

Planning and Highways Committee

Minutes of the meeting held on Thursday, 11 April 2019

Present: Councillor Ellison (Chair)

Councillors: Nasrin Ali, Clay, Curley, Dar, Kamal, Kirkpatrick, Lovecy, Shaukat Ali, Watson, White and Wilson

Apologies: Councillor Lyons and Madeleine Monaghan

Also present: Councillors: Wright, Noor and A. Simcock

PH/19/30 Supplementary Information on Planning Applications on this agenda.

To receive and note the late representations.

Decision

To receive and note the late representations as circulated.

PH/19/31 Minutes

To approve the minutes of the meeting held on 14 March 2019 as a correct record.

Decision

To approve the minutes of the meeting held on 14 March 2019 as a correct record.

PH/19/32 121011/FO/2018 – Garages to rear of 88 School Lane, Manchester M13 0SG

The application related to the erection of a part 2/ part 3 storey terrace of four dwellings (3 bedrooms) and one detached, 2 storey dwelling (3 bedrooms), following demolition of existing commercial buildings and garages.

The Committee had been Minded to Refuse the application at the previous meeting held on 14 March 2019 and amendments to the proposal were submitted in order to address the concerns that were expressed by the Committee.

A member proposed that the Committee undertake a site visit for a better understanding of the site and impacts arising from the development.

The Chair put the proposal for a site visit to the Committee and it was agreed.

Decision

To defer consideration of the matter for a site visit.

PH/19/33 121465/FO/2018 - 52 Alness Road, Manchester M16 8HW

The application related to the proposed conversion of existing loft space with rear dormer extension and erection of a three storey rear extension to create 3 no. Class C3a additional apartments (11 no. apartments in total) with associated elevational alterations to the existing building, the reconfiguration of external space to form amenity space, car parking, bin storage, cycle storage, landscaping and new boundary treatments

The Committee welcomed the application and the changes and improvements made to the proposed development. Officers were questioned on the term 'sustainable modes' under the heading Highway Services of the planning report and it was reported that this referred to walking and cycling. Reference was also made to the description given of a 'range of public transport facilities' with point made that the local area is served by a single bus service which has a limited frequency. Officers noted the comments made.

The Committee referred to the landscaping to the rear of the site and what arrangements were in place to ensure that the agreed layout works are carried out.

Officers reported that the site layout plan had been agreed with the developer and this included a timescale for the completion of the works, as indicated, under Condition 4 of the application report.

Decision

To approve the application, subject to the conditions and reasons detailed in the report submitted.

**PH/19/34 119100/FO/2018 – Former Hardy's Well Public House 257
Wilmslow Road, Manchester M14 5LN**

The application related to the erection of a part two, part three, part four and part five storey building to provide 8 ground floor A1 retail/ A2 financial and professional services at ground floor and 35no. apartments above with associated access, parking and landscaping arrangements.

A member proposed that the Committee undertake a site visit to gain a better understanding of the traffic management issues involved in the proposal.

The Chair put the proposal for a site visit to the Committee and it was agreed.

Decision

To defer consideration of the application for a site visit.

PH/19/35 121857/FO/2018 – 84 Cambridge Street, Manchester, M15 6BP

The Committee undertook a site visit in the morning prior to the start of the meeting.

The application related to the erection of a twelve-storey purpose built student accommodation building comprising 97 units with roof top terrace and associated landscape and highway works, following demolition of existing structures.

A local resident spoke in objection to the proposal and said that the development proposed would, due to its scale, reduce daylight and cause the loss amenity to the adjacent properties due to overlooking of neighbouring properties.

The applicant was present at the meeting and spoke in support of the application.

Councillor Annette Wright spoke as Ward Councillor in opposition to the application and raised concerns on the impact the development would have on the local community and the loss of amenity to local residents, in particular, the loss of light.

Officers reported that it had been recognised that the development would result in a degree of impact, loss of light and loss of amenity and this had been addressed within the report to the Committee.

The Committee referred to the site visit that had taken place and raised concerns regarding the scale of the development and how this would impact on the local community, the loss of amenity and light to adjacent properties. Other concerns were raised regarding the knock on effect from a lack of parking in the area resulting from residents of the proposed development with cars and the potential for anti-social behaviour from activities taking place on the roof terrace.

Officers reported that car parking controls were already in place in the locality and it was considered unlikely that students residing in the proposed development would have a vehicle due to the close proximity of the city centre and university campuses. The use of a management plan would control activities at the development and limit the risk of anti-social behaviour. The potential disturbance from noise levels produced by residents on the roof top terrace had been assessed by the Council's Environmental Health officers and were considered to be acceptable due to the height and location of the roof top terrace, combined with the level of background noise.

Decision

Minded to refuse the application due to concerns expressed regarding the negative impact of the proposed development on neighbouring properties resulting in a loss of amenity, overlooking and reduction in daylight.

(The Head of Planning has been requested to submit a report which addresses the concerns raised and whether there are reasons for refusal which could be sustained.)

PH/19/36 122042/FO/2018 – Land off Cringle Road, Manchester M15 6BP.

The application related to an outline planning application for the erection of 57 dwellings, with all matters reserved, except for access, with associated access off Cringle Road, car parking, landscaping and other associated works.

Officers reported that a previous application for planning permission had been refused by the Committee on 24 August 2017 and was the subject of an appeal to the Planning Inspectorate. The appeal was subsequently dismissed. From the findings of the appeal hearing, the Planning Inspector had considered that there was very limited recreational activity associated with the site which also held no formal recreational status and had not been designated within the City Council's 'open space study' in 2009. The Planning Inspector had considered that there would be no harm to the landscaped character of the wider area as a result of development at the application site. The reason for the decision to dismiss the appeal was based on the grounds that there had been no suitable mitigation agreed between the Council and the applicant to minimise the wider impacts on Highfield Country Park. On this basis the proposal was deemed to be in conflict with policies EN9 and EN10 of the Core Strategy and saved policy LL3 of the Unitary Development Plan.

Local residents from the area attended the meeting and a spokesperson addressed the Committee on their behalf to explain their objection to the proposal. The spokesperson said that the ecology report which informed the planning report was based on incorrect information and bats have been regularly spotted on the site. Also, none of the buildings on the site had been accessed as part of the ecology survey to check for the presence of protected species. An independent ecology report produced by a bat specialist had suggested that the buildings on the site had moderate potential to support roosting bats. The spokesperson referred to Planning Inspectors report and did not accept the suggestion that the site should not be regarded as a recreational facility as described in Policy EN 10 of the Manchester Core Strategy 2012. The spokesperson stated that the community had regularly accessed the farm area but following the agreement made with the site owner and the developer involved in the application, the farm had been purposely run down over a three-year period. The spokesperson said that the Inspector had based their decision on the current state of the site and had not recognised the site as a valuable community facility which was regularly accessed by the local community. The spokesperson stated that the Planning Inspector had concluded that there would be significant harm to the country park as result of the development. Also, the sale of the land was believed to be contrary to government guidance on the sale of land by a non-profit organisation that had received contributions from the local community. The spokesperson referred to the existing problems caused by traffic congestion in the area and the impact that the development would have on the health and wellbeing of future generations from the loss of green space.

The agent for the applicant was present at the meeting and spoke in support of the proposed application.

Councillor Noor spoke as Ward Councillor in opposition to the application and raised concerns regarding the impact of the development on the local area as a result of the loss of a valued 'community green space'. Also, the increase in the amount of traffic generated by the development would add to the existing traffic congestion problems

and the addition of new families moving into the properties would increase pressure on the existing local infrastructure.

