

**Geoff Little**  
**Chief Executive**

*Our Ref* JG  
*Your Ref* C/JG  
*Date* 10 March 2020  
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Legal & Democratic Services  
Division

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**TO: All Members of Council**

**Councillors :** J Black, S Briggs, R Caserta, R.Cathcart, P Cropper, T Cummings, C Cummins, J Daly, I Gartside, R Gold, J Grimshaw, D Gunther, S Haroon, J Harris, M Hayes, T Holt, S Hurst, K Hussain, D Jones, N Jones, G Keeley, O Kersh, K Leach, J Mason, G McGill, A McKay, C Morris, B Mortenson, E O'Brien, T Pickstone, M Powell, A Quinn, T Rafiq, I Schofield, D Silbiger, A Simpson, L Smith, M Smith, S Smith, Sarah Southworth, Susan Southworth, T Tariq, C Tegolo, K Thomas, D.Vernon, R Walker, S Walmsley, C Walsh, M Whitby, S Wright and Y Wright

Dear Member/Colleague

**Council**

You are invited to attend a meeting of Council which will be held as follows:-

<b>Date:</b>	Wednesday, 18 March 2020
<b>Place:</b>	Council Chamber - 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.

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 blue ink, appearing to read "GP Little".

**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 - 14)

To approve as a correct record the Minutes of the Meeting of the Council held on 26<sup>th</sup> February. (Copy attached).

### **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 RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES** (Pages 15 - 190)

Committee/Date	Subject	Recommendation
Human Resources and Appeal Panel – 27 <sup>th</sup> February 2020	Pay Policy	That the Human Resources and Appeals Panel recommends that the Pay Policy Statement for 2020/2021 be approved by Council.
Licensing and Safety Panel – 05 <sup>th</sup> March 2020	Hackney Carriage and Private Hire Vehicle Test Inspection Manual	To implement the vehicle inspection manual as proposed.
Democratic Arrangements Forum – 09 <sup>th</sup> March 2020	Officer delegation Scheme	That the proposed changes to the Officer Delegation Scheme be approved.
Democratic Arrangements Forum - 09 <sup>th</sup> March 2020	Meetings Timetable	That the Timetable of Meetings for 2020/21 be approved.

### **5 LOCAL GOVERNMENT BOUNDARY COMMISSION UPDATE** (Pages 191 - 194)

A report from the Council's Monitoring Officer is attached.

### **6 EXCLUSION OF PRESS AND PUBLIC**

To consider passing the appropriate resolution under Section 100 (A)(4), Schedule 12(A) of the Local Government Act 1972, that the press and public be excluded from the meeting for the reason that the following business involves the disclosure of exempt information as detailed against the item.

7     **MANCHESTER AIRPORT** (Pages 195 - 206)

Exempt report attached.

8     **SUPPLEMENTARY AGENDA ITEM** (Pages 207 - 226)

Public Questions attached

Questions to the Leader attached

Questions to the Joint Authority attached

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

**Date of Meeting:** 26 February 2020

**Present:** The Worshipful the Mayor (Councillor T Holt), in the Chair; Councillors J Black, K S Briggs, R Cathcart, P Cropper, A Cummings, I B Gartside, R Gold, J Grimshaw, D L Gunther, S Haroon, J Harris, M Hayes, S Hurst, K Hussain, D Jones, N Jones, O Kersh, J Mason, G McGill, C Morris, B Mortenson, E O'Brien, T D Pickstone, M Powell, A Quinn, T Rafiq, I Schofield, D Silbiger, L Smith, M Smith, Susan Southworth, T Tariq, K Thomas, D Vernon, Roy E Walker, S Walmsley, C Walsh, M Whitby, S Wright, YS Wright, C. Cummins, J Daly, G Keeley, T Cummings, K Leach, A Simpson

**Apologies from:** Councillors R A. Caserta, S. Smith, D. Vernon & A. McKay

**Public attendance:** 25 members of the public attended the meeting

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### **C.390 DECLARATIONS OF INTEREST**

1 Councillor McGill declared a personal interest in respect of CA.389 Budget 2020/21, as his wife is an officer in a national education trade union.

2. Councillor Harris declared a personal interest in respect of minute CA.388 Housing Revenue Account 2020/21 as a Six Town Housing Board Member.

3. Councillor Simpson declared an interest in any item which related to Health as she works for the NHS.

4. Councillor S Wright declared a personal interest in any item which related to staffing in schools as his wife is employed by a school in the Borough.

5. Councillors J Black, S Briggs, R Cathcart, C Cummins, A Cummings, R Gold, J Grimshaw, S Haroon, M Hayes, D Jones, K Leach, G McGill, C Morris, B Mortenson, E O'Brien, A Quinn, T Rafiq, A Simpson, L Smith, Sarah Southworth, Susan Southworth, T Tariq, K Thomas, S Walmsley, C Walsh, and M Whitby declared personal interests in respect of the amendment set out in (C) of Minute CA.389 Budget 2020/21, as Trade Union Members.

6. Councillors S Walmsley, R Walker and C Walsh declared personal interests in respect of the amendment set out in (b) of Minute CA.389 Budget 2020/21 as members of Forever Bury.

7. Councillor Quinn declared a personal interest in relation to Health, as his son and daughter in law work for the NHS.

8. Councillor Quinn declared a personal interest in relation to the of Minute CA.389 Budget 2020/21 amendment as his wife is employed by the Citizens Advice Bureau.

### **C.391 MINUTES**

#### **RESOLVED:**

That the Minutes of the Meeting of Council held on 26 January 2020 be signed by the Mayor as a true and correct record.

### **C.392 MAYORAL COMMUNICATIONS**

The Mayor expressed his thanks to everyone who worked to tackle the problems caused by Storm Ciara. The Mayor thanked the emergency services, Elected members, staff and volunteers.

### **C.393 PUBLIC QUESTION TIME**

Notice had been received of the following 7 questions:

<b>No.</b>	<b>Issue</b>	<b>Questioner</b>	<b>Answered By</b>
1.	Climate emergency	Ms Emma Greenwood	Councillor A. Quinn
2.	Carbon reduction investment	Helen Clarke	Councillor A Quinn
3.	Carbon Reduction Pathways	Madeleine McCafferty	Councillor A Quinn
4.	CCTV cameras on old site of Coney Green High School.	Carol Birchmore	Councillor S Briggs
5.	Review on pesticide use due September 2019	Rachel Getliffe	Councillor A Quinn
6.	Pension Fund	Susan Solazzi	Councillor D Jones
7.	Green Energy Company	G Howkins	Councillor A Quinn
8.	Made to Move Vision	Jim McDougall	Councillor A Quinn

**C.394        RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES**

**(A)    Treasury Management Strategy and Prudential Indicators 2020/21**

On being put with no Members voting against and the Mayor abstaining it was:

**RESOLVED:**

That the recommendations contained in the Minute CA.387 of the Cabinet dated 26 February 2020 be approved and adopted.

**(B)        Housing Revenue Account 2020/2021**

At the invitation of the Mayor, Councillor O'Brien, Cabinet Member for Finance and Housing, made a statement on the Housing Revenue Account 2020/2021.

It was moved by Councillor O'Brien and seconded by Councillor D Jones and it was:-

**RESOLVED:**

That the recommendations contained in Minute CA.388 of the Cabinet meeting held on 26 February 2020 be approved.

**(C)    BUDGET 2020/21**

At the invitation of the Mayor, Councillor O'Brien, Cabinet Member for Finance and Housing, made a statement on the Budget for 2020/21.

**(a)                It was moved by Councillor O'Brien and seconded by Councillor D Jones that the recommendations contained in Minute CA.388 of the Cabinet meeting held on 26 February 2020 be approved subject to the following amendments:**

- Note the Medium Term Financial Strategy 2020/21 – 2024/25 and the assumptions regarding resources and spending requirements;
- Note the level of resources are based on the Local Government final settlement as agreed by Parliament on 26 February 2020.
- Note the 2019/20 budget monitoring position including the collection fund surplus;
- Note the council tax base of 55,222 on which the council tax funding has been calculated as set by the Joint Chief Finance Officer under delegated powers in accordance with the Local Government Act 2003 and with regulations made under section 33(5) of the Local Government Finance Act 1992 and the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012;
- Approve the permanent spending allocations of £12.674m in 2020/21;
- Note the budget gap of £5.162m in 2020/21 and the forecast gap of £22.561m in future financial years;

- Approve the budget reduction options totalling £5.162m as set out in the report;
- Approve the allocation of the one-off collection fund surplus as follows:
  - £10m General Reserves
  - £5.8m Transformation Reserve
- Note the forecast increase in general reserves to improve financial resilience;
- Approve the allocations on the Dedicated Schools Grant 2020/21 as set out in Annex 2; paragraph 2.3 and the funding formula as recommended by Schools Forum and, approve the early years funding per hour of £4.38 for 3 and 4 year olds and £5.28 for 2 year olds as set out in paragraph 3.15 (From 1<sup>st</sup> April 2020).
- Note the significant financial uncertainty around funding beyond 2020/21 and the potential impact of the business rate retention review and the fair funding review.
- Approve the capital strategy 2020/21 – 2022/23;
- Approve the capital programme of £51.101m for 2020/21 and the associated funding arrangements;
- Note the indicative capital programme for 2021/22 – 2022/23 and that this will be subject to decision making in future years;
- Note that a report on the Dedicated Schools Grant will be presented to Cabinet early in the new financial year.

## DELETE

And Request that: Council consider and determine all matters relating to the Budget and the level of the Council Tax for 2020/2021 at its meeting on 26 February 2020.

## ADD

- Approve the proposals set out in Annexe 1 and note that these will be funded as follows:
  - On-going revenue costs to be met by reducing the planned contribution to reserves from £0.567m to £0.487m.
  - One-Off revenue costs to be funded by reducing the contribution to general reserves by £1.703m
  - One-off Capital costs, up to £2m, to be funded through a review of the slippage carried forward, and use of capital reserves (£275,000).
  - The remaining £10,730,000 is already contained in the capital programme and therefore the funding has already been considered as part of the 2020/21 budget.
  - Endorse the statements by the Joint Chief Finance Officer on the robustness of budget assumptions and the forecast increase in reserves;
  - Raise the Bury element of the 2019/20 Council Tax by 3.94%;
  - Note the council tax increases for the major preceptors;
  - Agree the revenue resource base for the 2020/21 budget as follows:

2020/21 Revenue Budget	
	£m
Adjusted Base 2019/20	157.379
Additional Spending Needs	12.674
Less Savings Options	(5.162)
<b>Spending Requirement</b>	<b>164.891</b>
Funded By:	
Government Grants	14.076



Business Rates (Including Public Health Grant)	61.795
Council Tax	89.020
<b>TOTAL</b>	<b>164.891</b>

- Note the forecast increase in general reserves from £7.7m to £16.5m and that this is considered adequate following the assessment by the Chief Finance Officer that minimum level of general reserves recommended is £10m in light of the ongoing uncertainty around future funding;
- Agree the capital programme 2020/21 as follows:

2020/21 Capital Programme	
	£m
Proposed capital programme	51.101
Additional Schemes	2.275
<b>TOTAL</b>	<b>53.376</b>

- In relation to Council Tax, Council is asked to:
  - Raise the Bury element of the Council tax by 3.94% of which 1.94% relates to the general precept and 2% relates to the adult social care levy.
  - Approve the council tax requirement for the council's own purposes (excluding precepts) as £89.020m
  - That the following amounts be calculated by the council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
    - a) £479,166,900 being the aggregate of the amounts which the council estimates for the items set out in Section 31A(2) of the Act;
    - b) £390,146,275 being the aggregate of the amounts which the council estimates for the items set out in Section 31(A)3 of the Act
    - c) £89,020,625 being the amount by which the aggregate at a) above exceeds the aggregate at b) above, calculated by the council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
    - d) £1,612.05 being the amount at c) above, (above item R) divided by Item T calculated by the Council, in accordance with section 31B of the Act, as the relevant basic amount of its Council Tax for the year, and:

### **Bury Council**

2020/21 Council Tax By Band – Bury Council Element							
A	B	C	D	E	F	G	H
£1,074.70	£1,253.82	£1,432.93	£1,612.05	£1,970.28	£2,328.52	£2,686.75	£3,224.10

Being the amounts given by multiplying the amount set out at d) above by the number which, in the proportion set out in Section 5 (1) of the Act is applicable for dwellings listed in a particular valuation band divided by the number which in

that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- Note that the Police and Crime Commissioner component of the Greater Manchester Mayoral budget and the Mayoral general budget have issued precepts to the council in accordance with section 40 of the Local Government Finance Act That the following precepts be calculated for 2020/21 in accordance with Sections 31 to 36 of the Act;

### Police and Crime Commissioner

2020/21 Council Tax By Band – Police and Crime Commissioner Element							
A	B	C	D	E	F	G	H
£138.86	£162.01	£185.15	£208.30	£254.58	£300.87	£347.16	£416.60

### General Mayoral – Fire and Rescue Service

2020/21 Council Tax By Band – General Mayoral (Fire and Rescue Service)							
A	B	C	D	E	F	G	H
£60.63	£70.73	£80.84	£90.95	£111.16	£131.37	£151.58	£181.90

- That the council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2020/21 for each part of its area and for each of the categories of dwellings.

### Aggregate of Council Tax Requirements

2020/21 Council Tax By Band – Aggregate for all precepting authorities							
A	B	C	D	E	F	G	H
£1,274.19	£1,486.56	£1,698.92	£1,911.30	£2,336.02	£2,760.76	£3,185.49	£3,822.60

- To determine whether the council's relevant basic amount of council tax for 2020/21 is excessive in accordance with the principles approved under the Local Accountability and Audit Act 2014.

	2019/20	2020/21	%
<b>Council tax base</b>	53,600	55,222	3.94
<b>Council Tax Requirement (£)</b>	83,130,128	89,020,625	
<b>Relevant Amount of Council Tax (£)</b>	1,550.94	1,612.05	

The total increase of **3.94%** is not excessive as it is within the 3.99% referendum limit.

**The Authority is therefore not subject to a referendum**

### Other funding

Included within the budget are a number of government grants that are received for specific purposes. Any variations to the level of funding will be matched by an equivalent adjustment in the budget for the respective service.

Business rates funding of £61.795m (including public health grant of £11.642m) to support the council's overall budget. In the event the business rates funding is above or below this level, the variation will be managed by an adjustment to specific reserves. New discretionary reliefs for business rates in the retail sector have been announced and are subject to ratification on the Queen's speech. These are cost neutral as they are offset by S31 grants. Bills are currently being prepared on the latest information available.

Council is asked to:

- Allow the Joint Chief Finance Officer, under delegated powers, to reflect any technical changes in the billing arrangements for business rates should the anticipated changes not be ratified.

## FUNDING THE PROPOSALS

The additional cost of the proposals (as set out at Annexe 1) will be funded as follows:

- On-going revenue costs to be met by reducing the planned contribution to reserves from £0.567m to £0.487m.
- One-Off revenue costs to be funded by reducing the contribution to general reserves by £1.703m
- One-off Capital costs, up to £2m, to be funded through a review of the slippage carried forward, and use of capital reserves (£275,000).
- The remaining £10,730,000 is already contained in the capital programme and therefore the funding has already been considered as part of the 2020/21 budget.

Based on current risks, general reserves of no less than £10m is considered adequate although a higher level provides greater resilience given the current economic uncertainties.

## Revenue Budget

The final revenue budget position is set out in the table below:

2020/21 Revenue Budget	
	£m
Adjusted Base 2019/20	157.379
Additional Spending Needs	12.674
Less Savings Options	(5.162)
<b>Spending Requirement</b>	<b>164.891</b>
Funded By:	
Government Grants	14.076
Business Rates (Including Public Health Grant)	61.795
Council Tax	89.020
<b>TOTAL</b>	<b>164.891</b>

## Capital Programme

The final position on the 2020/21 capital programme is:

2020/21 Capital Programme	
	£m
Proposed capital programme	51.101
Additional Schemes	2.275
<b>TOTAL</b>	<b>53.376</b>

## ANNEXE 1

## AMENDMENT TO BE MOVED BY CABINET MEMBER FOR FINANCE AND HOUSING

Item	Cost	Additional Revenue		New Capital £	Capital already funded £
		On-Going revenue £	One-Off Revenue £		
<b>ACHIEVING CARBON NEUTRALITY</b>					
<b>Citizens Assembly on Climate Change</b>	£8,000		8,000		
<b>Green Township Forums (2 years)</b>	£240,000 (£20,000 per Township per year)		240,000		
<b>Community Climate Capital Fund (2 years)</b>	£600,000 May help with match-funding bids			600,000	
<b>Climate Change Resilience Fund</b>	£200,000 for recovery and prevention work			200,000	
<b>Begin “Greening” The Fleet</b>	£10,000,000				10,000,000
<b>Electric Vehicle Trials</b>	£75,000 for 3 loan vehicles			75,000	
<b>Electric Charging Points Scheme</b>	£40,000 Towards a £100,000 GM scheme that attracts external funding for 10 charging points.			40,000	
<b>Glyphosate Alternative Equipment</b>	£25,000 on-going for replacement of existing approach. £50,000 to replace the existing equipment.	25,000		50,000	
<b>Tree Planting (2 years)</b>	£500,000		500,000		
<b>Cycling and Walking Networks</b>	£80,000 for appointment of specialist advisor for 2 years.		80,000		
<b>Win A Bicycle Scheme</b>	£5,000		5,000		
<b>Green Spaces Officer</b>	£80,000 for appointment of an officer for 2 years.		80,000		
<b>PROTECTING THE VULNERABLE</b>					
<b>Care Leaver Support Fund (2 years)</b>	£100,000 over 2 years		100,000		
<b>Combatting Loneliness Fund (2 years)</b>	£100,000 over 2 years		100,000		
<b>Benefit Maximisation Project (Trial 1 year)</b>	£50,000		50,000		
<b>Children and Community’s Centres Investment</b>	£150,000		150,000		
<b>Special Constables 50% Reduction in Council Tax</b>	£15,000	15,000			

<b>DELIVERING ON COMMITMENTS</b>					
<b>Radcliffe Regeneration</b>	£500,000			300,000	200,000
<b>Ramsbottom Town Plan and Budget</b>	£200,000 – In addition to the £100k capital in earmarked reserve and £200,000 already in the capital programme for 2020/21.			200,000	300,000
<b>Additional Funding for Radcliffe FC</b>	£400,000 contribution from the council will also generate external grant funding.			170,000	230,000
<b>Tackling Fly-Tipping</b>	£200,000		140,000	60,000	
<b>Promoting Our Physical Strategy</b>	£670,000		90,000	580,000	
<b>Empty Properties Officer</b>	£40,000	40,000			
<b>Ethical Lettings Agency</b>	£40,000 pump priming monies		40,000		
<b>IDEAS BEYOND 2020</b>					
<b>Town of Culture Legacy</b> Focused on creating a longer-term legacy of the Town of Culture Year	£120,000		120,000		
<b>TOTAL</b>	£14,788,000	80,000	1,703,000	2,275,000	10,730,000

**(b) An amendment was moved by Councillor N Jones and seconded by Councillor P Cropper that:**

The revenue and capital budgets submitted to the Council should be approved, with the following amendments:

Proposal	Total Cost £	Revenue Recurring Cost £	Revenue One-Off Cost £	Capital Cost £
<b>Making Bury Cleaner</b>				
Restore grey bin collections to every two weeks as a minimum for all residents	1,200,000	1,200,000		
Increase fines for fly tipping to the legal maximum (£400) and early payment to three quarters of the maximum (£300)	(5,000)	(5,000)		
Increase fines for littering to the legal maximum (£150) and early payment to two thirds of the maximum (£100)	(2,000)	(2,000)		
Public Space Protection orders to enforce responsible dog ownership and control. To employ an officer for 2 year period and implement fines of up to £100.	70,000		70,000	
Introduce fines for littering from a motor vehicle.	(2,000)	(2,000)		
<b>Making Bury Greener</b>				

Install 12 electric car charging points across the borough's 6 townships	120,000	12,000		120,000
Introduce engine idling fine £80	(5,000)	(5,000)		
Climate Change Officer for a 2 year period.	70,000		70,000	
25 Street Light EV Chargers. It is anticipated that this will attract grant funding of £100,000.	340,000	34,000		340,000
<b>Supporting Bury's Future</b>				
Purchase Gigg Lane (Bury Football Club Ground)	3,500,000	350,000		3,500,000
Make Bury MBC's swimming pools free to school aged children during school holidays	110,000	110,000		
Make Bury's leisure facilities free to all serving and retired military veterans.	25,000	25,000		
Employ 2 school improvement officers – 2 years with the aim of becoming self-financing through buy back arrangements with schools.	200,000		200,000	
Create a Digital Fund	5,000,000		5,000,000	
<b>Making Bury Safer</b>				
Install and maintain 10 high-tech CCTV cameras in crime hotspots	45,000	4,500		45,000
50% Council tax reduction to special constables	16,000	16,000		
<b>Supporting Bury's Committees and Businesses</b>				
Bury Town of Culture	100,000		100,000	
Mental Health Small Grant Scheme	50,000		50,000	
Establishment of a private sector VOSA MOT Testing Station scheme – this is anticipated to be cost neutral	0			
Create a highways fund	1,500,000	150,000		1,500,000
Investment in leisure facilities	2,000,000			2,000,000
<b>Making Bury more collaborative</b>				
50% reduction in agency staff	(250,000)	(250,000)		
Reduction in consultancy spend	(275,000)	(275,000)		
<b>Making Bury More efficient</b>				
End funding to trade union facility time	(100,000)	(100,000)		
Cut Deputy Cabinet Members	(10,000)	(10,000)		
Review of terms and conditions for staff earning more than £40,000 per annum.	(40,000)	(40,000)		
Cut Office of the Chief Executive's Budget	(100,000)	(100,000)		
Reduce senior structure by 1 Executive Director	(180,000)	(180,000)		
Cut Corporate Capacity Budget	(500,000)	(500,000)		
<b>TOTAL</b>	<b>12,877,000</b>	<b>432,000</b>	<b>5,490,000</b>	<b>7,505,000</b>

### **Funding the Proposals:**

#### ***The Capital proposals will be met as follows:***

A re-profiling of the capital programme and a review of slippage brought forward from previous years will provide funding of up to £2m. The remaining costs will be met from increased borrowing and additional efficiency savings, the net revenue consequences of which are estimated to be £0.400m.

#### ***The revenue proposals would be funded as follows:***

The on-going revenue costs including the additional borrowing costs can be met from the 'Making Bury more efficient' options set out in the proposals and by reducing the planned contribution to reserves, as set out in the 2020/21 budget proposals, from £567,000 to £135,000 on an ongoing basis.

The remaining one-off costs of £490,000 and the £5m digital fund will be met from a reallocation of the collection fund surplus as follows:

- £5,000,000 to a Digital Fund
- £490,000 to support the one-off costs of the budget amendment
- £10,310,00 to general reserves

### **Council Tax**

In relation to Council Tax, it is recommended that the Bury element of the Council tax be increased by 3.94% of which 1.94% relates to the general precept and 2% relates to the adult social care levy.

