for this business due to safety concerns for the public and also due to the large availability of hot food provision in the area. The Committee also took into the account the large amount of investment in the area and agreed with the views of objectors that the presence of this unit would detract from the objectives of the public realm project being developed in the area. Therefore although the Committee was supportive of the Applicants business the Committee did not consider that this location was appropriate and therefore did not consider it fit to grant the application.

Decision

To refuse to grant the application.

LAP/18/26 Review of a hackney carriage vehicle proprietor licence HV1016 and an Application for exemption from conditions of fitness

The Committee considered the content of the Report and the representations of the proprietor, his legal representative and representative from Mercedes. The Committee accepted that there had been some confusion on both sides as to the exact dimensions of the vehicle. This had led to a financial decision having been made by the proprietor to purchase the vehicle in question. The Committee had inspected the vehicle and noted it was a new vehicle which otherwise met the criteria other than having a swivel seat and being some 5 and a half inches longer than permitted.

The Committee otherwise found the vehicle to have good accessibility and to be a safe and comfortable design. The Committee did have some concerns that about the excess length of the vehicle as it would have a detrimental impact on the ranks. However considering the size of the hackney carriage fleet the Committee considered that overall one vehicle which was 5 and a half inches over the permitted length would have a minimal overall impact on the current ranks in the city.

Therefore in order not to prejudice the proprietor's financial position the Committee decided it was appropriate in this case to grant an exemption from the policy given that the negative impact of just one vehicle of this length should be minimal.

Therefore the Committee considered it was not appropriate to take any further action in respect of the licence.

Decision

1. To take no further action against the licence.
2. To allow an exemption from the conditions of fitness for the vehicle MX18 KUO.

Planning and Highways Committee

Minutes of the meeting held on 26 July 2018

Present: Councillor Ellison (Chair).

Councillors: Shaukat Ali, Clay, Curley, Y. Dar (who left the meeting at the end of item 7), Kamal, Lovecy, Watson, White and Wilson.

Apologies: Councillors Nasrin Ali, Kirkpatrick, Lyons, Madeleine Monaghan and Strong.

Also present: Councillor Wheeler

PH/18/63 Minutes

Decision

To approve the minutes of the meeting held on 28 June 2018 as a correct record.

PH/18/64 115387/JO/2017 - Lidl 2 Stanley Grove Longsight Manchester M12 4AA

The planning application site is located in Longsight District Centre and at the south-east junction of Stockport Road and Stanley Grove, which forms a traffic light controlled junction. The application relates to an established retail food store with frontages to both sections of highway. Longsight District Centre car park is situated to the east of the application building and is accessed from Stanley Grove. A main railway line with an elevated embankment runs to the east of the site leading to a railway bridge that crosses Stanley Grove and restricts access to high sided vehicles approaching it in both directions. There is no immediately adjacent housing with the surrounding area, which comprises of retail and commercial uses with incidences of upper floor residential accommodation.

The existing retail food store was authorised through planning permission 066114/FO/NORTH2/02 granted on 17 April 2003. The current opening and servicing hours relating to the existing retail use are controlled through the following conditions of planning permission 109890/JO/2015/N2:

- i. Condition 3 (opening hours) - The premises shall not trade or otherwise be open to the public outside the following hours:
 - a. Mondays to Saturdays 08:00 to 22:00
 - b. Sundays (including Bank Holidays) 10:00 to 17:00
- ii. Condition 4 (servicing and deliveries) - No loading or unloading including deliveries and waste collection to the unit shall be carried out between the hours of 20:00 to 06.30. On Sundays loading and unloading shall be restricted to the period between 08:00 and 16:00.

This application seeks to remove condition 4 allowing unrestricted servicing to be undertaken at the store. However, the existing opening times would be retained.

The Committee carefully considered all of the representations that were summarised in the report, and concluded that unrestricted servicing hours would pose a real risk of impacting the amenity of local residents. The Committee also concluded that further negotiation should take place with a view to aligning the servicing hours more closely with the opening hours of the store. Officers confirmed that such a material change to the application would need to be determined again by the Committee, after discussions with the applicant, and the Committee agreed to defer the matter to allow this process to take place.

Decision

To defer the matter for further negotiation with a view to aligning the servicing hours more closely with the opening hours.

PH/18/65 119986/FO/2018 - 22 Honor Street Manchester M13 0WY

The application site is located at the corner of Honor Street and Whiley Street.

