

# Public Document Pack

**Mike Kelly FCIQB MCIM**  
**Chief Executive**

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*Your Ref* OSC/LW  
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Legal & Democratic Services  
Division

Jayne Hammond LLB (Hons) Solicitor  
Assistant Director of Legal &  
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## **TO: All Members of Council**

**Councillors :** S Briggs (Chair), A Audin, K Audin, D Bailey, M Bailey, N Bayley, I Bevan, J Black, P Bury, G Campbell, S Carter, R Caserta, D Cassidy, J Columbine, M C Connolly, A Cummings, J Daly, E Fitzgerald, L Fitzwalter, J Frith, I Gartside, J Grimshaw, D Gunther, M Hankey, S Haroon, P Heneghan, T Holt, K Hussain, T Isherwood, M James, D Jones, J Lewis, A Matthews, S Nuttall, D O'Hanlon, N Parnell, T Pickstone, A Quinn, K Rothwell, R Shori, A Simpson, J Smith, S Smith, S Southworth, T Tariq, B Vincent, R Walker, S Walmsley, J Walton, M Wiseman and Y Wright

Dear Member/Colleague

## **Council**

You are invited to attend a meeting of the Overview and Scrutiny Committee which will be held as follows:-

<b>Date:</b>	Wednesday, 16 October 2013
<b>Place:</b>	Bury Town Hall
<b>Time:</b>	7.00 pm
<b>Briefing Facilities:</b>	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
<b>Notes:</b>	

## **AGENDA**

The Agenda for the meeting is attached.



**Electronic service of legal documents accepted only at:**  
**E-mail:** legal.services@bury.gov.uk  
**Fax:** 0161 253 5119

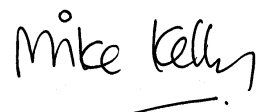
**Town Hall**  
**Knowsley Street**  
**Bury BL9 0SW**  
[www.bury.gov.uk](http://www.bury.gov.uk)

Reports are enclosed only for those attending the meeting and for those without access to the Council's Intranet or Website.

The Agenda and Reports are available on the Council's Intranet for Councillors and Officers and also on the Council's Website at [www.bury.gov.uk](http://www.bury.gov.uk) – click on **Agendas, Minutes and Forward Plan**.

Copies of printed reports can also be obtained on request by contacting the Democratic Services Officer named above.

**Yours sincerely**

A handwritten signature in black ink that reads "Mike Kelly". The signature is written in a cursive style. Below the signature is a short horizontal line.

**Chief Executive**

## AGENDA

### 1 **DECLARATIONS OF INTEREST**

Members of the Council are requested to declare any interests which they have in any items or issues before the Council for determination.

### 2 **MINUTES OF THE COUNCIL** (Pages 1 - 8)

To approve as a correct record the Minutes of the Meeting of the Council held on 11 September 2013 in Digest 4 (2013/2014)

### 3 **MAYORAL COMMUNICATIONS AND ANNOUNCEMENTS**

To receive communications from the Mayor and any announcements by the Leader of the Council or the Chief Executive on matters of interest to the Council.

### 4 **PUBLIC QUESTION TIME**

To answer questions from members of the public, notice of which has been given, on any matter relevant to the Council or its services to the community. Up to 30 minutes will be set aside for this purpose. If time permits, further questions will be invited from members of the public present.

### 5 **RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES** (Pages 9 - 10)

<b>COMMITTEE/DATE</b>	<b>SUBJECT</b>	<b>RECOMMEN</b>
Democratic Arrangements Forum – 3 October 2013	Managing the Business of Council: 1) Deadline for Member Questions to Leader 2) Previous Decisions and Motions and the Six Month Rule	Minu atta

### 6 **LEADER'S STATEMENT AND CABINET QUESTION TIME** (Pages 11 - 28)

To receive a Statement from the Leader of the Council on the work of the Cabinet and to answer written questions from Members of the Council to the Leader and Cabinet Members on any matter in relation to which the Council has powers or duties which affect the Borough, provided the necessary written notice has been given.

Verbal questions on the work of the Cabinet since the last Council meeting will be allowed subject to a limit of one question per Councillor.

**7 JOINT AUTHORITIES - REPORT BY THE COUNCIL'S REPRESENTATIVE AND QUESTIONS** (Pages 29 - 30)

(A) A report by the Council's Representative on the work of the Crime and Police Panel, Councillor Connolly.

(B) Questions (if any) on the work of the Joint Authorities to be asked by Members of the Council for which the necessary notice has been given in accordance with Council Procedure Rule 11.2.

**8 CORPORATE PARENTING PANEL - CONSTITUTION AND TERMS OF REFERENCE** (Pages 31 - 66)

Report attached.

**9 NOTICES OF MOTION**

The following Notices of Motion have been received:-

**1. Government Announcement regarding School Meals**

"This Council welcomes the announcement by the Deputy Prime Minister Nick Clegg that all pupils in reception and years 1 & 2 will receive a hot school meal free of charge.

Council notes that:

a - Around over 6,800 pupils in Bury schools will be eligible for a hot lunchtime meal.

b - It is estimated that this will save families an average of £437 per year - a £2.5 million annual saving for Bury families (assuming 100% take up of existing free school meals).

c - Pilot schemes have indicated that where meals have been provided pupils have been two months ahead of their peers academically and increased literacy and numeracy levels by 5%.

d - Universal free meals have also improved behaviour and concentration levels at schools in the pilot areas.

e - Research by the Children's Food Trust has indicated that up 14% of low income families have failed to make a claim for free school meals.

f - Universal free meals will assist hard pressed families who are struggling to balance the family budget.

Council Resolves:

To work with our local schools and with parents to ensure a successful roll-out of this initiative and in particular to ensure that the provision of appropriate healthy meals.”

**In the names of Councillors D O’Hanlon and T Pickstone.**

## **2. Royal Mail**

“This Council recognises the hard work carried out by our local postmen and women in delivering the Royal Mail Universal Service Obligation. The Council also recognises the huge changes Royal Mail have made to improve the service, address the pensions deficit and ensure the business is more successful, efficient and profitable.

The Coalition Governments' plans to sell off this national institution will undoubtedly have a detrimental effect on service levels, the uniform pricing structures and impact disproportionality on those living in rural areas. The privatisation could also jeopardise job security and protection of our “posties” conditions of employment.

This Council therefore calls upon our two Constituency MP's to lobby the Government immediately to oppose the Privatisation of the Royal Mail. Our MP's should also ensure the Government works progressively with both Royal Mail and the Unions to further enhance the organisation and the service offered to businesses and the wider public.”

**In the names of Councillors A Audin, K Audin, M Bailey, D Bailey, N Bayley, J Black, P Bury, G Campbell, S Carter, D M Cassidy, J Columbine, M Connolly, A J Cummings, E FitzGerald L Fitzwalter, J Frith, J Grimshaw, S Haroon, P Heneghan, T Holt, A Isherwood, M A James, D Jones, J S Lewis, A K Matthews, N A Parnell, A Quinn, K Rothwell, R Shori, A Simpson, S Smith, J Smith, S Southworth, T Tariq and S Walmsley.**

## **3. Broadband Services**

“This Council notes the crucial role that high speed broadband now plays in people's everyday lives. However, there are still many rural communities in our Borough that do not have access to high speed broadband.

This Council views this situation as a serious inequality that should be addressed immediately.

Therefore, this Council resolves to push for all rural and any remaining urban areas in our borough that do not have high speed broadband to receive their share of the £990,000 of Government funding held by the Association of Greater Manchester Authorities.

This Council also resolves to do everything it can to ensure that high speed broadband is turned on as quickly as possible once the funding has been received from AGMA."

**In the names of Councillors I Bevan, R Caserta, J Daly, I Gartside, D Gunther,  
M Hankey, K Hussain, S Nuttall, B Vincent, R Walker, J Walton, M Wiseman and Y Wright**

10 **SCRUTINY REVIEW REPORTS AND SPECIFIC ITEMS "CALLED IN" BY SCRUTINY COMMITTEES**

11 **QUESTIONS ON THE WORK OF OUTSIDE BODIES OR PARTNERSHIPS**

Questions on the work of outside bodies or partnerships on which the Council is represented to be asked by Members of the Council (if any).

12 **DELEGATED DECISIONS OF THE COUNCIL COMMITTEES**

Questions on the delegated decisions made by the Regulatory Committees and Scrutiny Committees contained in the Digest of Decisions 4 (2013/14) published since the last ordinary meeting of the Council, providing four clear working days' notice has been given of the question.

Members are asked to bring to the meeting their copy of Digest 4 (2013/14)

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**Minutes of:** **AN ORDINARY MEETING OF THE COUNCIL**

**Date of Meeting:** 11 September 2013

**Present:** The Worshipful the Mayor (Councillor S Briggs), in the Chair; Councillors A Audin, K Audin, M Bailey, N Bayley, I Bevan, J Black, P Bury, G Campbell, S Carter, R A Caserta, D M Cassidy, J Columbine, M Connolly, A Cummings, J Daly, E FitzGerald, L Fitzwalter, J Frith, I B Gartside, J Grimshaw, D L Gunther, M Hankey, P Heneghan, T Holt, K Hussain, A Isherwood, M A James, D Jones, J S Lewis, A Matthews, S Nuttall, D O'Hanlon, T D Pickstone, A Quinn, K Rothwell, R Shori, A Simpson, S Smith, J Smith, S Southworth, T Tariq, B Vincent, R E Walker, S Walmsley, J F Walton and M J Wiseman

**Apologies for Absence:** Councillors D Bailey, S Haroon, N A Parnell and Y Wright

**Public attendance:** 9 members of the public attended the meeting

### **C.334 DECLARATIONS OF INTEREST**

1. Councillor Connolly declared an interest in any item which related to staffing as his partner is an employee of Bury Council.
2. Councillor Connolly declared a personal interest in Minute C.342, Notice of Motion – Airport Dividend as he is Deputy Director of MAG and a member of the Shareholder Committee for MAG.
3. Councillor Jones declared an interest in any item which related to staffing as his wife is an employee of Bury Council.
4. Councillor O'Hanlon declared an interest in property issues as he rents two domestic garages.
5. Councillor Fitzwalter declared a personal interest in a question relating to credit unions as she is a member of the recently formed credit union in Ramsbottom.
6. The following members declared Personal Interests in questions relating to Unite the Union, as members of that Trade Union:-

Councillors A Audin, M Bailey, Bury, Carter, Columbine, Connolly, Fitzwalter, Frith, Isherwood, Lewis, Quinn, Shori and Simpson

### **C.335 MINUTES**

#### **RESOLVED:**

That the minutes of the Meeting of the Council held on 3 July 2013 be signed by the Mayor as a true and correct record.

(At this stage in the proceedings Councillor Walker asked that members refrain from tweeting remarks relating to statements made by him at Council. Comments should be made in the Chamber so that he can respond.)

**C.336 MAYORAL COMMUNICATIONS**

The Mayor called for a short silence to mark the passing of the fire fighter, Stephen Hunt, whose funeral took place on 3 September 2013.