### **On being put the result of the vote was as follows:**

For the Amendment:-

**Councillors P Cropper, J Daly, I Gartside, D Gunther, J Harris, S Hurst, K Hussain, N Jones, G Keeley, O Kersh, I Schofield, D Silbiger, R Walker, and Y Wright.**

Against the Amendment:-

**Councillors J Black, S Briggs, R Cathcart, C Cummins, A Cummings, R Gold, J Grimshaw, S Haroon, M Hayes, D Jones, K Leach, J Mason, G McGill, C Morris, B Mortenson, E O'Brien, T Pickstone, M Powell, A Quinn, T Rafiq, A Simpson, L Smith, M Smith, Sarah Southworth, Susan Southworth, T Tariq, C Tegolo, K Thomas, S Walmsley, C Walsh, M Whitby and S Wright.**

Abstaining from the Vote:-

**The Worshipful the Mayor.**

**The Mayor declared the amendment lost.**

**(c) An amendment was moved by Councillor C Tegolo and seconded by Councillor T Pickstone that:**

That the budget contained in the Council report should be approved subject to the following changes;

	Capital Spend £	Revenue Spend £
<b>CLIMATE CHANGE:</b>		
<b>Creation of earmarked emergency climate change reserve</b> NB: £2.601m of this is used to fund Tree Replacement, Waste Reduction and Use of Glycophosphates schemes, below, leaving £2.399m available for future schemes. Funded by reducing the one-off contribution from Collection Fund surplus to General Reserves.		<b>£5,000,000</b>
<b>Tree Replacement</b> 3-year programme to replace street trees when they are removed. Funded from newly created Emergency Climate Change Reserve (see above)		<b>£100,000</b>
<b>Waste Reduction</b> 2-year contract for employment of a Waste Reduction officer. Potential to become permanent on a self-financing basis. Funded from newly created Emergency Climate Change Reserve (see above)		<b>£66,000</b>
<b>Use of Glycophosphates</b> Cost of the council discontinuing all use of the glycophosphates. Purchase and use of hot foam system. Capital costs funded from newly created Emergency Climate Change Reserve (see above). Revenue costs funded by decreasing the annual contribution to General Reserves.	<b>£355,000</b>	<b>£200,000 p.a. £600,000 over 3 years</b>
<b>Cycling and Walking Officer</b> 2-year contract for employment of a Cycling and Walking Officer. Funded from newly created Emergency Climate Change Reserve (see above).		<b>£80,000</b>
<b>Additional investment in cycling/walking</b> 3-year programme to increase ambition versus the existing £10m capital programme; expect to attract further match funding from external sources. Funded from newly created Emergency Climate Change Reserve (see above).	<b>£2,000,000</b>	
<b>TACKLING CONGESTION:</b>		
<b>Highways Traffic Calming Capital.</b> 3-year programme to undertake traffic calming in problematic areas. Capital costs funded by additional borrowing. Revenue consequences funded by reduced annual contribution to General Reserves.	<b>£1,500,000</b>	<b>£150,000 p.a. £300,000 over 1<sup>st</sup> 3 years</b>
<b>Prestwich Regeneration</b> Additional £2m to address congestion in the Prestwich as part of regeneration scheme (Bury New Road and associated 'rat' runs). Capital costs funded by additional borrowing. Revenue consequences funded by reduced annual contribution to General Reserves.	<b>£2,000,000</b>	<b>£200,000 p.a. £500,000 over 1<sup>st</sup> 3 years</b>
<b>COMMUNITY SAFETY AND HOUSING:</b>		



<b>Selective Licensing (for private sector landlords).</b> Business case development of a Selective Licensing business case. Funded by reducing the one-off contribution from Collection Fund surplus to General Reserves.		<b>£65,000</b>
<b>CCTV Prestwich and Radcliffe</b> Capital cost of renewing the CCTV in Prestwich and Radcliffe. Funded by reducing the one-off contribution from Collection Fund surplus to General Reserves.	<b>£200,000</b>	

**Total commitment over 3 years – £10.165m:**

- £6.055m capital spend
- £1.711m revenue spend (over 3 years)
- £2.399m remaining in Emergency Climate Change Reserve

N.B. recurring revenue costs = £0.550m.

**Funded by:**

- £3.500m additional borrowing
- £5.265m reduction in one-off contribution from Collection Fund surplus to General Reserves
- £1.400m reduced contributions to General Reserves over 3 years (£0.550m recurrently).

**On being put the result of the vote was as follows:**

For the Amendment:-

**Councillors P Cropper, J Daly, I Gartside, D Gunther, J Harris, S Hurst, K Hussain, N Jones, G Keeley, O Kersh, J Mason, T Pickstone, M Powell, I Schofield, D Silbiger, M Smith, C Tegolo, R Walker, S Wright and Y Wright.**

Against the Amendment:-

**Councillors J Black, S Briggs, R Cathcart, C Cummins, A Cummings, R Gold, J Grimshaw, S Haroon, M Hayes, D Jones, K Leach, G McGill, C Morris, B Mortenson, E O'Brien, A Quinn, T Rafiq, A Simpson, L Smith, Sarah Southworth, Susan Southworth, T Tariq, K Thomas, S Walmsley, C Walsh, and M Whitby.**

Abstaining from the Vote:-

**The Worshipful the Mayor.**

**The Mayor declared the amendment lost.**

**The substantive motion (as set out in a) was put to the vote which was as follows:-**

For the Motion:-

**Councillors J Black, S Briggs, R Cathcart, C Cummins, A Cummings, R Gold, J Grimshaw, S Haroon, M Hayes, D Jones, K Leach, J Mason, G McGill, C Morris, B Mortenson, E O'Brien, A Quinn, T Rafiq, A Simpson, L Smith, M Smith, Sarah Southworth, Susan Southworth, T Tariq, K Thomas, S Walmsley, C Walsh, and M Whitby.**

Against the Motion:-

**Councillors P Cropper, J Daly, I Gartside, D Gunther, J Harris, S Hurst, K Hussain, N Jones, G Keeley, O Kersh, T Pickstone, I Schofield, D Silbiger, C Tegolo, R Walker, S Wright and Y Wright.**

Abstaining from the Motion:-

**The Worshipful the Mayor**

**The Mayor declared the substantive Motion carried.**

### **C.395 DELEGATED DECISIONS OF THE CABINET AND COUNCIL COMMITTEES**

There were no questions asked on the delegated decisions of the Cabinet, the Overview and Scrutiny Committee, Joint Consultative Committee (Corporate) and Joint Consultative Committee (Teachers).

### **THE WORSHIPFUL THE MAYOR**

The meeting started at 7.00 pm and ended at 10.55 pm

**(NOTE:** Members of Council voted to suspend Council Procedure Rule 9.1 to allow the meeting to continue beyond 10.10pm in order to conclude the business items set out in the summons).

**REPORT FOR DECISION**

Agenda Item	
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<b>REPORT TO:</b>	<b>CORPORATE CORE MANAGEMENT TEAM JOINT EXECUTIVE TEAM HR PORTFOLIO CORPORATE JCC</b>
<b>DECISION OF:</b>	<b>HUMAN RESOURCES AND APPEALS PANEL COUNCIL</b>
<b>DATE:</b>	<b>4<sup>th</sup> February 2020 10<sup>th</sup> February 2020 10<sup>th</sup> February 2020 12<sup>th</sup> February 2020 27<sup>th</sup> February 2020 18<sup>th</sup> March 2020</b>
<b>SUBJECT:</b>	<b>PAY POLICY STATEMENT</b>
<b>REPORT FROM:</b>	<b>LYNNE RIDSDALE DEPUTY CHIEF EXECUTIVE  COUNCILLOR DAVID JONES LEADER OF THE COUNCIL</b>
<b>CONTACT OFFICER:</b>	<b>CAROLINE SCHOFIELD STRATEGIC LEAD – HUMAN RESOURCES</b>
<b>TYPE OF DECISION:</b>	<b>COUNCIL DECISION</b>
<b>FREEDOM OF INFORMATION/STATUS:</b>	The Paper is within the public domain
<b>SUMMARY:</b>	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for each financial year since 2012/13.</p> <p>The purpose of the Pay Policy Statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff; and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.</p>

<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p>The Localism Act requires that pay policy statements and any amendments to them are considered by a meeting of full Council.</p> <p>The attached Pay Policy Statement [2020-2021], at Appendix A, has been drafted to ensure compliance with the Act and it is put before the Council for approval.</p>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	<p>Do the proposals accord with the Policy Framework?</p> <p>Yes</p>
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	<p>This report outlines the Council's Pay Policy as required by the Localism Act.</p> <p>The report is a statement of fact.</p> <p>All pay costs are provided for and fully funded within the Council's approved budget.</p>
<b>Statement by Deputy Chief Executive Corporate Core:</b>	<p>The attached Pay Policy Statement (2020-2021) has been drafted to ensure compliance with the Localism Act. There are no additional resource implications arising from the report.</p>
<b>Equality/Diversity implications:</b>	<p>Yes</p> <p>The purpose of the Pay Policy Statement is to provide transparency in respect of the Council's approach to setting the pay of its employees. Pay and grading decisions are based on the application of agreed Job Evaluation Schemes which are designed to eliminate discrimination.</p>
<b>Considered by Monitoring Officer:</b>	<p>Yes JH</p> <p>Section 38 of the Localism Act 2011 sets out that the Council must prepare and approve a pay policy statement for each financial year before 31 March each year. This must then be published as soon as is reasonably practicable following approval.</p>
<b>Wards Affected:</b>	All Wards
<b>Scrutiny Interest:</b>	Internal Scrutiny Committee

**TRACKING/PROCESS****DIRECTOR: Exec. Director of Resources**

Chief Executive/ Corporate Leadership Team	Executive Member/Chair	Ward Members	Partners
✓	✓ <b>HR Portfolio</b>		
Scrutiny Committee	Committee	Council	
	✓ <b>HRA</b>	✓	

**1.0 BACKGROUND**

- 1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for 2012/13 and for each financial year after that.
- 1.2 Guidance issued by the Department for Communities and Local Government states that the purpose of the Pay Policy Statement is to address the Government's issues with "top end pay" and some of the recommendations set out in the "Hutton review of Fair Pay in the Public Sector Report".
- 1.3 The Act requires Councils to prepare Pay Policy Statements which detail their policy on a range of issues relating to the pay of its employees; in particular, its senior staff ("Chief Officers") and its lowest paid employees.
- 1.4 The provisions do not apply to local authority school employees and neither do they change any existing responsibilities or duties under relevant Employment Legislation. However, all employees are included within the pay ratio calculations.
- 1.5 The Pay Policy Statement must be prepared for each financial year starting with 2012-2013. The Statement must be approved by full Council and then be published, at least, on the Council's web-site. This is to ensure transparency, so that local tax payers can take an informed view of whether local decisions and all aspects of remuneration are fair.
- 1.6 The Council's existing Pay Policy Statement (2019-20) was approved at the meeting of Council held on 10<sup>th</sup> April 2019.
- 1.7 The matters that must be included in the statutory pay policy statement are:
  - The local authority's policy on the level and elements of remuneration for each chief officer;
  - The local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
  - The local authority's policy on the relationship between the remuneration of its chief officers and other officers;
  - The local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.
- 1.8 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

- 1.9 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying;
- the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its most senior staff i.e. 'Chief Officers', as defined by the relevant legislation;
  - the Committee(s) responsible for ensuring the provisions set out in the Pay Policy Statement are applied consistently throughout the Council and recommending any amendments to the full Council.

## **2.0 PROGRESS**

- 2.1 As part of the Council's strategic objectives to secure control and reduce the Chief Officer Pay bill a number of restructures over the last year have resulted in an overall reduction of 2 FTE which is an overall saving including on-costs of £179,935.
- 2.2 The reduction (improvement) in the Council's median gender pay gap figure this year is a result of:
- Female shift into the £8-£10 per hour majority in 2019 (630), up from 485 in the £6-£8 per hour majority last year
  - This raises the overall average earnings for females
  - This last 12 months has seen a general trend of an increase towards the higher pay per hour brackets, for example 215 females are now earning £12-£14 per hour compared to 203 in 2018
  - There is a large jump from 83 females last year earning £18-£20 per hour to 158 this year which equates to a 200% increase in a single year
  - All of these changes increase the overall median as there are now more females occupying higher hourly rated jobs, therefore the median (which is mid-way) has increased
- 2.3 The median pay multiple result has also improved this year due to the reasons in 2.2. Generally females in the middle of the pay spine have earned more overall which is resulting in an equalization of the pay gap where the majority of employees are.
- 2.4 Although the mean gender pay gap figure this year shows a very slight increase (worse position), this doesn't reflect the true changes outlined above for the majority of female employees. It is purely down to the fact that the majority of females have increased their hourly rates, therefore the difference between those females and the lowest female earners has increased in terms of the gap. This has resulted in the average pay gap figure worsening.

## **3.0 DECISION:**

- 3.1 The updated Pay Policy Statement: 2020-2021, which is attached at Appendix A, has been drafted to ensure compliance with the Localism Act and it is put before the Council for approval.

**List of Background Papers:-**

- 1. DCLG Guidance (2011): Openness and accountability in local pay**
- 2. DCLG Supplementary Guidance (February 2013): Openness and accountability in local pay - Guidance under section 40 of the Localism Act 2011**

**Contact Details:-**

**Caroline Schofield, Strategic Lead – Human Resources**  
**[c.j.schofield@bury.gov.uk](mailto:c.j.schofield@bury.gov.uk)**

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# **Pay Policy Statement**

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## **Pay Policy Statement 2020 – 2021**

The purpose of the statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

## 1.0 INTRODUCTION AND PURPOSE

1.1 In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

1.2 The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘Chief Officers’, as defined by the relevant legislation;
- the constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

1.3 This policy statement will be subject to review on an annual basis.

1.4 This year’s Pay Policy Statement (2020-21) was taken to Corporate Core Management Team on the 4<sup>th</sup> February 2020, Joint Executive Team on 10<sup>th</sup> February 2020, HR Portfolio on the 10<sup>th</sup> February 2020; JCC on 12<sup>th</sup> February 2020 and was agreed at Human Resources and Appeals Panel on 27<sup>th</sup> February 2020 and full Council on the 18<sup>th</sup> March 2020.

## 2.0 CONTEXT: LEGISLATION RELEVANT TO PAY AND REMUNERATION

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

2.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

## 3.0 PAY STRUCTURE

3.1 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure. These pay spines are used to determine the salaries of the large majority of the Council’s non-teaching workforce. Our pay structure is attached.



Salary\_Chart\_April\_2019.pdf

3.2 The pay and terms and conditions of employment of the Council's workforce are largely determined by the following negotiating bodies in accordance with the agreed collective bargaining machinery:

- National Joint Council (NJC) for Local Government Services;
- The Soulbury Committee, (*educational advisers/inspectors, other school improvement professionals, educational psychologists*)
- Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees;
- Joint Negotiating Committee for Youth and Community Workers;
- Joint Negotiating Committee (JNC) for Chief Officers
- Joint Negotiating Committee (JNC) for Chief Executives

3.3 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spines.

3.4 The pay of those employees whose terms and conditions fall within the purview of the Joint Negotiating Committee for Chief Executive's and the Joint Negotiating Committee for Chief Officers are also determined by reference to Joint Secretarial advice issued by the JNC for Chief Officers of Local Authorities in 2002. The Joint Secretarial advice recommended the establishment of local salary structures as a result of a move from benchmark to median salaries, identified through the annual salary and numbers survey conducted by the Local Government Employers' Organisation.

3.5 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

3.6 In determining its grading structure and setting remuneration levels for any posts which fall outside its scope, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

3.7 The Council is committed to the principles of equal pay for all its employees, and to ensuring that there is consistency and fairness in the approach to starting salaries and has guidance for managers in this area.

All new appointments (whether new recruits to the Council or an internal candidate) will commence at the minimum spinal column point (SCP) of the relevant grade. Appointments will not be made higher up the grade in order to preserve salary, although pay protection arrangements are available in relevant situations.

Only in exceptional circumstances and on the completion of an evidenced and documented equal pay risk assessment comparing the skills, qualifications and experience of the appointee, other generic post holders and the rest of the team, will appointments be made with a starting salary higher than the minimum point.

In these exceptional circumstances where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with the [Council's Constitution](#).

3.8 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.

3.9 The Council has three salary sacrifice schemes in place. These are the Cycle to Work scheme, the childcare voucher scheme and the car lease scheme. These schemes and their operation are regulated by Her Majesty's Customs and Excise and there are strict rules around the management of the schemes. The schemes permit employees to "sacrifice" part of their salary in exchange for a benefit; this means that Tax and National Insurance are not paid on the amount sacrificed effectively reducing the cost of the benefit to the employee. These schemes are open to all employees at the Council with the proviso that their salary exceeds the National Minimum Wage after the deduction. In addition to these schemes the Council has a number of other employee benefits.

#### 4.0 CHIEF OFFICER REMUNERATION

4.1 For the purposes of this statement, chief officers are as defined within the Localism Act; i.e.

- i. The head of the paid service designated under section 4(1) of the [Local Government and Housing Act 1989](#);
- ii. The monitoring officer designated under section 5(1) of that Act;
- iii. A statutory chief officer mentioned in section 2(6) of that Act;
- iv. A non-statutory chief officer mentioned in section 2(7) of that Act;
- v. A deputy chief officer mentioned in section 2(8) of that Act.

4.2 The posts falling within the statutory definition are set out below, with details of their salary. Salaries quoted below are applicable as at 1<sup>st</sup> February 2020. Also detailed are other officers paid in accordance with the chief officer pay scales. The pay scales are attached.



CHIEF OFFICER  
SALARIES 1.4.18 1.4

- **Chief Executive:**

The current Chief Executive was also appointed as Accountable Officer for the CCG with effect from 1<sup>st</sup> October 2018.

The salary falls within a range of 3 incremental points between £175,249 rising to a maximum of £182,070. The Chief Executive (Head of Paid Service), also carries out the duties of the Returning Officer in accordance with the Representation of The People Act 1983. The duties of the Returning Officer are separate from the duties undertaken as a local government officer; the office of Returning Officer is totally distinct from the office of Chief Executive and Head of Paid Service. Payments due to the post holder in respect of the conduct of local municipal elections are consolidated within the salary. Payments in respect of the conduct of National Government Elections, European Elections and any National Referenda are paid in addition to salary. These payments are pensionable and subject to deductions for tax and National Insurance.

- **Deputy Chief Executive**

The salary falls within a range of 5 incremental points between £132,694 and £144,870.

- **Chief Finance Officer**

The joint Chief Finance Officer for the Council and CCG, who acts as the Council's S151 Officer is employed by both the Council and CCG concurrently. His Council position falls within 5 salary bands from £103,818-£112,661 and the Council pay 50% of his salary. He also receives an additional payment from the CCG (agreed by their Remuneration Committee).

- **Executive Directors:**

The current salaries of the post holders designated as Executive Director fall within a range of 5 incremental points between £116,161 and £126,989.

- **Directors, Assistant Directors, Heads of Service and Strategic Leads:**

The grades of these positions fall within a range of 5 incremental points and span across 30 incremental points between £55,096 rising to a maximum of £102,803.

4.3 When establishing or reviewing the senior management salary structure the Council complies with advice issued by the Joint Negotiating Committees for Chief Executives and Chief Officers, on the establishment of a local salary structure based on median salary levels as identified through the annual salary survey. This advice states that when deciding at what level these posts should be remunerated the following factors are to be considered:

- a. The Authority's policy in respect of the pay of its JNC officers and any relationship to the median salary levels for similar Authorities;
- b. the chief executive's salary;
- c. the relationship of current salary to the appropriate illustrative national median salary (salaries may be above, around, or below the median);
- d. any special market considerations;
- e. any substantial local factors not common to authorities of similar type and size, e.g. London weighting;

- f. comparative information to be supplied on request by the Joint Secretaries on salaries in other similar authorities;
- g. top management structures and the size of the management team compared to those of other authorities of similar type and size, and;
- h. the relative job size of each post, as objectively assessed through job evaluation or otherwise.

4.4 Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals, who fall outside of the IR35 Regulations and might be considered as self employed by the HMRC.

## 5.0 RECRUITMENT OF CHIEF OFFICERS

5.1 The Council's policy and procedures with regard to recruitment of Chief Officers are set out within the Chief Officer Recruitment Guidelines which are due to be reviewed.

5.2 In accordance with the Localism Act (2011), where the proposed annual salary package is £100,000 or more the decision must be voted on by Council before the appointment is confirmed. The requirement to approve salary packages above £100,000 only applies to new appointments and does not apply to existing senior managers whom, for this purpose, are attached (current chief officers forming our Joint Executive Team, together with their direct reports).



JET and Chief  
Officer Direct report

5.3 Accordingly the recruitment of Chief Officers is delegated to the Human Resources and Appeals Panel whose functions include:

- The shortlisting and appointment of Chief Officers and Deputy Chief Officers. The confirmation of appointment of all Chief Officers (with the exception of the Chief Executive/Head of Paid Service) is carried out in accordance with the [Council Constitution](#) – Officer Employment Procedure Rules and [The Local Authorities \(Standing Order\) \(England\) Regulations 2001](#)
- The shortlisting and appointment of the Chief Executive / Head of Paid Service is carried out in accordance with the [Council Constitution](#) for submission to the Council.

5.4 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Selection and Redeployment Policies.

5.5 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

## 6.0 ADDITIONS TO SALARY OF CHIEF OFFICERS

6.1 The level of chief officer remuneration is not variable dependent upon the achievement of defined targets.

6.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration [e.g. honoraria, ex gratia, 'acting up payments] relating to temporary additional duties are set out in the [Council's Constitution](#) and supplementary conditions of service.

6.3 In addition to basic salary, the Chief Executive receives additional pay in respect of Returning Officer duties in accordance with the Representation of The People Act 1983 (see 4.2).

6.4 Set out in table 1 below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of their duties;

<b><i>Payment details</i></b>	<b><i>Paid to</i></b>
Fees paid for returning officer duties where identified and paid separately	Chief Executive
Salary supplements payable for fulfilling statutory officer duties (e.g. S151 / Monitoring Officer) where identified and paid separately	None payable
Salary supplements payable for statutory duties carried out by The Director of Public Health where identified and paid separately	None payable
Market forces supplements in addition to basic salary where identified and paid separately	One payable
Priority Car User Allowance Lump Sums	None payable
Salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately	None payable
Any arrangements for payment of untaken annual leave falling outside the requirements of relevant legislation	None payable

## 7.0 PENSION CONTRIBUTIONS

7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.

7.2 The Employer's rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The triennial valuation covers the period 1 April 2017 to 31 March 2020 following which the rate will be set for a further 3 years. The employer's contribution rate is 20.5% and this rate is not expected to change.

7.3 Pension contributions are based on actual [pensionable pay and](#) there are 9 different contribution banding rates between 5.5% and 12.5%. The bandings as at 1<sup>st</sup> January 2020 are:-

**Member Contribution Table**

Band	Yearly pay	Main Scheme	50/50 option
1	Up to £14,400	5.5%	2.75%
2	£14,401 - £22,500	5.8%	2.9%
3	£22,501 - £36,500	6.5%	3.25%
4	£36,501 - £46,200	6.8%	3.4%
5	£46,201 - £64,600	8.5%	4.25%
6	£64,601 - £91,500	9.9%	4.95%
7	£91,501 - £107,700	10.5%	5.25%
8	£107,701 - £161,500	11.4%	5.7%
9	£161,501 or more	12.5%	6.25%

## 8.0 PAYMENTS ON TERMINATION

8.1 The Councils approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is in



accordance with [The Local Government Pension Scheme Regulations 2013](#) and Regulations 5 and 6 of the [Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006](#).

8.2 Any payments falling outside these provisions or the relevant periods of notice within the contract of employment shall be subject to a formal decision made by The Human Resources and Appeals Panel.

8.3 In accordance with supplementary guidance issued by DCLG on 20<sup>th</sup> February 2013, Local authorities are required to present details of any severance package paid to an officer where the value of the package exceeds £100,000. Approval of the severance package is subject to a vote by full Council.

8.4 Regulations around an exit payment cap of £95,000 will be enforced once they are implemented.

### **9.0 LOWEST PAID EMPLOYEES**

9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours per week] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure.

9.2 As at 1<sup>st</sup> February 2020, this is £17,364 per annum. The Council employs Apprentices who are not considered within the definition of 'lowest paid employees'.

9.3 The National Living Wage for people 25 and over is currently £8.21 per hour and will rise to £8.72 per hour with effect from 1<sup>st</sup> April 2020. The current pay spine has a minimum hourly rate of £9.00 per hour which is in excess of the National Living Wage. The Foundation Living Wage rose to £9.30 per hour in November 2019.