Officers reported that the ecology report had included an assessment of buildings on the site and concluded that no bats or other protected species were present at the site. The GM Ecology Unit had reviewed and had accepted the findings. If agreed, the planning permission would include a note that would require development work to stop, if bats or other protected species were found to be living on the site, other national legislation would also apply on the protection of wildlife. Associated traffic calming measures would be introduced on the highway, as part of the development scheme and these would be funded by the developer.

The Committee referred to the financial contribution by the developer and the 20% affordable housing provision and asked for further details on how this would be determined and how the allocation of the affordable properties would be managed. Concern was expressed over the loss of the green space and how a financial contribution would not address this. The point was made that the farm site had been in private ownership at the time of the open space study in 2009, which made it inappropriate to refer to the area as recreational land. The Committee commented that the report was problematical in that the site had previously been used for landfill and concern was expressed that using the site for residential development may result in remedial action being required.

Officers reported that there would be a financial contribution, for the loss of the open space, from the developer to mitigate impacts to Highfield Country Park and to improve accessibility to the park. The 20% affordable housing on the development would be a shared ownership arrangement and this would be retained into the future. A Registered Provider would manage the shared ownership and properties, as part of a S106 legal agreement. Any subsequent changes made to the final arrangements would be subject to negotiation and agreement with Executive members and the Director of Housing. The arrangements are in accordance with current local and national policy. The developer was in negotiations with a Registered Provider that would work closely with the Council and nomination rights would be applied in accordance with their existing procedures.

Officers reported that the principle of the development of the site had been deemed acceptable based on the findings of the planning inspector and this was now a material consideration. The current recommendation was against the previous planning recommendation to the Planning and Highways Committee that had been refused, however, after the appeal process, the Council considered the inspectors report and what the mitigation between the Council and developer should be. It was determined that the mitigation would be the financial contribution to enhance Highfield Country Park, which had been negotiated through relevant officers within the Council. The Inspector, in conducting the appeal, had balanced the policies of the Council against the merits of the proposed development and did not consider the weight of the policies to be sufficient to merit a refusal of the application.

Decision

Minded to refuse the application for the reason that the proposed financial agreement between the Council and the applicant is insufficient to mitigate against the loss of green space and infrastructure and conflicts with policies:

- EN9 – Maintaining green infrastructure;
- EN10 – Safeguarding open space, sport and recreation facilities;
- Saved Policy LL3 - Environmental Improvements and Protection.

(The Head of Planning has been requested to submit a report which addresses the concerns raised and whether there are reasons for refusal which could be sustained.)

PH/19/37 115468/OO/2017 – Land to the rear of Whitehouse Club, Middleton Road, Manchester M8 4JZ

The application related to an outline application for development comprising of the erection of part two storey, part three storey social club with associated car parking, landscaping, public realm and other associated works following demolition of the existing social club and bowling green; and an outline application (with all matters reserved except for access) for the erection of 74 residential dwellinghouses.

The applicant's agent attended the meeting and addressed the Committee in support of the application.

The Committee referred to the loss of sports facilities from the site and how this would be addressed through alternative local provision. In addition, officers were asked what arrangements were in place for the drainage of the site as part of the development.

Officer's reported that the loss of the sports pitch on the site was considered in conjunction with the Council's Sports Pitch Strategy in determining what alternative provision would be available. A financial contribution of £200,000 from the developer had been agreed for use in upgrading other sports facilities in the local area. The proposal for a financial contribution had been endorsed by Sport England in view of the loss of the provision.

Decision

Minded to approve, subject to the signing of a legal agreement in order to secure monies associated with mitigating against the loss of the sports facilities together with securing 20% on site affordable housing.

Planning and Highways Committee

Minutes of the meeting held on Thursday, 30 May 2019

Present: Councillor Curley (Chair)

Councillors: Nasrin Ali, Clay, Kamal, Lovecy, Lyons, Madeleine Monaghan, Raisat, Shaukat Ali, Watson, White and Wilson

Apologies: Councillors Davies and Y Dar

Also present: Councillors: Ahmed Ali, Akbar, Kilpatrick, A. Simcock and Stone

PH/19/38 Supplementary Information submitted on Planning Applications

To receive and note the late representations.

Decision

To receive and note the late representations as circulated.

PH/19/39 Minutes

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

Decision

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

PH/19/40 122797/FO/2019 – Land at Leach Street and Crossley Garages, Manchester M18 8BA

The application related to the erection of 45 dwelling houses on a vacant brownfield site at the junction of Leach Street and Crossley Street.

The applicant attended and did not speak to the application.

In welcoming the application members referred to bin storage at the front of the proposed properties and asked if this arrangement was an acceptable practice.

Officers reported that storing bins at the front of the properties was an acceptable arrangement for the reason that the properties are terraced and there is no external access to the rear. A member asked what arrangements were in place for the planting of trees and was informed that an agreed landscaping scheme would determine tree planting locations across the site. In response to questions relating to affordable housing, officers also explained that the properties would be operated under a shred ownership arrangement.

Decision

To approve the application, subject to the conditions and reasons detailed in the report submitted.

(Councillor Kamal declared a prejudicial interest in the application and left the meeting room during consideration of the application.)

PH/19/41 122042/OO/2018 – Land off Cringle Road, Manchester M16 8HW

The application related to an outline planning application for the erection of 57 dwellings, with all matters reserved except for access, with associated access off Cringle Road, car parking, landscaping and other associated works.

The Committee, at its meeting held on 11 April 2019, had resolved that it was minded to refuse the application and had deferred the application. The Committee had requested officers to submit a report to address the concerns raised relating to the loss of the facilities at the farm together with impacts on ecology, the local highway and ground conditions.

The applicant attended the meeting and addressed the committee on the application.

Councillor Stone spoke as a ward councillor against the application.

Members referred to the report regarding the proposed financial sum contribution for enhancements and improvements at the Country Park and whether the use of the contribution had been consulted on locally. It was reported that discussions had taken place with officers from the leisure services and parks and would involve wider consultation through neighbourhood officers.

A member asked for further information on the bat survey of the area funded by local residents. Officers reported that the report produced on behalf of local residents had been considered by the GM Ecology Unit and an additional condition had been added to the proposed planning permission.

Decision

Minded to refuse the application for the reason that the proposed financial agreement between the Council and the applicant is insufficient to mitigate against the significant harm to Highfield Country Park, loss of green space and infrastructure and conflicts with policies:

- EN9 – Maintaining green infrastructure;
- EN10 – Safeguarding open space, sport and recreation facilities;
- Saved Policy LL3 - Environmental Improvements and Protection.

PH/19/42 122644/FO/2018 – 60 Charles Street, Manchester, M1 7DF

The application related to the erection of a 16 storey building plus plant level comprising a hotel (Use Class C1) with ancillary ground floor bar and restaurant uses (Use Classes A3, A4) with associated works to facilitate access, servicing and other associated works following demolition of existing building on-site.

An objector to the application addressed the Committee on the potential impact of the proposal on their business and concerns on traffic management issues that would be caused from the development.

The applicant spoke on the application and responded to the points raised by the objector.

A member referred to the application, in particular, the local labour agreement, the completion of surveys and lack of information and comments from the Manchester Conservation Area and Historic Buildings Panel on the proposed materials for the construction.