**C.337 PUBLIC QUESTION TIME**

The Mayor reported that there were no written questions from members of the public. Questions were invited from members of the public present and the following issues were raised:-

<b>Issue</b>	<b>Questioner</b>	<b>Answered By</b>
1. United Nations report on the impact of Benefit Changes in the UK	Mr J Mallon	Councillor Connolly

**C.338 RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES****1. Minute CA.189 of the meeting of the Cabinet of 10 July 2013 – Treasury Management Annual Report**

It was moved by Councillor John Smith and seconded by Councillor Connolly and it was

**RESOLVED:**

That the Treasury Management Annual Report for 2012/2013 be approved.

**2. Minute CA.190 of the meeting of the Cabinet of 10 July 2013 – Risk Management Annual Report 2012/2013**

It was moved by Councillor John Smith and seconded by Councillor Connolly and it was

**RESOLVED:**

That the Risk Management Annual Report for 2012/2013 be approved.

**C.339 LEADER'S STATEMENT AND CABINET QUESTION TIME****(a) Written questions (Notice given)**

The Leader of the Council, Councillor Connolly, made a statement on the work undertaken by him since the date of the last Council meeting. The Leader and the relevant Cabinet Members answered questions raised by Councillors on the following issues:

<b>No.</b>	<b>Issue</b>	<b>Questioner</b>	<b>Answered by (and action)</b>
1.	Zero Hour Contracts	Councillor Pickstone	Councillor Holt

2.	Use of "Fracking"	Councillor Hussain	Councillor Isherwood
3.	Youth Unemployment and apprenticeships	Councillor Frith	Councillor Connolly
4.	Equal Pay and disclosure of information	Councillor O'Hanlon	Councillor Connolly
5.	Video promoting democracy produced by UNITE	Councillor Caserta	Councillor Campbell
6.	"Bedroom" Tax	Councillor Simpson	Councillor Shori
7.	Road Surfacing Works	Councillor Pickstone	Councillor Isherwood
8.	Post of Deputy Police Commissioner	Councillor Walker	Councillor Connolly
9.	Working Age People on Out of Work Benefits	Councillor Cassidy	Councillor John Smith
10.	Waste Disposal Charges	Councillor O'Hanlon	Councillor Isherwood
11.	Bury Art Museum	Councillor Gunther	Councillor Lewis
12.	Reduction in Government Grant	Councillor Quinn	Councillor John Smith
13.	Motorists visiting Bury town Centre	Councillor Gartside	Councillor Isherwood
14.	Credit Union in Ramsbottom	Councillor Fitzwalter	Councillor John Smith
15.	Libraries Review	Councillor Daly	Councillor Lewis
16.	Number of Councillors	Councillor Columbine	Councillor Connolly
17.	Trade Waste Recycling	Councillor Jones	Councillor Southworth
18.	Anti social Behaviour Programmes	Councillor S Smith	Councillor Walmsley

Due to the lack of time to answer questions 11 to 18 inclusive, the Leader gave an undertaking that copies of the answers to those questions will be circulated to all Councillors. The Leader also gave an under taking to make these available on the Council Web Site.

**(b) Oral questions on the work of the Cabinet since the last Council meeting (without Notice)**

19.	Youth Unemployment and Government Action	Councillor Gartside	Councillor Connolly
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20.	Government Grant and Regional Impact	Councillor Quinn	Councillor Lewis
21.	Diversity and Equality	Councillor James	Councillor Connolly
22.	Public Convenience Closures	Councillor Bevan	Councillor Connolly
23.	Whitefield Town Hall	Councillor Caserta	Councillor Connolly
24.	Libraries Review and current provision and staffing levels	Councillors Daly and Hankey	Councillor Lewis
25.	Services in Prestwich Library	Councillor O'Hanlon	Councillor Lewis
26.	Use of computer facilities in libraries by Benefit Claimants.	Councillor Simpson	Councillor Connolly

### C.340 JOINT AUTHORITIES – REPORTS BY THE COUNCIL'S REPRESENTATIVE AND QUESTIONS

- (a) Councillor Noel Bayley, the Council's representative, on the Committee for Greater Manchester Transport, gave a verbal report on the work of the Authority to all Members of the Council.
- (b) The following question had been received in accordance with Council Procedure Rule 11.2.

No.	Issue	Questioner	Answered by
1.	Impact on Prestwich of downgrading Broughton Fire Station	Councillor O'Hanlon	Councillor Matthews (Representative on the Greater Manchester Fire & Rescue Authority)
2.	Bus Services and "running to time."	Councillor Pickstone	Councillor Noel Bayley (Representative on the Committee for Greater Manchester Transport)
3.	Costs associated with the smart travel card.	Councillor O'Hanlon	Councillor Noel Bayley (Representative on the Committee for Greater Manchester Transport)
4.	Ring and Ride Service operated by GMATL	Councillor Pickstone	Councillor Noel Bayley (Representative on the Committee for Greater Manchester Transport)

Due to lack of time to answer question 4 it was agreed that this would be circulated following the meeting.

### **C.341 HEALTH AND WELLBEING BOARD – CONSTITUTION AND TERMS OF REFERENCE**

A report of the Leader was submitted which sought approval to an amendment to the Terms of Reference of the constituted Health and Wellbeing Board and a change to the appointment of Chair.

It was moved by Councillor Connolly and seconded by Councillor John Smith that the report be approved.

It was moved by Councillor Walker and seconded by Councillor Gartside as an amendment that:-

“As the Health and Wellbeing Board is a Committee of the Local Authority, this Council agrees that elected representatives (in addition to the Cabinet Member for Adult Care, Health and Wellbeing and Housing) should have a decision making role on the Board.”

#### **Proposal:-**

#### **Paragraph 2 – Membership**

To delete as a core voting member the Deputy Cabinet Member, Adult Care, Health and Wellbeing and Housing and replace with three elected Councillors to be appointed on the basis of the political composition of the Local Authority as a whole.”

The amendment on being put with 13 voting for, 32 against and one abstention was declared lost.

The substantive motion on being put with 32 voting for, none against and 14 abstentions was declared carried and it was

#### **RESOLVED:**

1. That the Terms of Reference of the Health and Wellbeing Board be amended by the inclusion of the following paragraph, whereby meetings no longer need to be chaired by a representative from the GP Clinical Commissioning Group:-.

“The meeting will be chaired by a Member of the Health and Wellbeing Board duly appointed by the Council. The Vice Chair will be the Executive Director, Adult Care Services. The Chair and Vice Chair would be appointed annually; the appointments would be ratified by Council. **In the absence of the Chair or Deputy Chair** – A replacement Chair will be elected for the duration of the meeting from the Core Membership.”

2. That following the resignation of the Chair, Dr Audrey Gibson, Councillor Shori be appointed as Chair of the Board for the remainder of the Municipal Year.
3. That the thanks of the Council be passed on to Dr Gibson for her commitment and support whilst acting as Chair.

### **C.342 NOTICES OF MOTION**

Two Notices of Motion have been received in accordance with Council Procedure Rule 12:

**1. AIRPORT DIVIDEND**

A Motion had been received and set out in the Summons in the names of:-

**Councillors I Bevan, R Caserta, J Daly, I Gartside, D Gunther, M Hankey, K Hussain, S Nuttall, B Vincent, R Walker, J Walton, M Wiseman and Y Wright**

"This Council welcomes the increased airport dividend of £400,000 as a result of the revaluation of Stansted airport. In the latest "Corporate Financial and Performance Monitoring Report April 2013-June 2013" that was approved by Cabinet on 28 August, this sum of money is being used to reduce the Council's projected overspend position.

However, assurances were given at the Cabinet meeting on 28 August that the current projected overspends can be seen as being "Cautious" at this early stage in the financial year and that departmental budgets should not overspend by the year end. Therefore, this Council resolves to:-

- 1) Cease using the increased airport dividend as a way of reducing the Council's projected overspend position
- 2) Distribute the £400,000 equally between the 6 township forums to allow them to decide how their share can be used to help fulfill local priorities."

**The motion on being put with 11 voting for, 31 against and 3 abstentions was declared lost**

**2. CONTRIBUTION OF LARGE SUPERMARKETS TO THE LOCAL COMMUNITY**

A Motion had been received and set out in the Summons in the names of Councillors Pickstone and O'Hanlon.

"Council notes the important role large retail outlets, such as supermarkets, play in the local economy.

Council further notes the importance of vibrant local towns and communities and the importance of local facilities, local shops and community spaces.

Council therefore resolves to follow the example of the Scottish Parliament, the Northern Ireland Assembly and over 60 English local authorities by submitting the following proposal to the government under the Sustainable Communities Act:

'That the Secretary of State gives Local Authorities the power to introduce a local levy of 8.5% of the rate on large retail outlets in their area with a rateable annual value not less than £500,000 and requires that the revenue from this levy be retained by the Local Authority in order to be used to improve local communities in their areas by promoting local economic activity, local services and facilities, social and community wellbeing and environmental protection.'

The Council notes that if this power was acquired it would present the opportunity to raise further revenue for the benefit of local communities, should the Council wish to use it."

**It was moved by Councillor Walmsley and seconded by Councillor Isherwood as an amendment:-**

**DELETE:**

"Council therefore resolves to follow the example of the Scottish Parliament, the Northern Ireland Assembly and over 60 English local authorities by submitting the following proposal to the government under the Sustainable Communities Act:

'That the Secretary of State gives Local Authorities the power to introduce a local levy of 8.5% of the rate on large retail outlets in their area with a rateable annual value not less than £500,000 and requires that the revenue from this levy be retained by the Local Authority in order to be used to improve

The Council notes that if this power was acquired it would present the opportunity to raise further revenue for the benefit of local communities, should the Council wish to use it."

**REPLACE WITH:**

"Council also recognises the vital role played by small and independent businesses in the life and economic well-being of the borough and it therefore calls on the Government to do more to support local businesses by extending the temporary doubling of small business rate relief that was introduced by the last Labour government and which the coalition is due to scrap at the end of March 2014."

**The amendment on being put with 42 voting for, 2 against and one abstention was declared carried.**

**The substantive motion on being put was unanimously carried.**

**C.343 SCRUTINY REPORTS AND SPECIFIC ITEMS "CALLED IN" BY SCRUTINY COMMITTEES**

There were no Scrutiny Review Reports or specific items "called in" by the Overview and Scrutiny Committee to be considered at this Council meeting.

**C.344 QUESTIONS ON THE WORK OF OUTSIDE BODIES OR PARTNERSHIPS**

There were no written questions on the work of the outside bodies or partnerships on which the Council is represented, submitted in accordance with Council Procedure Rule 11.2.

**C.345 DELEGATED DECISIONS OF COUNCIL COMMITTEES**

There were no written questions asked on the delegated decisions of the Committees or Scrutiny Committee contained in the Digests of Decision No.d 2 and 3 (2013-2014).

**THE WORSHIPFUL THE MAYOR**

**(NOTE:** The meeting started at 7.00 pm and ended at 10.00 pm)





**DEMOCRATIC ARRANGEMENTS FORUM  
THURSDAY, 3 OCTOBER 2013**

**In attendance:** Councillor M Connolly (in the Chair)  
The Mayor (Councillor S Briggs – Chair of Standards Committee),  
Councillors I Gartside and T D Pickstone

**Also in attendance:** Councillor John Smith

**Officers:** M Kelly – Chief Executive  
J Hammond – Assistant Director of Legal and Democratic Services  
C Shillitto – Head of Democratic Services

**Apologies for Absence** Councillor T Tariq

**1. MANAGING THE BUSINESS OF COUNCIL – DEADLINE FOR MEMBER QUESTIONS TO LEADER**

It was reported that under Section 11.1(a) of the Council Procedure Rules, questions asked at Council by Members must be received in writing by 12 noon on the Monday prior to the Wednesday meeting. The timescale for receipt of questions: distribution to Cabinet Members/Executive Directors and response is short and increasingly becoming a challenge for officers.