9.4 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

### **10.0 PAY MULTIPLE**

10.1 The current pay levels within the Council define the multiple between the median (the half way point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) as 1:8.07 which shows a reduction in the gap from last year.

10.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019.

10.3 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiple' and benchmark against other comparable local Authorities.

## 11.0 GENDER PAY GAP

11.1 The Government have brought into force a provision of the Equality Act 2010 on gender pay gap reporting. Although the provision originally only covered the private and voluntary sectors, this was extended to the public sector under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

11.2 The Council is required to take a 'snapshot of data' as at the 31 March 2019 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31<sup>st</sup> March 2020 at the latest. The Gender Pay Gap will be published annually.

11.3 The gender pay gap reporting measures are:

- Mean gender pay gap - The difference between the mean (average) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Median gender pay gap - The difference between the median (mid-point) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Mean bonus gap - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
- Median bonus gap - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
- Bonus proportions - The proportions of male and female relevant employees who were paid bonus pay during the relevant period
- Quartile pay bands - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

11.4 The Council's Gender Pay Gap to be published by March 2020 relating to data for 2018-2019 compared with 2017-2018 is shown below:

**2017-2018**

**2018-2019**

**Women's Hourly Rate: Bonus**

Mean	7.12% lower
Median	5.15% lower

None

**Women's Hourly Rate: Bonus**

Mean	7.55% lower
Median	3.89% lower

None

This comparison shows an increase in the mean percentage and a reduction in the median for 2018 - 2019.

**% of Men and Women in each quarter of the payroll:**

**2017-2018**

**2018-2019**

	<b>% of Men</b>	<b>% of Women</b>
Top	32.70%	67.30%
Upper Middle	30.65%	69.35%
Lower Middle	40.12%	59.88%
Lower	16.69%	83.31%

	<b>% of Men</b>	<b>% of Women</b>
Top	34.53%	65.47%
Upper Middle	29.10%	70.90%
Lower Middle	40.45%	59.55%
Lower	18.18%	81.82%

11.5 This represents an improvement in our Median Gender Pay Gap, however we have a slightly worse figure than last year for our Mean Gender Pay Gap. The data will be analysed in more detail and an action plan will be developed.

**12.0 ACCOUNTABILITY AND DECISION MAKING**

12.1 In accordance with the Constitution of the Council, the Human Resources and Appeals Panel is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the

Council. The Human Resources and Appeals Panel is also responsible for the recruitment selection and appointment of Chief Officers; (see Section 5.0 above).

### **13.0 RE-EMPLOYMENT / RE-ENGAGEMENT OF FORMER CHIEF OFFICERS**

13.1 The Council's policy with regard to the re-employment /re-engagement of former employees (including Chief Officers) was approved by the Executive Committee on 20<sup>th</sup> October 1999.

As a general principle the Council is opposed to re-employing retired employees. However in exceptional circumstances, where it is considered necessary to re-employ or re-engage a former employee who is in receipt of a pension from the Local Government Pension Scheme:-

- (a) There should be clear evidence that the work cannot be undertaken by someone else, either internal, external or through agency staff;
- (b) If the individual is engaged under the terms of a contract for services and claims to be self-employed or a consultant the Assistant Director (Finance and Efficiency) must be satisfied that they meet the criteria laid down by HMRC;
- (c) A former employee should not be re-engaged unless agreement has been given by the Cabinet Member for Resources and/or the spokesperson for Human Resources.

13.2 The Council will need to prepare for forthcoming Regulations around the recovery of exit payments for higher paid employees who leave the public sector employment and re-join within a year, once the implementation date is known.

### **14.0 PUBLICATION**

This statement will be published on the Council's Website under our Local Government Transparency Section.

<h1>REPORT FOR DECISION</h1>
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<b>DECISION OF:</b>	<b>LICENSING &amp; SAFETY PANEL/COUNCIL</b>
<b>DATE:</b>	<b>LICENSING AND SAFETY PANEL - 5<sup>th</sup> MARCH 2020 COUNCIL – 18<sup>TH</sup> MARCH 2020</b>
<b>SUBJECT:</b>	<b>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TEST INSPECTION MANUAL</b>
<b>REPORT FROM:</b>	<b>EXECUTIVE DIRECTOR (OPERATIONS)</b>
<b>CONTACT OFFICER:</b>	<b>MR M BRIDGE</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>	This report relates to the testing of Hackney Carriage and Private Hire vehicles introducing a vehicle inspection manual that confirms the standard required to pass the vehicle test.
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<ul style="list-style-type: none"> <li>• To implement the proposed vehicle inspection manual as proposed.</li> <li>• To implement the vehicle inspection manual with amendments determined by members of the Licensing and Safety Panel.</li> <li>• To refuse the proposed vehicle inspection manual and continue with the current testing regime.</li> </ul>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework? <b>Yes</b> No
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	There are no specific issues from the report other than potential costs/risks associated with legal appeals including a Judicial Review
<b>Statement by Executive Director of Resources:</b>	The cost of the licensing function are funded through the fees and charges levied by the

	Council. There may be additional costs to the service if appeals are lodged by licence holders with the Magistrates and Crown Courts.
<b>Equality/Diversity implications:</b>	Yes <b>No</b> (see paragraph below)
<b>Considered by Monitoring Officer:</b>	<p>Under the legislation the Council is required to determine applications. The report is in accordance with the appropriate legislation.</p> <p>Members are advised that Licences are regarded as possessions within the terms of the Human Rights Act 1998. Under the Act everyone is entitled to the peaceful enjoyment of one's possessions and so actions interfering with those possessions must be lawful, reasonable and proportionate. It is lawful to impose reasonable conditions as a way of protecting the safety of the travelling public, so long as it is not out of proportion. It is a balancing act between the public interest and the individual's rights.</p>
<b>Wards Affected:</b>	All
<b>Scrutiny Interest:</b>	Overview and Scrutiny Panel

**TRACKING/PROCESS****DIRECTOR:**

Chief Executive/ Strategic Leadership Team	Executive Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

**1.0 INTRODUCTION**

- 1.1 Members will recall this issue which was considered on the 17<sup>th</sup> October 2019. A copy of the report and the minute is attached at Appendix 1. Members resolved that the Licensing Service undertake a full consultation with the Hackney Carriage/Private Hire Trade regarding the proposed vehicle inspection manual with a further report to be presented at a later date.

## 2.0 ISSUES

- 2.1 The licensing service have carried out a three month consultation of the Vehicle Testing Manual between the 25<sup>th</sup> November 2019 and the 25<sup>th</sup> February 2020.
- 2.2 At the time of writing this report the licensing service have received 117 responses during the consultation period and are attached in a table at appendix 2. The consultation was published on the Council's website and was open for comment.
- 2.3 Members should be aware that only vehicle proprietors will be affected by the proposed vehicle inspection manual should they decide to implement it.
- 2.3 Members are requested to consider the report and the attached vehicle inspection manual and sample test sheet are attached at Appendix 3.

## 3.0 CONCLUSIONS

- 3.1 . The options are contained at page 1 of the report which are:-
- To implement the proposed vehicle inspection manual as proposed.
  - To implement the vehicle inspection manual with amendments determined by members of the Licensing and Safety Panel.
  - To refuse the proposed vehicle inspection manual and continue with the current testing regime.

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### List of Background Papers:-

Minutes of trade Liaison Meeting  
Report and Minutes of the Licensing and Safety Panel – 17<sup>th</sup> October 2019

### Contact Details:-

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**Appendix 1**

<b>DECISION OF:</b>	<b>LICENSING &amp; SAFETY PANEL</b>
<b>DATE:</b>	<b>17<sup>th</sup> OCTOBER 2019</b>
<b>SUBJECT:</b>	<b>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TEST INSPECTION MANUAL</b>
<b>REPORT FROM:</b>	<b>ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)</b>
<b>CONTACT OFFICER:</b>	<b>MR M BRIDGE</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>	This report relates to the testing of Hackney Carriage and Private Hire vehicles introducing a vehicle inspection manual that confirms the standard required to pass the vehicle test.
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<ul style="list-style-type: none"> <li>• To request that the Licensing Service undertake a full consultation with the Hackney Carriage/Private Hire Trade regarding the proposed vehicle inspection manual with a further report to be presented at a later date.</li> <li>• To implement the vehicle inspection manual as proposed without conducting a consultation.</li> <li>• To implement the vehicle inspection manual with amendments determined by members of the Licensing and Safety Panel.</li> <li>• To refuse the proposed vehicle inspection manual and continue with the current testing regime.</li> </ul>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework? <b>Yes</b> No
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	There are no specific issues from the report other than potential costs/risks associated with legal appeals including a Judicial Review
<b>Statement by Executive Director of Resources:</b>	The cost of the licensing function are funded through the fees and charges levied by the



	Council. There may be additional costs to the service if appeals are lodged by licence holders with the Magistrates and Crown Courts.
<b>Equality/Diversity implications:</b>	Yes <b>No</b> (see paragraph below)
<b>Considered by Monitoring Officer:</b>	<p>Under the legislation the Council is required to determine applications. The report is in accordance with the appropriate legislation.</p> <p>Members are advised that Licences are regarded as possessions within the terms of the Human Rights Act 1998. Under the Act everyone is entitled to the peaceful enjoyment of one's possessions and so actions interfering with those possessions must be lawful, reasonable and proportionate. It is lawful to impose reasonable conditions as a way of protecting the safety of the travelling public, so long as it is not out of proportion. It is a balancing act between the public interest and the individual's rights.</p>
<b>Wards Affected:</b>	All
<b>Scrutiny Interest:</b>	Overview and Scrutiny Panel

**TRACKING/PROCESS****DIRECTOR:**

Chief Executive/ Strategic Leadership Team	Executive Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

**1.0 INTRODUCTION**

- 1.2 The licensing service have been working closely with The Greater Manchester, Mayor's office, the 9 other Greater Manchester Licensing Authorities and Transport for Greater Manchester (TfGM) in the development of Common Minimum Standards relating to the Hackney Carriage and Private Hire Trade. These proposals were running consecutively with the Clean Air Agenda

- proposals relating to the introduction of a clean air zone in Greater Manchester.
- 1.3 Following a decision taken by of all ten Greater Manchester Leaders, a position statement was issued by TfGM to inform the trade that the proposed common minimum standards consultation would not take place this autumn, as previously suggested however we will continue to engage with the trade on the development of both the Clean Air Plan and common minimum standards.
  - 1.4 Transport for Greater Manchester have placed a bid to Central Government for a Taxi Fund of £28 Million pound to assist the trade to upgrade their vehicles to become compliant under the proposed Clean Air Zone.
  - 1.5 Due to this ongoing piece of work the development of a testing manual detailing the MOT safety elements and additional quality checks of the Councils compliance check policy has been delayed in Bury.
  - 1.6 The licensing service has continued to engage with the trade and continue to engage within Bury about these proposals having held a trade liaison meeting to discuss the proposals
  - 1.7 The Council currently licences 61 hackney carriage vehicles and 933 private hire vehicles. These are inspected every six months at the Council's testing station facility at Bradley Fold. Should a vehicle fail two consecutive test with three or more MOT faults either at the renewal inspection or at the interim inspection the vehicle will then be subject to an additional test and therefore undertake 3 tests per year.
  - 1.8 The licensing service have undertaken a review of the testing regime which has prompted the creation of the vehicle inspection manual which is attached at appendix 1.

## **2.0 BACKGROUND**

- 2.1 The Local Government (Miscellaneous Provisions) Act 1976 permits a Council to test a private hire or hackney carriage vehicle on no more than three occasions per annum. Bury Council has chosen to test vehicles twice per annum unless the vehicle has failed two consecutive test with three or more MOT faults either at the renewal inspection or at the interim inspection. Bury Council takes public safety very seriously and testing twice yearly acknowledges the high mileage of these vehicles, which increases potential for mechanical faults.
- 2.2 The current vehicle test lasts approximately 60 minutes and is conducted to Driver and Vehicle Standard Agency [DVSA] standards. In addition to MOT items, the test includes inspections of additional items relating to Council policy, conditions and current licensing legislation.
- 2.3 The vehicle licence is issued for one year and will have an interim inspection six months into the licence. Should a vehicle licence be suspended following the inspection the suspension will not be lifted until the vehicle has passed the inspection. This ensures that any defects on the vehicle are satisfactorily repaired to the satisfaction of the Licensing Authority before the vehicle is allowed to carry passengers.

- 2.4 The cost of the test is currently £55.00 which is incorporated in the vehicle test fee. Vehicles failing inspection are required to return to the garage for a re-test. Currently the re-test is free if the vehicle has less than three identified faults. If the vehicle has between four and nine identified faults then the cost of the retest is £25.00. Any vehicle failing with ten or more identified faults then the vehicle proprietor is required to pay the cost of a full test (£55.00). The faults must be rectified within 10 working days otherwise the proprietor is required to pay the cost of a full test but, as noted above, the vehicle cannot legally carry passengers until defects are repaired.
- 2.5 The licensing service expect that a vehicle is maintained throughout the duration of the licence and as such all vehicles should be presented for test in a satisfactory standard.
- 2.6 Members should be aware that a report was presented to Licensing and Safety Panel in May 2014 to consider the review of the then current policies relating to the licensing and testing of Hackney Carriages and Private Hire Vehicles. Members resolved as an incentive to encourage proactive maintenance and provide for additional testing requirements where vehicles fall below acceptable standards the following:-

In addition to the normal pass or fail situation, any vehicle, regardless of age, which fails any two consecutive periodic inspections with 3 or more MOT failure faults (as defined in the VOSA MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing) will result in the vehicle having to undergo 2 interim tests per year. The policy is to be applied as follows: -

- a. If a vehicle fails a first grant or a licence renewal inspection with 3 or more defined MOT faults and subsequently fails its interim inspection with 3 or more MOT faults, when the vehicle licence is next renewed, the vehicle will be subject to 2 interim tests during the period of the 12 month licence. The vehicle owner will be required to pay the Licensing Service the requisite fee for the additional test before the licence is granted.
- b. If a vehicle fails an interim inspection with 3 or more MOT faults and subsequently fails the next renewal inspection with 3 or more MOT faults, the licence will be renewed subject to 2 interim tests during the period of the 12 month licence. The vehicle owner will be required to pay the Licensing Service the requisite fee for the additional test before the licence is granted.

The Licensing Service have reviewed the current situation relating to the number of vehicles that are now subject to three tests a year. There are currently 29 vehicles. The remainder of the fleet, with the exception of vehicles under two years old, are subject to two tests a year.

It is felt that the implementation of the vehicle inspection manual will give the proprietors of vehicles greater detailed information about the standards that are required to be met.

#### 4.0 **CONSULTATION WITH THE TRADE**

- 4.1 The licensing service presented the manual to the attending trade representatives at the trade liaison meeting on the 19<sup>th</sup> September 2019. Representatives from the Hackney Carriage Trade and Private Hire, discussed the creation of the vehicle inspection manual. The Licensing Unit Manager outlined that the vehicle inspection manual will deal with some of the issues that the trade have raised in the past, in particular regarding the appearance of the vehicle and damage to the bodywork. Due to the size of the document, copies were not circulated.
- 4.2 Following the trade liaison meeting and discussion with the Head of Legal Services it was felt that the consideration to the implementing of the vehicle inspection manual should be placed before this panel for consideration. It is suggested that it is necessary to do a full consultation exercise with the trade on this proposal.

### 5.0 **CONCLUSIONS**

- 5.1 Members are requested to consider the report and the attached vehicle inspection manual attached at Appendix 1. The options are contained at page 1 of the report.
- 

### **List of Background Papers:-**

Minutes of trade Liaison Meetings  
Previous Minutes of the Licensing and Safety Panel

### **Contact Details:-**

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## **VEHICLE INSPECTION MANUAL**

The Assistant Director Legal and Democratic Services submitted a report relating to the testing of Hackney Carriage and Private Hire vehicles introducing a vehicle inspection manual that confirms the standard required to pass the vehicle test. It was reported that the licensing service presented the manual to the attending trade representatives at the trade liaison meeting on the 19th September 2019.

During discussion of this item, a number of drivers in attendance stated that some of the standards within the manual were too strict and could result in drivers being lost to other authorities. The Chair, Councillor Rafiq, explained that the report was seeking agreement to go out to formal consultation. If approved, drivers within the trade will have the opportunity to comment in detail and make suggestions as appropriate.

### **It was agreed:**

That the Licensing Service undertake a full consultation with the Hackney Carriage/Private Hire Trade regarding the proposed vehicle inspection manual with a further report to be presented at a later date.

Number of Licence Holders as of 21 <sup>st</sup> February 2020	
Hackney Carriage Drivers	93
Hackney Carriage vehicle	63
Private Hire Operators	32
Private Hire Drivers	1079
Private Hire Vehicles	933

Total Number of Responses 117	
Hackney Carriage Drivers Association	1
Hackney Carriage Driver	5
Hackney Carriage Proprietor	1
Bury Private Hire Drivers Association	4
Private Hire Operator	2
Private Hire Driver	101
Private Hire vehicle proprietor	1
Bury Drivers Association	1
Member of the public	1

<b>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TEST INSPECTION MANUAL</b>		
<b>Consultation Period 25<sup>th</sup> November 2019 – 25<sup>th</sup> February 2020</b>		
	<b>Organisation making Response</b>	<b>Comments made</b>
1.	The Hackney Drivers Association Ltd	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> we have found it go's over the top</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> it needs to be made less onerous in some parts and will not help the council and the trade to get were we to be, the councils needs to meet with us to go though the inspection manual.</p>
2.	Private Hire Drivers Association	<p>Thanks for your detailed mot proposal. Having a look at the proposal, it seems like bury council licensing department key strengths don't quite overlap with what we really need for better interest for the taxi trade Thanks again for taking the time to put this carbon copy proposal together but on the behalf of our members and trade partner's we are rejecting bury council's mot manual proposal</p> <p>PHDA encourage bury council licensing department to resolve all the outstanding issues we demand better services for our hard Money why our members are not being issued mot certificate. Phda raised this issues countless time but there is no real progress. Current tinting windows policy which underestimates the law of land we need resolve the outstanding issues first</p> <p>Private hire drivers association demands better safer healthier working environment for largest self- employed job sector in bury.</p>
3.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p>

		<p><b>Tell us why you don't agree:</b>I want the DVSA MOT Standard</p> <p>Suggestion:We should fallow dvsa standard not mot tester preference.</p>
4.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> DVSA STANDARD OF MOT IS RECOGNISED THROUGHOUT THE COUNTRY AND THATS WHAT WE WANT.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Stick with DVSA manuals when doing MOT on taxi or private hire cars.</p>
5.	Bury Driver Association	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Need an independent MOT Station.</p> <p>Want dvsa standard.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Dvsa standard</p>
6.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Too many non Vosa, non safety and just cosmetics reasons to fail vehicle.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> All suggestions are submitted through PHDA (Private Hire Driver Association)</p>
7.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b></p>



		<p>No</p> <p><b>Tell us why you don't agree:</b> It's too strict, the car goes through some wear and tear as the years go by.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> It is too strict if everyone else drives a car which goes such strict testing then it would be fair but that isn't the case. I think it should be inline with government's MOT POLICY.</p>
8.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> We want DVSA STANDERD</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
9.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Too many reasons to fail the car which have absolutely nothing to do with customer safety</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
10.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Some things are not considered in a normal mot from a local garage eg paintwork ' cosmetic issues ' sticker issue and just unnecessary issues that seem to made up as you go along to recover a retest fee</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> I think we should have independent mot station to take our test more efficient and cost effective to council and</p>

		more in the council purse as other council do
11.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want DVSA STANDERED</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
12.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Fee is high and mot test standard should be as vosa standard.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
13.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Mot s,d be mot not your law</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
14.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> MOT SHOULD DVSA STANDARD</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
15.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
16.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b></p>

		<p>No</p> <p><b>Tell us why you don't agree:</b> I want mot as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
17.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot as dvsa started</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
18.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
19.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot as dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
20.	Hackney Carriage Proprietor	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> It is to much</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> It you be like standered MOT.</p>
21.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b></p>

		<p>No</p> <p><b>Tell us why you don't agree:</b> It's a farce</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
22.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
23.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Needs to review about paint and bodywork. Fee IS too much</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Review on front plate removal for safety.</p>
24.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as DVSA</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
25.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standard so I totally reject your manual</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> mot s,d according to dvsa not your standard</p>
26.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b></p>

		<p>No</p> <p><b>Tell us why you don't agree:</b> I want not same as dvsa standard.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
27.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> We want according to dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
28.	Private Hire Vehicle Proprietor	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Too long and unfair.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> I would expect DVSA Standard MOT check.</p>
29.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot as dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
30.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
31.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b></p>

		<p>No</p> <p><b>Tell us why you don't agree:</b> Want mot standards same as dvsa standers</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
32.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as national standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
33.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot stander smiler to national dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> mot standers s,d be same dvsa you why bury council going above the dvsa</p>
34.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> This mot manual got 721 reason,s to fail your taxi mot with in 45 minute's*</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
35.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Stop getting nitty gritty with little things , example , small</p>

		scratches , stickers not displayed, and other small matters that are car related , look at your neighbours Rochdale , have you seen the state of their cars ,??? They nearly 20 years old and still going and now they in bury nicking our work and your concerned about minor issues. Get your act together this ain't no circus.
36.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot according to Dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Bury council should permote national standard not personal standard thanks</p>
37.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as national DVSA standard.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
38.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I would like Bury Council to follow the existing national DVSA standard which is highly approved off.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
39.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I Want the mot to be the same as national DVSA standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
40.	Private Hire	<b>Do you agree with the content of the</b>

	Driver	<p><b>proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> It should be normal MOT.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Like other council a standard MOT should be accepted.</p>
41.	Private Hire Driver	<p>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</p> <p>Tell us why you don't agree: We want DVSA national MOT standard because we already have two MOT in a year.</p> <p>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</p>
42.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> It's like new car mot. It's very difficult for drivers if they have 3 or 4 year old car</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Council should accept normal mot and check boby works</p>
43.	Hackney Carriage Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa STDs</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
44.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Because I want the same regulations as DVSA</p> <p><b>Do you have any suggestions for additions or</b></p>



		<b>amendments to the proposed Vehicle Test Inspection Manual?: No</b>
45.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree: H</b></p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
46.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> It is a carbon copy of manchester city council . Bury is a small town . Drivers hardly make both ends meet . They cannot afford to accept such unacceptable and totally against drivers proposal</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
47.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> No good</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Should not be implemented</p>
48.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> If the vehicle passes a standard MOT like other councils then the vehicle is 100% road worthy</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Vehicle should have a normal MOT test and if passes plates should be given also vehicle with factory fitted tinted glass should be approved cost me over £1500 just to have glass changed</p>
49.	Private Hire Driver	<b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b>

		<p><b>Tell us why you don't agree:</b> mot s,d be same as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> fallow dvsa</p>
50.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as nitinoal standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> fallow dvsa standard</p>
51.	Hackney Carriage Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> mot same as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> fallow dvsa</p>
52.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> fallow dvsa</p>
53.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I am disagree of this proposal! Simple ! We are in 2020. Bury borough still in 1980. Come on make it easy for yourself and us. Simple it do it online!</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
54.	Private hire	<p><b>Do you agree with the content of the proposed</b></p>

	Driver	<p><b>Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Want DVSA STANDRED</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
55.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standerd</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> follow dvsa font go above the national standard</p>
56.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Don't agree with current manual</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
57.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> mot s,d be same as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
58.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> fallow dvsa</p>
59.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p>