Officers reported that two objections had been received on the application. The issue raised regarding the Local Labour Agreement had been considered and had limited weight in view of the employment that the scheme would generate. In response to the completion of surveys and gaps in information, it was reported that officers were confident that the planning report contained all the required information necessary to satisfy the planning process and contained no information gaps. An assurance was given that the materials proposed to be used on the construction are of a high quality and have been used on existing buildings in St Peter's Square and this would be reflected in the proposed conditions.

A member referred to the style of the building proposed and how this would fit in with other older buildings in a conservation area.

Officers reported that that the design of the building replicates the Victorian style of buildings in Manchester with a modern interpretation involving a tripartite sub-division. The proposed development would enhance the current street and would be in keeping with the conservation area.

A member referred to the lack of trees on the street due the width of the pavement area and requested that an additional condition be added to address this and for trees to be included.

Decision

To approve the application, subject to the conditions and reasons detailed in the report submitted and subject to the inclusion of an additional condition to require officers to reconsider the inclusion of tree planting scheme within the proposal.

PH/19/43 119100/FO/2018 – Former Hardy's Well Public House 257 Wilmslow Road, Manchester M14 5LN

The Committee undertook a site visit in the morning prior to the start of the meeting.

The application related to the erection of a part two, part three, part four and part five storey building to provide 8 ground floor A1 retail /A2 financial and professional

services at ground floor and 35 apartments above with associated access, parking and landscaping arrangements.

Councillor Ahmed Ali spoke as a ward councillor against the application and gave the views of local community and residents associations and the local civic society. The issues raised included increased traffic resulting from the development in view of the location and the impact this will have on local schools, college and mosque. The point was made the further retail units were not needed in view of the empty shop units on Wilmslow Road.

The applicant also spoke to the application.

Members referred to the parking area and the space available for vehicles accessing and leaving the development and asked what consideration had been given to vehicle emissions waiting to access the site. Reference was also made to refuse collection vehicles access to the site and the high volume of traffic Wilmslow Road which could cause additional traffic congestion and make the movement of vehicles to and from the site difficult.

It was reported that a detailed investigation of traffic management of the site had taken place including calculations on the path of vehicles entering and leaving to ensure there is sufficient space. It was reported that ventilation is included in the design of the building to address vehicle emissions which has been assessed by environmental health. Waste collection arrangements and access would be managed by traffic regulation orders and this had been addressed in a condition. It was considered that the development is acceptable for this location and surveys and assessments had been undertaken to support the expected hourly vehicle movements.

Decision

Minded to approve, subject to the signing of a legal agreement which will include a provision for a reconciliation, which would require a contribution to be paid if values change at an agreed point, there would also be provision for a future review mechanism so if the residential units are to be retained as a rented scheme or are changed from rented to sale at a future date.

PH/19/44 122963/FO/2019 and 122964/LO/2019 – British Muslim Heritage Centre, College Road, Manchester, M16 8BP

The application related to the retaining of an existing temporary marquee for a further three years and for associated listed building consent.

The applicant was not present and no objectors attended to speak. Officers did not add any further information to the report submitted.

Decision

To approve the application, subject to the conditions and reasons detailed in the report submitted.

(Councillor Watson declared a personal interest in the application.)

PH/19/45 121011/OO/2018 – Garage Rear of 88 School Lane, Manchester, M20 6GH

The Committee undertook a site visit in the morning prior to the start of the meeting.

The application related to the erection of a part 2/part 3 storey terrace of four dwellings (3 bedrooms) and one detached 2 storey dwelling (3 bedrooms) following demolition of existing commercial buildings and garages.

An objector to the application addressed the Committee on the potential impact of the proposal.

The applicant addressed the Committee on the issues raised relating to parking and refuse storage arrangements and revisions made to the scheme.

Members referred to the issue of parking on the pavement on School Lane and asked officers if preventative measures could be taken and if the positioning of street trees could support this.

Officers reported that vehicles parking on the pavement would be an obstruction of the highway and that would be a matter for the Greater Manchester Police. Planning officers undertook to consult with the arboricultural officers on the siting of street trees to prevent pavement parking.

Decisions

1. To approve the application, subject to the conditions and reasons detailed in the report submitted.
2. To approve an additional condition on the siting of trees on the pavement area of School Lane to prevent parking.

PH/19/46 122464/FO/2019 – Land at Junction of Honford Road and Broadoak Road, Manchester

The application related to revised drawings for the erection of two 4 bedroom bungalows and one 2 bedroom bungalow with parking, gardens and amenity space

A member proposed that the Committee undertake a site visit for a better understanding of the site and impacts arising from the development in view of issues raised on public amenity and recreational space.

The Chair put the proposal for a site visit to the Committee and it was agreed.

Decision

To defer consideration of the application for a site visit.

PH/19/47 122466/FO/2019 – Land at Junction of Panfield Road and Broadoak Road, Manchester

The application related to the erection of 4 two bed bungalows with associated parking and landscaping works.

A member proposed that the Committee undertake a site visit for a better understanding of the site and impacts arising from the development in view of issues raised on public amenity and recreational space.

The Chair put the proposal for a site visit to the Committee and it was agreed.

Decision

To defer consideration of the application for a site visit.

PH/19/48 122638/FO/2019 – Land to South of Wilmslow Old Road and the West of Aviation Viewing Park, Manchester, WA15 8XQ

The application related to the development of a combined bussing and motor transport service centre consisting of a part single/part two storey motor transport building, a single storey bus washing building, provision of a public long stay car park (2,700 car parking spaces), amendments to the layout of Wilmslow Old Road, together with the provision of landscaping and surface water drainage infrastructure and the demolition of four residential properties (Vicarage Cottages).

A member proposed that the Committee undertake a site visit for a better understanding of the site and impacts arising from the development in view of the proximity of the proposed site to an area of scientific interest and the protection of wildlife and heritage and environmental issues.

The Chair put the proposal for a site visit to the Committee and it was agreed.

Decision

To defer consideration of the application for a site visit.

PH/19/49 120849/FO/2018 – The Limes 816 Wilmslow Road, Manchester, M20 2RN

The application related to the erection of 3 storey building plus basement containing 15 apartments (7x1 bed, 8x2 beds), following partial demolition of vacant care home building (retention of front façade), together with the erection of a terrace of 4 no. three storey townhouses (4 bedrooms); with associated landscaping and car parking for 25 vehicles.

The applicant attended the meeting addressed the Committee.

Councillor A Simcock (Didsbury East Ward) spoke in favour of the application. A member referred to the design and position to ensure that sun light and natural light for basement properties in the proposed development and how this would be addressed.

Officers reported that Building Regulations would require the plans for the construction of the development and these would be assessed by officers accordingly.

Decision

To approve the application, subject to the conditions and reasons detailed in the report submitted.

Health and Wellbeing Board

Minutes of the meeting held on 5 June 2019

Present

Councillor Richard Leese, Leader of the Council (MCC) (Chair)
Councillor Bev Craig, Executive Member for Adult Health and Wellbeing (MCC)
Kathy Cowell, Chair, Manchester University Hospitals Foundation Trust (MFT)
Dr Ruth Bromley, Chair, 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

Also present

Karen Dyson, Voluntary and Community Sector representative
Peter Blythin, Director SHS Programme – Manchester University Foundation Trust
Michael McCourt, Manchester Local Care Organisation
Matt Makin, Medical Director, Pennine Acute NHS Trust

Apologies

Mike Wild, Voluntary and Community Sector representative
Dr Tracey Vell, Primary Care representative – Local Medical Committee

HWB/19/14 Minutes

The Chair referred to a correction in the minutes relating to the title of Rebecca Livesey - CEO Manchester Active and the inclusion of Karen Dyson (Voluntary and Community Sector representative) to the list of those present at the meeting.