**It was agreed** that Council be recommended to change the deadline for receipt of questions from Members to midnight on the Thursday prior to the Wednesday Council meeting.

**2. NOTICES OF MOTION AND THE SIX MONTH RULE**

It was reported that Council Procedure Rule 16 currently reads as follows:-

**16. PREVIOUS DECISIONS AND MOTIONS**

**"16.1 Motion to Rescind a Previous Decision**

*A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 12 Members or unless it is a recommendation contained in the Minutes of a Committee and the Summons to attend the meeting of that Committee contained notice that the matter was to be considered.*

**16.2** *A Committee or Sub-Committee of the Council acting under delegated powers may rescind a resolution adopted under delegated powers within a period of six months provided the summons to attend the meeting of the Committee or Sub-Committee contains a notice that the matter is to be reconsidered.*

**16.3 Motion Similar to One Previously Rejected**

*A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 12 Members. Once the motion or amendment is dealt with, no-one can propose a similar motion or amendment for six months."*

It is considered that this Procedure Rule is no longer appropriate for two reasons:

1. The ability to bring back a motion or amendment with 12 signatures enables discussion on an issue which has been recently debated. This has to be set against the difficulties faced in getting through Council business.
2. The reference to "Recommendations of a Committee" in 16.1 is not appropriate under a Leader/Cabinet decision making arrangement.

**It was agreed** that Council be recommended to change Council Procedure 16 as follows:-

**"16.1 Motion to Rescind a Previous Decision**

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved.

**16.2** A Committee or Sub-Committee of the Council acting under delegated powers may rescind a resolution adopted under delegated powers within a period of six months provided the Summons to attend the meeting of the Committee or Sub-Committee contains a notice that the matter is to be reconsidered.

**16.3 Motion Similar to One Previously Rejected**

A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the past six months cannot be moved."

**3. EUROPEAN AND LOCAL ELECTION 2014 – ARRANGEMENTS FOR VERIFICATION AND COUNT**

Members discussed the most effective means of dealing with this and it was agreed:-

That following receipt of ballot boxes from the elections taking place on Thursday, 22 May 2014, arrangements for verification and counting commence at 9.00 am on Friday, 23 May 2014.

**COUNCILLOR M CONNOLLY**  
**Chair**

**(Note: The meeting started at 4.00 pm and ended at 4.35 pm.)**

**COUNCIL MEETING****16 OCTOBER 2013****LEADER'S STATEMENT**

Madam Mayor, Members and Officers of the Council, there has been only one meeting of the Cabinet since the last meeting of the Council.

**Draft Housing Strategy**

Whilst it is no longer a Government requirement to submit a Housing Strategy for regulatory purposes, it remains good practice for local authorities to develop a Strategy which sets out local priorities and provides a guide to registered providers and developers on housing requirements within the Borough.

Bury, as we all know, is an increasingly popular place to live and the strategy looks to develop that unique selling point through:

- Encouraging responsible house building;
- Maintaining the balance between bought and rented properties – with owner occupation expected to remain the principle tenure type;
- Proactively tackling the number of empty homes;
- Partnership working with partners to build decent and sustainable neighbourhoods;

We also want to promote the social aspects of housing in terms of:

- Supporting the 'Green Agenda' to maximise energy efficiency and reduce fuel poverty;
- Assessing affordability across the townships;
- Identifying the needs of specific groups such as older people, people with disabilities, homeless households.

Rather than dictate the outcome, it is proposed to test the strategy's findings through the consultation process and engage stakeholders in developing the action plan.

## **Carers Strategy**

We all know the value of carers to our communities and this strategy aims to reinforce our commitment to these unsung heroes. Our key priorities are:

- **The Identification and recognition** of the many thousands of carers; supporting those with caring responsibilities to identify themselves as a carer at an earlier stage and to recognise the value of their contribution.
- **Realising and releasing potential** - Enabling those with caring responsibilities to fulfil their educational and employment potential.

- **A life outside of caring** - Personalised support both for carers, and those they care for, enabling them to continue their family and community life.
- **Supporting carers to stay healthy** - Supporting carers to remain mentally and physically well.

The Bury Carers Strategy 2013-2018 will focus on these key priorities over the next 5 years.

### **Civic Venues**

Much has been written and said over the past few years about the performance of Civic Venues. Following the last review by external consultants Officers have been working to an agreed action plan. For the first time for many many years we are seeing real tangible progress in bringing down the level of subsidies and seeing increased use of the venues. In 2011 when we took over the Administration we inherited a subsidy of some £800,000. The forecast for this year will see that figure reduce by 37%.

Many of the actions included;

- Developing a Marketing plan and objectives for each venue
- Rebranding of suites as individuals rather than group
- Identify Market Sectors, Audience profiling and development
- A dedicated web page and ticket portal
- Cultural Partnership development – The Met - comedy & music, Festwich, SOS Rock, Vintage.
- Partnership arrangements – FORCH, 3rd Party promoters
- Seasonal promotions and brochure
- Customer Satisfaction Surveys
- Improved flexible use of vacant space

## **Recycling**

Members of the Cabinet agreed a pilot project aimed at increasing the resource within the Waste Management Service to improve the Council's household recycling rate from 47% to at least 50%. Given the savings that can be achieved from diverting waste from landfill it is important we look closely at all opportunities to both drive costs down and meet wider environmental benefits.

To get more residents to participate, a self financing initiative has been developed which includes setting up two small specialist teams who will focus exclusively on Education/Awareness raising and Regulatory Activities.

## **Education**

- We want to raise awareness in those areas where there is low participation.

## **Regulatory Activities**

- This team will deal with non participation in recycling, contamination of recycling bins, side waste, fly tipping and there will be an enhanced focus on dog fouling and littering. Use of powers to issue FPN's will be sensitively managed and used only as a last resort. Where evidence is found on fly tipping we will seek to prosecute.

The 2 year pilot will be monitored closely with an aim to increase the recycling rate to a level which in effect exceeds the cost of the enhanced team and contributes to saving the Council money. If at the end of the period this has not been possible, then the pilot will cease.

## **Light Night**

Once again the weather was kind to us and we were rewarded by another 22 stunning and diverse range of activities spread right across the town centre.

I want to publically thank all those employees; partners and of course the many thousands of people who flocked to the town centre for making this such a wonderful annual event for our Borough.

## **Credit Union**

I am pleased to announce Bury's first borough-wide credit union has now arrived and residents of all ages and backgrounds are invited to join it.

It has been set up in partnership by Manchester Credit Union, Bury Council and Six Town Housing, and aims to give people a real alternative to doorstep lenders or payday loan companies.

Credit unions are suitable for everyone, of all incomes and circumstance, not just people who are struggling. They're a reputable, safe and respectable alternative, always putting their members first, and that's why I'm signing up along with the Mayor at the launch tomorrow.

Initially, the credit union will be open for business at customer contact points at Six Town Housing's HQ in Bury (Mondays) and at Bury Town Hall (Tuesdays and Fridays), from 9.30am to 1.30pm.



## **Britain in Bloom**

Madam Mayor I am finishing my statement tonight with a warm glow and its all thanks to our fantastic staff and partners who have made history for little old Bury this year.

I am very pleased to inform Members that Bury in Bloom did extremely well by winning **Gold** for the first time in the national finals. The judges commented that Bury was one of the best in the region and now at the very pinnacle of the national campaign

Other comments from the Judges include

- In the financial climate Bury has risen to the challenge and produced an outstanding entry;
- The change to sustainable planting in many areas in a sympathetic and measured way;
- The business contributions both financial and in kind;
- Excellent initiatives with the schools such as the grow your own planters;
- The involvement of local community groups to keep the town centre and gardens clean and tidy;
- Bury on the whole was very clean and tidy with high standards of horticulture.

I am also pleased to inform you that Bury also won the special discretionary **Award for Environmental Responsibility** - for the way it manages and communicates its recycling messages to the community.

**Madam Mayor that concludes my statement.**

**End**

**Council Meeting – 16 October 2013**

**Questions:-**

**The Leader of the Council**

**Question running order:**

**1<sup>st</sup>: Conservative**

**2<sup>nd</sup>: Labour**

**3<sup>rd</sup>: Liberal Democrat**

**1. Councillor Gunther**

Can the Cabinet Member for the Environment give the full criteria to be used for issuing on the spot fines for incorrect use of waste bins?

**A. The new Waste Management Regulatory and Enforcement Policy, as attached to the Cabinet Report, defines the approach that will be followed regarding incorrect use of waste bins, including providing extensive help and advice to householders, removing affected waste in the first instance, serving a written notice and as a last resort only for repeat and deliberate offending the issuing of a fixed penalty notice (FPN) of £60 payable within 14 days. The penalty is discounted to £40 if paid within 10 days.**

**Formal powers will be applied in an open and reasonable way and the general principles of enforcement, will always be applied, namely proportionality, consistency, transparency, effectiveness and accountability. Firm but fair regulation will be applied in all cases.**

**Penalty notices may be issued in respect of:**

- **contamination of recycling bins,**
- **bins presented incorrectly either by the position of the container or time of presentation e.g. bins being left out permanently on the highway causing an obstruction,**
- **littering re: waste that should be contained within a wheeled bin.**

***The Government is currently considering a draft Deregulation Bill that could amend Section 46 of the Environmental Protection Act 1990. This may include requirements such as the issuing of notices of intention to issue a fixed penalty, identifying where a nuisance is caused and guidance on appeals. The Council's Waste Management Regulatory and Enforcement Policy may be amended from time to time to take account of such changes in legislation.***

## **2. Councillor Southworth**

Local businesses have suffered as a result of Government policies over the last few years and now Business Rates look likely to rise and huge energy rises are being nodded through unchallenged by the Tory-led Coalition.

What is the Council doing to help local businesses in these difficult times?

**A. The Council fully understands how much local businesses have suffered at the hands of the current Government and we are committed to supporting them as much as possible.**

**There are many ways that we are doing this and these include:**

- **In line with the Labour Group's amendment that was passed at the last Council we are lobbying the Government to extend the funding for increased small business rate relief beyond 2014;**
- **The Leader of the Council and Chief Executive have made a point of visiting as many local businesses as will let them through the door. These visits are then publicised on the Leaders' blog and are used to discover the best ways for the Council to help individual businesses;**
- **These visits are built on, and followed up by, a group of existing officers who have come together to form a Business Engagement team which means that local businesses will now have a named Council officer to contact, giving them a much more effective way of working with us. This will also allow the effective dissemination of business, employment and skills information to the business community;**
- **We have worked with the local Chamber of Commerce and completely reviewed our procurement procedures so that Council tenders are now far more accessible to local SMEs. Even the Government has recognised how effective our procedures now are by giving us the national award for 'Best Council to Do Business With'. This work will continue as we actively encourage an allegiance to the borough through the 'Made in Bury' campaign;**
- **We have established the Best of Bury awards which will showcase successful Bury businesses. The Award ceremony will take place on 22 November at the Longfield Centre.**
- **The Council's Business rates team have actively brokered discussions with the Government's Valuation Agency Office to help address rates appeals submitted by local businesses**

and on the Rock, for example, we have seen valuations reduce by up to 20% as a result;

- **We are developing and facilitating a Bury Business Economic Alliance Group to oversee the objectives of Team Bury's Economic Strategy. This group will also actively promote Business Start Up Support, the Greater Manchester Business Growth Hub and all other business support activity**
- **We have worked with businesses to promote the Backing Young Bury meaning that businesses can access apprentices and local young people can find a gateway into employment.**

**Of course Madam Mayor we also recognise locally the high, and increasing, cost of energy and Members will know that the Council has signed up to the Green Deal and we have supported the GM Energy Switching Scheme, both of which will be a big help to both businesses and residents in these tough times.**

### **3. Councillor Pickstone**

Could the Leader please update members on the availability and take-up of apprenticeships in Bury, in current and recent years. How do these rates compare with the Greater Manchester, North West and UK averages?