		<p><b>Tell us why you don't agree:</b> I want DVsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
60.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> You just making life difficult for us working class people. Over 700 reason to fail its ridiculous. Vosa dont have that many</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Bin the manual please</p>
61.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Its discremination between the other borough requirements.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> All the requirements for cosmetic issue should be same like vosa standard.</p>
62.	Private Hire Operator	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> My company want mot standers same as national standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Fallow dvsa</p>
63.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Current manual is not fit for purpose</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> DVSA standard of MoTs</p>

		and provide mot certificates not a certificate of compliance.
64.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want dvsa stander</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
65.	Hackney Carriage Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> The manual i.have seen it read it i dissagree with</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> We dont a manual we need you to make life easy less stressful</p>
66.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want independent dvsa standard mot.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
67.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Fallow dvsa standers</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> I want dvsa</p>
68.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Not dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
69.	Private Hire Driver	<b>Do you agree with the content of the proposed</b>

		<p><b>Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Follow dvsa</p>
70.	Hackney Carriage Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want vosa standards mot</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Follow dvsa</p>
71.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want same as DVLA standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
72.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
73.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want my MOT same as DVSA</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
74.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I Want dvsa standard</p>

		<b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b>
75.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Dvsa mot centre</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Dvsa standard centre</p>
76.	Hackney Carriage Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want MOT standards as DVLA.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
77.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want same mot standard as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
78.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Dvla standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
79.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I just want same standard as Dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Dvsa</p>
80.	Private Hire	<b>Do you agree with the content of the proposed</b>

	Driver	<p><b>Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
81.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want MOT same as National standard (DVSA)</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
82.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa standard.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
83.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
84.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> want dvsa standerd</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> i want dvsa standerd</p>
85.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want same mot as d</p>



		<p>VSA</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
86.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Dvla standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
87.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want dvsa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
88.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want a same standard as dvsa.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
89.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want mot same as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
90.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Dvla standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
91.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want standard vosa</p>

		<p>mot</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
92.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> We need independent vosa mot station</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
93.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> We believe in vosa standard independent mot station not self imposed standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
94.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> MOT. Should be to DVSA standard .</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Same as above.</p>
95.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
96.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want mot same as DVsa national standard</p>

		<b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b>
97.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Need dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Dvsa standard</p>
98.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
99.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> Want dvsa standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
100.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> i want VOSA REQUIREMENT</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: No</b></p>
101.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
102.	Private Hire Driver	<b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b>

		<p><b>Tell us why you don't agree:</b> The vosa mot test should be accpeted.there should be not diffrence between vosa and taxi mot test ...</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
103.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Not DVSA standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Make it DVSA standard</p>
104.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want same standards as dvsa</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
105.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want same standard as DVSA</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> No</p>
106.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> It's not DVSA standard</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Make it dvsa standard</p>
107.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> Not DVSA standard</p> <p><b>Do you have any suggestions for additions or</b></p>

		<b>amendments to the proposed Vehicle Test Inspection Manual?: No</b>
108.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Make it vosa standards</p>
109.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?: No</b></p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?: Yes</b></p> <p><b>Tell us your suggestions:</b> Make it bosa standards</p>
110.	Private hire Operator	<p>I hope this email finds you well I am emailing regarding to the reopening of the Bradley fold Testing Station as a driver and operator owner worker closely with bury Council for many years I'm at so excited for the reopening of Bradley fold.</p> <p>I have had the pleasure of having my vehicles tested at the old Bradley fold testing station for the previous years I've had always had a pleasant and efficient service and have always received structural advice on my vehicle which I appreciate .</p> <p>Since I've been a very licensed driver for 6 years I have had no issues with Bradley fold MOT Testing Station my vehicle has always been going in and coming out past the reason is why because I make sure the vehicle is prepped and prepared for its test .</p> <p>We do not need another MOT station .</p> <p>What we need is drivers to get their vehicles properly maintained and prepared for the MOT testing.</p> <p>If you don't spend money on your vehicles and don't prepare them and bringing your vehicle into MOT station and it fails it's your problem nobody else's.</p> <p>My vehicle is in for its entry test in 2 weeks I am looking forwards to visit the new Bradley fold test station</p>

111.	Member of the Public	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> As i understand taxis do not have an MOT provided to the DVSA standards. That is what you should be following and not some over thought pointless heavy worded manual.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> You dont need a manual and adopt proper MOTs</p>
112.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
113.	Private Hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
114.	Private hire Driver	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> I want vosa standards</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Vosa standards</p>
115.	Bury Private Hire Drivers Association	<p>In line with your consultation for a new MOT manual for public and private hire vehicles Phda has consulted extensively with its members and wider trade partners. After reading it through and fully understanding it the draft mot manual was unanimously rejected by PHDA members. PHDA on behalf of its members, therefore, cannot support the draft manual and would like to</p>

		<p>reject. The manual has a number of issues with due to which it cannot be accepted. There are a number of checks and inspections included over and above the basic mot requirements under the law which are not acceptable. PHDA maintains its stance to create a positive working environment where our vehicles are fit and proper and safe and would continue to do so, however, would object to any further unnecessary regulations and conditions which are not required by the law. Any local regulations attached to any part of the trade in Bury need to be proportionate and economically viable and relevant to the working conditions in Bury. Imposing a copy and paste manual from Manchester City Council will be detrimental to the already struggling taxi trade in Bury.</p> <p>We are keen to continue to engage with the department to reach a common sense way forward on this and any other issues related to the trade. PHDA is happy to set up a meeting with the relevant person in the licensing department and go through the manual point by point to specify the issues and why the members and wider trade partners have rejected it.</p> <p>PHDA demand licensing department to issue vosa standard mot certificate instead of certificate of compliance our members want to use online services</p> <p>The copy of this letter would be shared with relevant local councillors and the MP for Bury North Mr James Daly.</p>
116.	Private Hire Drivers Association	<p>Thanks for your detailed mot proposal. Having a look at the proposal, it seems like bury council licensing department key strengths don't quite overlap with what we really need for better interest for the taxi trade</p> <p>Thanks again for taking the time to put this carbon copy proposal together but on the behalf of our members and trade partner's we are rejecting bury council's mot manual proposal</p> <p>PHDA encourage bury council licensing department to resolve all the outstanding issues we demand better services for our hard Money why our members are not being issued mot certificate. Phda raised this issues countless time but there is no real progress. Current tinting windows policy which underestimates the law of land we need resolve the outstanding issues first</p> <p>Private hire drivers association demands better safer healthier working environment for largest self employed job sector in bury</p>
117.	Private Hire Drivers	<b>How many members do you represent?: 647</b>

	Association	<p><b>Do you agree with the content of the proposed Vehicle Test Inspection Manual?:</b> No</p> <p><b>Tell us why you don't agree:</b> In line with your consultation for a new MOT manual for public and private hire vehicles Phda has consulted extensively with its members and wider trade partners. After reading it through and fully understanding it the draft mot manual was unanimously rejected by PHDA members. PHDA on behalf of its members, therefore, cannot support the draft manual and would like to reject. The manual has a number of issues with due to which it cannot be accepted. There are a number of checks and inspections included over and above the basic mot requirements under the law which are not acceptable. PHDA maintains its stance to create a positive working environment where our vehicles are fit and proper and safe and would continue to do so, however, would object to any further unnecessary regulations and conditions which are not required by the law. Any local regulations attached to any part of the trade in Bury need to be proportionate and economically viable and relevant to the working conditions in Bury. Imposing a copy and paste manual from Manchester City Council will be detrimental to the already struggling taxi trade in Bury.</p> <p>We are keen to continue to engage with the department to reach a common sense way forward on this and any other issues related to the trade. PHDA is happy to set up a meeting with the relevant person in the licensing department and go through the manual point by point to specify the issues and why the members and wider trade partners have rejected it.</p> <p><b>Do you have any suggestions for additions or amendments to the proposed Vehicle Test Inspection Manual?:</b> Yes</p> <p><b>Tell us your suggestions:</b> Phda recommend bury council s,d fallow dvsa national standard and issue mot certificate rather then certificate of compliance</p>
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# **Private Hire and Hackney Carriage Vehicle Testing Criteria**

25<sup>th</sup> February 2020

## Introduction

This manual provides a working guide for those involved in the preparation of private hire and hackney carriage vehicles for inspection, prior to being issued with a licence or having a licence renewed. It will also give the proprietor an insight into the type of examination a vehicle will be subjected to, and the standard the vehicle should be maintained at, before it can be issued with a licence.

Bury Council may, from time to time, need to make alterations to this manual to reflect changes in road vehicle regulations or changes to the Conditions of Fitness. Such changes will be notified to the trade and published on the Council's website. Wherever the word 'approved' appears in this manual, it refers to approval having been granted by the Licensing Authority.

Abbreviations used throughout this manual:-

C&U	Road Vehicles (Construction and Use) Regulations 1986
CE	Central European Standards
CNG	Compressed Natural Gas
CoF	Conditions of Fitness (2007)
DVLA	Driver and Vehicle Licensing Agency
DVSA	Driver Vehicle Standards Agency
LA	Licensing Authority
LPG	Liquid Petroleum Gas
PNC	Police National Computer
RTA	Road Traffic Act 1988
SGS	Society Generale de Surveillance (Inspection Service Provider)
SVPM	Senior Vehicle Policy Manager
VEL	Vehicle Excise Licence
VIN	Vehicle Identification Number
VIR	Vehicle Inspection Report
VRC	Vehicle Registration Document/Certificate (V5) or (V5c)
VRM	Vehicle Registration Mark

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## Retest explanation

### Reasons for refusal – vehicle retest

There are a number of reasons for refusal that are highlighted in **YELLOW** in this manual. The items highlighted in yellow can be re-inspected by way of a **\*minor retest**; providing the reason for refusal items have been rectified. The vehicle can be re-inspected before the end of the next working day, or the next available appointment slot. A **minor retest** must be submitted within **ten working days**, following the day of the initial failure, and no charge will be made for this test.

There are a number of other reasons for refusal that are highlighted in **GREEN**. These are items that indicate the vehicle can be re-inspected by way of a **minor retest**, as above, but on safety grounds the vehicle will in addition be suspended.

If a vehicle fails for any other reason which is **NOT** highlighted in **YELLOW** in the manual, your vehicle licence will be suspended. At the time of suspension you will be given the following:

- a) Notice of suspension;
- b) Notice to Return Plates – within seven days;
- c) Information on the consequences of using your vehicle while it is suspended;

If your vehicle has failed its test on an item that would require a **†major retest** and all highlighted items have been rectified, you will be required to book a retest, for which you will be charged a fee. There will be a fee for each further retest<sup>1</sup>.

**After ten working days** (following the day after the initial failure) if your vehicle has not passed the vehicle inspection test, you will be required to book a full vehicle inspection (at a greater fee).

\* A minor retest is a retest where the items the vehicle has failed on can be inspected by a vehicle inspector without the use of any garage equipment – i.e. can be visually inspected outside of the garage in the parking area.

† A major retest is a retest where the items the vehicle has failed on cannot be inspected by a vehicle inspector without the use of garage equipment for example: headlamp pattern / aim machine, ramp, emissions/ brake testing machine.

Advisory Items - are highlighted in **blue**. Your vehicle will not be suspended for these highlighted advisory items. You will be required to have them satisfactorily repaired / replaced by the date of next vehicle inspection (annual, six month or quarterly) following the date of the test that you were notified of the advisory item.

## Part A

### A1 Service brake, performance of footbrake

#### Method of testing

**Roller brake test inspection** – position the vehicle so that the wheels of each axle can in turn be placed on the brake test machine rollers.

#### Examination – front wheels:

1. Drive straight onto the rollers, with the front wheels central to the rollers. With one set of rollers revolving at a time, depress the footbrake pedal until maximum effort is achieved, or until the wheel locks and slips on the rollers.
2. Start both sets of rollers and note whether a significant brake effort is recorded from any wheel without a brake being applied. Gradually apply the footbrake and watch how the braking effort for each wheel increases.
3. From the previous test you will know at which point wheel slip occurs; aim to stop just short.
4. Hold steady pedal pressure and check the dial for brake force fluctuations.
5. Gradually release the footbrake and observe how the braking effort at each wheel reduces.
6. Note the out-of-balance in braking effort at each side of the vehicle.
7. Ensure that there are no unapproved modifications, alterations or parts fitted to the braking system.

ITEM		REASON FOR REFUSAL
SERVICE BRAKE PERFORMANCE OF FOOT BRAKE	1	A low braking effort is recorded from any wheel Little or no braking effort is recorded from the brake on any wheel
	2	The specified braking effort is not met Maximum performance is less than 50%
	3	A significant braking effort is recorded on a road wheel, even though the brake is not applied
	4	The brake efforts at the road wheels do not increase at the same rate When the footbrake is applied
	5	Evidence of the recorded brake efforts fluctuating as the brake pressure is applied
	6	Evidence of grabbing or judder as the brake is applied
	7	The brake efforts at the road wheels do not reduce at the same rate when the footbrake is released
	8	The out-of-balance of the front brakes is greater than 25%
	9	There is an unapproved modification, alteration or part fitted to the braking system

## A2 Performance of parking brake

### Method of testing

**Performance parking brake inspection – position the vehicle so that the wheels of each axle can in turn be placed on the brake test machine rollers.**

#### Examination – rear wheels:-

1. With the vehicle square to the rollers, start one set of rollers revolving at a time. Apply the parking brake until maximum effort is achieved, or until the wheel locks and slips on the rollers or until the parking brake is fully applied, whichever comes first.
2. Record the reading at which the maximum braking effort is achieved or when lock-up occurs.
3. Release the parking brake.

ITEM		REASON FOR REFUSAL
PERFORMANCE OF PARKING BRAKE	1	A low braking effort is recorded from the parking brake on any wheel Little or no braking effort is recorded from the brake on any wheel
	2	The calculated parking brake efficiency is less than 25% for vehicles fitted with single line brakes or is less than 16% for vehicles fitted with a dual braking system

## A3 Condition of mechanical brake components

### Method of testing

Visual inspection – position the vehicle on an appropriate hoist so that the underside of the vehicle can be inspected.

### Examination – underside of vehicle:-

1. Examine the mechanical components of the brake mechanism, which can be seen without any dismantling.

ITEM		REASON FOR REFUSAL
CONDITION OF MECHANICAL BRAKE COMPONENTS	1	Brake rods reduced in diameter by more than one-third of the original diameter
	2	Cables knotted or incorrectly routed, heavily corroded, or wires broken to such an extent that their strength is reduced significantly, which will impair safety
	3	A significant braking effort is recorded on a road wheel, even though the brake is not applied
	4	The absence or insecurity of any locking or retaining device
	5	Brake pad or brake lining less than 1/16" (1.5mm) thick at any point
	6	A disc or drum insecure, cracked, excessively worn, scored or pitted
	7	Any restriction to the free movement of the system (seized pivot, fulcrum etc)
	8	Any abnormal movement of levers, compensators, clevis pins, pivots, eyes or yokes or absence of anti-rattle washers
	9	A brake back plate, wheel cylinder, calliper or adjuster securing bolt loose or missing
	10	Return spring missing or broken or bleed nipple broken
	11	A brake disc or drum contaminated by brake fluid, oil or grease



## A4 Condition of brake pipes and hoses

### Method of testing

Visual inspection – position the vehicle so that the under bonnet and underside of the vehicle can be examined.

### Examination – under bonnet and underside of the vehicle:

1. Examine the condition and security of brake pipes, couplings and flexible hoses.
2. Check whether there are any leaks in the system, especially when the brakes are applied.

ITEM		REASON FOR REFUSAL
CONDITION OF BRAKE PIPES AND HOSES	1	Pipes incorrectly routed, chafed, corroded or damaged
	2	Pipes or hoses inadequately clipped or supported
	3	Pipes or hoses so positioned to be liable to be fouled by moving parts or exposed to excessive heat
	4	Pipes or hoses kinked
	5	Any stretched or twisted hoses
	6	Inadequate free movement of any hoses resulting in fouling on any part of the vehicle
	7	Chafing or deterioration of hoses
	8	Any distortion of a flexible hose
	9	Inadequate repair or unsuitable joints
	10	Brake hose ferrules excessively corroded
	11	Flexible hose bulging
	12	Any leaks in the system

## A5 Condition of servos, exhausters and hydraulic components

### Method of testing

**Visual inspection – position the vehicle so that the under-bonnet and underside of the vehicle can be examined.**

### Examination – under-bonnet and underside of the vehicle:

1. Examine the condition and security of the servo, exhauster, vacuum pipes, couplings and flexible hoses.
2. Examine the condition and security of wheel cylinders, callipers, limiter valves, master cylinders and fluid reservoirs.
3. Check that the reservoir cap is fitted and that the fluid low warning device operates correctly.
4. Ensure that the brake fluid has not been contaminated.

ITEM		REASON FOR REFUSAL
CONDITION OF SERVOS, EXHAUSTERS AND HYDRAULIC COMPONENTS	1	Servo or exhauster is not secure, fails to function correctly or is leaking
	2	Servo missing where fitted as standard or servo unit bypassed
	3	Adjuster indicator rod shows brake adjustment is necessary
	4	Vacuum pipe, coupling or hose that is damaged, kinked, collapsed or has deteriorated
	5	Servo exhauster that is damaged/excessively corroded
	6	Exhauster drive belt that is unserviceable/slack
	7	Deliberate modification, inadequate repair or corrosion within 30cm of servo/brake master cylinder mounting
	8	A wheel cylinder, calliper, limiter valve, master cylinder or reservoir that is insecure or leaking
	9	Inadequate repair or unsuitable joints
	10	Master cylinder and/or reservoir damaged or severely corroded
	11	Low fluid level warning device inoperative
	12	Fluid below minimum level where indicated
	13	Brake fluid contaminated
	14	Brake fluid Reservoir cap missing

## A6 Service brake operation

### Method of testing

**Inspection – from within the driver's compartment with the engine switched off.**

#### Examination of the service brake:

1. Check the condition of the anti-slip provisions of the pedal pad and whether the pad is secure to the pedal.
2. Check the condition of the pedal mounting and pivot bush/bearing.
3. Ensure that the pedal is not fouling any part of the vehicle, including other fixtures/ fittings.
4. Depress the pedal to assess the amount of travel and whether there is any sponginess.
5. Assess the effectiveness of the servo by depressing the pedal several times. Check that the vacuum audible or visual warning device operates correctly. While maintaining pressure on the pedal, restart the engine and note whether the pedal can be felt to dip.

ITEM		REASON FOR REFUSAL
SERVICE BRAKE OPERATION	1	Anti-slip pad is missing, insecure or worn smooth or incorrect type
	2	Pedal insecure, damaged or corroded, or there is excessive wear/side movement at the pedal pivot bush/bearing
	3	Pedal action restricted by fouling other parts of the vehicle or fixture/fitting
	4	Insufficient reserve travel between the pedal and floor, or the pedal creeps down and/or there is evidence of sponginess in the system
	5	No dip can be felt when the engine is started
	6	The vacuum audible/visual warning device is not working correctly
	7	Insufficient vacuum reserve after the warning device has been activated

## A7 Handbrake operation

### Method of testing (inspection inside the vehicle)

Inspection – from within the driver's compartment with the engine switched off.

#### Examination of the handbrake:

1. Note the position of the handbrake and its condition.
2. With the handbrake in the off position:
  - a) note the amount of side play in the lever pivot
  - b) check the security and condition of the lever and pawl mechanism.
3. Apply the handbrake and check the effective operation of the pawl mechanism.
4. With the handbrake fully applied, check the effectiveness of the pawl ratchet.
5. Check that the lever is not at the end of its working travel.
6. Check for excessive corrosion, damage or insecurity.

Note: Further inspections of the handbrake mounting/area around the mounting may need to be undertaken while the vehicle is raised on the inspection hoist.

ITEM		REASON FOR REFUSAL
HANDBRAKE OPERATION	1	The handbrake lever is so positioned that it cannot be operated satisfactorily or is damaged or insecure
	2	Excessive wear or side play at the handbrake mounting/pivot or pawl
	3	Deliberate modification, inadequate repair or corrosion within 30cm of handbrake lever mounting point
	4	The lever or pawl mechanism and its associated mountings are insecure/ corroded or a retaining/locking device is insecure or missing
	5	The pawl/ratchet is ineffective, damaged or broken
	6	The handbrake lever has reached the end of its working travel
	7	The lever is impeded in its travel

## A8 Anti-lock braking system (ABS)

### Method of testing

**Inspection – from within the driver's compartment.**

#### **Examination of the anti-lock braking system:**

1. Check that a warning lamp is fitted and that:
  - a) the lamp illuminates;
  - b) the correct sequence of operation is evident;
  - c) it does not indicate a fault;
2. Check that all ABS components are:
  - a) fitted;
  - b) in good working order;
  - c) secure;
3. Check that any associated wiring is:
  - a) in good condition
  - b) correctly routed and supported
  - c) not chafing any other part of the vehicle.

ITEM		REASON FOR REFUSAL
ANTI-LOCK BRAKING SYSTEM (ABS)	1	The warning lamp: <ol style="list-style-type: none"> <li>a) is missing;</li> <li>b) does not illuminate;</li> <li>c) indicates an ABS fault</li> </ol>
	2	ABS components or associated brackets/fixtures missing, damaged, insecure or of an incorrect type
	3	Associated wiring incorrectly routed, inadequately supported or damaged

## Part B

### B1 Steering linkages

#### Method of testing

**Inspection 1 – with the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance; examine the steering mechanism and linkages.**

##### Examination:

1. Check the steering joints for wear.
2. Check for evidence of a fracture to any of the steering components, fixings or mountings.
3. Check security, condition and alignment of all steering components, fixings or mountings.
4. Ensure that all locking or retaining devices are present.

**Inspection 2 – with the road wheels off the ground and the suspension in normal laden position, rotate the steering through its full working range.**

##### Examination:

1. Check to see if road wheels, tyres or steering components foul any part of the vehicle.
2. Check the security and effectiveness of steering lock stops.
3. Check for evidence of welded repairs or excessive heat having been applied to the steering linkages, components, fixtures or fittings.
4. Using the slip plates, assess the alignment of the front road wheels.

ITEM		REASON FOR REFUSAL
STEERING LINKAGES	1	Relative movement exists between the steering box/idler sector shaft and the steering box arm
	2	A track rod end, drag link end or steering damper is loose or misaligned
	3	A perished, split or displaced ball joint gaiter
	4	Excessive wear at a steering joint
	5	A fixing or mounting not fully secure to the chassis
	6	Relative movement between a steering arm and its fixing/mounting point
	7	A steering component cracked, damaged or deformed
	8	An approved locking or retaining device missing
	9	A road wheel, tyre or steering linkage component fouls part of the vehicle
	10	A steering lock fails to prevent overlock, or is incorrectly adjusted, loose, damaged or insecure
	11	Evidence that a steering component has been structurally repaired, or shows excessive heat has been applied
	12	The steering geometry is obviously incorrectly aligned
	13	Excess movement in steering rack and worn tie rods

## B2 Steering controls: steering wheel

**Method of testing**

**Inspection – from inside the driver's compartment.**

**Examination:**

1. Ensure that the steering wheel is on the offside of the vehicle.
2. Check the steering wheel alignment is in the straight-ahead position.
3. Rock the steering from side to side and apply a slight upward and downward pressure to the rim of the wheel.
4. Note the condition of the steering wheel, spokes and rim, and check for relative movement between the steering column and the steering wheel.
5. With the road wheels in the straight-ahead position, lightly turn the steering wheel to left and right as far as possible without moving the road wheels, and note the amount of free play at the steering wheel.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS: STEERING WHEEL	1	The steering wheel is fitted to the offside of the vehicle
	2	The steering wheel is misaligned or not fully secured to the steering column
	3	The steering wheel to steering column securing device is not fitted
	4	The steering wheel rim, hub, or spoke(s) is fractured
	5	The steering wheel rim is cracked or damaged
	6	The steering wheel is of a type not recommended by the manufacturer
	7	Excessive radial movement at the steering wheel rim * * Note on radial movement – not to exceed Where the vehicle is fitted with a steering box 20° on 15 inch (380mm) diameter wheel = 75mm on rim. Where the vehicle is fitted with a steering rack 5° on 15 inch (380mm) diameter wheel = 13mm on rim

## B3 Steering controls: steering column

**Method of testing**

**Inspection – conducted from within the engine compartment and within the driver's cabin.**

**Examination:**

1. Attempt to lift the steering wheel in line with the steering column.
2. Push the steering wheel away and pull back towards the driver's seat.
3. Examine the universal coupling for security, deterioration and ensure that no part of the column/universal coupling or clamping bolt fouls any other part of the vehicle.