Decision

To agree as a correct record, the minutes of the meeting of the Health and Wellbeing Board held on 20 March 2019, subject to the above changes.

HWB/19/15 Manchester Locality Plan – Update - Single Hospital Service (NMGH) and MHCC Phase 2

The Board received a report from the Director of Planning and Operational Services, Manchester Health and Care Commissioning which provided progress on the Locality Plan: Our Healthier Manchester, with a focus on the following areas:

- Single Hospital Service (SHS) – an update on the benefits realised post-merger and the planned acquisition of North Manchester General Hospital; and
- Manchester Health and Care Commissioning (MHCC) – an update on Phase 2, the further development of MHCC as a strategic commissioning

organisation and the phased transfer of operational commissioning responsibilities to the LCO.

Ed Dyson introduced the report and verbal updates were provided by Matt Makin (Medical Director NMGH) and Peter Blythin (Director SHS Programme – Manchester University Foundation Trust).

The Chair invited comments from Board members.

A member commented that there was frustration at the pace of change, however during this time there was a focus on ensuring that patient safety continues to be protected. An inspection by the CQC was anticipated and the organisation was confident and prepared for this test.

A member asked if the expected deadline for the transfer of NMGH to MFT set for April 2020 would be achieved.

It was reported that the April deadline was the ambition however, the NHS still has two complex transactions to resolve and this may potentially jeopardise the deadline.

The Chair referred to the changes in MFT and taking account of the future with NMGH and asked if this was included in the thinking in the progress being made around Theme 3.

It was reported that Theme 3 was included within the process and discussions within the Transaction Overview Group. Also the decisions on Theme 3 will be carried at a GM Commissioner level and would include planning of scenarios relating to the future of the NMGH site.

The Chair commented that the merger of hospitals can present problems however, the work being done at NMGH was working and producing the health benefits expected. Officers were congratulated on the progress being made. Officers were also asked to include information about changes in senior management and board level in the MHCC and MLCO report to a future meeting of the Health and Wellbeing Board.

Councillor Craig suggested that the next joint MLCO/MHCC report submitted to the Board will demonstrate the connection and ambition of the two organisations.

Decision

1. To note the report submitted, including the progress made toward completing the Single Hospital System (SHS) and Manchester Health and Care Commissioning (MHCC) Phase 2 transformation programmes.
2. To note the comments received.
3. To request that the next report of the MLCO MHCC to the Health and Wellbeing Board be presented as a joint report and include information about changes in senior management and board level in the MHCC and MLCO.

HWB/19/16 Locality Workplace Health and Wellbeing

The Board received a report from the Director of Workforce and Organisation Development, MHCC and the Director of Population, Health and Wellbeing. The report provided an overview of progress in the delivery of a locality based approach to improving workplace health and wellbeing systems and outcomes for the combined health and social care workforce within the city.

The Director of Population, Health and Wellbeing introduced the report.

The Director of Workforce and Organisation Development, MHCC also addressed the board on the work that has taken place since the presentation of the first report in July 2017. Reference was made to the report appendix which provided progress and next steps on the 2017 Baseline Assessment report recommendations.

The Work and Skills Lead officer (MCC) reported that an assessment tool had been developed for use by employers and was ideal for integrated health and social care working. This approach had been agreed and supported by a wide number of individual organisations.

The Chair invited questions from the Board

A board member commented that the wellbeing of GP's should also be considered and asked if there had been an outreach to independent organisations in view of the shortage of GP's and the strain on the current service.

It was reported that GP's could refer themselves or be referred to the Manchester Fit for Work service and the Working Well Early Help Service, as employees to support and enable them to stay in work and avoid long term illness. It was reported that extending the Employer Assistance Programme would be considered, as a possible option, across MHCC and the City Council.

Councillor Craig referred to issue of mental health and mental wellbeing across all employment sectors within the city and sought assurance that information learned from this area is helping to inform the mental health commissioning strategy. Officers were asked if recommendation 5 of the report could be reconsidered and looked at in a broader context than just employee assistance programmes to provide a wider and more generalised access to mental health services and enhancement of services already commissioned.

It was reported that programmes currently exist across Manchester in conjunction with other GM Colleagues, this will include the commissioning of a specialist employment service in partnership with the GMCA and the GM Health and Care Partnership. Also, tools put in place by employers were helping with collective learning to help and support employees with mental health conditions and develop support to help unemployed residents.

A member referred to the health issues of staff and the initiatives that already exist that provide social value.

It was reported that the organisations are already taking part and offer activities to employees to help support employee health and the recruitment. Further information would be included in the next update report to the Board.

The Chair stated that the work referred to in the report is important and indicates that there is an ambition to expand the work to both the population and the workforce and currently the organisations involved include over 30000 people. The Health and Wellbeing Board has looked at the relationship between work and health with the view that being in work is good for health as opposed to being out of work. The report looks at work and health differently and enforces the link that work provides positives for employees, their organisations and the people who receive their services. Reference was also made to the Independent Prosperity Review and the research on the review that underpins the Manchester Local Industrial Strategy which will be launched shortly. Research taken from the strategy suggested that a reason for low productivity in the GM area is ill health and the promoting of good health of employees will benefit the productivity of organisations. The Chair also referred to the Good Employment Charter which currently has twenty employers involved with the organisations now working towards the agreement on a set of standards that will be rolled out later in the year to promote better engagement with local employers. The Chair stated that the organisations that work to engage their employees find that the employees were more likely to be retained than those not engaged.

Decisions

1. To note the findings of the report and the comments received.
2. To request officers to reconsider Recommendation 5 in view of the comments made.
3. To note that a further progress report will be submitted to the Health and Wellbeing Board in 2020.

HWB/19/17 Joint Strategic Needs Assessment Evaluation

The Board received a report from the Director of Population, Health and Wellbeing which described the interim findings of the Manchester Joint Strategic Needs Assessment (JSNA) and outlined the next steps for further evaluation and action. The final evaluation would be completed by September 2019.

The Chair invited questions from the Board.

A Board member welcomed the report and referred to the useful information it contains and asked officers what changes would be made to address the issue of ward boundary changes and would those changes be incorporated in future updates. It was reported that Office for National Statistics was working to address the 32 wards and new data would be available in the next few months.

The Chair referred to ward boundary data and reported that the Our Manchester Investment Board is working to harmonise existing boundaries of partner organisations to ensure joined up working and effective targeting.

The Chair of the MLCO reported that a report would be produced on joined up services to a future meeting of the Board.

Decision

To note the report and the comments received.

HWB/19/18 Health and Wellbeing Board Forward Plan

The Board received a report from the Director of Population, Health and Wellbeing presenting the cycle of Board meetings for 2019/20 Municipal Year. The Board was requested to comment of items for inclusion of work items in the Forward Plan for the meetings scheduled for the remainder of the year.

The Chair invited questions and suggestions from the Board.

Members made the following suggestions for inclusion in the Forward Plan:

- Frailty – relating to - in hospital, out of hospital and primary care.
- Children and Adult - multi agency safeguarding arrangements – implementation.
- Social prescribing and more innovative approaches to health and how this is working for Manchester.
- Changes to organisation and development changes at GM level in order to understand the changes at a locality level.
- Bringing services together in health and social care through the LCO.