The site relates to a roughly rectangular shaped, vacant corner plot, following the recent demolition of a terraced house due to health and safety issues arising from works undertaken to the dwelling house (demolition undertaken 28th November 2017). The three boundaries of the site currently comprise temporary herras fencing to prevent unauthorised access to the plot.

The application site is situated within a predominantly residential area largely comprising two storey, terraced dwelling houses. A short distance to the south is a terrace of three storey properties on Dickenson Road, a number of which are in commercial use at ground floor level.

Planning permission is sought for the erection of a two storey dwelling house with accommodation in the basement and loft space.

The Committee were satisfied that the proposals would renovate a currently derelict site, and noted that there was a strong condition attached to the recommendation to prevent the use of the building as an HMO. The Committee were satisfied that the proposals were proportionate and appropriate for the site.

Decision

To grant the application subject to the conditions and reasons in the report and the late representations, with an additional condition regarding ground conditions at the site.

PH/18/66 119890/VO/2018 & 119892/JO/2018 - Starlight Theatre Water Street & Colonnaded Viaduct Manchester

This is an application to amend Planning Permission and Listed Building Consent (ref no's 114294/VO/2016 and 114370/LO/2016) which were approved in January 2017 for the demolition of the Starlight Theatre, a workshop, other structures and the perimeter wall and the erection of a flexible arts and events space.

Since then the design has been developed in consultation with a specialist consultancy team, contractors and Manchester International Festival (MIF). This has resulted in a number of changes and these applications reflect these amendments. The amendments require a new planning application, but the changes to the Listed Building Consent can be dealt with via a Variation of Conditions under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The proposed amendments comprise a reduction in scale and shape of the theatre with its outer skin becoming more faceted and its capacity reduced from 1600 to 1520. The orchestra pit would be redesigned and the ocular window would be removed from the elevations to address operational and acoustic requirements. The truck lifts would become external to the Theatre and the layout of the foyer space would change. The number of penetrations to the arches in Grade II Listed Colonnaded Viaduct would be reduced with columns re-located.

Officers clarified that the wording on page 11 of the report could give the mistaken impression that Councillor Richard Leese had made a representation, but that he had not in fact done so. In addition, officers clarified that the provision of Blue Badge parking would be monitored through the Travel Plan process, and that this process would be comprehensively managed in conjunction with Conditions 8 and 10 as detailed in the report.

An objector stated that the revised plans were a downgrade on what should be a world class venue. He told the Committee that it was too common that developers submitted ambitious designs that they then reduced in scale and quality.

The applicant's agent spoke to the Committee and said that the proposals were as a result of the design developing in consultation with a specialist consultancy team, contractors and Manchester International Festival (MIF). This has resulted in a number of changes and these applications reflect these amendments.

The revised design would also better meet the structural, acoustic, visual and functional requirements of the Factory.

The Committee welcomed the commitment to providing skills, training and better employment for local people, as well as the creation of new public realm that would allow residents and community groups access to spaces for performances and activities. Officers confirmed that the applicant considered community involvement to be a vital part of their proposals. Officers also considered that the events strategy clause contained in Condition 11 could be strengthened as part of the process.

The Committee also asked officers to ensure that the needs of older members of the community were fully considered both with regard to the internal spaces and the public realm. Officers confirmed that they would ensure that the applicant was fully

informed of the importance that the Committee placed on Age-friendly activities and events.

The Committee also welcomed the diverse range of uses and spaces throughout the project as a whole, and commented that the proposed linkage with MOSI would be a key part of the success of the scheme overall.

The Committee asked officers what work had been done with regard to the Transport Strategy, and how this would integrate with the transport hubs at Deansgate/Castlefield and the wider city centre. Officers confirmed that a wide range of measures would seek to reduce travel by car, traffic speeds and enhance road safety. These form part of a Sustainable Travel Plan Strategy, which include City Car Club vehicles, extensive cycle facilities, located within a new walkable district with quality wayfinding and materials. Officers also confirmed that as part of the event strategy, visitors would be provided with information about the best means of travelling to and from the venue.

Decision

To approve both the applications subject to the conditions and reasons in the report and late representation, and an amendment to Condition 4 regarding accessibility for older people in addition to condition 11 to include community use strategy.

PH/18/67 119801/FU/2018 - 40 Laystall Street Manchester M1 2JP

40 Laystall Street is bounded by Laystall Street, Brock Street, Lomax Street and Great Ancoats Street. The site was previously occupied by a Grade II Listed building that was destroyed by fire in 2000. It is not within a Conservation Area, but is within the setting of the Grade II Listed 32-34 Laystall Street. Other uses in the immediate area include industrial uses, shops, residential properties, hotels, bars, car parking, a church a gym and offices.