Note: Reasons for refusal 1 and 2 above – MOT method for assessing wear will be adopted.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS: STEERING COLUMN	1	Excessive movement of the centre of the steering wheel in line with the steering column
	2	Excessive movement at the top of the steering column
	3	A coupling that is insecure, worn or corroded
	4	A coupling clamp bolt is loose or missing



## B4 Steering controls: steering mechanism

### Method of testing

**Inspection 1 – inspection conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.**

#### Examination:

1. With the road wheel off the ground and the steering rotated from lock to lock, check the steering for smoothness of operation.

**Inspection 2 – inspection conducted with the vehicle raised on a hoist with the road wheels on the ground and the steering rotated clockwise and anti-clockwise by the slip plates against the road resistance.**

#### Examination:

1. Examine the steering box and idler box for wear, security and for fractures.
2. Check the sector shaft and bushes for excessive wear.
3. Check the steering and idler boxes for oil leaks.
4. Check presence and condition of steering joint gaiters.
5. Examine the condition of the vehicle structure, panelling and chassis around the steering box/idler mountings for excessive corrosion or fractures.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS : STEERING MECHANISMS	1	Roughness, knocking or undue stiffness in the operation of the steering
	2	The steering sector shaft is cracked or twisted
	3	The sector shaft splines are worn
	4	Excessive free play within the steering box mechanism
	5	Excessive lift and/or end float of the steering box or idler sector shaft
	6	Oil leaking from the steering box or idler
	7	Steering box or idler housing fractured
	8	Steering box or idler not securely mounted
	9	Steering joint gaiter split, damaged or displaced
	10	Excessive corrosion, distortion, fracture or inadequate repair within 30cm of a steering box/idler bracket/load-bearing mounting area

## B5 Steering controls: power steering

**Method of testing**

**Inspection – conducted with the engine running and the road wheels on the ground.**

**Rock the steering clockwise and anti-clockwise against the road resistance.**

**Examination:**

1. Check that the system is operating.
2. Check for leaks from the system.
3. Ensure that pipes, hoses and couplings are of the correct type, secure and free from chafing.
4. With the engine off, check the security of the power steering pump and condition of the drive belt.

ITEM		REASON FOR REFUSAL
STEERING CONTROLS : POWER STEERING	1	Power steering malfunctioning or inoperative
	2	Excessive fluid leak from power steering units
	3	Power steering pipe, hose or coupling not secure and/or chafing against another part of the vehicle
	4	Fluid leaking from power steering hose/pipe
	5	Inappropriate fluid pipes or unapproved equipment fitted
	6	Power steering pump insecure or drive belt damaged
	7	Unapproved modifications to the power steering system
	8	Steering rack boot insecure or torn

## B6 Stub axles, king pin assemblies and wheel bearings

**Method of testing**

**Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.**

**Examination:**

1. Check for lift/movement at the king pin assemblies.
2. Note the amount of movement at the king pin assemblies.
3. Check for the smooth action of the swivel joints and the security of any mounting of steering/suspension arms to the stub axle.
4. Examine the visible parts of the stub axles for cracks and to ensure all approved locking devices are correctly fitted.
5. Examine lower trunnion fulcrum joints for wear and to ensure locking devices are fitted and secure.
6. Examine upper trunnion pin and bushes for wear and to ensure locking devices are fitted and secure.
7. Examine the amount of lift/wear in ball joints/suspension arms.
8. Spin each front wheel to check for harshness, free running and condition of the hub bearings.

ITEM		REASON FOR REFUSAL
STUB AXLES, KING PIN ASSEMBLIES AND WHEEL BEARINGS	1	Excessive wear in king pin/bushes
	2	Lift between stub axles and king pin assemblies
	3	King pin insecure or locking device not fitted/insecure. Excessive wear, play or lift at a front swivel joint
	4	Excessive wear/movement in lower trunnion joint
	5	Fulcrum pin/end cap insecure or retaining locking device loose, missing or insecure
	6	Upper trunnion pin loose, worn or insecure
	7	Upper trunnion bushes worn or deteriorated
	8	Roughness or tightness in either or both front hub bearings
	9	Cracked or damaged stub axle or swivel hub assembly
	10	Excessive wear in any front suspension arm, bearing or bush

Note: MOT method for assessing wear will be adopted.

## Part C

### C1 Tyres

#### Method of testing

**Inspection** – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

#### Examination:

1. Check that all the tyres are of an approved type and ensure that one tyre is not of a different type of structure from another tyre on the same axle.
2. Examine each tyre, including the spare, for cuts, bulges, exposure of cords or tread separation.
3. Ensure that each tyre is correctly mounted on the wheel rim that valve stems are correctly aligned and that valve caps are fitted.
4. Check to see if there are any nails, stones etc embedded in the tread.
5. Check that each tyre is correctly inflated to manufacturer's specification.
6. Check the condition of the tread pattern over the whole of the breadth and circumference of the tyre.
7. Measure the tread depth.
8. Check to see if any part of a tyre fouls any other part of the vehicle.

ITEM		REASON FOR REFUSAL
TYRES	1	Unapproved tyre fitted
	2	Tyre structure of different types on same axle
	3	Incorrectly mixed cross-ply, radial-ply or bias-belted tyres
	4	A tyre having: <ul style="list-style-type: none"> <li>a) a cut 12mm long or more, or deep enough to cut the cords;</li> <li>b) a lump, tear or bulge, or tread lifting, or if any ply or cord is exposed;</li> </ul>
	5	Tread pattern worn unevenly
	6	A seriously damaged, deteriorated or misaligned valve stem
	7	Tyre is not inflated to the manufacturer's specification
	8	Tread pattern is not at least 1.6mm in depth throughout the complete circumference and breadth of the tyre
	9	Tyre fouling any part of the vehicle

## C2 Road wheels

### Method of testing

**Inspection – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.**

#### Examination:

1. Examine each wheel for cracks, general condition, damage or distortion (run out).
2. Examine each wheel for damage or distortion to the bead rim.
3. Examine the security of the road wheels ensuring that all retaining nuts are fitted (cannot be checked if wheel trims are fitted).
4. Examine the condition of the wheel-fixing studs and nut recesses.
5. Check that the spare wheel is secure or, where externally mounted, the spare wheel and carrier.
6. Where vehicles are manufactured without a spare tyre, check for alternative – run-flat tyres or self-healing foam.
7. Examine the Wheel trims

ITEM		REASON FOR REFUSAL
ROAD WHEELS	1	A road wheel cracked, damaged or distorted, run-out apparent
	2	A rim bead so damaged or distorted that it affects the fitment of the tyre
	3	A wheel-retaining nut loose, missing or incorrectly fitted
	4	Wheel-mounting studs damaged, worn or stud holes enlarged
	5	Spare wheel missing or insecure (where applicable)
	6	Spare wheel carrier insecure (where applicable)
	7	Where spare wheel not fitted, the alternatives of having run-flat tyres or self-healing tyre foam are missing or defective
	8	No jack or wheel brace fitted
	9	Wheel trims damaged so to detract from the overall appearance of the vehicle

## C3 Rear hub bearings

**Method of testing**

**Inspection** – conducted with the vehicle raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.

**Examination:**

1. Rotate the rear wheels to check for smooth running of the wheel bearings.
2. Assess each bearing for excessive free movement/security of bearing housing.
3. Assess the bearing end float.

Note: MOT method for assessing wear will be adopted.

ITEM		REASON FOR REFUSAL
REAR HUB BEARINGS	1	Wheel bearing rough or noisy in operation
	2	Evidence of excessive free movement/wear
	3	Excessive end float
	4	Bearing housing not fully secure

## Part D

### D1 Condition of chassis

#### Method of testing

**Inspection – conducted with the vehicle raised on a suitable hoist.**

#### Examination:

1. Examine main chassis members and cross members for deformation, cracks, fractures and corrosion.
2. Examine welds, securing bolts and rivets for soundness and security.
3. Ensure that suspension, bearing cross members, are fully secure to the main chassis.
4. Check to ensure the structure of the chassis is sound and that there is no damage, corrosion or evidence of any fractures within the prescribed areas.
5. Check for repairs carried out to the chassis/cross members.

ITEM		REASON FOR REFUSAL
CONDITION OF CHASSIS	1	A fracture, corrosion or evidence of cracking to any of the main chassis members or cross members
	2	Deformation of any main chassis member or cross member
	3	Main suspension cross member not fully secure
	4	Evidence of corrosion, cracking or fracture within a prescribed area *
	5	Any repair to the chassis or cross member that has not been certificated or approved
	6	Insecurity of fixings, mountings

\* Only chassis weld repairs carried out by the vehicle manufacturer and certified to meet BS 5135: 1984 are permitted.

Note: With reference to reason for refusal no. 4, MOT manual refers to 'any deliberate modification, corrosion, damage, cracks or inadequate repair of a load-bearing body or chassis member which seriously affects its strength within 30cm of the body mounting'. Only chassis weld repairs carried out by the vehicle manufacturer and certified to meet BS 5135: 1984 are permitted.

## D2 Under-panels, sills and body mountings

**Method of testing**

**Inspection – inspection conducted with the vehicle raised on a suitable hoist.**

**Examination:**

1. Examine, for corrosion, cracks and to assess security, the:
  - a) driver's floor pan and seat-mounting panel;
  - b) luggage compartment floor panel;
  - c) centre partition box member;
  - d) rear body mounting cross member;
  - e) rear passenger seat panel;
  - f) boot floor panel;
2. Examine the condition of the body support members, mountings and packing.
3. Passenger compartment floorboard retainers.
4. Examine the condition of the passenger step guides (where applicable):
  - a) repairs are accepted to sills and panels if plated and welded;
  - b) repairs to the driver's seat mounting panel are not permitted;

ITEM		REASON FOR REFUSAL
UNDERPANELS, SILLS AND BODY MOUNTINGS	1	Any floor pan, mounting panel, box member, cross member or seat panel that is corroded, cracked or insecure
	2	Broken, loose or missing body mounting, bolt or packing
	3	Passenger compartment floorboards are insecure or sealing strips are displaced or missing
	4	Sill panel corroded and holed
	5	Securing bolts missing or loose
	6	*Panel not treated to give adequate protection from the elements
	7	Passenger step guides broken or damaged

\*Welding repairs not to be under-sealed until after inspection.



## D3 Exhaust system

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist.**

**Examination:**

1. Examine the system for condition: security and leaks.
2. Assess the effectiveness of silencers.
3. Check that the system does not foul any part of the vehicle.
4. Check that the type of system is compatible to the type of engine fitted.
5. Check that any modified exhaust system meets current Euro 3 requirements and that the appropriate certificate has been presented.

ITEM		REASON FOR REFUSAL
EXHAUST SYSTEM	1	Exhaust manifold flange loose, broken and/or fixing nuts missing
	2	System is not fully secured to the vehicle or an exhaust mount is missing
	3	Silencer in a poor condition
	4	System leaking or positioned so that fumes may enter the driver or passenger compartment
	5	System holed, damaged or corroded
	6	Evidence of the exhaust system fouling another part of the vehicle
	7	Undue noise, resonance or vibration
	8	Unapproved or incompatible exhaust system fitted
	9	Modified exhaust system does not meet correct emission standards or appropriate certification has not been presented
	10	Heat shield missing or insecure (if risk of fire)
	11	If a diesel particulate filter has clearly been cut open and re-welded, you should reject it unless the vehicle presenter can show evidence that there was a valid reason to cut it open, such as for filter cleaning

## D4 Engine under-parts

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist.**

**Note: Some mountings/bearers may need to be examined from within the engine bay.**

**Examination:**

1. Examine the condition and security of engine mountings and associated bearer brackets for security, any fracture damage or corrosion.
2. Check for oil leaks.
3. Check for coolant leaks.
4. Ensure that any alternative engine/associated components that have been fitted comply with PCO specifications, and that the appropriate certification has been presented.

ITEM		REASON FOR REFUSAL
ENGINE UNDERPARTS	1	Engine mountings and/or bearer brackets perished, incomplete, insecure, oil-saturated, misaligned or fractured
	2	Oil leaking from any part of the engine *†
	3	Coolant leaking from the engine, radiator or hoses
	4	Alternative engine and/or associated components fail to comply with PCO specification or the appropriate certification has not been presented
	5	Excessive engine noise, resonance, vibration or engine misfires

\* Oil must not leak at a rate that will leave oil on the roadway.

† Oil must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

## D5 Clutch, gearbox and automatic transmission under-parts

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist.**

**Examination:**

1. Examine the condition and security of gearbox/automatic transmission mountings and associated bearer brackets.
2. Check gearbox/automatic transmission, oil cooler and associated pipes and filter for oil or fluid leaks.
3. Check that all pipes and hoses are of an approved type and correctly routed and secured.
4. Check condition of automatic transmission inhibitor switch and control linkage.
5. Where appropriate, check the condition of the clutch slave cylinder, hoses and pipes.
6. Check the security of the gearbox/automatic transmission to the engine.
7. Ensure that any alternative gearbox/automatic transmission or components that have been fitted, comply with PCO guidelines and that the appropriate certification has been presented.
8. Check the condition of the anti-slip provisions of the pedal pad and whether the pad is secure to the pedal

ITEM		REASON FOR REFUSAL
CLUTCH, GEARBOX AND AUTOMATIC TRANSMISSION UNDERPARTS	1	Gearbox/automatic transmission flexible mounting perished, oil saturated, incomplete, insecure or collapsed
	2	Insecure, deteriorated or fractured mounting brackets
	3	Fixing/coupling/mounting bolts loose or missing
	4	Oil leaking from gearbox/automatic transmission, oil cooler and/or associated pipes, hoses or couplings *†
	5	Pipes or hoses incorrectly routed, chafing, twisted or insecure
	6	Inhibitor switch or control linkage defective, loose or faulty
	7	Associated mechanical connections loose or insecure
	8	Bell housing cracked, bolts loose or missing
	9	Alternative gearbox/automatic transmission and/or associated components fail to satisfy PCO guidelines, or the appropriate certification has not been presented
	10	Anti-slip pad is missing, insecure or worn smooth
	11	Excessive noise or vibration from transmission system

\* Oil/fluid must not leak at a rate that will leave oil on the roadway.

† Oil/fluid must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

## D6 Rear axle

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist.**

**Examination:**

1. Examine axle casing for cracks or defective welds.
2. Examine rear axle assembly for oil leaks, security and condition.
3. Check pinion flange for condition and security.
4. Check axle breather condition and security.

ITEM		REASON FOR REFUSAL
REAR AXLE	1	Axle casing cracked
	2	Defective or cracked casing welds
	3	Cracked, fractured or insecure spring saddle
	4	Oil leaking from axle casing/bearing seals *†
	5	Assembly misaligned, 'U' bolts broken or of an incorrect type
	6	Saddle packing not fitted (where applicable)
	7	Axle breather missing or ineffective through congealed dirt

\* Oil/fluid must not leak at a rate that will leave oil on the roadway.

† Oil/fluid must not leak from the vehicle when in motion at a rate that deposits a coating on the underside of the vehicle, braking or exhaust system.

## D7 Prop shaft/drive shafts

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist.**

**Examination:**

1. Examine universal couplings for:
  - a) alignment of yokes;
  - b) wear in needle roller bearings;
  - c) loose bearing cups in yoke eyes;
  - d) condition and security of circlips;
  - e) security of coupling flange bolt;
2. Check sliding joint for wear.
3. Check the condition of the centre bearing/carrier (where applicable).
4. Ensure there is sufficient clearance between the gearbox end casing dust shield and the face of the prop shaft.
5. Where an alternative engine and or gearbox/automatic transmission has been fitted, ensure that the prop shaft is compatible and complies with PCO specification.
6. Inspect condition of drive shafts/constant velocity joints and boots.

ITEM		REASON FOR REFUSAL
PROP SHAFT/DRIVE SHAFTS	1	Universal coupling yokes misaligned
	2	Needle roller bearings rusted or worn
	3	Bearing cups loose in yoke eyes
	4	Bearing cup retaining circlips missing, broken or incorrectly located
	5	Coupling flange bolts missing, loose or not locked in an approved manner or bolt holes are worn
	6	Sliding joint/splines excessively worn
	7	Centre prop shaft carrier bracket insecure, mounting rubber deteriorated or centre bearing worn/noisy
	8	Locking grub screw loose or missing
	9	Incorrect type of prop shaft fitted
	10	Constant velocity joint worn or rubber damper coupling splitting
	11	CV boot torn, leaking or insecure

## D8 Fuel tank and pipelines

**Method of testing**

**Inspection – conducted with the vehicle raised on a suitable hoist (one item as part of ‘floor/walk round’).**

**Examination:**

1. Examine the fuel tank for security of mounting and leaks.
2. Ensure that, an approved type of fuel cap and cap seal, have been fitted and that the fuel filler hose is correctly fitted, in good condition and free from leaks.
3. Where applicable, check the condition and the security of the breather hose.
4. Check fuel feed and return pipes:
  - a) for leaks
  - b) for correct routing
  - c) for security
  - d) to ensure that pipes and hoses are free from kinks, dents and chafing.
5. Check the condition of the wiring to the fuel gauge tank unit.
6. Check for any accumulation of spilt fuel.
7. Where the vehicle is fitted with a petrol engine, check for the presence and security of a carburettor drip tray and drain tube.
8. Where applicable, check the exhaust heat shield.
9. Check accessibility and operation of the emergency fuel shut-off device \*.
10. Check that the emergency fuel cut-off instructions are correctly placed and legible.

ITEM		REASON FOR REFUSAL
FUEL TANK AND PIPELINES	1	Fuel tank insecure or leaking
	2	Fuel tank mounting or supports insecure
	3	Unapproved fuel filler cap or cap seal is missing
	4	Filler hose loose or fractured, perished or leaking
	5	Breather hose missing or incorrectly fitted
	6	Fuel leaking from pipeline, hoses or coupling
	7	Fuel pipe not securely fitted, dented, incorrectly routed or fouled by any moving part
	8	Fuel gauge tank unit wiring in poor condition or not adequately protected
	9	Any accumulation of spilt fuel
	10	Carburettor drip tray/drain pipe not fitted
	11	Exhaust heat shield not fitted or in a poor condition
	12	Emergency fuel cut-off device inaccessible or is leaking
	13	Fuel cut-off device instructions illegible

\* Petrol and/or LPG vehicles must have both petrol and gas taps or switches externally fitted.

## D9 Front suspension

### Method of testing

**Inspection 1 – conducted with the vehicle positioned on the suspension performance tester, raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.**

#### Examination:

1. Check that the correct type of shock absorbers and arms have been fitted.
2. Check shock absorbers for:
  - a) leaks;
  - b) end float;
  - c) security of arms on cross shafts;
  - d) security of mounting;
  - e) presence and condition of buffers.
3. Check coil springs for breaks/cracks.
4. Check coil spring pans for distortion, cracks and security.
5. Check lower suspension wishbone arms for security, distortion wear in any bush eye and condition of bushes.
6. Check the security and condition of any anti-roll bar where applicable.
7. Check the security and condition of all suspension linkages.
8. Check the security and wear at upper and lower suspension arms/wishbones, trailing arms, radius arms, tie-rods, Panhard rods, torque reaction arms, anti-roll bars and linkages.

## Front suspension – continued

ITEM		REASON FOR REFUSAL
FRONT SUSPENSION	1	Top wishbone bushes worn
	2	Shock absorber leaking
	3	Shock absorber cross shaft end float
	4	Suspension arms loose on cross shaft
	5	Shock absorber(s) not fully secure
	6	Rubber buffers broken or missing
	7	Coil spring broken or weak
	8	Coil spring pan distorted, insecure or fractured
	9	Lower wishbone arm insecure
	10	Lower suspension wishbone fulcrum shaft insecure
	11	Anti-roll bar not fitted, mountings and/or linkages not fitted, worn or insecure
	12	Cracked, fractured or distorted suspension arm
	13	Undue or excessive free movement or wearing in any pin, bush or ball joint that is outside manufacturer's tolerances
	14	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a suspension component mounting point



## D10 Rear suspension

### Method of testing

**Inspection 1 – conducted with the vehicle positioned on the suspension performance tester, raised on a hoist with the road wheels off the ground and the suspension supported in the normal laden position.**

#### Examination:

1. Check the condition and security of:
  - a) rear road spring mounting brackets;
  - b) rear shock absorbers and mountings.
2. Check the condition of multi-leaf road springs where appropriate.
3. Examine any single leaf composite road spring for:
  - a) longitudinal and transverse cracks;
  - b) impact damage;
  - c) condition of eye ends.
4. Check the condition of spring anchor brackets, shackles, shackle pins and bushes.
5. Check the condition of the bump/rebound rubbers.
6. Where applicable, check that any rear coil springs are correctly located and that the springs are not damaged or cracked.
7. Check suspension arms/linkages for cracks, fractures, distortion, corrosion and wear.
8. Ensure rear suspension arms/linkages are fully secure.
9. Check that the carriage entry step height does not exceed 38cm.

## Rear Suspension – Continued

ITEM		REASON FOR REFUSAL
REAR SUSPENSION	1	Rear suspension deflection rates show that there is an imbalance of more than 29% between L/H and R/H suspensions
	2	Rear road spring mounting brackets worn or insecure
	3	Anti-roll bar broken, distorted or detached
	4	Anti-roll bar mounting and or linkages worn or insecure
	5	Rear shock absorber not secure to chassis, or incorrect type of shock absorber fitted
	6	Rear shock absorber arm loose to shaft, end float or lift
	7	Evidence of fluid leakage
	8	Incorrect type of road spring fitted
	9	Rear road spring leaf broken or leaves worn, misaligned or weak *
	10	Rubber buffers and rebound clips loose, broken or missing
	1a	'U' bolts or centre bolt loose or broken
	1b	Main leaf eye broken or worn *
	1c	Composite spring leaf cracked or damaged *
	1d	Loose or badly corroded eye ends *
	1e	Any shackle pin or bush worn or loose in the anchor bracket, shackle or spring eye; absence or incorrect fitment of shackle pin locking device
	1f	Absence or incorrect fitment of shackle pin locking device
	1g	Fractured or cracked rear coil spring *
	1h	Coil spring incorrectly located
	1i	Coil spring mounting cracked or insecure *
	1j	Suspension arm/linkage: <ul style="list-style-type: none"> <li>a) cracked, insecure or fractured;</li> <li>b) severely distorted;</li> <li>c) weakened by corrosion or wear;</li> <li>d) missing or insecure locking device;</li> </ul>
	1k	Anti-roll bar not fitted or insecure
	1l	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a suspension component mounting point
	1m	Rear entry step height exceeds 38cm

\* Localised surface damage extending more than 25% of the spring width or more than 2mm in depth.

## Part E

### E1 Engine compartment

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check that the bonnet can be released and that the primary and secondary/safety catches are fitted and operate correctly; check security of fixings/hinges.
2. Where applicable, ensure that bonnet prop is fitted and is in a serviceable condition.
3. Check that brake/clutch fluid and power steering reservoir levels are correct and that appropriate caps are fitted to the respective reservoirs.
4. Check for fluid/oil/fuel leaks.
5. Check the security of the battery, including any associated cables/wiring.
6. Check security and condition of wiring/fuse boxes.
7. Check that fuel cut-off devices are correctly fitted, operating correctly and that the appropriate signs/operating instructions are attached.
8. Check the condition of the inner wing/bulkhead panels.
9. Ensure that a horn is fitted securely.

