

Audit Committee

Minutes of the meeting held on 11 March 2019

Present:

Councillor Ahmed Ali - In the Chair
Councillors Lanchbury, A. Simcock and Watson
Mr S Downs (Co-opted member) and Dr D Barker (Co-opted member)

Apologies: Councillors Connolly and Russell

Also in attendance:

Executive Member (Adult Health and Wellbeing)
Assistant Director Adult Services (Complex Needs)
Assistant Director Adult Services (Neighbourhoods and Safeguarding)

AC/19/09 Minutes

The minutes of the Audit Committee held on 11 February 2019 were submitted for approval.

Decision

To approve the minutes of the meeting held on 11 February 2019 as a correct record.

AC/19/10 Counter Fraud Policies Update

Members considered the report of the Head of Internal Audit and Risk Management which presented updated drafts of the Whistleblowing, Anti-Money Laundering and Anti-Bribery Policies for comment prior to approval. The role of the Audit Committee in seeking to obtain assurance over the Council's corporate governance and risk management arrangements includes an overview of the key policies and procedures in respect of anti-fraud and anti-corruption arrangements.

The Chair invited questions from the Committee.

A member referred to the list of 'possible signs of money laundering' provided in Appendix B of the report and asked officers if this was a definitive list. Reference was also made to the whistleblowing and if council officers were comfortable with the current reporting arrangements.

In response, the Head of Internal Audit and Risk Management noted the point made on the extensive list of signs of money laundering and undertook to amend the policy text to reflect this. With reference to arrangements allowing employees to 'whistleblow', it was reported that staff were comfortable with the current mechanisms and information available to them. Any whistleblow issue would include a risk

assessment and investigation to ensure that a matter had been raised in good faith and was justified.

A member referred to arrangements where a member of staff employed within the Council raised a matter relating to an issue under to control of integrated health services and asked where would the whistleblow be reported to.

It was reported that the employee would make a report to their employer and not the employer of the service relating to the area of concern. The Committee was informed that a process of alignment of policies and processes of the organisations involved would be required.

A member asked if a benchmarking process is used to measure the effectiveness of the whistleblowing policy and the routes used by staff that may indicate a preference to using an internal or external route. Reference was also made to the need to include a link to the external organisation regarding anti-bribery to mirror the links within the money laundering procedures.

It was reported that the Standards Committee receives a benchmarking report on the efficacy of the whistleblowing policy. The benchmarking report had indicated that the Council has a higher number of whistleblowing reports compared to other core cities. The suggestion was made that qualitative research on this could indicate that the council as an organisation has a good 'speak up' culture where staff are aware of information available and feel comfortable to raising matters. Reference would be made to this in the Annual Fraud report to the Audit Committee. The issue of consistency across the policy document would be addressed to include information and contact links to the external organisations.

A member referred to the involvement of the charity 'Protect' and officers were asked the charity could provide the same information awareness arrangement for health organisation staff. In addition, officers were asked what communication arrangements are in place to make staff aware of the whistleblowing process.

It was reported that the suggestion would be taken for discussion with colleagues in the CCG and the MHCC. A review of the whistleblowing helpline would be undertaken after six months to determine the use of the service for staff. The arrangements in place for communicating information to staff were crucial and the 'Forum' staff publication would include reference to whistleblowing and signposting. Managers will include whistleblowing as an agenda item in staff meetings.

The Committee agreed that it was satisfied with the assurance provided by the Counter Fraud Policy provided within the report it had considered.

Decisions

1. To note and endorse the draft policies in the report submitted, in advance of approval by the Chief Executive.
2. To note the comments received.

AC/19/11 Corporate Risk Register

The Committee considered the report of the City Treasurer and the Head of Internal Audit and Risk Management which presented the Corporate Risk Register to support the Committee risk management assurance role by providing the most recent version of the register.

The Chair invited questions from the Committee.

A member asked for an explanation of the risk process and if the level of risk applied was done prior to or after actions have been taken. Officers were also asked to explain why the Key Directorate Risks included one risk issue relating to Children's Services and three risks non 'frontline' services within Strategic Development. A member referred ID3 on the Register – 'Our People' and asked officers if the reductions in staff resources had resulted in the risk to the Council. Concern was also expressed regarding the reference to ICT within a number of the high risk areas, in view that ICT is also a high risk. Officers were also asked to review the reference made in descriptions within the register to acknowledge the importance of the impact on people in front of impacts on resources.