The building has been operated as an 84 room apart hotel since 1 June 2010 and it is understood was never used as apartments. Planning permission is sought to regularise and retain the existing use as an aparthotel (C1) with the existing six commercial units (A1, A2 or B1). It contains 84 hotel apartment suites and is part 13 storeys high (including ground floor) and has two basement levels.

The applicant's agent spoke to the Committee and said that the building has been operating as an apart-hotel for 8 years with no issues or complaints. The building requires investment as it is in a poor state of repair, and in order to attract operators to the retail units, which are currently vacant, the applicant is prepared to significantly invest in the building. He explained that although the original use was for residential units, the original developer went into receivership, and the subsequent owner decided the only viable option was to use the suites as aparthotel rooms. He pointed out that the building has never been in residential use, so the formalisation of the use of the building would not result in any loss of residential accommodation in the City. The applicant's agent added that it would not be lawful or acceptable for any S106 payment to be made, given that there had already been a significant contribution by the applicant towards improved highway infrastructure.

Councillor Wheeler representing Piccadilly Ward spoke in objection to the proposals and said that it was unacceptable to change the use of the building from residential to commercial use, given the need for affordable homes in the City Centre. He also questioned why the applicant had been allowed to operate as an aparthotel for so long without any enforcement action by officers. Councillor Wheeler requested that the matter be deferred to allow for more information to be provided regarding these issues. He also asked for clarification as to whether an aparthotel could be classified as a “home” or as a “hotel” and whether in either case a S106 contribution should be sought.

Officers explained that there is often a fine line in planning terms between the use of a building as residential (C1) and as an aparthotel (C3) and it is often a matter of fact and degree. Officers explained that they had been advised of the nature of the operation in 2010 and came to the conclusion that an application for a change of use was not required. The very low level of service that was provided at this building, with no facilities for breakfast for example, and just a reception area similar to a concierge service meant the officers were satisfied that this aparthotel fell within parameters for residential use. Officers added that legal advice from leading counsel had informed them at the time that any enforcement action would not be likely to succeed. Officers also said that any future consideration or change of use was not relevant for the purpose of this application.

Officers also confirmed that there is no policy in the Core Strategy that would prevent residential buildings from being used for other purposes. He told the Committee that the use of this building as an aparthotel was consistent with approved planning policy. The use provides accommodation for people with flexible working i.e. that work in Manchester on temporary contracts or in multi-centre jobs, as it has long term options.

The Committee commented that when the building was originally used as an aparthotel, the prevalence of such use within the City Centre was much lower than now, and that there may be a need for the policies surrounding such use to be strengthened. However, the Committee also noted that this building was very close to Piccadilly Station, and that the Piccadilly SRF is a high-level document that demonstrates the potential scale of development that could be achieved. It sets the framework within which redevelopment proposals can come forward.

New development within this area will mainly focus on infilling existing sites and should reinforce the historic grain, acknowledging the scale of neighbouring city blocks and reinvigorating connections that existed in the past. The mix in this area should be governed by demand with suitability accessed on a plot by plot basis.

Decision

To approve the application subject to the conditions and reasons in the report and the late representation.

Planning and Highways Committee

Minutes of the meeting held on 23 August 2018

Present: Councillor Ellison (Chair).

Councillors: Nasrin Ali, Shaukat Ali, Clay, Curley, Y. Dar, Kamal, Kirkpatrick, Lovecy, Lyons, Madeleine Monaghan, Strong, Watson, White and Wilson

Apologies: Councillors: Monaghan, Kamal, and Lovecy.

PH/18/68 Minutes

To approve the minutes of the meeting held on 26 July 2018 as a correct record.

PH/18/69 119450/FO/2018 - The Old House at Home 73 Burton Road, Manchester M20 1HB

Planning application 119450/FO/2018 was received for the erection of 12 no. four-bed, three-storey dwelling houses (Class C3) with associated parking, landscaping and boundary treatment following demolition of existing, vacant, public house.

The application site relates to a rectangular parcel of land approximately 0.15 hectares in size fronting Burton Road, with Darlington Road to the south; the rear of the terraced properties of 1-10 Newton Avenue to the south-east; and, a terrace of three properties to the north-east. The site is not located within a conservation area, and the building on site is not listed.