ITEM	REASON FOR REFUSAL
ENGINE COMPARTMENT	1 Bonnet cannot be opened *
	2 Primary or secondary safety catch not fitted or is defective
	3 Bonnet hinges/fixings missing, damaged or worn to excess
	4 Bonnet prop not fitted or is unserviceable
	5 Clutch, brake or PAS fluid levels low *
	6 Inappropriate cap fitted to brake, clutch or PAS reservoir
	7 Evidence of fluid, oil or fuel leaks
	8 Battery or wiring/cables insecure
	9 Wiring damaged, chafed or insecure
	10 Fuse box damaged or insecure
	11 Fuel cut-off device missing, inoperative or an appropriate sign or notice is missing
	12 Inner wing or bulkhead panels corroded, cracked or damaged
	13 Horn not fitted or is insecure

\* DVSA guidelines state that being unable to open a bonnet is a reason for refusing to carry out an MOT.

## Part F

### F1 Obligatory front and rear side lamps and obligatory fog lamp

#### Method of testing

**Inspection** – conducted with the vehicle standing on a level surface, with the front and rear obligatory (sidelights) switched on.

#### Examination:

1. Check front:
  - a) side and headlamp units for condition and security;
  - b) both sidelights show a diffused light of equal intensity.
2. Check rear:
  - a) both lamps are illuminated and show a red diffused light of equal brilliance
  - b) lamp lenses for condition, security and protection from the elements
  - c) index plate lamp(s) is/are illuminated, efficient, in good condition, secure and do not show a direct white light at the rear;
  - d) ensure that the lamps do not flicker when tapped lightly by hand.
3. With the headlamps illuminated in the dipped mode and the rear fog lamps(s) switched on, check that:
  - a) the fog lamp shows a clear red light and the 'tell-tale' on the switch or instrument panel is illuminated;
  - b) the lamp(s) is/are correctly and securely mounted;
  - c) lamp lenses are approval-marked;
  - d) the lamps cannot be illuminated by an application of the footbrake;
  - e) the lamps do not flicker when tapped lightly by hand.

**See page 37 for 'Reasons for Refusal'.**

## Obligatory front and rear side lamps and obligatory fog lamp – continued

ITEM	REASON FOR REFUSAL
OBLIGATORY FRONT AND REAR SIDE LAMPS AND OBLIGATORY FOG LAMP	1 Front side/headlamp unit deteriorated or insecure
	2 Either/both front side lamps inoperative – fail to show a white diffused light
	3 Either or both headlamps fail to illuminate in the dim-dipped mode where applicable
	4 Either or both rear lamps inoperative – fail to show a red diffused light of equal intensity
	5 Rear lamp lens/lenses do not carry the appropriate approval mark, faded, discoloured, cracked, broken, insecure or missing
	6 Rear index plate lamp shows a direct white light at the rear or lamp(s) inoperative or ineffective or lens missing or lens/lenses do not carry the appropriate approval mark
	7 A Lamp flickers when tapped lightly by hand
	8 Rear fog lamp missing
	9 Rear fog lamp is inoperative or operates other than with the headlamps in the dipped mode
	10 Rear fog lamp fails to emit a diffused red light and/or tell-tale lamp is inoperative
	11 Rear fog lamp(s) not mounted securely
	12 Rear fog lamp lens/lenses do not carry the appropriate approval mark
	13 A rear fog lamp is illuminated by application of the footbrake
	14 The operation of an obligatory lamp is affected by the operation of another lamp

## F2 Obligatory and additional stop lamps

**Method of testing**

Inspection – conducted with the vehicle standing on a level surface, with the ignition switched on and the footbrake applied.

**Examination:**

1. Ensure obligatory stop lamps are fitted.
2. Check the functioning of the stop lamps.
3. Check the function of the stop lamps and rear lamps with the obligatory lamps (side lamps) illuminated.
4. Check that the lamps do not flicker when tapped lightly by hand.

ITEM		REASON FOR REFUSAL
OBLIGATORY AND ADDITIONAL STOP LAMPS	1	An obligatory stop lamp is not fitted
	2	One or both of the obligatory stop lamps: <ul style="list-style-type: none"> <li>a) does not illuminate when the footbrake is applied;</li> <li>b) is incomplete/not in good working order/damaged or deteriorated;</li> <li>c) light does not remain steady when the footbrake is applied, or remains illuminated after the footbrake has been released;</li> </ul>
	3	Obligatory stop lamps fail to show a diffused red light of equal intensity
	4	Stop lamps become inoperative when side lights switched on
	5	Rear side/tail/number plate lamp fails when the footbrake is applied
	6	A brake lamp flickers when tapped lightly by hand
	7	Stop lamp not facing rearwards
	8	Additional stop lamp not working

### F3 Obligatory and additional red reflectors

#### Method of testing

Inspection – conducted with the vehicle standing on a level surface.

#### Examination:

1. Examine the condition of obligatory red reflectors incorporated in the lamp cluster.
2. Examine the condition and fixing of any additional approved red reflectors.

ITEM		REASON FOR REFUSAL
OBLIGATORY AND ADDITIONAL RED REFLECTORS	1	Reflector missing, broken, cracked, faded or not approval-marked
	2	A pair of reflectors that are not approval-marked, fitted in an unapproved position, broken or cracked
	3	Reflective tape affixed to the rear of the vehicle/bumper

## F4 Obligatory headlamps

### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Switch on headlamps to main beam and check that the main beam indicator lamp is illuminated.
2. Operate the dip switch and check that the headlamps both dip to the nearside.
3. Check by switching from main beam to dipped beam that respective filaments are illuminated.
4. Where applicable, check that dim-dipped headlamps operate correctly.
5. Check that the headlamps when illuminated show a white diffused light of equal brilliance and that the lamps do not flicker when tapped lightly by hand.
6. Check headlamps:
  - a) for condition;
  - b) for security;
  - c) for correct mounting;
  - d) are a matched pair (not the same beam pattern, different assembly, different output [wattage], etc);
  - e) are approval-marked.
7. Check condition and security of headlamp rims and bezels.
8. Check headlamp aim on main or dipped beam using correctly calibrated beamsetter.

ITEM		REASON FOR REFUSAL
OBLIGATORY HEADLAMPS	1	*Headlamps fail to operate correctly, switch faulty or lamps fail to illuminate immediately when switched on
	2	Light output is well below that required to illuminate the road
	3	Headlamps fail to operate in the dim-dipped mode (where applicable)
	4	Headlamp lens is cracked or broken
	5	Headlamp assembly is insecure
	6	Headlamp incorrectly located in housing
	7	Headlamps are not a matched pair
	8	Headlamp sealing rings deteriorated or missing
	9	A headlamp lens is not approval-marked
	10	Any rim or bezel missing or damaged
	11	Headlamps not aligned, or aim is incorrectly set

\*Headlamps must emit a predominantly white light.



## F5 Obligatory headlamps: headlamp aim

### Method of testing

**Inspection** – the vehicle and the beam-setter should be located on the special headlamp aim checking area within the test premises/lane.

### Examination:

Align the headlamp beam-setter in from each headlamp in turn, and with the headlamp emitting the dipped beam or the main beam as appropriate (see note below), determine the gradient percentage of the highest intensity of the beam relative to the plane on which the vehicle is standing.

Note: Headlamps fall into three categories as follows:

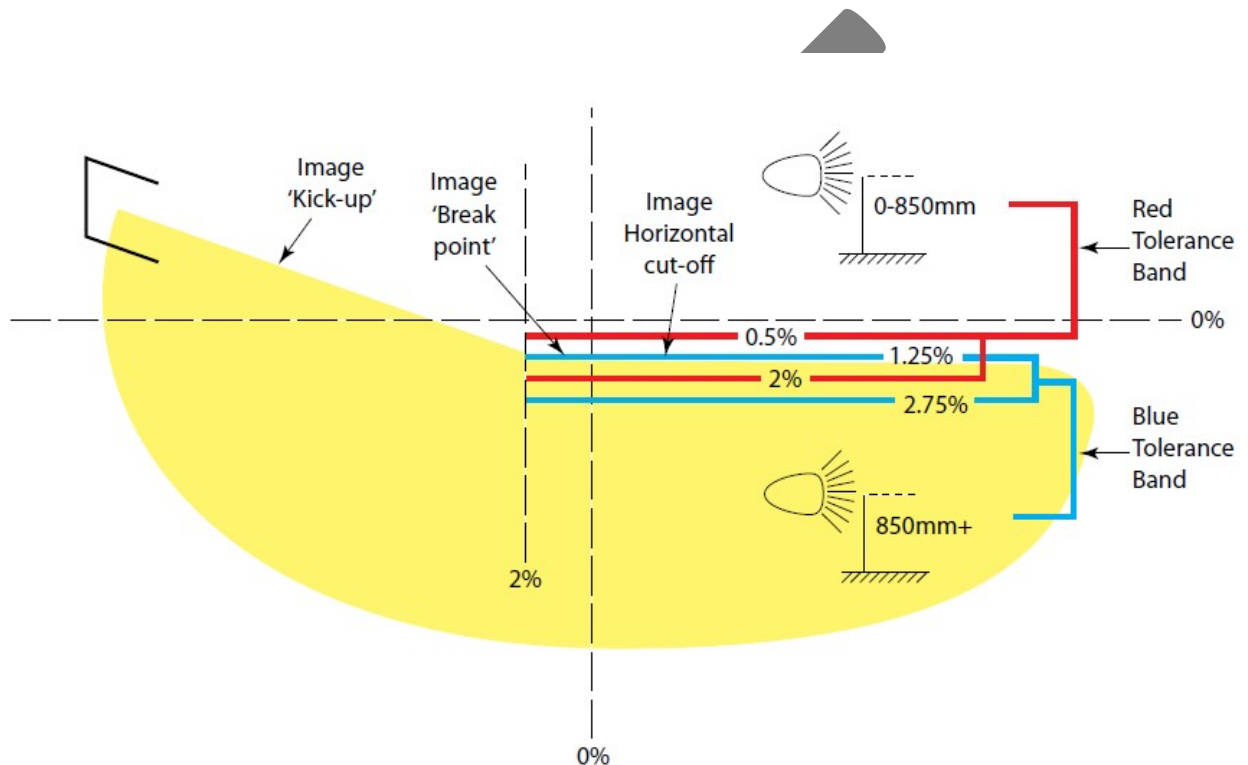
- a) European-type headlight – checked on dipped beam (see graphic on page 42)
- b) British/American-type headlamp – checked on dipped beam (see graphic on page 43)
- c) British/American-type headlamp – checked on main beam (see graphic on page 44).

ITEM		REASON FOR REFUSAL
EUROPEAN -TYPE (CHECKED ON DIPPED BEAM)	1	For headlamps whose centre is not more than 850mm above the ground and the horizontal cut-off line does not lie between the 0.5% and 2% horizontal line
	1a	For headlamps whose centre is more than 850mm above the ground and the horizontal cut-off line does not lie between the 1.25% and 2.75% horizontal line
	1b	The beam image 'kick-up' is to the offside
BRITISH/ AMERICAN TYPE (CHECKED ON DIPPED BEAM)	2	The upper edge of the hot spot does not lie between the 0% and 2.75% horizontal lines
	2a	The right-hand edge of the hot spot does not lie between the 0% and 2% vertical lines
BRITISH/AMERICAN-TYPE (CHECKED ON MAIN BEAM)	3	For headlamps whose centre is not more than 850mm above the ground and the hot spot centre does not lie between the 0% and 2% vertical line
	3a	For headlamps whose centre is more than 850mm above the ground and the hot spot centre does not lie between the 0% and 2.75% horizontal lines
	3b	The centre of the hot spot does not lie between the 0% and 2% vertical lines
	3c	When dipped, the brightest part of the image does not move downwards
	4	Headlight beam diffused or no pattern

## F6 European-type headlamp

### Inspection – checked on dipped beam.

The lens may be circular, rectangular or trapezoidal in shape. It will usually have a segment-shaped pattern moulded into the glass. It may be marked with a '2' and an arrow, or a 'C' above either an 'E' or 'e'. On dipped beam it will produce a pattern similar to the figure below:



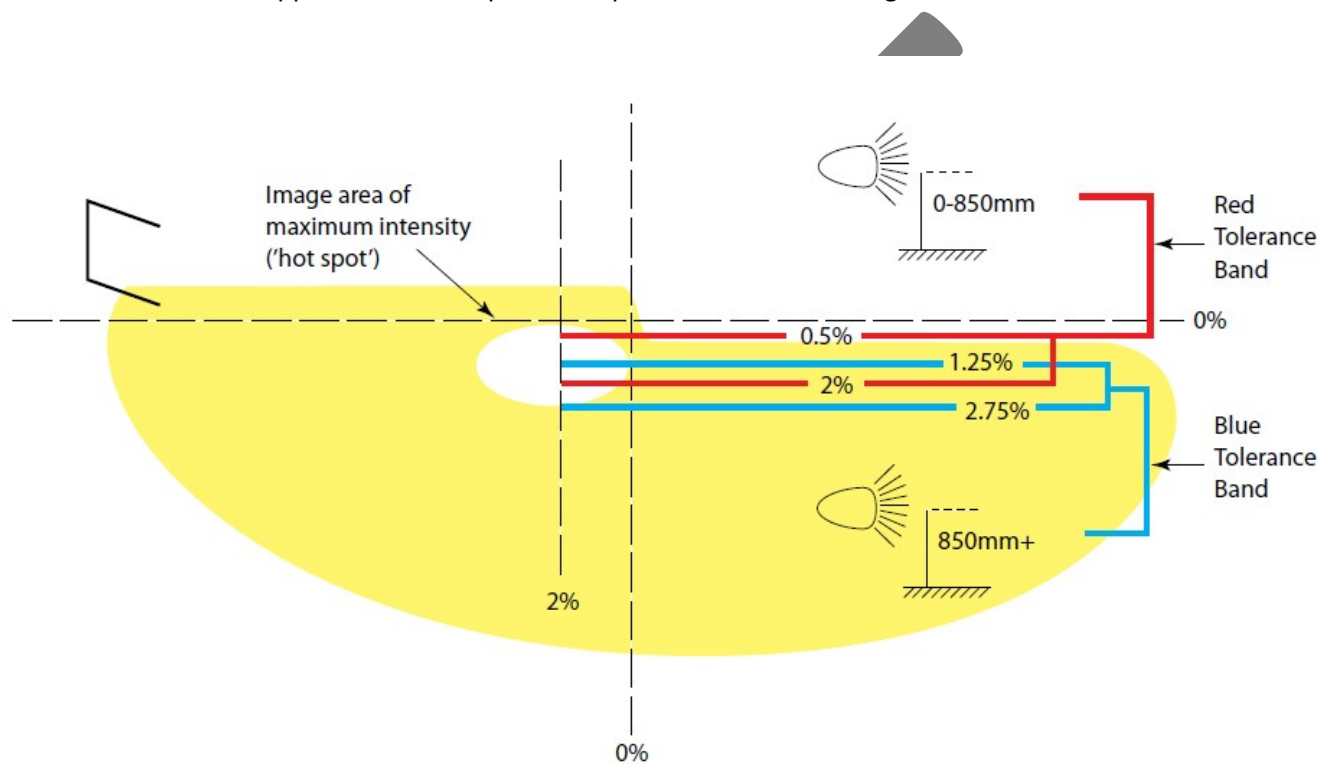
Check on dipped beam and determine that:

- The junction of the 15° cut-off and horizontal cut-off lies between the 0% and 2% vertical lines;
- The position of the horizontal cut-off line must lie between:
  - the 0.5% and 2.0% boundary lines – shown on the screen in red – for headlamps whose centre is not more than 850mm above the ground;
  - the 1.25% and 2.75% boundary lines – shown on the screen in blue – for headlamps whose centre is more than 850mm above the ground;

## F7 British/American-type headlamp (dipped beam)

**Inspection – checked on dipped beam.**

The lens is usually circular and of a sealed beam construction. It may be marked with an 'E' or a '2' and may also have an arrow. On dipped beam it will produce a pattern similar to the figure below:



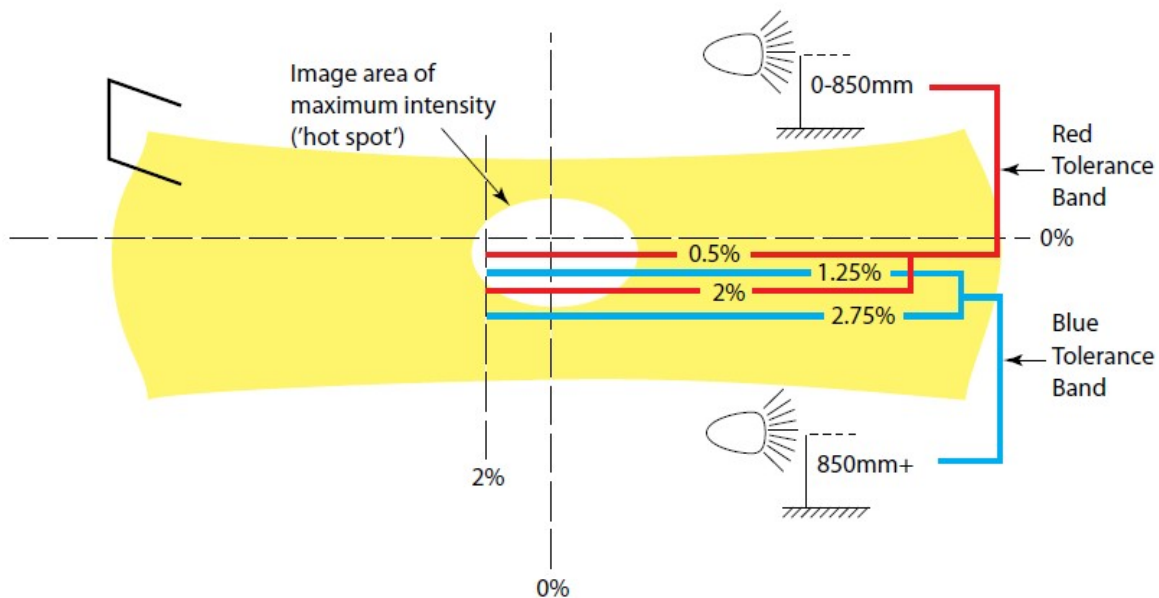
Check on dipped beam and determine that:

- the upper edge of the hot spot lies between the 0% and 2.75% horizontal lines shown on the screen;
- the right-hand edge of the hot spot lies between the 0% and 2% vertical line;

## F8 British/American-type headlamp (main beam)

**Inspection – checked on main beam.**

The lens of this type of headlamp is circular and likely to be of the sealed beam construction. It may be marked with a '1' and an arrow. It will not have a 'C' above either an 'E' or 'e'. The dipped beam pattern will not match either of the figures shown on the previous pages but the main beam will be similar to the figure below:



Check on main beam and determine that:

- the centre of the hot spot lies between the 0% and 2% vertical lines;
- for headlamps whose centres are not more than 850mm above the ground, the hot spot centre lies between the 0% and 2% horizontal lines;
- for headlamps whose centres are more than 850mm above the ground, the hot spot centre lies between the 0% and 2.75% horizontal lines.

## F9 Direction indicators and hazard warning lights

**Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

**Examination:**

1. With the ignition switched on and the direction indicators operated in turn, check that all obligatory lamps are fitted, and that the pulse rate of the indicators and repeater lamps is between 60 and 120 times per minute.
2. Check that the indicators operate correctly.
3. Ensure that the indicator warning/tell-tale lamp operates correctly.
4. Check all lenses for colour, condition, security, protection from the elements and approval marks.
5. Turn on the hazard warning device and ensure that all indicators flash in phase and that the tell-tale lamp is operating correctly (ensure that hazard lamps operate with ignition switched on and off).

ITEM		REASON FOR REFUSAL
DIRECTION INDICATORS AND HAZARD WARNING LIGHTS	1	An obligatory direction indicator or repeater lamp not fitted
	2	Indicator or repeater lamp inoperative or has a pulse rate less than 60 times per minute or more than 120 times per minute
	3	Direction indicator lamp, repeater lamp or indicator switch defective
	4	Direction indicator or hazard warning/tell-tale lamp inoperative
	5	An indicator lens has faded, is missing, insecure, cracked, broken, not adequately sealed from the elements or not approval-marked or indicator bulb showing white light
	6	Hazard warning device or switch fails to operate correctly
	7	LED lamps with less than 50% LED's working

## F10 Additional lamps

**Method of testing**

Inspection – conducted with the vehicle standing on a level surface.

**Examination:**

1. Check the operation, security, effectiveness and condition of:
  - a) reversing lamps (where fitted);
  - b) front fog lamps;
  - c) long-range driving lamps;

ITEM		REASON FOR REFUSAL
ADDITIONAL LAMPS	1	Reversing lamp or lamps fail to operate correctly, is/are insecure or fail(s) to switch off when neutral or a forward gear is selected
	2	Front fog lamp or lamps fail to operate correctly
	3	Long-range driving lamps fail to operate correctly

## Part G

### G1 Driver's controls/fire extinguisher/first aid kit

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check the condition and security of the driver's seat.
2. Check the condition and security of the driver's seat belt.
3. Check the operation of:
  - a) the horn;
  - b) instrument lamps;
  - c) main beam warning light;
  - d) fog lamp tell-tale;
  - e) screen washers and wipers;
  - f) the automatic transmission inhibitor switch and reverse lock;
  - g) any external mirror adjustment.
4. Check the condition and security of the internally mounted rear-view mirror.
5. Check the condition and security of the partition, partition glass and any opening / sliding section of the partition glass.
6. Ensure that any fire extinguisher is in a serviceable condition (where applicable).
7. Ensure that the vehicle has a full and complete first aid kit (check that contents are not out of date).

ITEM		REASON FOR REFUSAL
DRIVERS CONTROLS/ FIRE EXTINGUISHER/FIRST AID KIT	1	Driver's seat damaged, torn, crudely repaired or insecure
	2	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a seat mounting point
	3	Excessive corrosion, distortion, fracture or inadequate repair in any load- bearing structure within 30cm of a seat belt mounting point
	4	Driver's seat belt damaged, frayed, insecure or does not lock into the static stalk
	5	Horn, instrument lamps, main beam warning lamp, fog lamp tell-tale, screen washers, screen wipers, automatic transmission inhibitor or reverse lock fail to operate correctly. Warning light displayed on the dashboard. External door mirror adjustment defective / inoperative Electric window function inoperative.
	6	Internal rear-view mirror not fitted or insecure
	7	Partition glass or glasses damaged or insecure. Sliding or opening section of the partition glass fails to open/close correctly or is insecure or damaged
	8	Fire extinguisher unserviceable / not serviced insecure or incorrectly fitted.
	9	No first aid kit, first aid kit not complete or items out of date

## Part H

### H1 Condition of bodywork

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Examine main body shell and all body panels for corrosion, cracks, damage, distortion and security.
2. Check where applicable the condition and security of any body mouldings.
3. Check where applicable the condition and security of any mudflaps/splash guards.

Note: Body mouldings are the external trims/finishing strips fitted to the exterior of the body panels.

ITEM		REASON FOR REFUSAL
CONDITION OF BODYWORK	1	Door-hinge pillar, centre pillar, entrance step or body panel excessively corroded, cracked, distorted, damaged, incorrectly fitted or misaligned that it detracts from the overall appearance of the vehicle
	1a	<b>ADVISORY ITEM</b> - A single dent of more than 60mm, or more than 3 dents of not more than 20mm in any one panel*†
	1b	<b>ADVISORY ITEM</b> - More than 4 scratches and/or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated*†
	2	Unapproved panel fitted
	3	Sharp edges are caused by damage are dangerous to pedestrians and/or other road
	4	A body moulding damaged, misaligned, insecure, missing or of an unapproved type
	5	Mudflaps not a matched pair, torn, insecure or of an unapproved type (reflectors affixed)
	6	Splash guard missing, corroded or insecure
	7	Outer sill holed, corroded, cracked, distorted, damaged
	8	Inner sill holed, corroded, cracked, distorted, damaged
	9	Nearside rear step holed, corroded, cracked, distorted, damaged
	10	Offside rear step holed, corroded, cracked, distorted, damaged
	11	Nearside rear inner wheel arch holed, corroded, cracked, distorted, damaged
	12	Offside rear inner wheel arch holed, corroded, cracked, distorted, damaged
	13	Nearside front inner wheel arch holed, corroded, cracked, distorted, damaged
	14	Offside front inner wheel arch holed, corroded, cracked, distorted, damaged

\* As long as the damage does not detract from the overall appearance of the vehicle.