It was reported that a risk level is applied after the actions were taken and mitigations had been applied. With reference to the Key Directorate Risks, the comment was noted and it was reported that there are two medium risks currently in place relating to Children's Services (Liquidlogic and Safeguarding). The Committee was informed that 'Our People' is an issue shared across directorates as a capability risk with work required to align staff to skills and roles. ICT resilience would be improved once the twin data centres are running and the risk level would be reduced accordingly. Additional staff resources had been directed at IT security to help reduce risk and the appointment of a head of ICT would help to reduce further concerns. Liquidlogic and safeguarding continue to be a high corporate priority and would remain so.

The Committee agreed that it was satisfied with the assurance provided by the Corporate Risk Register and the actions highlighted from the comments made on the report it had considered.

Decisions

To note the report submitted and the comments made.

AC/19/12 Accounting Concepts and Policies, Critical Accounting Judgements and Key Sources of Estimation Uncertainty

The report of the City Treasurer was considered which presented an explanation of the accounting concepts and policies, critical accounting judgements and key sources of estimation that will be used in preparing the 2018/19 annual accounts.

Decisions

To approve the accounting concepts and policies that will be used in

completing the 2018/19 annual accounts and note the critical accounting judgements made and key sources of estimation uncertainty.

AC/19/13 Update on Actions taken in progressing internal audit recommendations in respect of Transition (to Adulthood) and Homecare Contracts

The Committee considered the report of the Director of Adult Services which presented the current position in respect of two audits where original, agreed actions were overdue: Transitions (Childrens to Adults) and Homecare Contract Monitoring.

The Executive Member (Adults Health and Wellbeing) attended the meeting accompanied by the Assistant Director (Adult Services – Complex Needs) and the Assistant Director (Adult Services – Neighbourhoods and Safeguarding), and addressed the Committee on Transitions and Homecare Contract.

The Committee was informed that a Transitions Board had been appointed and a meeting had been scheduled to take the issues forward and bring together the consultation outcomes as well as agreeing a structure for governance.

The Chair invited questions from the Committee.

A member referred to arrangements relating to transitions and asked officers if the deadline set for November 2019, for the completion of the transitions strategy, would be achieved. Officers were also asked if there is flexibility in the transition process to allow the Transitions Team to pick up those young people approaching their eighteenth birthday with no previous contact with the service and required help.

It was reported that a timeline for completion of deadlines will be built into the work of the Transition Board and will be raised at the next meeting. The Committee was informed that officers would also work with Internal Audit to set robust deadlines in order to provide the Committee with the level of assurance required. The issue of flexibility to allow the management of situations that may arise will be included as part of the development of pathways open to young people and how they can engage with services.

A member referred to the Homecare Contract, paragraph 3.7 of the report, and asked officers to confirm whether the service user panel included representation from the Age Friendly Board to reflect the users of the Homecare Service. In addition, had a social value element been a factor to the commissioning and tendering process.

The Committee was assured that there had been an extensive range on engagement within the tender process and evaluation and this had included an age friendly involvement. The inclusion of a Social Value component was built into the commissioning and tendering process and had been set at 30% which is above the usual 20% value used in the Councils' process.

The Committee agreed that it was satisfied with the assurance provided by the responses provided and the actions highlighted in the report it had considered.

Decisions

To note the report submitted and responses received in addressing risks noted in the Transitions (Children's to Adults) and Homecare Contracts Internal audit reports.

AC/19/14 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 and Recommendations Monitor will be updated for the next meeting of the Audit Committee.

AC/19/15 Exclusion of the Public

The Committee considered a report of the City Treasurer. The Committee considered that the following item contained confidential information as provided for in the Local Government Access to Information Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Decision

To exclude the public for the remainder of the meeting.

AC/19/16 Risk Based Verification

Members considered the report the City Treasurer proposing changes to the verification of Housing Benefit and Council Tax claims.

Decision

1. To agree that the Council cease to use Risk Based Verification in the administration of Housing Benefit and Council Tax Support from 1 April 2019.
2. To agree that the Council revert use verification standards, not aligned to Risk Based Verification, which meet Department of Work and Pensions requirements for Housing Benefit cases and associated Council Tax Support Cases.

3. To agree that for other than Council Tax Support claims, the Council should, where appropriate, apply a lighter touch approach to verification while taking judicious steps to prevent fraud and error that reduce the risk of excessive remission of Council Tax charges.
4. To agree that the Council cancel the contract with the external supplier that supports Risk Based Verification at a saving of £14000 per annum.