**A. I would like to thank Councillor Pickstone for his question.**

**At the end of last week there were 42 Apprenticeship vacancies available within the Borough on the National Apprenticeship Service Vacancy Matching Database. Across Greater Manchester there were 587 vacancies advertised on the National Apprenticeship Service database; many of these opportunities are within Bury's Travel to Work Area.**

**With regard to the availability of apprenticeships the available data highlights the number of apprenticeship starts over the last three academic years and is broken down into the 16 - 18 , 19 – 24 and 25+ age bands.**

**With regard to apprenticeship starts for 16 to 18 year olds the following trends have been identified:**

- **Between 2010/11 and 2012/13 the number of available apprenticeships in Bury rose from 354 in 2010/11 to 382 in 2011/12 and then fell slightly to 347 in 2012/13.**

- However the number of available apprenticeships for 16 – 18 year olds in Bury reduced by 2.5% overall compared to a 23.9% reduction across the north west (where numbers dropped from 18,766 to 14,727) and an 11.6% reduction in England (where numbers dropped from 122,852 to 90,939).

With regard to apprenticeship starts for 19 to 24 year olds the following trends have been identified:

- Between 2010/11 and 2012/13 the number of available apprenticeships in Bury rose from 404 in 2010/11 to 456 in 2011/12 and then to 542 in 2012/13.
- The number of available apprenticeships for 19 – 24 year olds in Bury increased by 34.2% overall compared to a 7.9% increase across the north west (where numbers increased from 17,515 to 18,883) and a 19% increase in England (where numbers rose from 102,828 to 122,320).

The availability of apprenticeships for the over 25's rose by 10.6% in Bury compared with 16.6% in the northwest and 21.4% in England. What emerges from the data is that within Bury we have 'bucked the trends' by maintaining the availability of apprenticeship opportunities for 16 – 18 year olds; whereas overall numbers fell regionally and nationally. Bury also showed a significantly higher percentage increase in the availability of apprenticeships for 19 – 24 year olds.

Although there has been a slight reduction in 16 to 18 year olds starting Apprenticeships, the decline in Bury has been slower than elsewhere. The availability of apprenticeships for 19 -24's is continuing to grow, but starts aged 25 and over have peaked due to lower government funding for this age group.

With regard to apprenticeship take up through 'Raising the Participation Age', in April 2013 4.2% of 16 and 17 year olds in Bury were on apprenticeships, this compares to 4.8% in the north west and 3.6% in England.

I am also delighted to report that under this administration's leadership the availability of apprenticeship opportunities through Backing Young Bury has been equally impressive.

The total number of apprenticeship opportunities including conversions comes to 176 for the period 1 April 2010 to date.

Since the launch of the Backing Young Bury campaign in January 2011, 43 additional apprenticeships have been created and;

- 13 additional apprentices were recruited by the Council in 2011
- 30 additional apprentices were taken on in 2012
- 11 additional apprentices have been taken on in 2013 to date with an additional 8 planned for April 2014.

#### **4. Councillor Daly**

At the call-in scrutiny meeting on the 14<sup>th</sup> August concerning libraries, why didn't the Cabinet Member for Leisure, Tourism and Culture or the Leader of the Council mention the plan to install sculptures into Bury library?

**A. Can I remind Cllr Daly that the basis for the call-in was two fold:**

- i) that the results of the consultation exercise were ignored**
- ii) insufficient financial figures in respect of alternative proposals.**

**However, at that time we were waiting for the outcome of the bid for monies to Arts Council England (ACE). The confirmation letter from the Arts Council was not received until the 28th August. We needed to discuss the plans with staff at Bury Library and Art Gallery which took place on the 3rd September after confirmation of the ACE funding bid being successful.**

**I would be interested to know Councillor Daly's view on whether he supports this new exciting development which further promotes the cultural offer and increased tourism.**

#### **5. Councillor Quinn**

The latest Lib-Dem. Focus leaflet in Prestwich states that Bury Council has failed to collect £12 million in Council Tax in the last 3 years. Is this true?

**A. No this is most certainly not true and it is very disappointing that such figures are being provided to the public.**

**So let me be clear. Information extracted from the Council's audited Accounts for 2012/13 shows that the total arrears for the past three completed financial years currently stand at £4.2m out of a tax charge of £226.4m.**

**Bury Council has an enviable record of collecting amounts due to it. Our in-year tax collection rate for 2012/13 was 97.3% which is the second best in Greater Manchester and it is some 2% higher than the average for Greater Manchester and 1% higher than the average for metropolitan Councils. Overall we collect more than 99% of the tax due to us and we do this whilst having extremely low collection costs.**

**This is something of which we should all be justifiably proud. Council Tax pays for a significant proportion of our services and the more we can collect then the more money we have to pay for essential front-line services.**

**I would have hoped that the Liberal Democrats would have been supporting us in this aim and yet instead they look once again to score cheap political points whilst supporting national policies, such as the shameful cut in Council Tax benefit, that not only make life harder for our most vulnerable residents but also make it more difficult to collect the Council Tax itself.**

## 6. Councillor O'Hanlon

Could the Leader please inform members of the current waiting time or backlog of tree pruning in the authority? How many new trees have been felled and how many new trees planted in recent years?

### A. (Part one only)

**At the end of a busy growing season as well as past budget cuts it is inevitable that there will be a backlog of tree works to be carried out. There are approximately 800 tree jobs waiting for work to be carried out although many of these will be for low priority work, smaller jobs and second requests.**

**The waiting time is approximately 12 months, however all work is prioritised in accordance with the tree management policy so higher priority work such as highways trees or dangerous trees will be attended to much sooner. The winter period will also be used to catch up where possible.**

## 7. Councillor Nuttall

How many planning applications have been refused within the last twelve months which, if granted, would have created new jobs in Bury?

**A. During the last 12 months, October 1st to 31<sup>st</sup> September, 60 planning applications have been refused planning permission.**

**Of these applications 37 were for extension to homes, 30 were small scale applications ranging from proposals such as new shop fronts, and installations of atm's up to conversion of building for 5 apartments and 3 were 'large scale major applications' such as the proposed retail store on the former gas works site in Bury.**

**By their very nature, all applications potentially have job creation as a by product of granting consent, but the creation of jobs in itself, if not a reason for granting permission.**

**It should be remembered that when applications are refused, it is not done so lightly and they are only refused on the basis of careful consideration and non-compliance with the adopted Council or National planning policy.**

**However, it should also be noted that the refusal often results in a revised application that accords with Council and National Planning Policy and they are then approved.**

**During the same period, 781 applications of all types were approved, 24 were 'major applications' such as the 239 dwellings and 11 commercial/industrial units on land at Dumers Lane.**



## **8. Councillor Parnell**

Has the Council considered using the new technology available for repairing pot holes?

**A. As resources for carrying out highway repairs gets tighter and tighter we are doing all that we can to ensure that funding is well spent and genuine efficiencies are achieved.**

**This is why we are piloting several new ways of repairing potholes with a greater shift towards planned and preventative repairs. This includes testing the use of versatile machinery and equipment that can be used for digging out repairs and surface preparation to ensure the repairs are more permanent. Another example is jet patching where temporary repairs are carried out to support in-house operations under controlled procedures that ensure longer lasting repairs. This, together with the development of area based working in Highways, will go a long way towards improving our highways in a cost effective way.**

## **9. Councillor Pickstone**

Could the Leader please inform members of the amounts raised in bus lane enforcement fines in the current and recent years?

**A. 2011/12 - £271,000  
2012/13 - £201,719**

**It is clear from this that we are seeing a greater level of compliance as time moves on and indeed the income projections took this into account.**

## **10. Councillor Gartside**

Will the Cabinet Member for Finance and Corporate Affairs please give details of all recent meetings with AGMA colleagues in relation to sharing services and how much taxpayers' money can be saved? Will he also give details of any such agreements with Team Bury?

**A. Bury remains committed to exploring all avenues for achieving efficiency savings but there are currently no formal AGMA meetings taking place in respect of shared services. Efforts are now being focussed on the wider issue of public service reform and Bury is playing a full part in these discussions.**

**There are no formal shared service agreements with Team Bury partners although there are examples where partners are sharing accommodation and where the Council is providing services for partners, such as property management.**

**11. Councillor Jones**

Can the Leader give an update on how many street safe schemes have been completed?

**A. Seven of the 20mph speed limit schemes are substantially complete and associated Traffic Regulation Orders for these will become operative from tomorrow (Thursday 17 October). The locations of these seven schemes are as follows:**

**Holcombe Lee/Carrwood Hey Area (RTNM)  
Rudgwick Drive Area (Bury West)  
Redvales Road Area (Bury East)  
Egerton Road Area (Whitefield & Unsworth)  
Fir Street estate (RTNM)  
Woodley Avenue Area (Radcliffe)  
Hamilton Road Area (Whitefield & Unsworth)**

**Works on site have already commenced on a further four schemes and these will become operative within the next few weeks. The locations of these four schemes are as follow:**

**Bolton Road/Turks Road estates (Radcliffe)  
Prestwich Central Area (Phase 1) – Bent Lane & Ostrich Lane (Prestwich)  
Elton Area (Bury West)  
Chesham Road Area (Bury East)**

**12. Councillor O'Hanlon**

Could the Leader please inform members of the numbers empty homes in the Authority. If possible could this include detail by township and trends in recent years?

**A. Out of a total stock number of around 82,000 properties, the total number of vacant properties (across all tenures) tends to be around 3,200 at any one time. This includes properties awaiting sale, letting, refurbishment or demolition as well as those experiencing long term non-occupation.**

**An 'empty property' is usually taken to mean one which has been empty for 6 months or more and it is at these properties where most of the Council's efforts are directed. Comparison between 2012 and 2013 on these properties is as follows:**

***In September 2012:***

**Total empties over 6 months = 1926**

***In September 2013:***

**Total empties over 6 months = 1728**

**This is a reduction of 198 empty properties over the last 12 months.**

**Information by area is as follows:**

	<b>2012</b>	<b>2013</b>
<b>Bury</b>	<b>698</b>	<b>637</b>
<b>Ramsbottom</b>	<b>148</b>	<b>142</b>
<b>Prestwich</b>	<b>369</b>	<b>332</b>
<b>Radcliffe</b>	<b>385</b>	<b>323</b>
<b>Tottington</b>	<b>139</b>	<b>121</b>
<b>Whitefield</b>	<b>187</b>	<b>173</b>
<b>TOTAL</b>	<b>1926</b>	<b>1728</b>

**The Urban Renewal team within Adult Care Services, in consultation with Council Tax, continues to track the number and distribution of empty residential properties. Urban Renewal has also developed several projects and programmes to tackle this issue and target resources in areas that will bring about the greatest impact.**

### **13. Councillor Rothwell**

Could the Leader update us on proposals for a new community fund to support community safety initiatives across the Borough?