† If not satisfactorily repaired by the next test the vehicle will fail.

Note: Where the failure is for items 7 and 8, leave trim off for retest.

Note: Where the failure is for items 1-14 (excluding item 5), do not apply under seal prior to the retest.



## H2 Condition of paintwork

### Method of testing

**Inspection 1 – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Examine the body paintwork for cleanliness, finish and lustre.
2. Where applicable, examine any approved vinyl roof covering for cleanliness, condition and security.
3. Where applicable, check the condition of coach lines and fleet operator's logo.

ITEM	REASON FOR REFUSAL
CONDITION OF PAINTWORK	1 Vehicle is so dirty that the overall condition of the paintwork cannot be assessed
	1a <b>ADVISORY ITEM</b> - More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal*†
	1b <b>ADVISORY ITEM</b> - More than 8 stone chips on any panel including door edges provided the base coat has not been penetrated*†
	2 Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
	3 Poorly renovated paintwork
	4 Vinyl roof covering in a poor condition, torn, insecure or poorly renovated
	5 Roof covered in an unapproved material
	6 Coach lines incomplete, not matching, becoming detached or affixed other than in an approved manner
	7 Unapproved Operator's door sign
	8 Cut down licence stickers/incorrectly positioned
	9 Magnetic stickers not allowed

\* As long as the damage does not detract from the overall appearance of the vehicle.

† If not satisfactorily repaired by the next test the vehicle will fail.

Note: With regard to reason for refusal 6 – a single coach line must not exceed 10mm in width; where two lines are painted or affixed, their total width must not exceed 16mm excluding the gap between.

### H3 Door locks, hinges, handles and trim panels

#### Method of testing

**Inspection 1 – conducted with the vehicle standing on a level surface with each door in the open position.**

##### **Examination:**

1. Examine the door hinges and check strap for condition and security.
2. Check that doors open within the prescribed limits.
3. Examine the interior door release and pull handles for condition and security.
4. Examine the door-locking mechanism and striker plate for condition and security.
5. Check the operation of carriage door warning/courtesy lamps and, where applicable, warning buzzers. Where applicable, check the operation of front-door courtesy lamps.
6. Examine the condition and security of interior door trim panels.
7. Examine the condition and security of doorframe draught excluders.

**Inspection 2 – with doors in the closed position.**

##### **Examination:**

1. Check the outer handles for condition and security.
2. Check the operation of the mechanism.
3. Check that the door is held securely on the main catch and that the door can be held securely on the second/safety catch.
4. Check that the door opens and closes properly.
5. Where applicable, check the operation of any central locking system.

**See page 51 for 'Reasons for Refusal'.**

## Door locks, hinges, handles and trim panels – continued

ITEM	REASON FOR REFUSAL
DOOR LOCKS, HINGES, HANDLES AND TRIM PANELS	1 Door hinge or hinges worn, partially seized or insecure, or the door drops when opened
	2 Door check strap is worn, ineffective, insecure or missing cracked around mountings
	3 A rear door that fails to open to a minimum of 75cm or fouls the leading edge of the rear wing
	4 A nearside rear door of an approved wheelchair conversion fails to open to a minimum of 90°
	5 Either rear door of a new (post-1993) vehicle that fails to open to a minimum of 90°
	6 Door or doors cannot be secured in the closed position; door hinges 'sprung' or defective, door lock misaligned with the striker plate Sliding doors secured in the open position
	7 A front door check strap that allows the door to foul the wing panel
	8 Interior door release handle or door-pull handle missing, insecure or fails to operate correctly
	9 Handle guard missing, broken, insecure or decal is missing
	10 Any door warning/courtesy lamp or buzzer inoperative or central locking system inoperative or defective
	11 Door trim panel damaged, dirty, stained or discoloured, or draught excluder missing, insecure or ineffective
	12 Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Mounting screw missing or loose. Guide block rubber missing
	13 Outer door release handle insecure, damaged or ineffective
	14 Door loose or fails to hold on main catch through wear or maladjustment, or fails to hold on the secondary/safety catch

## H4 Bonnet, boot lid and boot compartment

**Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Check that the bonnet and boot lid can be properly secured in the closed position and that the catch is correctly adjusted.
2. Check the condition of hinges and support straps.
3. Check there is provision for the mounting of the licence plate in the approved position.
4. Check the condition and security of the weather strip.
5. Check the condition of the boot floor.
6. Check the security of the spare wheel, tools and wheelchair ramps.
7. Ensure that wheelchair ramps are marked with vehicle registration number or VIN.
8. Where applicable, ensure that the passenger step fits in guide rails.
9. Check the condition of the fuel tank filler where applicable.
10. Check the condition and security of any ancillary wiring.
11. Examine the bonnet and boot paintwork for cleanliness, finish and lustre.

ITEM		REASON FOR REFUSAL
BONNET, BOOT LID AND BOOT COMPARTMENT	1	Bonnet and/or boot lid cannot be opened or secured in the closed position
	2	Bonnet and/or boot lid hinges badly worn/ineffective
	3	Bonnet and/or boot lid support strap or straps missing, broken or ineffective
	4	Inadequate provision made for mounting the licence plate
	5	Weather strip missing, damaged or ineffective
	6	Boot floor corroded/cracked. Blanking plates or grommets missing
	7	Spare wheel, tools or wheelchair ramps not fully secured
	8	Wheelchair ramps not marked with vehicle registration number or VIN
	9	Passenger step cannot be fitted into guide rails
	10	Fuel tank filler damaged, leaking or insecure
	11	Ancillary wiring insecure and/or damaged
	12	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
	13	Parcel shelf must be fitted and of correct colour

## H5 Window glass

**Method of testing**

**Inspection 1 – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Check that all windows:
  - a) carry the appropriate approval mark;
  - b) are clean, free from chips, scratches and score marks;
  - c) have the correct type of security etching where applicable.
2. Check glazing rubber for security of glass and evidence of water leaks.
3. Where applicable check the condition of quarter-light windows.
4. Check the operation of window-opening mechanisms/devices and window locks (where applicable).
5. Check the condition of warning decals (where applicable).
6. Check the condition and security of window channels and finishers/trims.

**Inspection 2 – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Check compliance with Bury Council's window Tint policy, (Where the vehicle has been examined by Enforcement Officers, the written notification form must be produced.)

ITEM		REASON FOR REFUSAL
WINDOW GLASS	1	Window glass or glasses not marked with appropriate approval marks
	2	Light transmittance through glass: <ol style="list-style-type: none"> <li>a. Front window glass is less than 75%</li> <li>b. Side-door glass is less than 70%</li> <li>c. Remaining glass (except rear window) is less than 25%. Note if the vehicle is a Chauffeur vehicle then the remaining glass can be less than 25%</li> </ol>
	3	Window glass or glasses not clean, or chipped, scratched or scored <ol style="list-style-type: none"> <li>a) Zone A – Damage not contained within a 10mm circle;</li> <li>b) Swept Area – Damage outside Zone A but within the sweep area of the wiper(s), which cannot be contained within a 40mm circle;</li> </ol>
	4	Security etching unapproved
	5	Glazing rubber or rubbers damaged, leaking water into the passenger's/ driver's cabin or not holding the glass securely
	6	Quarter-light windows, where fitted, insecure, damaged or fail to operate correctly
	7	Window-open mechanism or device is defective or inoperative
	8	Warning decals in a poor condition or missing (where applicable)
	9	Window channel or finisher/trim is missing, insecure or damaged

## H6 Advertisements

### Method of testing

**Inspection 1 – conducted with the vehicle standing on a level surface.**

#### Examination (where applicable):

1. Check the condition and security of exterior body and door-panel advertisements.
2. Check the condition and security of any interior, bulkhead or tip-seat advertisements as applicable.
3. Ensure that any whole body, door or internal advert is approved.

ITEM		REASON FOR REFUSAL
ADVERTISEMENTS	1	External body or door-panel advert is insecure or in a poor condition
	2	Interior, bulkhead or tip-seat advertisement is insecure or in a poor condition
	3	Any external advertisement or internal advertisement is unapproved or not on an approved surface
	4	Advert on the rear window cannot be seen through from the inside of the vehicle

ADVERTISING POLICY	
Hackney Carriage Vehicles	
Any advertising must be pre-approved by the Licensing Unit Manager.	
Private Hire Vehicles	
<p>Saloon / Hatchback</p> <p>Position permitted on vehicle:- on both rear passenger doors below the stipulated Council signage and on the boot / hatchback. All lettering, numbers and graphics to be between 4cm and no more than 7cm high.</p> <p>Minibus</p> <p>Position permitted on vehicle:- as above and in addition on any part of each side of the vehicle as long as the advertising does not obscure any of the signage stipulated by condition of the vehicle licence. All lettering, numbers and graphics to be no more than 10cm high.</p> <p>Any advertising must be pre-approved by the Licensing Unit Manager.</p>	

## H7 Badges, motifs, decals and mandatory door signs

**Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Check vehicle for condition of badges, motifs, decals and mandatory door signs as applicable.

ITEM		REASON FOR REFUSAL
BADGES, MOTIFS, DECALS, MDS	5	Unapproved badge, motif, decal, mandatory door sign affixed
	6	More than one badge affixed to the front grille*
	7	Badge, motif, decal or mandatory door signs damaged, missing or broken or trimmed down from original issue

MANDATORY DOORS SIGNS / ROOF SIGNS	
Hackney Carriage Vehicles	
<p>The mandatory window stickers shall be permanently affixed to the passenger windows by way of adhesive.</p> <p>All hackney carriage vehicles must display an illuminated roof sign indicating it is available 'for hire'. Roof sign must be in good condition.</p>	
Private Hire Vehicles	
<p>Private hire vehicles shall not be permitted to display roof mounted signs or any signs that include the words 'taxi', 'cab' or 'for hire' whether in the singular or plural of the words, or any word or words of similar meaning or appearance, whether alone or as part of another word or phrase, or any other word or words likely to cause a person to believe that the vehicle is a hackney carriage.</p> <p>All private hire vehicles must display a mandatory door sign containing the words 'Private Hire vehicle (not a taxi) the driver can only take passengers who have pre-booked with this company'. This mandatory door sign shall be permanently affixed to the top half of the rear door panels by way of adhesive rather than magnetic means at all times whilst the vehicle is licensed.</p> <p>The approved operator signage shall be permanently affixed to the top half of the front door panels by way of adhesive rather than magnetic means at all times whilst the vehicle is licensed. The design of such sign must also include the name and telephone number if applicable of the private hire company and be pre-approved by the Licensing Unit Manager.</p> <p>All individual lettering and numbers contained in the operator signage should be between 4cm -7cm in height.</p> <p>The mandatory window stickers shall be permanently affixed to the passenger windows by way of adhesive</p>	

Only one approved badge may be fitted in addition to manufacturer's badge or motif.

## H7 Badges, motifs, decals and mandatory door signs

### **Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

### **Examination:**

Note: Where a reference is made to decals, these are commonly known as stickers.

DRAFT



## H8 Bumpers and over-riders

**Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Examine front and rear bumper bars, over-riders, mounting brackets and valances (where applicable) for condition, security and alignment.

ITEM		REASON FOR REFUSAL
BUMPERS AND OVER-RIDERS	1	Mounting bracket(s) insecure on chassis, bumper bar insecure on mounting brackets or over-rider(s) insecure to bumper
	2	Bumper bars and/or over-riders not a matched pair
	3	Bumper bar(s) or over-rider(s) in a poor condition or damaged
	4	Valance panel damaged, rusted or insecure

## H9 Registration/licence plates

**Method of testing**

Inspection – conducted with the vehicle standing on a level surface.

**Examination:**

1. Check both index plates:

- a) display the correct vehicle registration number;
- b) comply with relevant legislation/regulations;
- c) are of an approved type and are marked with the appropriate BSAU number;
- d) for condition and security;

ITEM		REASON FOR REFUSAL
REGISTRATION PLATE	1	Incorrect index plates fitted
	2	Index plates do not comply with Road Vehicle Regulations
	3	Unapproved type of plate(s) fitted
	4	Index plate insecure, damaged or dirty
	5	Reflective surface deteriorated or discoloured
LICENCE PLATE	6	Front / Rear licence plate missing
	7	Licence plate illegible/damaged
	8	Licence plate insecure
	9	Licence plate not displayed correctly
	10	Licence plate not fitted with correct backing plate or fixings

## H10 External mirrors

**Method of testing**

Inspection – conducted with the vehicle standing on a level surface.

**Examination:**

1. Check all external mirrors for condition, security and approval marks.

ITEM		REASON FOR REFUSAL
EXTERNAL MIRRORS	1	Mirror cracked, broken or reflective surface deteriorated so that the view to the rear is seriously impaired
	2	Obligatory mirror or mirrors not fitted or mirror back missing/damaged
	3	Mirror insecure on its mounting or fails to remain in set position
	4	Mirror not visible from driver's seat
	5	Mirror incapable of being adjusted to be clearly visible from the driver's seat
	6	Mirror does not provide a view to the rear of the vehicle
	7	Unapproved mirror fitted (not 'E' marked or not approved by the manufacturer)
	8	Where applicable, mirror arm reinforcing plate inadequate or not fitted

## Part I

### 11 Passenger seat belts

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check where applicable that the seat belts are fitted and that they are approval marked and approved for use.
2. Pull each seat belt's webbing against its anchorages and check that they are properly and securely fixed to the vehicle structure.
3. As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points.
4. Pull each seat belt fully from the retracting unit and, where applicable, expose the centre lap belt. Examine the webbing for signs of deterioration.
5. Check that the seat belt fully recoils into the seat belt body (where applicable).
6. Check the effectiveness of each seat belt buckle. Ensure that the seat belts cannot be pulled apart from the buckle when fastened and that the release mechanism works correctly.
7. Assess the effectiveness of the reel locking mechanism.

ITEM		REASON FOR REFUSAL
PASSENGER SEAT BELTS	1	Seat belt missing or unapproved seat belt fitted (not marked as being approved by EU Legislation/BSI) Including additional belt including wheelchair
	2	Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle
	3	Excessive corrosion, distortion or fracture in any of the vehicle's load bearing structure within 30cm of a seat belt anchorage point
	4	Any seat belt webbing that is cut, frayed, deteriorated or dirty
	5	Seat belt fails to recoil freely
	6	A buckle locking or release mechanism fails to operate correctly
	7	Reel locking mechanism fails to operate correctly

## I2 Headlining

### Method of testing

Inspection – conducted with the vehicle standing on a level surface.

### Examination:

1. Visual examination of the carriage headlining.

ITEM		REASON FOR REFUSAL
HEADLINING	1	Headlining dirty, stained, torn, sagging, detached at edge, or poorly repaired
	2	Unapproved headlining material fitted or headlining painted

## 13 Interior fitting

### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check as applicable:
  - a) all passenger grab handles for condition and security;
  - b) colour contrasting covering for vehicle approved on or after January 2004 (where appropriate);
  - c) the condition of the fare table and cover;
  - d) the position for mounting the internal cab licence plate, appropriate signage;
  - e) the condition of the rear parcel shelf;
  - f) the condition of kick panels and tread plates;
  - g) floorboards and floor coverings;
  - h) armrests and trim panels;
  - i) ashtrays;
  - j) sound system, other than original equipment, satisfies Public carriage Office guidelines;
2. Check the security, accessibility and operation of carriage lamps and switches.
3. Check the security, accessibility and operation of carriage heater and switch.
4. Check the security and condition of any bulkhead/tip-seat adverts.
5. Check condition and cleanliness of carriage interior and fittings.

ITEM		REASON FOR REFUSAL
INTERIOR FITTINGS	1	Grab handle missing, insecure or broken
	2	Incorrectly colour coded (where applicable)
	3	Fare table out of date, defaced, missing, or stained
	4	No provision for mounting internal cab licence plate, or appropriate signage is missing
	5	Rear parcel shelf insecure, buckled, dirty or stained, missing
	6	Kick panel or tread plate missing, insecure or deteriorated
	7	Floorboards insecure or incorrectly located
	8	Unapproved floor covering, or floor covering not secured or crudely renovated
	9	Armrest or trim panel insecure, split or poorly renovated
	10	Vehicle heater defective, leaking or noisy in operation, Air conditioning inoperative
	11	Vehicle heater switch defective
	12	Advert(s) insecure, broken, stained, defaced or unapproved
	13	Interior fittings unclean or interior has been poorly renovated, Trim panels missing
	1a	Rear seat base insecure

## I4 Passenger Seats

### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check the condition and security of all passenger-seat cushions.
2. Check that head restraints have been fitted to all forward-facing and rear-facing passenger seats (where applicable) \*<sup>1</sup>.
3. Check the condition and security of head restraints.
4. Check the condition of any sight patches.
5. Check the condition and operation of tip-seats.
6. Check that any alternative seating material satisfies any Bury Council guidelines.
7. 8. Check the operation of the passenger swivel seat (where applicable).

Note: \*1 Relates to all new models, i.e. models not currently approved for licensing (existing models from January 2004).

ITEM		REASON FOR REFUSAL
PASSENGER SEATS	1	Passenger seat cushion(s) insecure, not fitted, unapproved, damaged, holed, split, crudely repaired or stained
	2	Head restraints not fitted
	3	Head restraints damaged, crudely repaired or insecure
	4	Sight patches not fitted
	5	Sight patches dirty, stained, damaged or crudely repaired
	6	Tip-seat fails to rise automatically
	7	Tip-seat insecure, damaged or crudely repaired
	8	Alternative seating material does not satisfy PCO guidelines
	9	Passenger swivel seat fails to pivot, operate or lock correctly
	10	Removal of middle seat required
	11	Vehicle interior is so dirty that it detracts from the overall appearance of the vehicle
	12	Seat covers must match

## I5 Automatic door locking system (ADLS)

### Method of testing

**Inspection** – the functioning of the ADLS can be observed when the vehicle is driven in or out of the inspection area, or when the vehicle is raised in a ‘wheel free’ position.

### Examination:

1. Check the operation of the ADLS (where applicable).
2. Check that the ADLS works within prescribed tolerances.
3. With the vehicle stationary, the ignition switched on and the foot applied, check that the ADLS has engaged.
4. Apply the handbrake, release the foot brake and ensure that the ADLS has released.
5. Check the operation of the driver’s tell-tale/warning lamp and, where applicable, the operation of the passenger compartment ADLS warning lamp(s).
6. Check that the appropriate warning notices are fitted.
7. Check the condition of the ADLS warning notices.
8. Check the condition and security of the control box and ensure any associated wiring is safe and secure.

Note: To be inspected only where fitted in a private hire vehicle.

ITEM		REASON FOR REFUSAL
AUTOMATIC DOOR LOCKING SYSTEM	1	ADLS not fitted (hackney carriage only)
	2	ADLS fails to operate within prescribed tolerances
	3	ADLS fails to engage
	4	ADLS fails to release
	5	Driver/passenger tell-tale/warning lamp or lamps fail to operate
	6	Warning notice or notices not fitted
	7	Warning notice or notices are damaged or defaced
	8	Control box insecure, damaged or associated wiring is insecure or unsafe

Note: With the ignition switched on, the ADLS should engage when the vehicle has been moved forward more than 31cm and before a distance of 46cm has been covered.

After the vehicle has stopped moving, ensure that there is a two-second delay before the ADLS releases. Rear doors should be capable of being opened from the outside irrespective of whether the ADLS is engaged.

Note: All hackney cabs manufactured on or after 1 March 1983 are fitted with ADLS.



## 16 Taximeter, and associated fittings

### Method of testing

**Inspection 1 – conducted with the vehicle standing on a level surface.**

**Examination:**

1. Ensure that meter is sealed with a Bury Council approved seal.
2. Check with the meter set in the test mode that all the fare and extra digits illuminate and are complete.
3. With the taximeter set in the 'for hire' mode, ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof-mounted lamp box is illuminated and the word 'taxi' is clearly legible – see note 4.
4. With the taximeter set in the 'hired' mode, ensure that the appropriate section of the independently mounted lamp box is illuminated and that the roof-mounted taxi lamp has extinguished.
5. Check that the LED is displaying the correct time.
6. Check that the figures on the LED are complete and legible.
7. Examine the taximeter drive line and ensure, where applicable, that the taximeter transducer and/or splitter box is/are sealed with the appropriate BSI seal.
8. Ensure that any transducer or splitter box is correctly and securely fitted.
9. Check that the fare card is displayed and not damaged.

**Inspection 2 – with the vehicle raised on an appropriate hoist.**

**Examination:**

1. Ensure that any flexible drive cable, electronic pulse cable or any other associated wiring is correctly installed, undamaged and does not foul any other part of the vehicle.

ITEM		REASON FOR REFUSAL
TAXIMETER, PRINTER AND ASSOCIATED FITTINGS	1	Taximeter does not bear current seals or is insecurely fitted
	2	Taximeter tariff programme incorrect or out of date
	3	Meter fails to operate in test mode, or digits incomplete or fail to illuminate
	4	Meter fails to engage in the 'for hire' mode, or the 'for hire' panel of the lamp box fails to illuminate or is faded
	5	Roof sign fails to illuminate or the word 'TAXI' is illegible/faded
	6	The LED is not displaying the correct time
	7	Figures on the LED are incomplete or illegible
	8	Fare card not displayed or damaged

## Part J

### J1 Emissions

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check for any replacement engine in the vehicle.
2. Ensure that exhaust emissions are within prescribed smoke limits.
3. Ensure that the exhaust does not emit excessive dense smoke.

Note: Exhaust emission requirements are relative to the age of the vehicle and emissions Plate value.

Note: Exhaust emissions must comply for all tests – advice given on six-month test.

ITEM		REASON FOR REFUSAL
EMISSIONS	1	Exhaust emissions are outside prescribed limits
	2	Engine emits excessive dense smoke and/or fumes when driven or tested
	3	Unable to complete emissions test

## Part K

### K1 Fixtures and fittings

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface:**

1. The following items, if present, constitute an ‘additional equipment’ fixture:

- a) data despatch system;
- b) satellite navigation equipment;
- c) two-way radio;
- d) hands-free mobile phone equipment;
- e) additional lighting;
- f) sound systems;
- g) alternative seating/carpeting;
- h) satellite navigation equipment is of an approved type.

#### Examination:

- 1. Ensure that any dispatch/satellite navigation equipment is a BS type approved and is secure and safe, and that visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.
- 2. Ensure that any two-way radio equipment is secure, wiring is permanent and does not present a hazard to the driver, passenger or other road users.
- 3. Ensure that any hands-free mobile phone equipment is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.
- 4. Ensure that any additional lighting equipment is secure and safe and any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.

ITEM		REASON FOR REFUSAL
FIXTURES AND FITTINGS	1	Data dispatch or satellite navigation is of an unapproved type or is insecure or unsafe or in driver's view of the road
	2	Safe two-way radio equipment is insecure or unsafe
	3	Hands-free mobile phone equipment is insecure or unsafe
	4	Additional lighting is insecure or unsafe
	5	Alarm system/equipment is insecure or unsafe
	6	Sound system is insecure or unsafe
	7	Alternative seating/carpeting is insecure or presents a passenger hazard
	8	Non-standard interior fixture or fitting is unsafe or insecure

## K2 Fixtures and fittings: intercom systems

**Method of testing**

**Inspection – conducted with the vehicle standing on a level surface.**

**Examination (where fitted):**

1. Check that the intercom is BS type approved.
2. Ensure that the intercom can be switched on and off from passenger compartment.
3. Ensure that the operational warning lamp is functioning correctly.
4. Ensure that a clearly worded notice, indicating that the driver can overhear any conversations when the light is illuminated, is affixed close to the warning lamp.