The land comprises the former Old House at Home public house located within the northern part of the site, associated car parking and external amenity areas associated with the previous use of the site lie to the south of the public house building. The main vehicular access into the site is currently taken opposite the junction of Malvern Grove and Burton Road a secondary servicing access point is located to the north of the building on site. An alleyway exists between the site and the rear boundary of numbers 1-10 Newton Avenue. Double yellow lines are present on Burton Road that the application site faces onto, these restrictions are not present on the opposite side of the carriageway or on Darlington Road to the south. According to the application information the public house on the site ceased trading in 2017.

This section of Burton Road and surrounding areas are residential in character with the application site being the only non-residential property in the immediate vicinity.

The report of the Head of Planning set out the planning issues for the Committee to consider. At the meeting further representations were made by the Head of Planning. The applicant attended the meeting and addressed the Committee. Councillor White addressed the Committee in his capacity as Ward Councillor and objected to this Planning Application. The Committee raised several concerns with this Planning

Application which included overdevelopment, loss of privacy to the occupiers of houses to the rear which included the view that the proposed planters would not overcome this concern as well as impacts on residential amenity.

Decision

To be **minded to refuse** the application and request officers bring a report back which addresses the concerns raised by the Committee and to provide potential reasons for refusal for further consideration.

(Councillor White declared a prejudicial interest in this item. He spoke in objection regarding this application and withdrew from the meeting).

PH/18/70 119823/FO/2018 - Burnage Cricket and Social Club 247A Kingsway, Manchester M19 1AL

Planning application 119823/FO/2018 was received for the erection of a three storey building to form ancillary club accommodation (indoors games room, store rooms and bar) and beauty salon (sui generis) on the ground floor with managers flat on the first and second floors and creation of new vehicular access off Kingsway.

The Burnage Social Club is located to the east of the Kingsway and Mauldeth Road junction and occupies a site of approximately 1.1 hectares. The site, which formerly operated as a cricket club, consists of a single-storey social club building; a newly-constructed three-storey building, comprising a manager's flat on the upper floors with additional social club facilities and a beauty salon on the ground floor. The remainder of the site consists of the large grassed area of the former cricket pitch with a parking area to its northern boundary. Vehicular and pedestrian access to the site is via Mauldeth Road. To the north and east of the site there are dwellinghouses (Burnside Drive and Brookthorpe Avenue) while to the south, on the opposite side of Mauldeth Road, there is a commercial parade and further dwellinghouses. Adjoining the site to the west there are a number of commercial properties which front Kingsway.

Planning permission was granted on 8th December 2015 under reference 110171/FO/2015/S2 for the erection of a two-storey building to provide changing rooms and a bar at ground floor with manager's accommodation above.

During construction it became apparent that the development was not being built in accordance with the approved drawings. As a result, the applicant was requested to submit a variation of condition application to regularise the matter. However, as that application (112391/JO/2016/S2) also proposed using part of the ground floor as a beauty salon it was determined that a full planning application was required. This resulted in application 112391/JO/2016/S2 being withdrawn and replaced with the application now before committee.

The accommodation originally approved under application 110171/FO/2015/S2 consisted of the following:

- Ground Floor – changing rooms, bar, wc's and showers
- First and Second Floor – manager's flat (5 bed)

The application now being considered proposes the following accommodation:

- Ground Floor – indoor games room, bar with store area, storerooms, beauty salon and entrance hall to the upstairs accommodation
- First and Second Floors – manager's flat (5 bed)

In addition, the applicant is also proposing to introduce cladding to the second floor, a new vehicular access/driveway with car parking area off Kingsway and a new boundary wall with fencing panels and gate along the Kingsway frontage. This boundary wall/fencing has been partially erected.

The report of the Head of Planning set out the planning issues for the Committee to consider. At the meeting further representations were made by the Head of Planning. The applicant attended the meeting and addressed the Committee. It had been agreed that an additional condition be added which requires the hours of the Hair Salon and the games room to be agreed in writing with the Local Planning Authority. A revision to condition 8 was agreed which amends the condition to read as follows – the external bar and associated beer garden should not be used outside the hours of 11am to 10pm. It is also the case that Condition 9 which was included within the Late Representation should also state that the car park shall be demarcated.

Decision

To **approve** the application subject to the conditions and reasons detailed within the report and late representation.

PH/18/71 120020/FH/2018 - 77A Austin Drive Manchester M20 6FA

Planning application 120020/FH/2018 was received for the erection of part single/part 2 storey front and rear extensions, including alterations to roof to increase height to introduce a second storey, associated alterations including rendering and cladding of facades.