Health and Wellbeing Board

Minutes of the meeting held on 20 March 2019

Present

Councillor Richard Leese, Leader of the Council (MCC) (Chair)
Councillor Bev Craig, Executive Member for Adult Health and Wellbeing (MCC)
Councillor Sue Murphy, Executive Member for Public Service Reform (MCC)
Councillor Garry Bridges, Executive Member for Children's Services (MCC)
Kathy Cowell, Chair, Manchester University Hospitals Foundation Trust (MFT)
Dr Ruth Bromley, Chair, Manchester Health and Care Commissioning
Dr Murugesan Raja, GP Member Manchester Health and Care Commissioning
David Regan, Director of Public Health
Rupert Nichols, Chair, Greater Manchester Mental Health NHS Foundation Trust
Vicky Szulist, Chair, Healthwatch
Jim Potter, Chair, Pennine Acute Hospital Trust
Paul Marshall, Strategic Director of Children's Services
Bernadette Enright, Director of Adult Social Services

Also present

Councillor Rahman – Executive Member for Schools Culture and Leisure
Neil Fairlamb -Strategic Lead – Parks, Leisure and Events MCC
Rebeccas Livesey - Chief Operating Officer, Manchester Archive
Professor Craig Harris - Executive Director – Nursing, Safeguarding and
Commissioning, Manchester Health and Care Commissioning
John Walker - Associate Director of Operations, Greater Manchester Mental Health
NHS Foundation Trust
Coral Higgins – Macmillan Cancer Commissioning Manager, MHCC

Apologies

Mike Wild, Voluntary and Community Sector representative
Dr Claire Lake, GP Member Manchester Health and Care Commissioning

HWB/19/8 Minutes

Decision

To agree as a correct record, the minutes of the meeting of the Health and Wellbeing Board held on 23 January 2019.

HWB/19/9 Manchester Mental Health Transformation Programme

The Board received a report from the Executive Director – Nursing, Safeguarding and Commissioning, Manchester Health and Care Commissioning and the Associate Director of Operations, Greater Manchester Mental Health NHS Foundation Trust. The report provided a two-year progress report on Manchester Mental Health Services following the acquisition of mental health services on 1 January 2017 by

Greater Manchester Mental Health NHS Foundation Trust (GMMH). The Board received an overview of the achievements delivered to date through the clinical transformation programme and the plans and challenges for the coming year. The Board was informed that the transformation had been delivered through a series of Transformation Working Groups with each focussing on five key priorities, these included:

- Improving Access Psychological Therapies (IAPT)
- Acute Care Pathway, including:
 - Access to Services/Single Point of Contact (SPOC)
 - Enhanced Community Mental Health Team(s) (CMHT)
 - Home Based Treatment
- Urgent Care, including:
 - Mental Health Liaison into Acute Trusts
 - Section 136 Facility
- Reduction in Out of Area Placements, including:
 - Adult Acute and PICU Inpatient Out of Area Placements (OAPs)
 - Rehabilitation Pathway
- Community Engagement

The Chair of Greater Manchester Mental Health NHS Foundation Trust reported that the acquisition had presented more challenges than expected in areas such as 'out of area placement'. The Board was informed that good progress had been made during the two-year period and this was due to the team approach and the changes made to the culture of the organisation. Moving forward there was still a significant amount of work to do which would require further financial investment to improve and develop existing infrastructure.

The Chair invited comments from board members.

A board member welcomed the work done so far and commented that closer working was needed with primary care colleagues to improve patient referral to provide the best help and signposting for patients with mental health issues at an early stage. In response it was reported that GPs can seek support through a psychiatrist contact service that has been in operation for 3 months. The service provides a support clinic to advise and direct GPs to locate the right person at the right time.

The Chair commented that Manchester had suffered from inadequate mental health provision since the introduction of 'Care in the Community', however since the transformation programme, the situation had now shown significant progress being made. The board was informed that the Chief Executive of the GM Mental Health NHS Foundation Trust has an active role in the Transformation Accountability Board which regularly discusses the continuity between children's and adult mental services and the relationship between mental health services and the Local Care Organisation. The investment made to improve the environment at Park House was welcomed, although it was noted that further significant investment would be needed for the wider development of the site. The Chair also referred to the challenges presented through staff recruitment that had resulted in delays to the introduction of services. In view of this the Chair suggested that the Board should consider the

issue relating to the recruitment of skilled staff across each area of health service provision to determine how this could be addressed.

Decision

To note the report submitted and the comments received.