- **We work closely with the office of the Police and Crime Commissioner to help ensure Bury continues to be one of the safest places to live in Greater Manchester.**
- **As part of this work, we are pleased to announce proposals for the 'Commissioner's Community Fund' in Bury, using money from the Police Property Act Fund.**
- **This equates to an annual allocation of £10k per year for Bury, starting from this year. The maximum grant allocation for each group will be £500.**
- **Although this sounds a relatively small amount, experience from our existing community fund is that it is often small pots of community funding for local groups that make the biggest difference to communities.**
- **We are working with the Commissioner's Office to agree the detailed criteria for the fund which will be available to voluntary and community groups across the borough, who will be able to submit their proposals/bids.**
- **Key criteria will involve groups showing how their proposals support the Police and Crime Commissioner's community safety priorities and also township plan priorities for their area.**

- **The aim is to develop and launch the scheme before the end of October 2013.**
- **The scheme will be administered using existing staff resources (the Programme Manager responsible for the Council's other grant funding programmes to the voluntary and community sector).**

**COUNCIL****16 OCTOBER 2013****JOINT AUTHORITY QUESTIONS****Transport for Greater Manchester****Councillor Pickstone**

Does the Authority's spokesperson on the Transport for Greater Manchester Committee want to join with me in welcoming the largely Government-funded £44 million investment in Manchester Victoria station. During 2014 passengers on the Bury line will see an altered service while works take place including the closure of Manchester Victoria Metrolink station. Will additional ticket machines be provided for passengers at Shudehill Metrolink which currently only has one ticket machine per platform?

**A. The major upgrade of Victoria Station, which is now underway, is most welcome as it will bring a very significant, and long overdue, improvement in facilities for both rail and Metrolink passengers. As a result, Victoria will present the modern station offer that was delivered at Piccadilly in 2001/2002. TfGMC has been active in pressing the case for this investment for a number of years and the scheme includes a £4.25m contribution from TfGM to the new roof.**

**In order to connect the new Second City Crossing (2CC), which recently received Transport and Works Act approval, to the rest of the Metrolink network, significant improvements are being made at Victoria Metrolink stop. These works include the full remodelling of the platforms and tracks to provide the connection for 2CC. This work will be undertaken at the same time as the major engineering works at Victoria in order to minimise the impact of the two programmes on the travelling public.**

**During part of the works it will be necessary to reduce the track that runs through the existing Victoria stop to a single line for about nine months so the works can be constructed safely and efficiently. In order to maximise the capacity through the stop and reduce the impact on services, no trams will stop at Victoria whilst there is only a single track available.**

**Passengers wishing to use Victoria will be asked to use Shudehill stop as an alternative.**

**Additional shelters will be provided at Shudehill Metrolink Station, as well as a larger waiting area on the Victoria-bound side of the tracks at Shudehill.**

**Given the forthcoming roll out of smart ticketing on Metrolink, a business case cannot be made for additional expenditure of ticket machines and the services needed to support them. Therefore, Shudehill and Victoria will have additional, full-time Passenger Service Representative (PSR) presence during this disruption. PSRs at Shudehill will be equipped with handheld ticket machines in order to manage queues and minimise waiting times for customers. The use of PSRs will also bring the benefit that they can assist customers with directions and queries, and will be able to organise transfers between the stations for those with mobility impairments, free of charge.**

**Councillor Pickstone**

Could the Authority's spokesperson on Transport for Greater Manchester Committee inform Members what the Metrolink policy is for informing passengers that a particular station lift is out of action?

**A. If a lift is found to be out of order by a customer, then Metrolink encourages them to ring customer services who will initiate a process to resolve the matter as quickly as possible and then ask our Control Room to log this. An electrical department will send out an engineer to assess the situation and we will try to get these issues rectified as soon as we can to avoid any inconvenience to customers.**

**In the instances where lifts are out of order for an elongated period of time, Metrolink will work to inform passengers via PAs and work closely with the lift supplier (if, for example, parts need to be ordered) to ensure problems are rectified speedily.**

**If elected Members have specific instances that they would like TfGM to explore in this regard, then please send them to [Customer.Relations@tfgm.com](mailto:Customer.Relations@tfgm.com).**

(Councillor Noel Bayley to respond)

<b>REPORT FOR DECISION</b>
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<b>DECISION MAKER:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>16 OCTOBER 2013</b>
<b>SUBJECT:</b>	<b>CORPORATE PARENTING PANEL – CONSTITUTION AND TERMS OF REFERENCE</b>
<b>REPORT FROM:</b>	<b>LEADER</b>
<b>CONTACT OFFICER:</b>	<b>JAYNE HAMMOND – ASSISTANT DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES</b>
<b>TYPE OF DECISION:</b>	<b>COUNCIL</b>
<b>FREEDOM OF INFORMATION/STATUS:</b>	This paper is within the public domain
<b>SUMMARY:</b>	<p>This report presents for approval draft revised Terms of Reference for the Corporate Parenting Panel, which it is proposed should be known in future as the Corporate Parenting Board.</p> <p>The report also presents for information Bury's Corporate Parenting Strategy and Delivery Plan.</p>
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p>Council is asked to approve the draft Terms of Reference and change of title for the Corporate Parenting Board, for inclusion in the Council's Constitution.</p> <p>Council is asked to note Bury's Corporate Parenting Strategy and Delivery Plan.</p>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework? <b>Yes</b>
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	There are no implications arising from this report
<b>Statement by Executive Director of Resources:</b>	
<b>Equality/Diversity implications:</b>	None in respect of this report
<b>Considered by Monitoring Officer:</b>	Yes. The proposed Terms of Reference are designed to support the Strategy in enabling the Council to meet its duty and responsibilities as Corporate Parent, to children and young people in care and care leavers in the Borough.
<b>Wards Affected:</b>	All
<b>Scrutiny Interest:</b>	Overview and Scrutiny Committee

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
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Scrutiny Committee	Cabinet/Committee	Council	
		<b>16.10.2013</b>	

## **1.0 BACKGROUND**

- 1.1 All councillors have a statutory duty (Corporate Parent) to children in our care and to care leavers. The proposed revised Terms of Reference for the Corporate Parenting Panel, which it is recommended should in future be referred to as the Corporate Parenting Board, are designed to sit alongside the Corporate Parenting Strategy. This will provide a robust platform supporting councillors, senior leaders, senior managers and Council officers to fulfil their statutory duties to Looked After Children and Care Leavers; and improve outcomes for this vulnerable cohort of children and young people.
- 1.2 The revised Terms of Reference are aimed at supporting the Board in having an increased role in scrutiny and challenge. This is reflected in Section 5, "Membership," which increases the number of elected members from 6 to 10 and in Section 6, "Operational Arrangements," which stipulates that the Cabinet Member for Children and Families will not be eligible for appointment to the position of Chair.
- 1.3 At its meeting on 18 September 2013, Cabinet approved for adoption the revised Corporate Parenting Strategy and the Delivery Plan.

## **2.0 ISSUES**

- 2.1 The implications of the Corporate Parenting Revised Terms of Reference and Strategy include:
- Increased expectation of external and internal partners to prioritise and improve the impact and effectiveness of their services for 'Looked After Children' and Care Leavers.
  - Increased expectation of Business Support functions in Children's Services (Social Care) in delivering performance information for scrutiny. The Leader will be required to nominate a chair for the Board for the remainder of the Council year. The Lead Member will take on the role of a participating observer.
- 2.2 The Council and its partners will be inspected with regard to how it fulfils its functions as Corporate Parent.

## **3.0 CONCLUSION**

- 3.1 Members are asked to approve the draft Terms of Reference for inclusion in the Council's Constitution.



**List of Background Papers:-**

None

**Contact Details:-**

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*Assistant Director of Legal and Democratic Services*  
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**CORPORATE PARENTING BOARD  
TERMS OF REFERENCE**

**1. Purpose**

1. To ensure that the Council acts as a good corporate parent to Children & Young People in Care (CYPiC) and Care Leavers, and fulfils its duties corporately and in partnership with other statutory agencies.
2. To consider matters referred to the Board within its terms of reference and to drive forward improvements for CYPiC and Care Leavers

**2. Responsibilities of the Panel**

1. To take an overview of the Council's and partner agencies responsibilities towards all CYPiC and Care Leavers and examine ways in which the Council as a whole and partner agencies can improve their life chances.
2. To ensure there are good joint working arrangements between Council departments and partner agencies, including working arrangements with the Children's Trust Board, Bury Safeguarding Children's Board and the Health & Wellbeing Board
4. To monitor and scrutinise the performance of services for CYPiC and Care Leavers, supporting good practice and challenging and holding to account for poor practice
5. To provide a forum for CYPiC and Care Leavers to participate and influence policy and to have an opportunity to talk about issues relating to their own direct experiences of services they have received. To ensure that positive experiences are maintained and lessons are learnt and changes made in the areas that require improvements.
6. To maintain a strategic overview of all developments, plans, policies and strategies for CYPiC and Care Leavers and to make appropriate recommendations for action.
7. To monitor and scrutinise the plans/needs of children in secure accommodation.
8. To ensure Members are regularly updated on issues affecting CYPiC and Care Leavers.
9. To meet with looked after children and their carers on a regular basis to consult and celebrate achievements.
10. To act as the governing body of the Virtual School for CYPiC.

### 3. Principles for effective Corporate Parenting

Ofsted has identified that where looked after services are good, Corporate Parenting Boards:

- Demonstrate strong cross-party commitment to looked after children, by championing their rights, having high aspirations for their achievement, monitoring children's progress and challenging outcomes
- Clearly understand its role and the responsibilities of the local authority towards looked after children, and plan for and prioritise their needs, resulting in a greater focus for improving outcomes
- Actively engage with young people, for example through children in care councils that are well-established and have effective and regular links with senior management and elected members

### 4. Principles for effective Scrutiny

The Panel will also include a scrutiny role to enable Members to fulfil their corporate parenting responsibilities. The Centre for Public Scrutiny has outlined four principles of effective scrutiny;

- To provide a "critical friend" challenge to policy and decision makers
- To enable the voice and concerns of the public and its communities to be heard
- To carry out scrutiny in an independent minded way
- To drive improvement

As a member of the Corporate Parenting Board it will be important to ask and receive satisfactory answers to the following sorts of questions:

- Are looked after children safeguarded?
- Have they got good homes in a secure, caring environment?
- Are they thriving and developed socially and emotionally as they should be?

### 5. Membership

The Corporate Parenting Panel will comprise;

#### Voting Members

- The Cabinet Member for Children and Families
- Nine other elected Members (appointed on the basis of political balance)

#### Non-voting Members

- Service user representative
- Representatives from Bury Children's Rights
- Representatives from the Children in Care Council
- Virtual Head Teacher
- Designated teacher for looked after children (Primary and Secondary)

- A representative from Bury College
- A voluntary sector representative
- A foster carer
- Representative from the Clinical Commissioning Group

#### Also in Attendance

- Executive Director of Children's Services
- Assistant Director – Social Care and Safeguarding
- Strategic Lead – Placement Services
- Senior officers (as advisors to the Panel – to attend as appropriate to the work of the Panel).