The application site is a single storey, 2 bedroom detached bungalow situated within a large and roughly rectangular plot (476m²) at the northern end of Austin Drive. The plot is unusual being considerably wider at 35 metres than those around (between 9 and 16 metres) and narrower (22 metres tapering to 11 metres). The bungalow is at the head of a cul-de-sac with a turning circle outside the front boundary. On the eastern side of the bungalow and extending part way to the rear, is a wide tarmac driveway with a single detached brick garage in the north-eastern corner. West of the dwelling is the 'rear' garden that extends to 13 metres in length x 14 metres in width (at widest point) which is bounded by shrubs and semi-mature trees. The property is of traditional brick and render construction with a hipped red-brown clay tile roof, exposed brick quoins and brick headers to some windows.

It is unknown when the bungalow was built, being absent from Ordnance Survey maps which extend to 1938 at which point the plot formed part of the curtilage of no. 79 Austin Drive to the east.

The style of the bungalow however points to early-C20 development. Within close proximity to the bungalow, the surrounding area is residential in character comprising a varied housing typology of mainly early C20 2-storey, 3-bedroom semi or detached houses within average-sized plots in Austin Drive, and larger Victorian houses on Fog Lane to the north. The exception to this are a pair of 4-bedroomed contemporary 3-storey dwellings sharing part of the northern boundary of the site which were allowed on appeal (Planning ref: 087824/FO/2008/S2). These dwellings were refused by the City Council on grounds of overdevelopment of the site.

The report of the Head of Planning set out the planning issues for the Committee to consider. At the meeting further representations were made by the Head of Planning. The applicant attended the meeting and addressed the Committee.

Decision

To **approve** the application subject to the conditions and reasons detailed within the report.

PH/18/72 119331/FO/2018 - Land At Godley Close and Parkhouse Street, Manchester

Planning application 119331/FO/2018 was received for the proposed erection of 8 three bedroom 2 storey houses with associated gardens, boundary treatments, car parking and vehicular access.

This planning application relates to a cleared area of vacant grassland situated to the south-west of the junction of Parkhouse Street and Godley Close. The northern and eastern site boundaries are enclosed by low posts and railings with a laurel hedge to the western boundary and trees and bushes sited along the southern boundary. Industrial uses are located to the immediately to the west of the application site with frontages to Parkhouse Street. Housing is located immediately to the south of the site and also to the east and north-east. Openshaw Park is located to the north. Notwithstanding its current grassed surface, the application site has been previously developed.

The proposed development comprises:

- The siting of a 4 dwellinghouses with principal elevations fronting Parkhouse Street and arranged in paired semi-detached configuration (plots 1-4) and a terrace of 4 dwellinghouses facing Godley Close (plots 5-8). The proposed houses would be arranged with a formal building line maintaining a distance of 3.1 metres to the Parkhouse Street (northern boundary to the back of pavement). Plot 4 would also have a returning elevation to Godley Close maintaining a distance of 3.4 metres to the eastern boundary;

- 100% off-street parking provision would be provided in the form of the driveways alongside gables or within front garden areas;
- Boundary treatments to the front of the proposed houses would be a combination of low walls and railings (incorporating conservation kerbs and the base). Gates to pedestrian and vehicular access points have not been proposed apart from plot 4 where double 1.8 metre high boundary gates are proposed to match the fencing panels incorporated between brick piers to the eastern boundary. All dwellinghouses would have small front garden areas and larger rear gardens.

The report of the Head of Planning set out the planning issues for the Committee to consider. At the meeting further representations were made by the Head of Planning. The applicant attended the meeting but did not address the committee.

Decision

To be **mindful to approve** (Subject to any new issues being raised) the application subject to the conditions and reasons detailed within the report and late representation.

PH/18/73 115387/JO/2017 – Lidl, 2 Stanley Grove Longsight, Manchester M12 4AA

Planning application 115387/JO/2017 was received for the variation of condition 4 of planning permission 109890/JO/2015/N2 to allow the undertaking of servicing of existing retail food store between the hours of: Monday to Saturday – 6.00 am to 12 midnight; Sunday and Bank Holidays – 8.00 am to 7.00 pm.

The above planning application was reported to the meeting of the Planning and Highways Committee on 26 July 2018. At the meeting, Members of the committee deferred determining the proposal requesting that officers engage in further discussions with the applicant to determine whether servicing and deliveries could be viably undertaken within an extended timeframe of 2 hours before and after the existing opening times of the store, i.e.:

Monday to Saturday – 6.00 am to 12 midnight;
Sundays and Bank Holidays – 8.00 am to 7.00 pm.