HWB/19/10 Care Quality Commission – Local System Review

The Board received a report from the Executive Director of Nursing and Safeguarding and Commissioning, MHCC and the Director of Adult Services MCC. The report and provided progress on the report of the Care Quality Commission (CQC) on the Manchester review held in October 2017. The presentation slides appended to the report provided the analysis of performance against the England average for six performance indicators. The six performance Indicators included the following:

- A&E attendances (65+)
- Emergency admissions (65+)
- Emergency admissions from care homes (65+)
- Length of stay (65+)
- Delayed transfer of care
- Emergency readmissions (65+)

The Board was informed that good progress had been made on the establishment of a system of joined up services that placed people at the heart of the service. This had included work to change and introduce new working relationships and cultures in the new and existing teams. It was noted that the new working arrangements would take time but had already started to develop in the Neighbourhood Community Team based at Withington Community Hospital. It was reported that the timescales initially set at the start of the process had been ambitious and had been changed to more realistic targets. The CQC had acknowledged the commitment of leaders and the strength of the partnerships between health and social care services. The CQC also noted the success of arrangements in place for planning for winter and the investment made in areas of service that would make the most difference to patients.

The Executive Member for Adult Health and Wellbeing welcomed the report and endorsed the progress that has been achieved and the findings of the external review which have provided the confidence to continue to meet the targets set in the locality plan.

The Chair welcomed the positive findings of the CQC reviews of Manchester Foundation Trust (MFT) and the Manchester Local Care Organisation and in particular the outstanding judgment given to CAHMS. It was noted that standards of care and service have been maintained even though the LCO is a newly formed organisation and the major changes the MFT is going through. The Chair congratulated the teams involved at MFT and LCO for this achievement.

The Chair invited questions from the Board

A board member commented that the standstill position of A&E admissions needed to take account of the impact of other factors such as levels of deprivation and health conditions of the 65+ age group presenting at A&E.

A board member referred to the way patients usually access services, by presenting at their GP or A&E and suggested that better communication could signpost patients to the GP Crisis Service as an alternative.

The Chair referred to the graphs used in the presentation slides and comparisons made with the England average, which showed Manchester to be tracking national trends. The chair commented that it was anticipated that over a period of three to four years the current gaps will reduce as a result of the transformation programme of health and social care services in the city.

Decisions

To note the report submitted and the CQC presentation, in particular the key findings of the Manchester review.

HWB/19/11 Thematic Report On Cancer (Prevention, Treatment and Care) in Manchester

The Board received a report from the Executive Director – Nursing, Safeguarding and Commissioning, Manchester Health and Care Commissioning. The board also received a supporting presentation. The report provided the Board with a comprehensive overview of the programme and the services in Manchester.

The Chair invited questions from the Board.

A board member welcomed the report and explained that cancer prevention work is a key priority of MHCC. It was noted that the rate of GP referrals had increased in Manchester, although this is still relatively low compared to national statistics. The point was made that improvements were needed to develop a system-wide resilience to reduce the time of patient referral, diagnosis and treatment for cancer.

A member referred to the success of recent lung screening initiative and suggested that the communication methods used to invite patients and the creative places chosen to advertise the service should be used more widely for other cancer services.

The Chair referred to the level of cancer diagnoses at stages 1 and 2 (54.7%), that is lower than the level for Greater Manchester (53.2%) and asked for the reason why Manchester is ahead of its neighbouring areas. Officers were also asked if there was an alternative to the process used for bowel cancer screening that could help to increase the take up by the public.

It was reported that the point made regarding communications would be raised with the cancer prevention team. The process for the diagnosis of cancer will be changing with the introduction of a 2020 Standard which will replace the 14-day referral with a

28-day cancer 'yes or no' outcome standard which will provide a faster diagnosis pathway for patients.

It was reported that the current three sample bowel cancer screening process (faecal occult blood (FOB) test) will be replaced with a new one sample faecal immunochemical test (FIT). The new test had achieved an increase of 10% take up by the public. The rollout of the FIT test in England had started in December 2018.

The Chair welcomed the report and made the point that the evidence presented demonstrates that Government cuts made to public health funding increased rates of preventable illnesses.

Decisions

1. To note the report submitted, in particular the challenges of the cancer system, as well as the collaborative working between providers, commissioners, primary care and population health teams.
2. To note the national requirements for cancer from the NHS Long Term Plan, Operational Planning Guidance 2019/20 and the GM Cancer Plan.
3. To approve and support proposals for service development to meet the national requirements, especially in relation to GP education, lung health checks, multi-diagnostic/ rapid access clinics, best practice timed pathways and new models of aftercare.