Decisions

1. To note the report submitted.
2. To note the suggestions for future work items.

Audit Committee

Minutes of the meeting held on 15 April 2019

Present:

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

Apologies:

Councillor Connolly
Dr D Barker (Co-opted member)

AC/19/17 Minutes

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

Decision

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

AC/19/18 Draft Annual Governance Statement 2018/19

Members considered the report of the Deputy Chief Executive and City Treasurer which set out the draft 2018/19 Annual Governance Statement (AGS). The Annual Governance Statement was produced following completion of the annual review of the Council's governance arrangements and systems of internal control. It was reported that the AGS had been considered by the Standards Committee.

In welcoming the report, a member suggested that all Council members should be provided with the AGS for the reason that it is useful in raising awareness of the Council's governance arrangements.

The Chair invited questions from the Committee.

A member referred to the Council's webpages and requested that the information contained on the 'Your Councillors' pages appeared to be duplicated and should be merged to one page. Reference was also made to the Council's Ethical Procurement Policy and officers were asked how robustly the policy is applied in the procurement of services.

It was reported that any external provider seeking to apply to the tender of goods and services to the Council is subject to a tendering process which requires the tenderer to demonstrate how it meets the Council's ethical procurement standards.

A member acknowledged and congratulated the positive involvement of officers involved in servicing Scrutiny Committees, referred to in the AGS, as part of the assessment of the robustness of the Council's corporate governance across services.

A member referred to Section 6 of the AGS, and commented on the wording used in the Bheard Survey findings relating to 'strengthening the way the organisation's senior leadership team visibly demonstrate the behaviours'. The suggestion was made that the wording be amended to say "including strengthening the visibility of the way the organisation's senior leadership team demonstrate the behaviours".

Officers noted the comments and undertook to review the wording in advance of completing the final version of the AGS document.

A member referred to homecare contract governance under Action 3 of the document and requested officers to update the Council website to provide a clearer explanation of 'Electronic Call Monitoring' for the benefit of users.

Officers noted the comments made and reported that the Homecare Contract was not yet live and undertook to ensure that electronic call monitoring was given a clear description.

Members referred to Action 5 of the document regarding GDPR and the level of take-up of the e-learning module by Councillors and officers. The suggestion was made that a report be submitted to the Standards Committee on the number of Councillors that had completed the e-learning module.

Decisions

1. To note the draft 2018/19 Annual Governance Statement.
2. To delegate authority to the Chief Executive in consultation with Audit Committee members, to approve revisions to the AGS reflecting further progress against governance challenges made during the remainder of the 2018/19 financial year.
3. To note the comments raised by the Committee.
4. To recommend that officers submit a report to the Standards Committee to provide information on the take-up of the GDPR e-learning module by Councillors.

AC/19/19 Review of Effectiveness of Internal Audit

The Committee considered the report of the Deputy Chief Executive and City Treasurer which set out the process for the annual review of effectiveness of the Council's system of internal audit as part of its governance assurance processes. The process is designed to provide assurance to the Deputy Chief Executive and City Treasurer and the Audit Committee over the system of internal audit including

the role, function and performance of the internal audit service.

The Chair invited questions from the Committee.

A member referred to the audit outputs issued to date and asked officers to explain why the number of audits for 2018/19 had reduced in comparison to previous years and the reasons for this. Officers were asked to explain changes to the Audit Committee Terms of Reference regarding “impairment to independence or objectivity arising from additional roles outside of internal auditing of the Head of Internal Audit and Risk Management.

The Committee was informed that there had been three time consuming investigations that, although were carried out separately, were counted as a single output. Also, since 2016 there were now fewer standard compliance grant audits taking place that were quicker to complete. The development of the new audit approach had required time with members of the audit team which had been a factor in completing audit work. In addition, the point was made that the outputs from external counter fraud work undertaken is not recorded as an audit output. In view of the number available resource hours (2500 days) and the volume and complexity of the audits, it was anticipated work would increase, with approximately 120 audit outputs per year. The Head of Internal Audit and Risk Management explained that the change to the Terms of Reference was to provide clarity on his role and to enable him to not be involved in areas of audit work he may be responsible for.

A member referred to paragraph 3.8 of the report and asked officers why there was an intention to change the levels of assurance from five to four in 2019/20 as part of the revised audit approach. In reference to paragraph 3.9, officers were requested to send all audit report to Executive Members rather than a summary implementation of recommendations. The point was made that Executive members were part of the assurance reporting framework and must be included.

The Head of Internal Audit and Risk Management reported that the assurance levels had been amended to an even number to avoid setting ‘safe’ middle ground levels of assurance. Officers undertook to forward full audit reports and summary reports to Executive Members and this would be included within the Audit manual.

A member referred to the proposed revision to the Audit Committee Terms of Reference, Internal Audit and requested that the word “Review and” be inserted at the start of the second bullet point relating to the risk-based internal audit plan. Officers were also requested to retain paragraph 4.4 as detailed in the current Audit Committee Terms of Reference.

The Head of Internal Audit and Risk Management undertook to retain the words “Review and” in the proposed Terms of Reference, Internal Audit - second bullet point and to retain paragraph 4.4 of the current Audit Committee Terms of Reference in the proposed version of the Terms of Reference.

The Committee agreed that it was satisfied with the assurance provided by the review of effectiveness and management of improvement actions provided from the QAIP 2018/19 and planned actions for 2019/20, as detailed in Appendix 1 of the

report.

Decisions

1. To note the report submitted and the comments made.
2. To note the amendments made in respect of the Audit Committee Terms of Reference, as detailed in Appendix 2 of the report submitted.
3. To approve the Internal Audit Charter, as detailed in Appendix 3 of the report submitted.
4. To request that a report is submitted to the Audit Committee in six months to provide details on the circulation of audit reports and summary reports to Executive Members.

AC/19/20 Head of Audit and Risk Management Annual Audit Opinion

The Committee considered the report of the Head of Internal Audit and Risk Management which provided the Head of Audit and Risk Management's annual assurance opinion and reported on the Council's system of governance, risk management and internal control. The report was produced in accordance with the Public Sector Internal Standard 2450, which requires it to culminate in an annual audit opinion. The Head of Audit and Risk Management's provided a moderate annual assurance opinion on the Council's governance.

The Chair invited questions from the Committee.

A member asked what action the Council needed to take to improve the assurance opinion from moderate.

It was reported that further work was required to:

- The Adults Improvement Plan
- The Implementation of the ICT Disaster and Recovery Plan
- Prioritisation of scarce resources and on key priorities
- Focussing and a strong oversight on Council delivery on core services.

A member referred to the use of improvements plans in improving service areas and had this proved helpful in particular the attendance of Executive Members and service Directors to the Committee.

It was reported that the process of the Audit Committee making recommendations and inviting Executive Members and Officers to attend meetings to answer member questions had proved useful in improving focus on areas of service.

Decision

1. To note the Head of Audit and Risk Management's Annual Assurance Opinion and Report.

2. To note the comments made on the report.

AC/19/21 Annual Internal Audit Plan 2019/20

The Committee considered the report of the Deputy Chief Executive and City Treasurer and the Head of Internal Audit and Risk Management setting out the Internal Audit Plan 2019/20. The Council has adopted the standards for internal audit set out by the Public Sector Internal Audit Standards (PSIAS). The Internal Audit Plan has been produced following consultation and requests made for audit work from key stakeholders.

The Chair invited questions from the Committee.