It was considered that such an approach should be explored as means of securing closer management of the future undertaking of servicing and deliveries. The applicant has provided written confirmation of the acceptance of these servicing hours.

The planning application site is located in Longsight District Centre and at the south-east junction of Stockport Road and Stanley Grove, which forms a traffic light controlled junction. The application relates to an established retail food store with frontages to both sections of highway. Longsight District Centre car park is situated to the east of the application building and is accessed from Stanley Grove. A main

railway line with an elevated embankment runs to the east of the site leading to a railway bridge that crosses Stanley Grove and restricts access to high sided vehicles approaching it in both directions. There is no immediately adjacent housing with the surrounding area, which comprises of retail and commercial uses with incidences of upper floor residential accommodation.

The report of the Head of Planning set out the planning issues for the Committee to consider. At the meeting further representations were made by the Head of Planning. The applicant did not attend the meeting.

Decision

To **approve** the application subject to the conditions and reasons detailed within the report.

Personnel Committee

Minutes of the meeting held on 25 July 2018

Present

Councillor Ollerhead - In the Chair
 Councillors Akbar, Bridges, Craig, N Murphy, Rahman, Richards, Sheikh and Stogia

Apologies

Councillors Leese and S Murphy

PE/18/19 Minutes

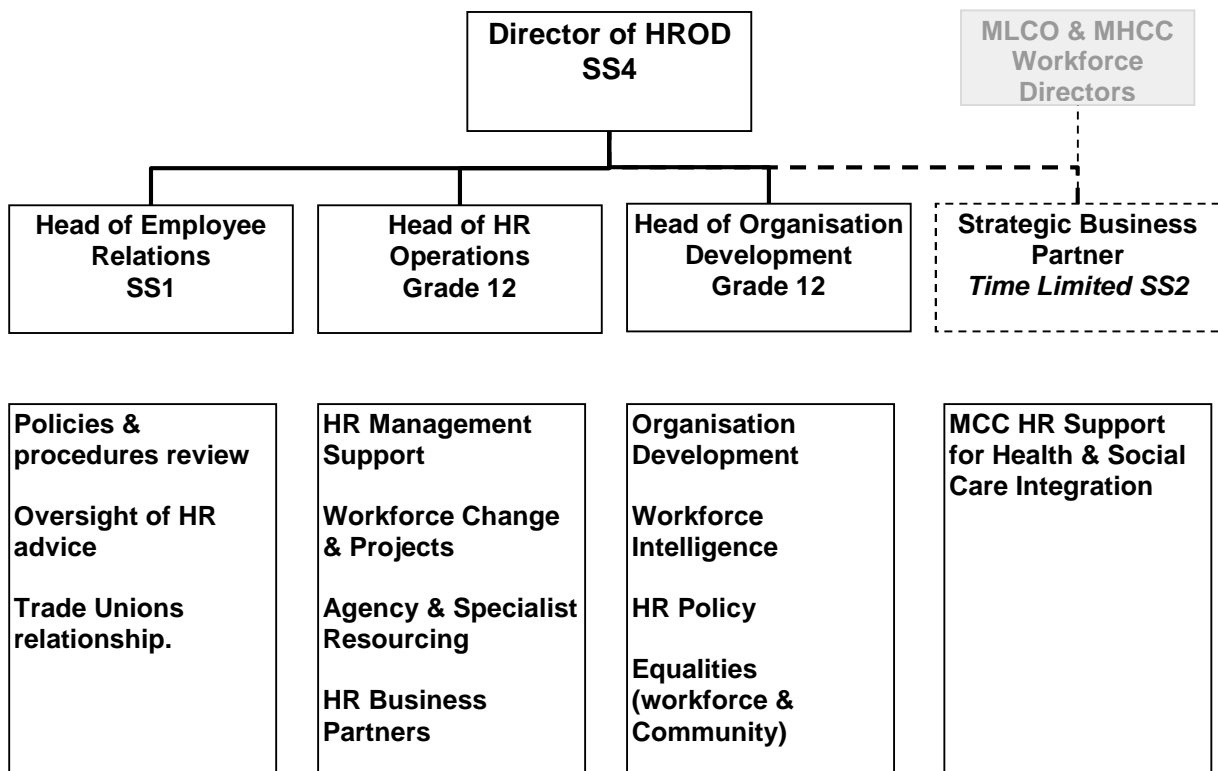
Decision

To approve the minutes of the meeting held on 27 June 2018.