HWB/19/12 Establishment of Manchester Active and Efforts to Address the Challenge of Physical Inactivity in Manchester

The Board received a report from the Strategic Lead – Parks, Leisure and Events Manchester City Council and the Chief Operating Officer, Manchester Archive. The report provided the Board with information and work undertaken to establish Manchester Active and the work currently being undertaken to address the challenge of physical inactivity in Manchester. The Board also received a supporting presentation. The Executive Member for Schools Culture and Leisure also addressed the meeting.

The Chair invited questions from the Board.

A member asked what action was planned to address gender imbalance in the take up of physical activity, in particular by women and girls.

It was reported that the Manchester Active Card was introduced over one year ago and 100,000 Manchester residents have signed up to the card to access physical activity. The card operates on a digital platform that allows data to be taken on the user and this has indicated that there is a gender imbalance with a 10% lower take up by women and girls. Promotion campaigns such as "This girl can" have taken place to promote physical activity to woman and girls with further campaigns are

planned to target other underrepresented groups such as older people, disabled people and those affected by deprivation.

The Chair made the point that recognition and encouragement was needed for the residents of Manchester who choose to exercise alone or in groups and may not be registered under Manchester Active or use a gym.

It was reported that the Manchester Strategy for Sport and Physical Activity reflected the view for the importance of low cost physical activity that allows the participant to take part in as and when required without the commitment to regular exercise sessions or membership of a gym.

The Director of Public Health welcomed Manchester Active as a valuable opportunity to link and align health services to encourage physical activity as a means to prevent ill health.

Decisions

To note the contents of the report submitted, in particular the progress made in development of Manchester Active and its key role in the delivery of a sport and physical activity strategy that can deliver a positive impact on health and wellbeing outcomes for Manchester residents.

HWB/19/6 Manchester Climate Change Board

The Board received a report from the Director of Population Health and Wellbeing and Programme Director, Manchester Climate Change. The report provided an outline on the potential role of health organisations in the city in relation to the climate change agenda. The Board was invited to nominate a representative to join the Manchester Climate Change Board to replace the Board's previous representative.

In welcoming the report, the Chair referred to the demonstration to raise awareness of climate change, held in the city centre (15 March 2019) that had been attended by a large number of school age young people. The demonstration gave a positive message that the issue is being taken seriously by young people, although the time could have been arranged outside of the school day. The point was also made that the Council has already taken action on climate change by November 2018 on the basis of the work done by the Tyndall Centre at the University of Manchester, being the first city to adopt a carbon budget in accordance with the Paris accord, and as a consequence aiming to be zero carbon by 2028. The Manchester Zero Carbon 2038 – City Council Commitment Action Plan was subsequently agreed by the Executive on 13 March 2019. The Chair requested that schools across Manchester should be informed of the Council's position on Climate Change accordingly.

The Director of Children's Services informed that Board that all schools had been notified of this and further action would be taken to encourage and invite young people to get involved in the climate change discussion.

Decisions

1. To note the report submitted and the work that will be underway during 2019 to urgently reduce Manchester's CO₂ emissions and develop a Manchester Zero Carbon Framework 2020-38 and Action Plan.
2. To nominate Dr Murugesan Raja to join the Manchester Climate Change Board as a representative of the Health and Wellbeing Board.
3. To request that health partners on the Manchester Health and Wellbeing Board develop appropriate action plans to form part of the Manchester Zero Carbon Framework 2020-38 and action 2020-22.

Standards Committee

Minutes of the meeting held on Thursday, 21 March 2019

Present: N Jackson – in the Chair

Councillors: Andrews, Connolly, Evans, Kilpatrick, and Lanchbury.

Ringway Parish Council: Councillor O'Donovan.

Apologies: Councillor Cooley, Ms S. Beswick and Mr A Eastwood.

ST/19/01. Minutes

Decision

To approve as a correct record, the minutes of the meeting on 1 November 2018

ST/19/02. Draft Code of Corporate Governance Review of Local Government Ethical Standards – Committee on Standards in Public Life

A report submitted by the City Solicitor (Monitoring Officer) advised Members that the Committee on Standards in Public Life (CSPL), has completed its latest review of local government ethical standards and published its report on 30 January 2019. The CSPL advised the Prime Minister on ethical standards across the whole of public life in England and monitored and reported on issues relating to the standards of conduct of all public office holders.

The CSPL had made 26 recommendations to improve ethical standards in local government. Its recommendations had been made to the government, the Local Government Association, Parish Councils and to political parties. A list of the recommendations were attached to the report at appendix 2. It was noted that a response from government to the recommendations was yet to be received.