A member referred to the percentage of time spent investigating counter fraud which appeared to have risen from 20% to 30% and asked if this would be sufficient in helping the Council to improve its level of assurance.

It was reported that the level of resource invested in counter fraud work would need to be balanced but may increase to 30%, although it was noted that this would not be at the expense of other audit work. Some of the counter fraud work would be self-funding and re-invested into audit work.

A member asked if the 100 days identified as contingency for in year priorities and was this sufficient.

It was reported that 75-80 days had been left unallocated to deal with in year priorities, although any changes required to the Audit Plan would be referred to the Audit Committee for consideration.

A member referred to the AGS and asked if other areas such as supporting attendance management, performance management and ensuring staff appraisal had a higher priority to help reduce misconduct investigations.

The Head of Internal Audit and Risk Management undertook to consider including a piece of work on attendance and management performance.

A member referred to counter fraud and the risk based nature of the Audit Plan and asked officers why those audit areas were not included within the Council's Risk Register and other areas were audited.

It was reported that not all areas with potential significant financial or reputational risk were considered as a corporate risk would be included. A report would be submitted in Quarter 3 to provide information of a broader assurance. In addition, the issue of making officers aware of counter fraud issues could be raised as part of officer training in financial related areas of service.

Decision

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

2. To approve the Annual Audit Plan 2019/20.

AC/19/22 Audit Committee Progress Report and Technical Update

The Committee considered the report of Council's External Auditors (Mazars) which provided and update on the progress made in delivering its responsibilities. The report included information on key emerging national issues and developments.

Decision

To note the report submitted.

**AC/19/23 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.

The Head of Internal Audit and Risk Management reported that the Work Programme would be refreshed for the next municipal year.

It was reported that changes to the Committee's Terms of Reference would be subject to the approval of changes to the Council Constitution by Council.

Decision

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

Audit Committee

Minutes of the meeting held on 11 June 2019

Present:

Councillor Ahmed Ali - In the Chair
Councillors Clay, Lanchbury, Russell and Stanton
Dr S Downs (Co-opted member)

Also Present:

Karen Murray, Mazars

Apologies:

Councillor Watson
Dr Barker (Co-opted member)

AC/19/24 Minutes

The minutes of the Audit Committee held on 15 April 2019 were submitted for approval. The Chair moved a recommendation that decision two for item AC/19/19 'Review of Effectiveness of Internal Audit' be amended to 'To agree the amendments made in respect of the Audit Committee Terms of Reference, as detailed in Appendix 2 of the report submitted.'

Decision

To approve the minutes of the meeting held on 15 April 2019 as a correct record subject to the above amendment.

AC/19/25 Draft Annual Statement of Accounts

Members considered the report of the Deputy Chief Executive and City Treasurer that provided the 2018/19 Annual Accounts, which had been signed by the Deputy Chief Executive and City Treasurer. The report described the process of approval for the annual accounts, noting that the audited accounts together with the external audit report will be considered at the Audit Committee meeting on 30 July.

The Deputy City Treasurer introduced the report and referred to the main themes, noting the work of the Finance Team to produce the accounts in a timely manner. She also referred to the timeline for the certification of the final accounts by the External Auditors and that this may necessitate some changes being presented to Committee at the July meeting following the publication of the agenda. The Chair commented that the report that had been submitted had been very well presented, clearly written and supported with a useful narrative to assist the reader. He stated that he welcomed that the Our Manchester approach was evident throughout the document.

A Member commented on the reported overspends in relation to Homelessness, Children's Services and Adult Social Care and commented that these will be

recurring costs. The Deputy City Treasurer and City Treasurer acknowledged this comment and stated that the budget pressures due to demand were monitored and resources allocated appropriately. She also commented that the challenges to funding Adult Social Care was a national issue and not unique to Manchester.

In response to a comment from a Member regarding concern that £8.1m grant element the Parks Development Programme had been removed from the Capital Programme, the Deputy Chief Executive and City Treasurer reported that her comments would be relayed to the Parks Development Programme Board, and further added that compared to other cities Manchester's investment in Parks was significant.

In response to specific questions raised, the Deputy Chief Executive and City Treasurer stated that further information would be provided to the Committee on interest rate charges and the percentage of homes that were to be built at an affordable price, commenting that there was an agreed target for the next five years.

Members enquired what the money clawed back from Schools was to be used for. The Deputy City Treasurer said that the levels of reserves held by individual schools had been reviewed and where appropriate funds had been clawed back and this money was ring fenced to schools to improve the outcomes for the children in Manchester, and would address some of the challenges of the funding shortfall for high needs.

In response to a question regarding the airport dividend the Deputy Chief Executive and City Treasurer described that the process applied in budgeting and subsequent allocation of the dividend.

Decisions

To note the unaudited 2018/19 Annual Accounts, signed by the Deputy Chief Executive and City Treasurer, including the narrative report.

AC/19/26 Revenue Outturn Report 2018/19

Members considered the report of the Deputy Chief Executive and City Treasurer which outlined the final outturn position for 2018/19.

A member enquired about the savings identified from vacant staff posts and enquired if there was a process to deploy staff into these rather than make them redundant. The Deputy Chief Executive and City Treasurer commented that there was a robust policy and approach to seek to avoid compulsory redundancies and the M People process had been established to support staff move into new posts. She said that vacant posts existed due to a number of reasons, including measures that were implemented as part of the budget recovery plan in 2018/19 and difficulties experienced in recruiting to temporary and permanent posts, such as Enforcement Officers within the Neighbourhoods Service and this situation would be reviewed as part of the budget setting process.

In response to a question regarding the Bed For Every Night scheme designed to

support homeless people the Deputy Chief Executive and City Treasurer confirmed that commitments of the GM Mayor did not impose a new statutory duty on the Council and the Deputy City Treasurer commented that the funding provided by GMCA was in addition to Manchester's budget and consideration would be given as to how this was reported in future to ensure this difference was clear.

In reply to comments regarding receipt of Housing Benefit payments the Committee were reminded that the Revenue and Benefits Annual Report would be submitted to the Resources and Governance Scrutiny Committee and that would provide detailed information on Discretionary Housing Payments, noting that the budget to support DHP had been increased as part on an in year adjustment to the budget.

Members commented that future reports should include specific reference as to where budgets had been adjusted in year to enable comparisons to be made and assist the reader. The Deputy Chief Executive and City Treasurer agreed that this information would be provided in future reports.

Members noted that there was a reported underspend in relation to reablement services, commenting that this is an activity where investment was required to realise savings in the future. The Deputy Chief Executive and City Treasurer commented that this area of activity was being scaled up, however recruitment of staff was a challenge.

Decisions

1. The Committee noted recommendations to the Executive one to three and endorsed recommendations four and five as listed below.

1. Note the outturn position for 2018/19 as set out in the report and summarised in the table at paragraph 4.
2. Note the Housing Revenue Account position for 2018/19 as outlined in paragraphs 48 to 51.
3. Note the overall General Fund position for 2018/19 as outlined in paragraph 52.
4. Approve the use of budgets to be allocated as outlined in paragraph 53.
5. Approve the use of reserves as outlined in paragraph 55.

AC/19/27 Capital Budget Outturn Report 2018/19

Members considered the report of the Deputy Chief Executive and City Treasurer which provided the Committee with information on the outturn of capital expenditure and financing for 2018/19; the major variances between the 2018/19 outturn and the previous Capital Programme monitoring report submitted in February 2019; and the commitments to be carried over into the five-year Capital Programme 2019/20 to 2023/24.