The panel may also decide to co-opt additional members to advise in respect of other areas which fall within the remit of the Panel (health, housing, adult care, leisure etc).

Any elected member or officer from Bury MBC or a partner agency can ask to attend the Panel to observe its activity.

#### **Expectation of Members**

#### **Board members are also expected outside of Board meetings to:**

- Champion corporate parenting in other forums
- Participate in development workshops
- Meet with children and young people at formal and informal CICC network events.

#### **6. Operational Arrangements**

- **Chair** – The Chair will be appointed by the incumbent party as part of its annual appointing arrangements. The Cabinet Member for Children and Families will not be eligible for appointment to the Chair.
- **Deputy Chair** – To be agreed by a majority of Core Members.
- **Absence of the Chair or Deputy Chair** - A replacement Chair will be elected for the duration of the meeting from the Core Membership by a majority of those eligible to vote.
- **Quorum** - At least two councillors.
- **Support** – The Assistant Director of Social Care and Safeguarding will act as the lead officer with assistance from other officers within Children Services. Lead officer responsibility will include ensuring that agendas are appropriate to the work programme of Corporate Parenting Board.
- **Workload** – Work Programme to be determined annually by the Board. The Board must also have regard to any issue referred to it by the Overview and Scrutiny Committee, Council and its leadership, or Executive Director Children and Families.

- **Frequency of Meetings** – 6 times per year, in accordance with a timetable determined at the first meeting of the Municipal Year. Ad hoc meetings may be called by a decision of the Board, or by the Chair after consultation with the officers
- **Clerk to the Committee** - Meetings will be clerked by a representative of Democratic Services
- **Reporting** – The Board may make reports and recommendations on the work of the Board directly to any relevant Council body, officer, partnership or partner body and will report to the full Council on an annual basis.
- **Access to Information** – It is important to ensure that all Councillors are kept aware of the work of the Panel and a copy of the minutes will be circulated to all Bury Councillors. In general, papers being considered by Corporate Parenting Board are not confidential, unless this is clearly stated.
- **Notice of Meetings** – Agendas and papers for the meetings will normally be circulated by Democratic Services five clear working days before the meeting.

## **7. Accountability**

- The CPP is accountable for reporting on an annual basis to Full Council.
- Political accountability is also through leadership of discussions with Cabinet and other Members for the effectiveness, availability and value for money of all Councils children’s services by the Cabinet Member.
- The Cabinet Member will ensure that services delivered within the local area are planned, designed, delivered and quality assured with the involvement of children, young people and their families.
- The Cabinet Member will ensure that the Council maintain a clear focus on effective safeguarding arrangements and promotes, health, safety and welfare across the Borough.

## WORKING PRINCIPLES

### CPP Working Groups:

4 working groups will lead work against the Corporate Parenting Strategy and will report into the Corporate Parenting Panel::

- **Care Placements** – to ensure there are sufficient and appropriate placements/accommodation for CYPiC and Care Leavers; to ensure value for money and to contribute to the development of a Placements Commissioning Strategy; and to recruit more foster carers living in Bury and surrounding area
- **Health & Education** – to improve health and education outcomes for CYPiC and Carer Leavers; establish a Corporate Parenting Parent/Teacher Association
- **Care Leavers – Further Education, Employment & Training** – to improve EET outcomes for Care Leavers; to provide a range of work experience, employment opportunities and apprenticeships for care leavers across the Council and in partner agencies
- **Children’s Rights & Participation** – to ensure young people have a voice and there are clear mechanisms in place for children and young people to feedback to CPP and vice versa; and to increase communication between CYPiC and Care Leavers with their Corporate Parents

### Meetings

Agendas will be set by an agenda-setting group, which includes:

- Chair of CPP
- Assistant Director Social Care & Safeguarding
- Strategic Lead Placement Services
- Support Officer Children’s Services (CT Development Officer)
- Support Officer Democratic Services

The group will work to a Meetings Forward Planner which:

- Identifies themes for meetings
- Sets out timetable for reports, to include:
  - Annual Report to Council
  - 1/4ly fostering reports
  - 6-monthly adoption reports
  - Annual IRO reports
  - Children’s Rights/Complaints 1/4ly reports
  - Termly education reports
  - CiCC annual action plan/report
  - 1/4ly Performance Reports
- Includes option for CiCC to provide written/verbal report to every meeting

### **Delivery Plan**

CPP will work to a Corporate Parenting Strategy Delivery Plan which:

- Sets out priority actions for CPP
- Picks up actions from CiCC Action Plan, where this is necessary to make progress
- Is monitored at CPP meeting

### **Virtual School Governing body**

- CPP will appoint Chair of Virtual School Governors
- Agree and work to Terms of Reference

### **Involvement of wider Council**

Corporate Parenting is the statutory responsibility of the whole council. This will be supported by the provision of:

- Annual Report
- CPP Terms of Reference and Corporate Parenting Strategy
- Regular Fostering & Adoption Reports to Council
- Involvement in Annual Achievements Award Ceremony
- Newsletter 2 x per year
- Training opportunities
- Opportunity to be involved in sub groups
- Opportunity to be a Council named contact for cypic

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# Bury's Corporate Parenting Strategy



## Introduction

There is a whole range of reasons why children and young people come into our care and cannot be cared for by their birth families. In these instances the local authority takes responsibility for these children and young people.

Corporate parenting is about how the local authority and its partners, such as the health service, housing and schools, act as responsible parents to children and young people living under their care. It is about how everyone including councillors, council officers, teachers, GP's, contractors etc all recognise they are corporate parents and identify what they can do to help us be the best corporate parents we can be to all children and young people in our care.

As responsible parents would, we should challenge ourselves by asking "would this be good enough for my child?" when providing a service for our children and young people in care. We also need to make sure they feel safe and secure, have stability in their lives and that we help them to achieve their full potential through supporting them in fulfilling their ambitions and aspirations.

Bury's 'Corporate Parenting Strategy' details how Bury Council, the health service and all its partners, will act as responsible parents to all children and young people in our care as well as those young people who have left our care and are entitled to our support. It is aimed at all corporate parents within Bury to ensure that we all play our part in making sure that our services help children and young people achieve their full potential whilst they are in our care and into their adult life.

Corporate parenting is not the sole responsibility of children's social care. It is the responsibility of the whole council, including councillors and our health service and other partners, to make sure that our services help children and young people achieve their full potential whilst they are in our care and into their adult life.

## Our Children and Young People

In Bury over the last 2 years we have had between 300 – 340 children and young people in our care this excludes those children or young people receiving respite or short breaks.

The number of children in care has gradually increased in recent years and has been relatively steady for the last seven months.

In comparison to other local authorities, we have a larger number of children and young people in care this is shown by the rate of children in care per ten thousand children and young people living in Bury.

Bury does not have any children's homes owned/run by Bury local authority but it does have a number of foster carers within the area. This means that any child or young person who needs a residential placement will live in a placement provided by an independent company either in the Bury area or out of the Bury area.

Most of our children and young people in care either live in Bury or locally (within 20 miles). We know we need to ensure more children and young people are placed in Bury and locally, where this is in their best interests.

There has been an investment in the Fostering Service within Bury called 'Invest to Save' and this has set challenging targets to recruit more foster carers for children and young people who are in care in Bury.

We know we need more local foster care placements and that we need a wider range of care options for these families such as regular short breaks for children living away from their birth families, and we need more support carers, and carers who provide supported lodgings.

Our role as corporate parents does not end when children exit care. Our responsibilities continue beyond to cover young people who have been looked after by the local authority and whom the local authority has a duty and responsibility to support and keep in touch with when they leave care. The responsibility lasts up to the age of 21 or for some young people up to 25 years of age. Action for Children provides Leaving Care Services for Care Leavers in Bury in partnership with the children and young people in our care team.

## Our Strategy

In Bury our corporate parenting strategy is about how we will be the best parents we can be for children and young people in our care. We will do this by meeting our legal duties and responsibilities and our 'Pledge' to children and young people in our care and care leavers.

Bury's Corporate Parenting Strategy sets out Bury's vision, commitment and responsibilities as an effective corporate parent for all children and young people in our care, regardless of their age, gender, ethnicity, disability or faith.

We will know we have been successful if our children and young people:-

- Are safe, secure and protected and *feel* safe, secure and protected
- Are as physically and emotionally healthy and active as possible
- Have high aspirations and achieve the best that they can
- Are able to live with their own families or friends whenever it is safe for them to do so.
- When they cannot live with their own families, they live close to home and school where it is in their best interests, and they are fully consulted throughout the process
- Move into independence and have a choice of suitable accommodation/placements when they are ready to leave foster or residential care
- Have a voice at a strategic, service and operation level in decision making and service development

In addition to this we will champion the needs of children and young people in care across the partnership.

In short, the key to good corporate parenting is to make sure that our children's 'journey through care into adulthood' is as smooth as possible and that decisions are made with the child and young person throughout this journey, so that they understand decisions and what they will mean to them and their lives.

Each individual child and young person's experience is unique and important so as good corporate parents we must aim to get this right for them first time. We may only get one opportunity and if we fail this will impact adversely on children/young people into their adult lives.

## Our Vision

“To do our best as parents for children and young people in our care”

We will know we have achieved our vision when we can demonstrate how we have met our statutory responsibilities and our 'Pledge' to our children and young people. More importantly, we will know from our children and young people that they have had a good journey through care into adulthood.

We will have a delivery plan that shows how we will meet our priorities. Our priorities will be based on gaps or issues arising from meeting statutory responsibilities and what children and young people tell us about their journey through care.

The Lead Member for Children and Young People and the Director for Children's Services will make sure that our delivery plan, vision, strategy and the 'Pledge' will be reviewed annually.

## Our Pledge

Bury Council has a strong commitment to listening and involving children and young people in our care. This is reflected in our 'Pledge' to them.

This is a set of promises to improve things in care for children in care.

They are:

- We will always tell you why you are in care
- We will make sure that you live with people who care about you and keep you safe
- We will let you live with your brothers and sisters and make sure you understand the reason if this is not possible
- We will involve you in decisions that affect you
- We will help you to talk about your feelings and listen to what you say
- We will support you to take part in hobbies and leisure activities
- We will help you to do well at school, college, and university
- We will make sure that you can live with your foster carers up until the age of 21 if this is what you want to do



Children and young people helped to inform, write and design Bury's 'Pledge' which was launched in 2009. The 'Pledge' was 'signed up to' by the Lead Member for Children and Young People, the Chief Executive of Bury Council and the Director for Children's Service. It has since been signed up to by Bury Children and Young People's Trust. The pledge is currently being reviewed.

In order for our "Pledge" to be meaningful we need to be able to demonstrate how we are meeting and plan to meet our 'Pledges' in the future. We also need to be able to tell our children and young people when we cannot meet any element of our 'Pledge'.

The Corporate Parenting Panel will monitor success in meeting our 'Pledge' to children and young people by being informed of current issues and messages from our Children in Care Council. The detail of how this will be done and the actions required will be included in the Corporate Parenting Delivery Plan. This will be reviewed annually to make sure we are moving forward and making a difference.