In addition, the CSPL had made 15 best practice recommendations for local authorities that should be considered as a benchmark of good ethical practice, which it expected that all local authorities could and should implement. A list of best practice recommendations to local authorities was attached at Appendix 3 of the report.

The Committee welcomed the report, but expressed some concern regarding the finding that there was clear evidence of misconduct by some councillors. Officers assured the Committee that the findings relate to national finding, and were not confined to Manchester councillors.

The Committee also welcomed the point that many of the recommendations of best practice were already being implemented by Manchester, both at a Greater Manchester level and a local level.

The City Solicitor advised that the best practice recommendations would be considered by the Chief Legal Officers across Greater Manchester to identify, where possible, a consistent approach and that a report would be brought to a future Committee meeting of the outcome.

The Committee noted the recommendation that Independent Persons have limited terms of office of no longer than 4 years. The Committee noted that the current terms of office for all Independent Persons and Co-opted members of this Committee expire on 17 November 2019. In order to allow for the offices of the two independent co-opted members of the Standards Committee and the two Independent Persons to be advertised with a view to appointing new membership with effect from 18 November 2021, the Committee agreed to request that Council extend the terms of office of Nicolē Jackson and Geoff Linnell (the two independent co-opted members of the Standards Committee) and Alan Eastwood and Sarah Beswick (the Council's two Independent Persons) for two years commencing on 18 November 2019.

Decision

The Committee:-

1. Notes the report;
2. Requests that the Monitoring Officer, in conjunction with colleagues in the other Greater Manchester authorities, undertake a review of the implications for the Council in following the best practice recommendations for local authorities, of the Committee on Standards in Public Life and that she report back to a future meeting of the Standards Committee; and
3. Requests that the Council extend the terms of office of Nicolē Jackson and Geoff Linnell (the two independent co-opted members of the Standards Committee) and Alan Eastwood and Sarah Beswick (the Council's two Independent Persons) for two years commencing on 18 November 2019.

ST/19/03. Social Media Guidance for Members update

A report submitted by the City Solicitor provided Members with an update on the operation/efficacy of the Social Media Guidance for Members ('the Guidance') as well as the provision of training for members on the Guidance.

The Committee was advised that in terms of the operation of the guidance, there had been no complaints against members regarding social media since November 2018 and no decision notices had been made in relation to social media complaints since November 2018. This compared with one complaint made in 2017 and six during the period October 2015 to October 2016. The view of the Council's Monitoring Officer was that complaints relating to social media use were not at a level that gave rise to specific concerns in this area, however, as a refresher, the Social Media Guidance would be sent to all Members again.

It was also reported that Social Media Training was provided for all Members in December 2018 and although attendance had not been particularly high, the feedback that had been received from those who had attended had been very

positive and the training provider had been very complimentary about the Council's Social Media Guidance which they commended to all members.

The Committee also concluded that the Social Media Guidance should be provided not just to members, but to all candidates in the forthcoming Elections, and officers agreed that this would be done.

Decision

The Committee:-

1. Notes the report.
2. Requests that the Social Media Guidance be provided to all candidates in forthcoming elections.

ST/19/04. Consultation outcome on Updating Disqualification Criteria for Local Authority Members

The Committee considered a report of the City Solicitor, which provided an overview of the responses to the consultation on updating disqualification criteria for local authority members including the Government's response.

The consultation posed six questions regarding Sexual offences, Anti- social behaviour and the Public Sector Equality Duties under the Equality Act 2010. Around 178 responses were generated from councils, membership organisations and individuals. A report on the consultation was brought to the Committee on 2 November 2017. The Committee commented in relation to the consultation questions and agreed that the Monitoring Officer, in consultation with the Chair, would produce a response to the consultation. A copy of the Council's response was included as an appendix to the report

It was reported that any changes to disqualification criteria for a member of a local authority, mayor of a combined authority, member of a London Assembly or London Mayor would require changes to primary legislation and it was anticipated that the Government would look to identify a suitable legislative opportunity when parliamentary time allowed.

Officers confirmed that they were waiting for primary legislation to be introduced to implement the recorded outcomes of the consultation.

Decision

The Committee notes the report and requests that a report be brought to a future meeting once the legislation has been introduced.

ST/19/05. Register of Members' Interests

The City Solicitor submitted a report on the operation and efficacy of the process for updating the Register of Members' Interests.

It was reported that all new Members received training as part of their induction on registration of interests and all new Members had registered their interests. Reminders to Members regarding updating their Register of Interests were contained in the Ethical Governance Update sent to all Members twice a year and were given by specific email reminders to all Members. Email reminders regarding revision of existing register entries was sent to all Councillors in July 2018 and November 2018. The Committee was reminded that whilst officers provided advice to Members, if asked, on Members' interests it was the responsibility of individual members to comply with the requirements of the Code of Conduct.