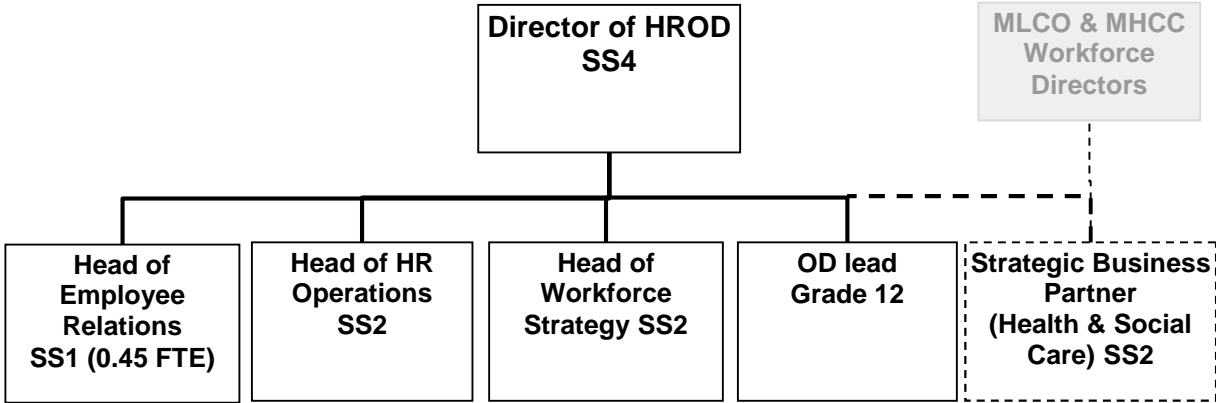
PE/18/20 HROD Senior Structure Review

The committee considered a report submitted by the Deputy Chief Executive that proposed changes to the senior officer structure of the HROD Service in order to continue to strengthen the Council’s core people management activity and processes.

The report explained the changes being proposed to each of the roles in the HROD senior structure. The existing structure was shown as being:



and the proposal were:



<p>Support on complex HR cases</p> <p>Trade Unions relationship</p> <p>Skills transfer</p>	<p>HR Management Support</p> <p>Workforce Change</p> <p>End-to-end resourcing</p> <p>HR Business Partners</p> <p>Our Ways of working (OWOW)</p>	<p>Workforce Intelligence & Planning</p> <p>HR Policy & Strategy</p> <p>Equalities (workforce & Community)</p> <p>People Strategy & HROD programme Management</p> <p>City-wide workforce strategy</p>	<p>Organisation Development (Corporate & Directorate)</p> <p>Oversight of Learning & Development delivery</p>	<p>MCC HR Coordination across MHCC & MLCO</p>
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The committee agreed that these proposals would provide a strengthened senior structure for the HROD service which would provide a solid foundation for delivery of the Council’s “Our People Strategy”.

The report also explained that work was underway to review the detailed operating structure below these posts which would strengthen the capacity for Organisational Development and an enhanced programme management function to ensure oversight of the People Strategy delivery plan.

Decisions

1. To note the progress in delivering Our People Strategy.
2. To agree the regrade of the post of Head of HR Operations from Grade 12 to SS2 (£67,182-£72,721) to take account of the broadened operational remit and increased strategic role of this post.

3. To agree the redesignation of the post of Head of Organisation Development to Head of Workforce Strategy and regrade from Grade 12 to SS2 (£67,182-£72,721) to take account of the broadened operational remit and increased strategic role of this post.
4. To note the reduction of the post of Head of Employee Relations from full time to part time (0.45 FTE)
5. To agree that a permanent senior HROD post (SS2, £67,182-£72,721) will be established and deployed across the Manchester Local Care Organisation and Manchester Health and Care Commissioning as a Strategic Business Partner on a full time basis as part of the new integrated arrangements for health and social care. This posts will retain a matrix reporting line to the Director of HR/OD and formalises the current interim arrangements in place.
6. To note that a number of structural changes at Grade 12 and below will take place over the coming months to ensure effective operational management arrangements are in place to account for the changes and priorities described. This will include additional dedicated Organisation Development expertise.

Personnel Committee

Minutes of the meeting held on 12 September 2018

Present

Councillor Ollerhead - In the Chair

Councillors Akbar, Bridges, Craig, Richards, Sheikh and Stogia

PE/18/21 Minutes

Decision

To approve the minutes of the meeting held on 25 July 2018.