In response to a question from a Member the Deputy Chief Executive and City Treasurer stated that the additional money allocated to the Factory was for the overall budget for the delivery of the project and that a report on the lessons learnt from the MSIRR (Regent Road) highways project would be reported to the appropriate Committee.

Decision

The Committee note the report and endorse the recommendation that the Executive:

1. Note the outturn of capital expenditure 2018/19 for the Manchester City Council Programme was £361.6m. The outturn of capital expenditure 2018/19 for the Programme on behalf of Greater Manchester was £91.2m.
2. Note the changes to the outturn attributable to movement in the programme that occurred after the previous monitoring report to Executive in February 2019.
3. Approve the budget transfers between capital schemes to maximise the use of funding resources available to the Council.
4. Note the decisions of the Deputy Chief Executive and City Treasurer regarding the funding of capital expenditure in 2018/19.
5. Note the impact of final expenditure in 2018/19 on the revised Capital Programme 2019/20 to 2023/24.
6. Deputy Chief Executive and City Treasurer to confirm with respective Audit Committee and Scrutiny Committee Chairs to which Committee the MISIRR Lessons Learned report will be presented.

AC/19/28 Treasury Management Annual Report 2018/19

Members considered the report of the Deputy Chief Executive and City Treasurer that described the Treasury Management activities of the Council 2018/19. The Deputy Chief Executive and City Treasurer commented that the 2019 /20 Treasury Management Strategy had been considered by the Executive as part of the Budget setting considerations and updates on this would be reported during the year.

Members enquired about the reported online fraud case and the financial loss incurred by the Council. The Head of Internal Audit reported that detailed information and lessons learnt would be provided to the Committee in the confidential Annual Counter Fraud Report that was scheduled for the consideration at the September meeting.

A Member requested that an update on the levels of compliance with the Council's policy on use of purchase orders is provided to the relevant Committee including a break down by Directorate.

Decision

Deputy Chief Executive and City Treasurer to confirm with respective Audit Committee and Scrutiny Committee Chairs to which Committee a report on the policy and monitoring of the use of purchase orders will be presented.

AC/19/29 Response Letters to External Audit

Members considered the report of the Deputy Chief Executive and City Treasurer that described that as part of the audit of the accounts, the External Auditor requested information from the Deputy Chief Executive and City Treasurer and the Chair of the Audit Committee in respect of financial accounting arrangements, the risks of fraud and compliance with laws and regulations.

This report provided the draft responses proposed to be issued to the External Auditor from the Audit Committee Chair and Deputy Chief Executive and City Treasurer for the audit of the 2018/19 accounts.

Decision

To note the report.

AC/19/30 External Audit – Progress Report and Technical Update

Members considered the report of the Council's External Auditor that described that since last meeting the External Auditor had met with finance staff to clarify the requirements and expectations in respect of the 2018/19 final audit visit; will keep up to date through their on-going review of agendas and minutes and will complete their detailed audit work for the Council's 2018/19 VFM conclusion.

Detailed audit work would continue and the final audit visit would commence on 17 June 2019, noting that there were no significant matters arising to date.

Decision

To note the report.

AC/19/31 Internal Audit Outturn Report

Members considered the report of the Head of Audit and Risk Management that provided the Committee with confirmation of the audit work completed based on the agreed Audit Plan 2018/19 and subsequent agreed amendments to that plan. Detailed reports on assurances issued and work progress were provided quarterly to Audit Committee in year and the report noted that the first assurance report for 2019/20 will be provided in July 2019.

Members commented that the Highways Framework had been given a limited assurance opinion for 2018/19 and the Head of Audit and Risk Management stated that the department's responses to the recommendations would be reported. A Member commented on the recent incident with MSIRR (Regent Road) and queried whether issues might have been identified earlier had contractors utilised a Whistleblowing Policy to raise concerns.

A member commented that the number of Assurance Ratings are to be changed for 5 to 4 opinions in line with national practice and it will be interesting to see what ratings apply to future audits including the Head of Audit and Risk Management's annual opinion. The Head of Audit and Risk Management stated that the refreshed Assurance Ratings would be applied and reported. The Member commented that it

would be interesting to understand the impact of budget cuts and staffing levels on the number of Limited Assurances given.

A Member commented that information needed to be included in the Internal Audit Quarterly Report that was scheduled to be submitted for consideration at the July meeting on how long recommendations had been outstanding, and where appropriate the relevant Executive Member and Strategic Lead should attend the Audit Committee to provide an account as to the reasons for this. The Member also requested assurance at the July meeting that audit reports are being issued to Executive Members.

Decision

To note the report.

AC/19/32 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.

The Head of Audit and Risk Management stated that the Committee may wish to consider receiving reports on Disaster and Recovery, Contracts and Procurement and ICT in line with requests from previous meetings. The Deputy Chief Executive and City Treasurer noted that themed reports on contracts and ICT were also scheduled for Resources and Governance Scrutiny Committee and may cover similar topics. A Member further recommended that a detailed report on the Limited Assurances awarded to Adult Social Care and Children's Services be considered at an appropriate time and that the relevant Executive Members be in attendance.

The Chair informed the Committee that he would discuss these suggestions further with the Head of Audit and Risk Management and Chair of Resources and Governance Scrutiny Committee and schedule updates for an appropriate meeting.

Decision

1. To agree the Work Programme subject to the above.
2. To note the Recommendation Monitor.

Standards Committee

Minutes of the meeting held on 13 June 2019

Present

Independent Co-opted Member: N Jackson – In the Chair
Councillors Andrews, Evans, Kilpatrick, Lanchbury and A. Simcock

Independent Co-opted Member: G Linnell

Apologies

Ringway Parish Council: Councillor O'Donovan
Independent Person: A Eastwood
Independent Person: S Beswick

ST/19/10 Minutes

The minutes of the meeting held 21 March 2019 were submitted for approval. Mr Linnell requested that his apologies be recorded.

In regard to item ST/19/06 Member Development Strategy, a Member commented that he had recently attended a Member development training session and he reported that Member Development was working well.

Decision

To approve the minutes of the meeting held on 21 March 2019 as a correct record subject to the above amendment.

ST/19/11 Review of the operation and efficacy of the Arrangements for dealing with complaints about Councillors and amendment to the Arrangements

The Committee considered the report of the City Solicitor that outlined the operation and efficacy of the Arrangements for dealing with complaints about Councillors ('the Arrangements') as well as seeking the Committee's approval of an amendment to the Arrangements.

The report described that there were three specific stages in the Arrangements and outlined how these had operated in relation to new complaints received during the period 1 April 2018 – 31 March 2019, which fully completed stage one as well as complaints which were on-going as of 1 April 2018 and completed either the stage two or three phase during the same period.

The Committee noted that they had considered a report at their March 2019 meeting regarding the Review into Local Government Ethical Standards by the Committee for Standards in Public Life ('CSPL') and that in order to comply with the CSPL recommendation it was proposed that paragraph 8.1 of the Arrangements be amended to state that any view of the Council's Independent Person must be recorded on future decision notices issued following a formal investigation.

Decisions

1. To note the position with the operation and efficacy of the Arrangements.
2. To approve the proposed amendment to paragraph 8.1 of the Arrangements.

ST/19/12 Dispensations

The Committee considered the report of the City Solicitor that provided information on the operation and efficacy of the process for granting dispensations. The report described the limited grounds prescribed within The Localism Act 2011 for the granting of a dispensation in those circumstances where a Member or co-opted member had a Disclosable Pecuniary Interest.