The Corporate Parenting Panel will be kept informed by the Children in Care Council of issues and messages in order to monitor how successfully it is meeting its pledge. The Children in Care Council will provide annual reports to the Corporate Parenting Panel and will represent children and young people in care. Bury Children's Rights will provide reports to the Corporate Parenting Panel about issues, complaints and grumbles and advocacy activity.

We will be able to tell children and young people how we are meeting our "Pledge" through the Children in Care Council website.

## Roles and Responsibilities

### Lead Member and Director for Children's Services

The Lead Member for Children and Young People, the Chief Executive and the Director for Children's Services:-

- Have a crucial duty to make sure that the Council, the health service, education services and their partners, are fulfilling their corporate parenting responsibilities; and that they are assured children and young people in our care are confident in the care they are given.
- Are ultimately responsible for making sure that the strategy is achieved and that any issues raised or gaps in service provision are addressed promptly and appropriately.
- Will work closely with the Corporate Parenting Panel to ensure that they have an overview of how the Corporate Parenting Strategy is progressing and that they know how well our children and young people are progressing on their journey through care and beyond.

### Senior Officers and Elected Members

Senior officers and elected members across the Council are committed to:

- Listening to children and young people in our care.
- Knowing our children and young people in care population.
- Undertaking corporate parenting training.
- Knowing our "Pledge" to children and young people in care and how they can help meet it.
- Understanding and considering the impact of making decisions about services on children and young people in care.
- Making sure robust and appropriate governance arrangements are in place to monitor our role as corporate parents.
- Making sure strategic plans within Bury Council, Children and Young People's Trust consider the needs of children and young people in care.

We will achieve this by making sure the Corporate Parenting Panel, and the work undertaken within work areas, have representatives from a wide range of agencies who are in position to influence, change and make decisions regarding services and resources.

## **Staff and Elected Members**

All elected members and staff within the Council, and our partner agencies, will make sure they:

- Are aware of their corporate parenting responsibilities.
- Consider the needs of, and the impact, on children and young people in our care when planning and delivering services.
- Understand our children and young people in care.
- Keep up to date with research and practice developments
- Help to meet our "Pledge" to children and young people.

## **Learning and Education Service and the Virtual School for Looked After Children**

- The Learning Directorate and specifically the Virtual School with its Education Support Service for Looked After Children, will maintain an overview of all Looked After Children and young people to ensure that they can maintain school place with support designed to meet their individual needs.
- The Learning directorate is well placed to have a positive influence on the education and career pathway of a Looked After child or young person by helping to raise aspirations and by providing effective and targeted support and guidance for individual pupils.
- Personal Education Plans will ensure that all needs met during important times such as transition between placements, transition to a new school, during exam periods and on the transition from school based education to employment or training.

## **Human Resources, Training and Work Opportunities**

- We want all Looked After Children and young people to achieve their aspirations and goals along their career pathway and need to ensure that young people are aware of all the training and employment opportunities available to them.
- Bury Council as a major employer is well placed to provide work experience placements and or apprenticeships, within the various departments of the Council.



- Enabling young people to access relevant work experience and apprenticeships is essential for maintaining their sense of inclusion during the transition from adolescent to adulthood. In addition, these young people are well placed to raise awareness to staff, managers and elected members about the experiences of being looked after and leaving care and the issues that are important to them - their involvement in the delivery of training and awareness raising will be encouraged and promoted. Training and skills development for those involved in such activities will be provided and where possible appropriate accreditation given

## How will we make this happen?

### Corporate Parenting Governance Structure

The governance structure will help us deliver our corporate parenting strategy. To do this effectively we need to know:

- Our children and young people; as good responsible parents would.
- How we are delivering on our “Pledge” and meeting our statutory responsibilities.
- What we are doing well, and what are the gaps and issues.
- What are our priorities.
- What children and young people are telling us.

### Corporate Parenting Panel

The Corporate Parenting Panel’s role is to have a clear overview of services for children and young people in our care and whether we are being ‘good’ corporate parents. This will be achieved by overseeing the implementation of the Corporate Parenting Strategy and monitoring of the Corporate Parenting Delivery Plan. They will be assured we are doing this by knowing:

- Services meet regulations and standards in a way that is also meaningful to young people.
- We are meeting our “Pledge” to children and young people.
- The Children in Care Council provides a wide range of children and young people in our care the opportunity to influence their journey through care.
- There are good working relationships across Bury Council, health partners, the Bury Children and Young People’s Trust and they are accountable for good quality services / provision. The experience / journey for children and young people should be as seamless as possible with all agencies acting as “one” corporate parent.
- How the main work areas are progressing having identified gaps and issues and new initiatives and plans for children and young people in our care.
- The performance of key stakeholders in relation to children and young people we are caring for.
- What our performance data tells us about children and young people in care.
- What children and young people tell us about their journey through care and their future aspirations.

## **Lead Member and Director for Children's Services**

Children and young people will be invited to every Corporate Parenting Panel meeting or can ask to attend through Children in Care Council activities to discuss issues, or projects, they have highlighted as important to them. There will also be the opportunity for children and young people to invite members of Corporate Parenting Panel to meet with them about issues important to them.

The Corporate Parenting Panel will remain a small and focused group so as to swiftly manage its business. Wider partnership involvement will be incorporated within work areas and focused group work to support those work areas in order to ensure the most effective use of officer time.

For Corporate Parenting Panel terms of reference please see Appendix 1.

## **Children in Care Council**

Our experience of actively involving children and young people in care in Bury tells us:

- That children and young people want to have a range of direct and indirect opportunities to 'have a say' and get involved.
- Some children and young people want to be involved in a number of different activities whilst others are selective, only being involved in a few or one off events.
- Formalised meetings can be difficult and too formal to make the most out of meeting with some children and young people.
- Established groups have a particular function and are effective at giving that group of children / young people a voice.. They can also become too focused on issues particular to them as individuals and not be representative of children and young people in care. Having Support from Bury Children's Rights helps us stay informed of the wider issues affecting Children and young people in care.
- Informal activities with staff and corporate parents give children and young people the opportunity to a) meet and start to build up a relationship outside of the more formal structures of their care and b) meet senior officers who make decisions about services in a low key way. As children and young people get to know who the officers are they will be more likely to approach them if, or when, they have issues in the future.
- Some of our children and young people in care live out of borough and so we need to ensure that whatever we do we give opportunities to these children and young people as well as those living in Bury

- Staff and carers working with children and young people come across recurring issues either regarding practice or day-to-day care of a child, or wider service delivery or decision making issues that are not picked up any other way.
- We need to make sure we feedback to children and young people what and why we have done, or not done, something.

### **In Bury we will make sure we listen and involve children and young people by:**

Developing and maintaining specific groups to take on more formal Children in Care Council roles.

There are currently a number of existing groups that will be sustained and developed with children and young people These groups are:-

#### **Mad House**

A participation group for young people that are in our Care aged 11-16

#### **Mega Mayhem**

A participation group for children in our Care aged 4-10

#### **Articulation**

An annual group for Care leavers aged 16 -20, working on improving confidence and addressing issues that may affect care leavers through art, music and drama workshops

#### **ORB**

A group for adopted young people

We will also:

- Hold an annual Children and young people in care achievement awards
- Carry out an annual Children in Care survey/consultation.
- Support children and young people to be involved in the Children's Rights director for England annual consultation.
- Complete newly looked after visits for all children and young people who become accommodated by Bury local authority, giving children and young people a coming in to care pack with relevant information.
- Complete 'Moving On' interviews with young people when they leave our care
- Support the CiCC website.

- Produce publications for children and young people in care and care leavers to give them a voice and allow us to send information and updates to them.
- Run a range of one off activities for children and young people to meet with workers and managers involved in their care as well as Corporate Parenting Panel members.
- Make sure any planned groups feedback issues raised regarding particular issues. Ensure we give feedback on any consultation with young people in the form of "You said We did".
- Ensure all staff working with children and young people collate an issues log of grumbles or concerns that are raised in order to start identifying any common themes or issues.
- Provide an information pack for children and young people in care and care leavers, informing them of their entitlements and other support available to them
- Support the "This is not a suitcase campaign" eradicating the use of bin bags to transport children and young people in care' belongings

Young People will also be involved in:

- Training of elected members, council staff and children's social work service staff.
- Recruitment panels for children's social work services staff and senior officer posts.
- Delivery of Total Respect Training twice a year.

We will also support and encourage children and young people's involvement in:

- Bury Youth Parliament
- National events and activities run by Children's Rights Director, Children's Commissioner, A National Voice, Who Cares Trust events and the all party parliamentary group.

To enable and support children and young people we will train them as appropriate and identify ways we can recognise their work.

## Work Areas

Reporting to the Corporate Parenting Panel will be four work areas namely on:

- Care placements
- Health and education
- Further education, employment and training
- Children's rights and participation

### **Chief Officers will lead on these work areas and be responsible for:**

- Clear terms of reference and appropriate membership.
- Reporting quarterly updates to the Corporate Parenting Panel.
- Providing an annual summary to the Corporate Parenting Panel of all work, identifying good practice, areas for improvement and identified issues/gaps.
- Attending Corporate Parenting Panel development workshops and days.

All work areas will:

- Identify the most appropriate way to progress priorities and have an overview of the whole area of work including links with other work areas.
- Develop terms of reference for the work area and ensure there is consideration of corporate and wider partners of any activity under this work area.
- Address issues for all children and young people in our care and care leavers aged 0 to 25 years including relevant transitions.
- Identify how we are meeting the current guidance and regulations, as well as identifying gaps and areas for development.
- Engage and involve the right partners at the right time in specific work.
- Make sure we are meeting our 'Pledge' to children and young people in our care, as well as identifying what we cannot do and why.

- Make sure the following issues are addressed as an integral part of the work:
  - ∇ The active involvement of children and young people in key areas of work.
  - ∇ Equality and diversity.
  - ∇ Safeguarding.
  - ∇ The messages from research and children and young people nationally and locally.
- Giving children and young people in care an 'ordinary life'.
- Making sure that what we are doing must be 'good enough' for our own children.
- Our children and young people feel 'cared about'

## Care Placements

The Strategic Lead Placement Services will lead on this work area.

The objectives for this work area for 2013 - 2014 are:-

- To establish a Care Placements Overview Group to develop a clear overview of all placements for Bury children and young people in our care and accommodation for care leavers.
- To recruit more foster carers living in Bury and in the surrounding areas.
- To contribute to the development of a placements commissioning strategy for commissioning strategy for young people in our care and care leavers aged 16 years and over.

## Health and Education

This group is relatively newly established. It is chaired by Karen Whitehead, Strategic Lead Health, Families & Partnerships.

The objectives for 2013 - 14 for this work area will be to:

- Have a cross-agency understanding and agreement regarding the commissioning of health provision for Bury's children and young people.
- Making sure mainstream health services are promoted and accessible.
- Improve the quality of Personal Health Plans, and Personal Education Plans
- Monitor how the pupil premium is being spent for each individual child in care
- Establish a corporate parenting Parent/Teacher Association



## **Further Education, Employment & Training**

This work area will be led by *to be decided*

Objectives for this work area for 2013-14 are to:

- To establish a further education, employment and training group to develop a clear overview of all opportunities for Bury care leavers.
- Audit practice against the guidance to help identify work priorities and gaps.
- Increase the number of work experience opportunities for young people in our care and care leavers.
- Focus on employment and apprentice opportunities for care leavers, across the council and in partner agencies.