PE/18/22 Her Majesty's Coroners Pay Award

The Committee considered report of the City Solicitor which sought approval of a pay award for the Senior Coroner and Area Coroner in line with guidance from the Joint Negotiating Committee (JNC) and the outcome of a job evaluation exercise. It agreed the award would be applied with effect from 1 April 2018. It was explained that the Manchester City Coronial District has a high number of complex cases (higher than the national average), largely attributable to the city's demographics and infrastructure. In addition, the District has seen a significant increase in the number of deaths in the last 5 years (27%) in line with increases in the overall population, leading to an increased demand on the service.

The report explained that, subject to Personnel Committee approval, the Senior Coroner would be offered the top of the scale payment of £130,000 per annum with an additional £20,000 performance pay. A member asked for information about what constituted performance pay. It was explained that this was for the provision of non-statutory out of hours work and for supervision to Assistant Coroners who would undertake this work on a rota basis. This therefore meant that the Senior Coroner salary would be £150,000 with the Area Coroner receiving £100,000. The Committee noted that the increase in salary costs, including on costs amounted £33,000 for the Senior Coroner and £66,000 for the Area Coroner. This would be met from current resources within the Corporate Core for 2018/9 and would be included as part of the 2019/20 budget process.

No Trade Union comments were submitted for consideration at the hearing.

The Committee agreed the pay award.

Decisions

1. To recommend that the Council approve the increase in salary for the Senior Coroner from £105,000 with £20,000 additional performance payment to £130,000 in line with JNC guidance with continuance of the £20,000 payment to cover the provision of additional non statutory out of hours cover, back dated to 1 April 2018.

2. To recommend that the Council approve the increase in salary for the Area Coroner from £75,000 to £100,000, backdated to 1 April 2018.

PE/18/23 Being Our Best Selves: Our Employee Health and Wellbeing Strategy for the Council

The Committee considered the new strategy for Employee Health and Wellbeing in the Council: 'Being Our Best Selves'.

It was explained that the Strategy had been developed with a cross-section of employees, the Trades Unions, managers and leaders across the Council and with input from experts in the field of workforce wellbeing. It was also asserted that the Strategy took into account the specific context of the Council, such that an ambitious and cross-cutting definition of wellbeing had been incorporated.

The Strategy had been designed to support employees' physical and mental health and deliver a high quality working life. It was asserted that the new strategy would improve attendance, engagement and, ultimately, productivity, and would support the delivery of the Council's overarching priorities through:

- The alignment of progressive Human Resources and health and safety policy frameworks.
- Proactive occupational health interventions including the Employee Assistance Programme and targeted work on mental health
- Quality leadership and management practice, to manage people as individuals using strengths-based tools such as the About You framework.
- Supporting workplace practice such as Our Ways of Working which would bring together the HR, Estates and ICT offer to allow staff to work flexibly wherever practicable to maximise their productivity and reduce costs.

Trade Union comments were submitted for consideration at the meeting. These requested a greater emphasis on the impact of cultural factors such as diet or attitudes towards mental health within the Strategy. The Committee endorsed those comments and agreed that such considerations should be incorporated into the Strategy.

A member suggested that the strategy should be circulated to all members of the council for information. The Committee agreed to this.

Decisions

1. To agree the Employee Health and Wellbeing Strategy subject to the inclusion of reference to cultural factors (such as the impact of diet and cultural attitudes to mental health) and note the associated delivery plan and priorities
2. To agree the amended Strategy shall be circulated to all members of the council for information.

PE/18/24 Corporate Services Structure Changes

The Committee considered a report of the City Treasurer which discussed revised management arrangements within Corporate Services to ensure that capacity and management is effectively focused, strengthened and optimised across Procurement/Integrated Commissioning and Audit and Risk.

It was explained that a review of management arrangements had been undertaken to take account of leadership, management and specialist services support provided by Internal Audit and Risk Management to the Greater Manchester Combined Authority (GMCA) and Bolton Council, as well as the City Council. In addition to this, there were complex commissioning functions within the Council's leadership including commissioning across all public services; the growing focus on social value, the City's single commissioning function for health and social care and need to drive best value in commissioning and procurement of the goods and services required by the Council.

Not Trade Union comments were submitted for consideration at the meeting.

The Committee endorsed the revised management arrangements.

Decisions

1. To approve the establishment of a new role of Deputy Head of Internal Audit and Risk Management in Audit and Risk Management at SS1 (£59,664 - £64,574).
2. To agree the disestablishment of the post of Head of Procurement (Grade SS3 £77,172 - £85,507)
3. To agree and approve the establishment of a new role of Head of Integrated Commissioning/Procurement in Procurement/Integrated Commissioning at SS3 (£77,172 - £85,507) which replaces the current funded secondment position at this level.