The report further described the operation and efficacy of the granting of dispensations, noting that it was the Monitoring Officer's opinion that the requests for dispensations that had been made had been sought in appropriate circumstances and that the level of requests for dispensations did not give rise to concern.

In response to Members' questions the Head of Governance reported that dispensations could also be granted in relation to a Member's Prejudicial Interest and would apply to meetings of Scrutiny Committees. A Member commented that a briefing note should be circulated to all Members and co-opted members of the Authority to remind them of the requirement to submit a written request for a dispensation to the City Solicitor.

The Head of Governance informed the Committee that the Monitoring Officer for each Authority was responsible for the granting of any dispensation and advised that for those Members appointed to Committees of the Greater Manchester Combined Authority a written application would need to be submitted to the Monitoring Officer for the Combined Authority.

Decision

1. To note the report.
2. To request that the Monitoring Officer circulate a briefing note to all Members and co-opted members of the Authority to remind them of the requirement to submit a written request for a dispensation to the City Solicitor.

ST/19/13 Review of Member/Officer Relations Protocol

The Committee considered the report of the City Solicitor that provided an update following a review of the Member/Officer Relations Protocol. The report advised that the review of the Protocol had identified no significant areas of required revision, accounting for both the Committee on Standards in Public Life (CSPL) recommendations and other feedback on the Protocol's relevance and operation.

The Committee noted that only a small number of amendments had been identified as necessary to the Member/Officer Relations Protocol to bring the document up to date with the CSPL recommendations and other feedback. The report informed the Committee that the language had been refreshed and clarified in some areas and a small number of substantive changes were also suggested and summarised within the report.

Members supported the amendments to the protocol, commenting that it was important to foster professional and courteous relationships between officers and Members. A Member commented that officers needed to be confident that complaints against Member behaviour were dealt with appropriately.

The Chair recommended that this protocol should be included as part of all new employee induction briefings. The Head of Governance reported that this was being discussed with HROD as part of a wider refresh of officer induction sessions.

The Chair further commented that in her experience the adoption of a Member/Officer Relations Protocol was a very useful tool to embed a positive culture within an organisation and could also assist with addressing informal complaints.

A Member enquired if a Member/Member Protocol existed. The Head of Governance indicated that there were existing procedures within Groups and through the Monitoring Officer via the Member Code of Conduct to address such issues when they arose, Members requested officers undertake an exercise to see if any other authorities had a Member/ Member protocol.

In response to a Member's question the Head of Governance advised that 'recorded information' in relation to Freedom of Information requests referred to anything that was written down, including hand written notes and emails for example. She further commented that clarification would be provided as to which Committee a report on Freedom of Information requests would be submitted and members of the Standards Committee would be advised of this.

A Member requested that the revised Member/Officer Relations Protocol be circulated to all Members.

Decisions

1. To note and endorse the report and the suggested minor amendments recommended to the Member/Officer Relations Protocol.
2. To request Council to agree the amendments for inclusion within the Council's Constitution, when it next considers the full review of the Constitution.
3. To recommend that the amended Member/Officer Relations Protocol is circulated to all Members.
4. To recommend that the amended Member/Officer Relations Protocol is included in officer induction sessions

5. To recommend that the Head of Governance provide clarification as to which Committee would consider a report on Freedom of Information requests.

ST/19/14 Planning Protocol

The Committee considered the report of the City Solicitor that provided information on the operation and efficacy of the Planning Protocol. The report informed the Committee that mandatory training had taken place in May 2018, following the changes in the Planning and Highways Committee's membership after the local elections in May 2018, and a mid-year follow-up to that training was being planned, and a further training session, aimed principally at new Members appointed to the Planning and Highways Committee, but open to all Committee Members had taken place on the morning of the meeting held on 30 May 2019.

Members were also informed that since the last consideration of the Planning Protocol, a training session on Section 106 Planning Obligations and Viability had taken place at the end of November 2018 and that further relevant training sessions would be arranged.

The Committee were also informed that a note on the importance of the Protocol and its application to site visits was now part of every Planning and Highways Committee agenda.

The Committee was advised that it continued to be the view of officers that the Protocol was considered to be effective and there continued to be very few occasions when the Protocol had to be referred to, and there are had been no complaints that it had been breached.

The Committee noted that whilst officers considered that the Planning Protocol was effective, it was continually kept under review and officers were of the opinion that the provisions relating to discussions between Members and developers could be improved and clarified. The Committee noted the proposed amendment to the Planning Protocol section headed "Pre and post application discussions" was presented within the report.

Officers further provided a definition of what constituted a pre application meeting in terms of the planning process and commented that the wording of this paragraph would be reviewed and a definition of this type of meeting would be included for clarity within the Protocol following the comments raised by the Committee.

Members welcomed the proposed revision to the Planning Protocol and stated that this should be adopted as soon as practically possible. Officers confirmed a briefing note could be issued setting out the revisions pending a formal change to the Council's Constitution.

A Member enquired what would happen if a Member were to act as an agent on behalf of a planning matter. The Head of Planning advised the Committee that the Protocol was not designed to prevent a Member from discharging their role in representing their constituents or in their role as an opposition Member, but rather to address inappropriate use of their position to act as agents or influence planning

applications. An indication was provided to the Committee of what an 'agent' and what a 'developer' was in terms of planning and the Head of Planning stated that if there were issues she would address these directly with the Member and where necessary involve the legal officers.

The Head of Planning further commented that the Protocol was very useful for officers to understand the role and remit of Councillors so that if necessary they could challenge any inappropriate attempts to influence a planning application.

A Member commented on the challenge experienced when attending consultation or drop in events and the perceptions of the capacity in which they were attending, i.e. as a local resident or Councillor, with another member commenting that they needed to be mindful of public perceptions at all times.

Decisions

1. To note the position regarding the operation and efficacy of the Planning Protocol.
2. To endorse the proposed amendments to the Planning Protocol.
3. To recommend that a briefing note is prepared and circulated to all Members to advise of the amended Planning Protocol, pending any formal adoption into the Council's Constitution.
4. To recommend that officers review the wording of the proposed paragraph in the Protocol relating to pre application meetings and a definition of such meetings to be included.
5. To recommend that guidance be issued to all Members who attend planning related drop in events / consultations in their capacity as a resident compared to attending an event as a Councillor.
6. To recommend that guidance is issued to all Members on their responsibilities when making representations on planning applications that are not within the ward to which they are elected.

ST/18/15 Work Programme

The Committee received the report of the Governance and Scrutiny Support Unit which allowed the Committee the opportunity to consider and revise its work programme for future meetings.

The Chair advised the Committee that the report listed for the October meeting entitled 'Whistleblowing Policy' may be removed from the Work Programme following clarification, through amendment of the Constitution, as which Committee had overall responsibility for the document as there was currently ambiguity would be considered by the Audit Committee and not the Standards Committee.

The Chair recommended that a report be included for consideration at the October 2019 meeting that outlined how the requirements of the Council's Member Code of

Conduct is incorporated into the overall governance arrangements of organisations that the City Council has entered into Partnership Arrangements with, to demonstrate adequate assurance is in place.

The Chair recommended that the Annual Governance Statement be submitted for consideration at the March 2020 meeting and that a report on the recommendations from the Committee on Standards in Public Life be included as an item to be scheduled.

Decision

To agree the Work Programme subject to the above amendments.