## **Children's Rights and Participation**

This work area will be led by *to be decided*

Objectives for this work area for 2013 – 14 are to:

- To establish a Children's Rights and Participation group to develop a clear overview of children's rights and participation for Bury children and young people in our care and care leavers.
- Undertake a self-assessment of participation and children's rights activity across the Council to ensure that children in care are included
- Ensure children and young people receive an information pack when they come into care
- Ensure there is communication between children and young people in care and the Corporate Parenting Panel

## **Performance Monitoring**

We need to have both qualitative and quantitative information on children and young people in our care if we are to understand and meet their needs. We need to understand our 'corporate parenting story' so that we can start to use the data to find out how our children and young people are doing

We will focus on understanding the data we have and what it tells us as a starting point. Once we understand our 'corporate parenting story' we will then identify what else we need to, and want to, know about how our children and young people are doing and whether we are being good, responsible corporate parents.

The completion of surveys, interviews and focus group work through the Children in Care Council will make sure we have a qualitative understanding from children and young people.

## **Independent Reviewing Officers**

The Independent Reviewing Officers have a statutory responsibility to quality assure how well Bury Council is meeting its corporate parenting responsibilities. They are based in the Safeguarding Unit.

The Safeguarding Unit manager will report regularly to the Corporate Parenting Panel and submit the IRO annual report.

The Independent Reviewing Officer will also have a role in relation to ensuring that the local authority, and its partners, are getting it right for children and young people in our care and being good effective corporate parents.

The Independent Reviewing Officers have an escalation process to identify to managers if there are issues that they need to address for individual children or young people in our care. This will ensure that if these are not addressed appropriately the Independent Reviewing Officer can consider escalating this internally and to CAF/CASS if needed.

The Safeguarding Unit Manager will work closely with the Strategic Lead for Placement Services.

## Putting the 'Corporate' Into Corporate Parenting

Corporate Parenting is about all elected members, officers with Bury Council, health services and partner agencies identifying what they can do in their current roles to ensure our children and young people are parented well.

In order to do this the Corporate Parenting Panel will make sure that Bury Council and its' partners puts the 'corporate' into corporate parenting. This will ensure we have wider corporate and partner engagement in the delivery of services to children and young people in our care.

The Board will also make sure the "parenting" goes into corporate parenting. This will be done by ensuring that we not only know what our performance data tells us about our children and young people in care as group but that we also know what children and young people's dreams and aspirations are for the future.

The Strategic Lead Placement Services will develop links with partners to support a range of developments that will make sure we all work together as good responsible parents.

The priorities for putting the corporate into corporate parenting are:

- To make sure all service areas are aware of their corporate parenting responsibilities as employees and in relation to their area of work.
- To make sure that our contractors fulfil their corporate parenting responsibilities as appropriate.
- To provide a range of work experience and employment opportunities across the council and in partner agencies.
- Establishing a Corporate Parenting Parent Teacher Association where staff volunteer to be a member and get involved in raising funds for additional activities and raising the profile of children and young people in care.

## Appendices

Appendix 1 Terms of Reference

Appendix 2 Corporate Parenting Delivery Plan 2013/2014

## CORPORATE PARENTING PANEL DELIVERY PLAN – ACTIONS 2013/14

ITEM	REASON/REQUIRED OUTCOME	ACTIONS REQUIRED	WHO WILL LEAD	MONITORING/ PROGRESS UPDATE
<b>GOVERNANCE</b>				
<b>Terms of Reference</b>	Review Terms of Reference to bring additional scrutiny and increased Councillor engagement to the Corporate Parenting Panel.	Set up Task & Finish Group: Including AD Social Care, Head of Legal Services, Councillors, and support from officers	<i>J Gower</i>	<i>Actioned – Terms of Reference drafted for agreement at September CPP</i>
<b>Terms of Reference - Membership</b>	Review Membership : CPP not to be chaired by Cabinet Member for C&F – Chair appointed by Leader of the Council Increased elected members on Panel from 6 – 9 Co-opt a member of CCG Co-opt a primary and secondary school designated teacher	Appoint Chair  Identify new elected members – at Council on 22/9	<i>Leader of the Council</i>  <i>Cabinet Member C&amp;F?</i>  <i>AD Social Care</i> <i>AD Social Care</i>	<i>Membership Reviewed and incorporated in ToR – to be agreed at Council on 22/9</i>
<b>Establish a Corporate Parenting Strategy</b>	To set vision and strategic direction for corporate parenting in Bury To clarify the roles and responsibilities of Corporate Parents To establish a delivery plan to be approved and monitored by the CPP	Draft Strategy in consultation with CiCC, Leaving Care, CPP and Officers To get approval and sign off at CPP (September meeting) To get approval and sign off at CMT To get approval and sign off at Council	<i>M Williams</i>	<i>Strategy drafted and consulted with CiCC and Leaving Care. Strategy on CPP Agenda, and booked to go to Council</i>
<b>CPP Panel Members visit Services</b>	Increased Panel members understanding of lives of children and young people in care and service provision	Arrange visits to Services that work with CYPIC and Care leavers	<i>Strategic Lead</i> <i>Placement Service</i> <i>Liz Shingler/J Edwards</i>	

ITEM	REASON/REQUIRED OUTCOME	ACTIONS REQUIRED	WHO WILL LEAD	MONITORING/ PROGRESS UPDATE
<b>Report to Council</b>	Annual CPP report to Council highlights key issues from the year end performance information for CYPiC and Care Leavers and the priorities for the Service for CYPiC.	To be included in Council timetable To be prepared and presented	<i>Cabinet Member C&amp;F/JE AD Social Care &amp; Cabinet Member C&amp;F</i>	<i>JG aware - in forward planner for CPP meeting November</i>
<b>WORK AREAS</b>				
<b>Care Placements</b>	<ul style="list-style-type: none"> <li>To ensure there are sufficient and appropriate placements/accommodation for CYPiC and Care Leavers.</li> <li>To ensure value for money and to contribute to the development of a Placements Commissioning Strategy</li> <li>To recruit more Foster Carers living in Bury and surrounding area</li> </ul>	Establish a Working Group to take the lead on Care Placements and oversee work of the group	<i>LS</i>	<i>1/4ly fostering report to CPP</i>
<b>Health and Education</b>	<ul style="list-style-type: none"> <li>To improve health and education outcomes for CYPiC and Care Leavers</li> <li>Establish a corporate parenting Parent/Teacher Association</li> </ul>	<p>To establish working relationship between <i>Health &amp; Education Group and CPP and oversee work of the group</i></p> <p><i>To be the Virtual School Governing body and monitor and scrutinise termly reports from Virtual Headteacher</i></p> <p>Monitor how the pupil</p>	<p><i>Health &amp; Education Group lead – Karen Whitehead</i></p> <p><i>Chair of Virtual Gov Body – Cllr Southworth and Virtual Headteacher M Holmes</i></p> <p><i>AD Learning</i></p>	<p><i>Health themed meeting in Forward Plan</i></p> <p><i>Termly Education Report to CPP</i></p> <p><i>Report to November meeting</i></p>

ITEM	REASON/REQUIRED OUTCOME	ACTIONS REQUIRED	WHO WILL LEAD	MONITORING/ PROGRESS UPDATE
		premium is being spent for each individual child in care		
<b>Care Leavers: Further Education, Employment &amp; Training</b>	<ul style="list-style-type: none"> <li>To improve EET outcomes for Care Leavers</li> <li>To provide a range of work experience and employment opportunities for care leavers across the council and in partner agencies</li> </ul>	Establish a Working Group to take the lead on Further Education, Employment & Training for Care Leavers and oversee work of the group	<i>Strategic Lead Placement Services, LS</i>	<i>Termly Education Report and Care Leavers themed meeting in Forward Planner</i>
<b>Children's Rights &amp; Participation</b>	<ul style="list-style-type: none"> <li>To ensure young people have a voice and there are clear mechanisms in place for children and young people to feedback to CPP and vice versa</li> <li>To increase communication between CYPiC and Care Leavers with their corporate parents</li> <li>Undertake a self-assessment of participation and children's rights activity across the Council to ensure that children in care are included</li> <li>Ensure children and young people receive an information pack when they come into care</li> </ul>	<p>Establish a Working Group to take the lead on Children's Rights &amp; Participation and oversee work of the group</p> <p>Support CiCC in development of webpage/site for children and young people in care</p>	<p><i>MW/LS/MT</i></p> <p>Children's Rights</p>	<p><i>1/4ly Children's Rights Report (includes Complaints) CiCC have option to include agenda item at every CPP meeting</i></p> <p><i>To September meeting</i></p>

ITEM	REASON/REQUIRED OUTCOME	ACTIONS REQUIRED	WHO WILL LEAD	MONITORING/ PROGRESS UPDATE
<b>Hold annual Achievement Awards Event</b>	For Council to celebrate the achievements of children and young people in care in an annual awards ceremony	For 2014: Identify funding Identify lead officer Identify admin support Establish steering/working group		
<b>EFFECTIVE MEETINGS</b>				
Meetings are well managed, key issues are well understood and young people in care and care leavers have a voice and influence	Meetings are well managed and Panel Members are well informed and updated on key issues	Forward Planner sets out the timetable for reports and themes  Agenda setting meetings are held to ensure that key issues are included on the agenda	<i>MW/LD</i>  <i>Chair/JG/LS/LD/JE</i>	<i>For approval at September meeting</i>  <i>System in process</i>
		Chair is briefed prior to CPP Meeting	<i>AD Social Care/LD/JE</i>	<i>Process established</i>
		Officers to be given sufficient notice of meeting	<i>LD</i>	<i>Process established</i>
Information/data to CPP is accurate and 'accessible'	Key issues are clearly stated so that Panel Members are able to bring appropriate level of challenge	Template for reports, or for use as a cover sheet.  Report writers informed of requirement for CPP reporting  AD Social Care has oversight of reports to CPP to ensure quality of information	LD  LD  LD	Process established  Process established  Process established



ITEM	REASON/REQUIRED OUTCOME	ACTIONS REQUIRED	WHO WILL LEAD	MONITORING/ PROGRESS UPDATE
	Presentations are delivered in such a way that issues for are clearly understood (e.g. using case studies)	Officers presenting are briefed of CPP expectations	LD	Process established
<b>TRAINING &amp; AWARENESS</b>				
Increase Councillor knowledge and awareness of issues for CYPiC and Care leavers	To increase awareness and understanding of Council responsibilities for children and young people in care	<p>Corporate Parenting Strategy and Terms of Reference to go to Council for agreement</p> <p>Newsletter to all Councillors Regular (2 x per year) newsletter to be sent to all Councillors (2 sides of A4)</p> <p>Develop CPP training and build into Induction package for all new Councillors</p> <p>Total Respect Training to be available for all Councillors</p> <p>Provide training opportunities for all Councillors</p>	<p><i>Cabinet Member C&amp;F</i></p> <p><i>MW/LS</i></p> <p><i>LS &amp; Democratic Services</i></p> <p><i>Children's Rights &amp; Democratic Services</i></p>	<p><i>September 2013</i></p> <p><i>October 2013 (to come to Sept meeting)</i></p> <p><i>Elections 2014</i></p> <p><i>September 2014</i></p>

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