It was the view of the Monitoring Officer that the Register of Interests requirements were understood by Members but as a matter of good practice specific guidance would continue to be provided to Members regarding declaration of interests at meetings where necessary.

The Committee noted that 43 members had updated their declarations of interests since July 2018, and welcomed this evidence that Members understood their obligations with regard to the Register of Interests. The Monitoring Officer also confirmed that Members who did not want details of their home address in the public domain could apply to have this information redacted. The Monitoring Officer would assess the reasons for any request on a case by case basis.

Decision

The Committee note the report

ST/19/06. Member Development Strategy

The Committee considered a report of the City Solicitor, which sought the views of the Committee on the proposed Member Development Strategy, provided an update on proposals for the induction programme for new Councillors for May 2019 and reported on training delivered in the current municipal year.

The Strategy set out a clear direction for delivering Member development as well as the roles of the Monitoring Officer, Standards Committee and Member Development Working Group (MDWG) in relation to Member development and training as well as setting out the role of individual Members and group officers for each Group. At the heart of the Strategy was the expectation that Members took responsibility for their own development and worked with Group Officers and the MDWG to ensure their needs were identified and discovered the most effective means of delivering development opportunities.

The MDWG had also held a special meeting to discuss the Member induction programme for 2019. Taking into account positive feedback provided from 2018, it had been agreed that the format from 2018 had been successful and should therefore be repeated in 2019 and that newly elected and returning Councillors should be asked to attend.

A record of Member training delivered between May 2018 and February 2019, including attendance levels, was detailed at appendix B of the report.

The Committee requested that invitations to training and development opportunities should make it very clear as to whether the opportunity was for Members only, or a mix of Members and other people. Officers confirmed that this would be done.

The Committee also requested that induction training be open to all Members, not just new Members and officers confirmed that the induction training is available as a refresher and would be made available to new and returning members and more widely where possible.

The Committee commented that not all people learn in the same way, and that training should be available that was face to face as well as online. Officers confirmed that they were aware of different learning needs, and that the majority of the training that had been offered over the last 12 months had been face to face.

The Committee noted that the training provided by the LGA was consistently excellent, and would like to have more opportunities for members to attend. Officers confirmed that the training budget would allow for this, and that they had also identified alternative external training providers as part of a tender process. Officers also confirmed that they were investigating the provision of bespoke training that would more closely align with Our Manchester principles.

Decision

The Committee:-

1. Notes the report; and
2. Requested that LGA training opportunities be increased.

ST/19/07. Annual review of Use of Resources Guidance for Members, the Gifts and Hospitality Guidance for Members and the Member / Officer Relations Protocol

A report by the City Solicitor outlined the proposed changes to the sections of the Council's Constitution relating to the Use of Resources Guidance for Members, the Gifts and Hospitality Guidance for Members and the Member / Officer Relations Protocol and advised the Committee of amendments proposed in respect of these parts of the Constitution.

The report also considered the efficacy of both pieces of Guidance and the Protocol.

The Committee welcomed the report and noted that the data usage expectations had been updated. A Member raised that the use of social media on Council provided mobiles may impact on the data usage levels and officers advised that they would keep the data usage under review. Officers also told the Committee that they were conducting a review of the threshold for declaring gifts/hospitality, which in Manchester currently stands at £100. They explained that other local authorities across Greater Manchester had different thresholds, some of which were as low as £25. Officers said that there had been a suggestion that the threshold should be

£50. Officers would consider the threshold as part of the overall response to the CSPL recommendations and which would be reported back to Committee.

The Committee noted the dual nature of the Lord Mayor's role, with regard to Gifts to the City and personal gifts.

Officers also told the Committee that HROD are conducting a review of the Member/Officer Protocol, and that a report would be brought back to the Committee when this was completed.

Decisions

The Committee:-

1. Endorses the Monitoring Officer's proposed amendments to the Use of Resources Guidance for Members, the Gifts and Hospitality Guidance for Members and the Member / Officer Relations Protocol in the Council's Constitution; and
2. Notes the Monitoring Officer's views on the efficacy of the Use of Resources Guidance for Members, the Gifts and Hospitality Guidance for Members and the Member / Officer Relations Protocol.

ST/19/08. Draft Annual Governance Statement 2018/19

The Committee considered a report of the Deputy Chief Executive and City Treasurer, which contained the draft 2018/19 Annual Governance Statement (AGS) which has been produced following completion of the annual review of the Council's governance arrangements and systems of internal control.

Local authorities had a legal responsibility to conduct, at least annually, a review of the effectiveness of their governance framework including their system of internal control. Following the review, an Annual Governance Statement (AGS) must be produced, approved and published. The Committee was asked to note the findings of the 2018/19 AGS and the actions proposed to further develop or strengthen elements of the Council's governance arrangements during 2019/20.

The Committee welcomed the report and noted the sections that applied to the work of the Committee. In addition, the Committee noted the governance challenges faced by the Council as a whole, and how these challenges are being met and addressed.

Decision

The Committee endorses the draft version of the Council's 2018/19 Annual Governance Statement

ST/19/09 Work Programme

The Committee considered its work programme for its next three meetings, noting the items of business that were scheduled for each of the meetings.

The Committee agreed that the Member/Officer Protocol review should be added to the agenda for the June meeting. In addition, the review of the Planning Protocol should also be moved to the June meeting, so that the 2 items could be considered at the same time.

The Committee agreed to remove the item regarding Member Development from the October meeting agenda, as they were satisfied with the progress that has been made.

Decision

1. To add the Member/Officer Protocol update to the agenda for the June meeting.
2. To move the Planning Protocol review update from the October meeting agenda to the June meeting agenda.
3. To remove the Member Development update from the October meeting agenda.

Personnel Committee

Minutes of the meeting held on Wednesday 13 March 2019

Present: Councillor Ollerhead (Chair) – in the Chair

Councillors: Akbar, Bridges Craig, Leech, N Murphy, Rahman, Richards and Stogia

Apologies: Councillors Leese and S Murphy

PE/19/10 Minutes

Decision

To approve the minutes of the meeting held on 13 February 2019 as a correct record.

PE/19/11 Pay Policy Statement 2019/20

The Committee considered the annual update of the Deputy Chief Executive and City Treasurer on the organisations Pay Policy Statement for 2019/20 prior to its submission to full Council. The Head of Workforce Strategy advised the Committee that the statement was broadly in line with previous years and included a statement on pay and grading structure as well as information on the Council's 'Gender Pay Gap'.

There was a discussion about the gender pay gap – a member asked how the Authority compared with other public sector organisations. It was explained that not all organisations had published their information but based on last year's data the authority was broadly in line with other NHS organisations.

There was also a discussion about the role of third party contractors. The Deputy Chief Executive and City Treasurer explained that whilst the requirements that govern the production of pay policy statements do not apply to third party contractors, the Authority's commitment to high standards of ethical trade practices, across commissioning and procurement activities, as well as salaries that are commensurate with a 'real living wage', were assured through the organisations ethical procurement policy.

No Trade Union comments were submitted for consideration for this item. The Committee endorsed the recommendations.

Decisions

1. To note the content of the draft Pay Policy Statement and commend it for approval by the Council.
2. To note the organisation's Pay and Grading Structure for the financial year 2019/20 appended to the Pay Policy Statement and commend it for approval by the Council.

PE/19/12 Director of ICT

The Committee considered a report of the Deputy Chief Executive and City Treasurer which discussed recruitment arrangements in light of the recent resignation of the current Director of ICT.

Comments from the Trade Union UNISON were submitted for consideration – these essentially centred around the recognition of the strong leadership and management qualities of the current postholder. Some concern about the potential financial impact of recruiting interims and / or consultants was raised as well as the potential for destabilisation of services that are currently working well.

The Committee recognised the significant progress achieved in relation to infrastructure, transformation of technology, the workforce and delivery of the Capital Programme and was asked to recommend to Council that the post of Director of ICT be recruited to at Grade SS4 (£94,072 - £103,863 increasing to £95,953 - £105,940 from 1 April 2019) with an additional market rate supplement of up to £30,000, subject to the stipulated review processes after 18 months.

The Committee subsequently put on record its thanks to the current post holder and endorsed the proposal to recruit a new Director of ICT with the appropriate level of experience, knowledge and understanding of the Council's ICT functions that will ensure continuity, stability whilst maintaining a focus on service improvements.

Decisions

1. To note the resignation of the Director of ICT with effect from 8 February 2019;
2. To thank Bob Brown for his leadership and transformation of the ICT service since joining the Authority in 2015
3. To recommend that Council approves the post of Director of ICT be recruited to at Grade SS4 (£94,072 - £103,863) increasing to £95,953 - £105,940 from 1 April 2019 with an additional market rate supplement of up to £30,000, subject to the stipulated review processes after 18 months.