ITEM		REASON FOR REFUSAL
INTERCOM SYSTEMS	1	Passenger intercom switch not fitted or inoperative
	2	Warning lamp missing or inoperative
	3	Warning notice missing or defaced

### K3 – Fixtures and fittings: Surveillance Systems

#### Method of Testing

Inspection – conducted with the vehicle standing on a level surface.

1. Check that the equipment has been installed correctly.
2. Ensure that the installation does not obscure or interfere with the operation of another piece of standard/mandatory equipment or other piece of equipment. All wiring must be adequately fused, secure and correctly routed.
3. Cameras located in the passenger area must be specific for purpose.
4. Ensure mandatory signage is displayed in a prominent position.

ITEM		REASON FOR REFUSAL
SURVEILLANCE SYSTEMS	1	Appropriate certification not submitted
	2	Equipment installed by unapproved agent
	3	Equipment has not been installed correctly
	4	Equipment obscures or interferes with the operation of another piece of equipment
	5	Wiring insecure, incorrectly routed, or inadequate fuses have been fitted
	6	Camera located in a manner that would allow misuse of its specific purpose

## Part L

### L1 Wheelchair facilities

#### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check the operation and condition of the wheelchair restraints.
2. Check the disabled person's seat belt.
3. Where a moveable centre partition/conversion has been installed, check that:
  - a) the conversion has been approved;
  - b) the type approval certificate has been correctly endorsed;
  - c) all pivoted sections operate correctly and are free from undue wear;
  - d) the pivoting section retaining locks and floor locating bolts operate freely and hold;
  - e) the partition is secure in both normal and forward positions;
4. Ensure that any floor covering does not impede free access and positioning of wheelchairs.

ITEM		REASON FOR REFUSAL
WHEELCHAIR FACILITIES	1	Wheelchair restraint(s) missing, insecure, frayed or the electrical or mechanical locking device is ineffective
	2	Disabled person's seat belt missing, damaged or unserviceable unapproved
	3	Unapproved conversion fitted: <ol style="list-style-type: none"> <li>a) Type approval certificate not correctly endorsed</li> <li>b) Moveable section(s) of the bulkhead do not pivot freely, rattle, or are insecure</li> <li>c) Bulkhead retaining locks and/or floor-retaining bolts are ineffective, missing or seized</li> </ol>
	4	Floor covering restricting free movement of wheelchairs
	5	Seat belts not displayed correctly for test

Note: Vehicles fitted with a wheelchair lift

Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicles must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998

[www.opsi.gov.uk/si/si1998/98230702.htm#5](http://www.opsi.gov.uk/si/si1998/98230702.htm#5)

## L2 Ramps

### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check that the appropriate approved ramps are securely installed in the boot.
2. Examine the ramps for damage, sharp edges or corners and ease of operation.
3. Check as applicable the non-slip provision and locating dowel pins.
4. Ensure that the ramps are permanently marked with the VRM or VIN.

ITEM		REASON FOR REFUSAL
RAMPS	1	Unapproved ramps installed, retaining devices missing or ineffective, or ramps missing
	2	Ramps damaged, seized or unserviceable
	3	Non-slip provision worn, missing or ineffective or locating dowel pins damaged, loose or missing
	4	Ramps not permanently marked with the vehicle VRM or VIN

## L3 Integral ramp

### Method of testing

**Inspection – conducted with the vehicle standing on a level surface.**

#### Examination:

1. Check that the appropriate approved intermediate step is securely installed in the boot and that it has been permanently marked with VRM or VIN.
2. Check that ramp release tool/door stay (orange key) is present.
3. Examine the ramp sections for damage, sharp edges or corners.
4. Examine security and free operation of hinges.
5. Check extension step guides for position and damage.
6. Check as applicable the non-slip provision.

ITEM		REASON FOR REFUSAL
INTEGRAL RAMP	1	Unapproved intermediate step installed, ramp tool (orange key) or intermediate step missing
	2	Ramp sections damaged or unserviceable
	3	Ramp insecure or hinges seized
	4	Step guides missing, loose, damaged or misaligned
	5	Non-slip provision worn, missing or ineffective or locating dowel pins damaged, loose or missing
	6	Intermediate step not permanently marked with the vehicle VRM or VIN



## Appendix A

### Special Inspections – pre-licensing

#### Method of testing

##### Definition:

Prior to the annual licensing inspection, the Licensing Authority can be asked to approve new designs of vehicles, modifications to the design of an existing vehicle, or to approve a new type of fixture or fitting to the interior or exterior of a vehicle.

The vehicle to be inspected may or may not be licensed, and therefore may not be known to the system. The vehicle owner will be invited to contact the Licensing Unit and will be instructed to ask for an appointment for one of the following types of inspection:

1. alternative fuel types (LPG/CNG, fuel cells, etc)
2. new fixture or fitting;
3. modification of/new major components (alternative engine/transmission);
4. seat configuration;
5. other;

##### Examination:

1. Vehicle owner/presenter to present written confirmation from the Licensing Authority specifying the item or items to be examined;
2. Vehicle examiner to inspect the item(s) specified and report assessment to the Licensing Authority.

### Special Inspections – Post-licensing

#### Method of testing

##### Definition:

During the life of a licence, a licensed vehicle may be requested to undergo a further inspection, following a modification to a major component or as a result of compliance action. The vehicle owner will be instructed to contact Licensing to arrange an appointment for one of the following types of inspection:

1. Change/modification of major components (alternative transmission/engine, etc)
2. Alternative fuel types (use of LPG/CNG, fuel cells, etc)
3. Change of vehicle colour
4. On-street compliance check
5. Passenger/customer complaint.

##### Examination

1. Vehicle presenter to present original licence
2. Vehicle presenter to present written confirmation from the Licensing Authority giving reasons for the inspection (where applicable)
3. Vehicle examiner to inspect items specified within documentation presented
4. Vehicle examiner to inspect the item(s) specified and report assessment to the Licensing Authority.

## Appendix B

## Minor retest items

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Service brake operation	11	1	Anti-slip pad is missing, insecure or worn smooth
Steering controls: steering wheel	15	2	Steering wheel is misaligned or not fully secured to the steering column
		3	Steering wheel to steering column securing device not fitted
		4	Steering wheel rim, hub or spoke(s) fractured
		5	Steering wheel rim is cracked or damaged
		6	Steering wheel is of a type not recommended by the manufacturer
Tyres	20	1	Unapproved tyre fitted
		2	Tyre structure of different types on same axle
		3	Incorrectly mixed cross-ply, radial-ply or bias-belted tyres
		4	A tyre having: a) a cut 12mm long or more, or deep enough to cut the cords b) a lump, tear or bulge, or tread lifting, or if any ply or cord is exposed
		5	Tread pattern worn unevenly
		6	A seriously damaged, deteriorated or misaligned valve stem
		7	Tyre is not inflated to the manufacturer's specification
		8	Tread pattern is not at least 1.6mm in depth throughout the complete circumference and breadth of the tyre
Road wheels	21	3	A wheel-retaining nut loose, missing or incorrectly fitted
		4	Wheel-mounting studs damaged, worn, or stud holes enlarged
		7	Where spare wheel not fitted, the alternatives of having run-flat tyres or self-healing tyre foam are missing or defective
Engine underparts	26	5	Excessive engine noise, resonance, vibration or engine misfires
Clutch, gearbox and automatic transmission underparts	27	10	Anti-slip pad missing, insecure or worn smooth
Fuel tank and pipelines	30	3	Unapproved fuel filler cap or cap seal is missing
Engine compartment	35	1	Bonnet cannot be opened
		2	Primary or secondary/safety catch not fitted or is defective
		3	Bonnet hinges/fixings missing, damaged or worn to excess
		4	Bonnet prop not fitted or is unserviceable
		5	Clutch, brake or PA fluid levels low
		6	Inappropriate cap fitted to brake, clutch or PAS reservoir
		8	Battery or wiring/cables insecure
		9	Wiring damaged, chafed or insecure
		11	Fuel cut-off device missing, inoperative or appropriate sign/notice missing
		13	Horn not fitted or is insecure

INSPECTION TYPE	PAGE No	ITEM	REASON FOR REFUSAL
Obligatory front and rear side lamps and obligatory fog lamp	36-37	2	Either or both front side lamps inoperative – fail to show a white diffused light
		4	Either or both rear lamps inoperative – fail to show a red diffused light of equal intensity
		5	Rear lamp lens/lenses do not carry the appropriate approval mark, faded, discoloured, cracked, broken, insecure or missing
		6	Rear index plate lamp shows a direct white light at the rear, lamp(s) inoperative or ineffective, lens missing or lens/lenses do not carry the appropriate approval mark
		7	A lamp flickers when tapped lightly by hand
		8	Rear fog lamp missing or flickers when tapped lightly by hand
		9	Rear fog lamp is inoperative or operates other than with the headlamps in the dipped mode
		10	Rear fog lamp fails to emit diffused red light and/or tell-tale lamp is inoperative
		11	Rear fog lamp(s) not mounted securely
		12	Rear fog lamp lens/lenses does/do not carry the appropriate approval mark
		13	A rear fog lamp is illuminated by application of the footbrake
		14	Operation of an obligatory lamp is affected by operation of another lamp
Obligatory and additional stop lamps	38	1	An obligatory stop lamp is not fitted
		2	One or both of the obligatory stop lamps: does/do not illuminate when the footbrake is applied is incomplete, not in good working order or is damaged/deteriorated; light does not remain steady when the footbrake is applied, or remains illuminated after the footbrake has been released
		3	Obligatory stop lamp fails to show a diffused red light of equal intensity
		4	Stop lamps become inoperative when side lights switched on
		5	Rear side/tail/number plate lamp fails when the footbrake is applied
		6	A brake lamp flickers when tapped lightly by hand
		7	Stop lamp not facing rearwards
		8	Additional stop lamp not working
Obligatory and additional red reflectors	39	1	Reflector missing, broken, cracked, faded or not approval-marked
		2	A pair of reflectors that are not approval-marked are fitted in an unapproved position, broken, or cracked
		3	Reflective tape affixed to the rear of the vehicle/bumper
Direction indicators and hazard warning lights	45	1	An obligatory direction indicator or repeater lamp not fitted
		2	Indicator or repeater lamp inoperative or has a pulse rate less than 60 times per minute or more than 120 times per minute
		3	Direction indicator lamp, repeater lamp or indicator switch defective
		4	Direction indicator or hazard warning/tell-tale lamp inoperative
		5	An indicator lens has faded, is missing, insecure, cracked, broken, not adequately sealed from the elements or not approval-marked
		6	Hazard warning device or switch fails to operate correctly
		7	LED Lamps with less than 50% LED's Working
Additional lamps	46	1	Reversing lamp or lamps fail to operate correctly, are insecure or fail to switch off when neutral or a forward gear is selected
		2	Front fog lamp or lamps fail to operate correctly
		3	Long-range driving lamps fail to operate correctly

## Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Driver's controls / Fire Extinguisher / First Aid Kit	47	1	Driver's seat damaged, torn, crudely repaired or insecure
		4	Driver's seat belt damaged, frayed, insecure or does not lock into static stalk
		5	Horn, instrument lamps, main beam warning lamp, fog lamp tell-tale, screen washers, screen wipers, automatic transmission inhibitor or reverse lock fail to operate correctly. External door mirror adjustment defective/inoperative. Warning light displayed on the dashboard
		6	Internal rear-view mirror not fitted or insecure
		8	Fire extinguisher unserviceable
		9	No first aid kit or first aid kit not complete or items out of date
Condition of bodywork	48	1	Door-hinge pillar, centre pillar, entrance step or body panel corroded, cracked, distorted, damaged, incorrectly fitted or misaligned
		3	Sharp edges caused by damage are dangerous to pedestrians and/or other road users
		4	Body moulding damaged/misaligned/insecure/missing or unapproved type
		5	Mud flaps not a matched pair, torn, insecure or of an approved type (reflectors affixed)
Condition of paintwork	49	1	Vehicle is so dirty that overall condition of paintwork cannot be assessed
		2	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
		3	Poorly renovated paintwork
		4	Vinyl roof covering in a poor condition, torn, insecure or poorly renovated
		5	Roof covered in an unapproved material
		6	Coach lines incomplete, not matching, becoming detached or affixed other than in an approved manner
		7	Unapproved fleet operator's logo
Door locks, hinges, handles and trim panels	50-51	1	Door hinges worn/partially seized/insecure/door drops when opened
		2	Door check strap is worn, ineffective, insecure or missing
		3	Rear door fails to open to minimum 75cm or fouls leading edge of rear wing
		4	A nearside rear door of approved wheelchair conversion fails to open to minimum of 90°
		5	Either rear door of new (post-1993) vehicle fails to open to minimum of 90°
		6	Door or doors cannot be secured in the closed position door hinges 'sprung' or defective, door lock misaligned with the striker plate
		7	A front door check strap that allows the door to foul the wing panel
		8	Interior door release/door-pull handle missing, insecure or fails to operate
		9	Handle guard missing, broken, insecure or decal is missing
		10	Any door warning/courtesy lamp or buzzer inoperative or central locking system inoperative or defective
		11	Door trim panel damaged, dirty, stained or discoloured, or draught excluder missing, insecure or ineffective
		12	Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Mounting screw missing or loose. Guide block rubber missing
		13	Outer door release handle insecure, damaged or ineffective
		14	Door loose or fails to hold on main catch through wear or maladjustment, or fails to hold on the secondary/safety catch

## Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Bonnet, boot lid and boot compartment	52	1	Bonnet and/or boot lid cannot be secured in the closed position
		2	Bonnet and/or boot lid hinges badly worn/ineffective
		3	Bonnet and/or boot lid support straps missing, broken or ineffective
		4	Inadequate provision made for mounting the licence plate
		12	Paintwork so deteriorated, damaged, rust-blistered or stone-chipped that it detracts from the overall appearance of the vehicle
Window glass	53	1	Window glass or glasses not marked with appropriate approval marks
		3	Window glass or glasses not clean, chipped, scratched or scored:- a) Zone A – Damage not contained within a 10mm circle; b) Swept Area – Damage outside Zone A but within the sweep area of the wiper(s), which cannot be contained within a 40mm circle;
		4	Security etching unapproved
		5	Glazing rubber or rubbers damaged, leaking water into the passenger's/driver's cabin, or not holding the glass securely
		6	Quarter-light windows, where fitted, insecure/damaged/operate incorrectly
		7	Window-open mechanism or device is defective or inoperative
		8	Warning decals in a poor condition or missing (where applicable)
		9	Window channel or finisher/trim is missing, insecure or damaged
Advertisements	54	1	External body or door-panel advert is insecure or in a poor condition
		2	Interior, bulkhead or tip-seat advertisement is insecure or in poor condition
		3	External/internal advertisement is unapproved or not on approved surface
		4	Advert on the rear window cannot be seen through from the inside of the vehicle
Badges, motifs and decals	55	5	Unapproved badge, motif or decal affixed
		6	More than one badge affixed to the front grille
		7	Badge, motif or decal damaged or broken
Bumpers and over-riders	56	2	Bumper bars and/or over-rider(s) not a matched pair
		3	Bumper bar(s) or over-rider(s) in a poor condition or damaged
Registration/licence plates	57	1	Incorrect index plates fitted
		2	Index plates do not comply with Road Vehicle Regulations
		3	Unapproved type of plate(s) fitted
		4	Index plate insecure, damaged or dirty
		5	Reflective surface deteriorated or discoloured
		6	Front licence plate missing
		7	Licence plate illegible/damaged
		8	Licence plate insecure
		9	Licence plate not displayed

## Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
External mirrors	58	1	Mirror cracked, broken or reflective surface deteriorated so that the rear view is seriously impaired
		2	Obligatory mirror or mirrors not fitted
		3	Mirror insecure on its mounting or fails to remain in set position
		4	Mirror not visible from driver's seat
		5	Mirror incapable of being adjusted to be clearly visible from the driver's seat
		6	Mirror does not provide a rear view of the vehicle
		7	Unapproved mirror fitted (not 'E' marked or not approved by manufacturer)
		8	Where applicable, mirror arm reinforcing plate inadequate or not fitted
Passenger seat belts	59	1	Seat belt missing or unapproved seat belt fitted (not marked as being approved by EU Legislation/BSI)
		4	Any seat belt webbing that is cut, frayed, deteriorated or dirty
		5	Seat belt fails to recoil freely
		6	A buckle locking or release mechanism fails to operate correctly
		7	Reel locking mechanism fails to operate correctly
Headlining	60	1	Headlining dirty, stained, torn, sagging, detached at edge poorly repaired
		2	Unapproved headlining material fitted or headlining painted
Interior fittings	61	1	Grab handle missing, insecure or broken
		2	Incorrectly colour coded (where applicable)
		3	Fare table out of date, defaced or of incorrect size
		4	Fare table cover missing, broken, insecure or stained
		5	No provision for mounting internal cab licence plate/appropriate signage missing
		6	Rear parcel shelf insecure, buckled, dirty or stained
		7	Kick panel or tread plate missing, insecure or deteriorated
		8	Floorboards insecure or incorrectly located
		9	Unapproved floor covering, or floor covering not secured or crudely renovated
		10	Armrest or trim panel insecure, split or poorly renovated
		11	Carriage heater defective, leaking or noisy in operation
		12	Carriage heater switch defective
		13	Advert(s) insecure, broken, stained, defaced or unapproved
		14	Carriage and/or fittings unclean or interior has been poorly renovated
		1a	Rear seat base insecure

## Minor retest items – Continued

INSPECTION TYPE	PAGE NO	ITEM	REASON FOR REFUSAL
Passenger seats	62	1	Passenger seat cushion(s) insecure, not fitted, unapproved, damaged, holed, split, crudely repaired or stained
		2	Head restraints not fitted
		3	Head restraints damaged, crudely repaired or insecure
		4	Sight patches not fitted
		5	Sight patches dirty, stained, damaged or crudely repaired
		6	Tip seat fails to rise automatically
		7	Tip seat insecure, damaged or crudely repaired
		8	Alternative seating material does not satisfy PCO guidelines
		9	Passenger swivel seat fails to pivot, operate or lock correctly
		10	Removal of middle seat required
		11	Vehicle interior is so dirty that it detracts from the overall appearance of the vehicle.
		12	Seat covers must match
the vehicle Automatic door locking system (ADLS)	63	1	ADLS not fitted (hackney carriage only)
		2	DLS fails to operate within prescribed tolerances
		3	ADLS fails to engage
		4	ADLS fails to release
		5	Driver/passenger tell-tale/warning lamp or lamp fails to operate
		6	Warning notice or notices not fitted
		7	Warning notice or notices are damaged or defaced
		8	Control box insecure, damaged or associated wiring is insecure or unsafe
Taximeter, printer and associated fittings	64	1	Taximeter does not bear current seals or is insecurely fitted
		2	Taximeter tariff programme incorrect or out of date
		3	Meter fails to operate in test mode, digits incomplete or fail to illuminate
		4	Meter fails to engage in the 'for hire' mode or the 'for hire' panel of the lamp fails to illuminate or is faded
		5	Roof sign fails to illuminate, or the word 'taxi' is illegible/faded
		6	The LED is not displaying the correct time
		7	Figures on the LED are incomplete or illegible
		8	No fare card displayed or damaged
Fixtures and fittings	66	1	Data dispatch or satellite navigation is of an unapproved type, is insecure or unsafe, or in driver's view of the road
		2	Safe two-way radio equipment is insecure or unsafe
		3	Hands-free mobile phone equipment is insecure or unsafe
		4	Additional lighting is insecure or unsafe
		5	Alarm system is insecure or unsafe
		6	Sound system is insecure or unsafe
		7	Alternative seating/carpeting is insecure or presents a passenger hazard
		8	Non-standard interior fixture or fitting is unsafe or insecure
Fixtures and fittings: intercom systems	67	1	Passenger intercom switch not fitted or inoperative
		2	Warning lamp missing or inoperative
		3	Warning notice missing or defaced

## Appendix C

### Advice - Taxi Exhaust Emissions

Taxis can clock up several thousands of miles between their annual and six-month vehicle inspection at the Council's Vehicle Test Centre. A significant number of these miles include local stop/start short journeys. These result in engines repeatedly warming up/cooling down, accelerating/slowing down, running at low revs to comply with legal road speeds, as well as engines ticking over in traffic, etc. Under these driving conditions vehicle emissions can result in carbon soot deposits, which contain harmful pollutants, building up in the exhaust system.

#### What are diesel exhaust emissions?

Diesel engine exhaust emissions, commonly known as diesel fumes, are a mixture of gases, vapours, liquids and substances made up of particles. They contain the products of combustion, which include:

Carbon (soot)	Nitrogen	Water
Carbon monoxide	Aldehydes	Nitrogen dioxide
Sulphur dioxide	Polycyclic aromatic hydrocarbons	

The carbon particle of soot content varies between 60% and 80% depending on the fuel used and the type of engine. Most of the contaminants are absorbed into the soot. Petrol engines produce more carbon monoxide but much less soot than diesels.

#### Taxi exhaust emission equipment at the Council's Vehicle Test Centre

The emission test equipment used at the Council's Test Centre is the most up-to-date approved equipment specified by the Vehicle Operating Services Agency (DVSA). It is a DVSA condition that this equipment is checked for calibration at the specified interval.

When operating the emission test equipment, strict operating procedures must be followed. The initial part of the test procedure includes removal of the engine oil dipstick and inserting a temperature probe/sensor. When the engine/oil is up to temperature (at around 80°C), the equipment allows you to start the set procedure for the emission test. If the equipment is operated incorrectly, the equipment senses this and the emission test will automatically abort the test and therefore no result is achieved. On occasion, vehicles booked in for inspection fail due to excessive exhaust emissions.

#### Passing the exhaust emission test first time

To ensure that your vehicle has the best chance of passing the emission test first time, you should:

1. Ensure that the engine is in good condition;
2. Have your engine serviced at the manufacturer's recommended service intervals;
3. Consider giving your vehicle a run on the motorway before the inspection;

This should ensure that the engine operates at higher than normal revs (and the catalytic converter if fitted), is hot and working efficiently. This should help to clean out and burn off any accumulated emission deposits within the exhaust system.

Remember: Emission problems are not only limited to private hire and hackney carriage vehicles. Problems are encountered with other fleets that operate under similar working conditions.



## Appendix C

### Petrol Emissions

You need to inspect MIL fitted to

- petrol vehicles with 4 or more wheels, not more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2003
- petrol vehicles with 4 or more wheels, more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2008
- gas and bi-fuel vehicles with 4 or more wheels, not more than 8 passenger seats in addition to the driver's seat and first used on or after 1 July 2008

### Compression ignition engine emissions

- Exhaust emission control equipment
- You only need to check components that are visible and identifiable, such as diesel oxidation catalysts, diesel particulate filters, exhaust gas recirculation valves and selective catalytic reduction valves.
- If a diesel particulate filter has clearly been cut open and re-welded, you should reject it unless the vehicle presenter can show evidence that there was a valid reason to cut it open, such as for filter cleaning.

Before the test, check the maximum smoke level limit for the vehicle and enter the required details into the diesel smoke meter.

For vehicles first used before 1 July 2008, the smoke limit is:

- 2.5m-1 for a non-turbocharged engine
- 3.0m-1 for a turbocharged engine
- the level specified on the manufacturer's plate if lower

For vehicles first used between 1 July 2008 and 31 December 2013 the smoke limit is:

- the level specified on the manufacturer's plate
- 1.5m-1 if the manufacturer's plate is not available

For vehicles first used on or after 1 January 2014, the smoke limit is:

- the level specified on the manufacturer's plate
- 0.7m-1 if the manufacturer's plate is not available

Manufacturer's plate means either the VIN plate or a separate plate or sticker, which is likely to be within the engine compartment. The plate or sticker may be marked 24 R followed by a number to indicate the smoke limit (such as 0.24 in the example below). It's usually displayed in a box and often positioned in the bottom right corner of the VIN plate.

0.24

## Appendix D

### Headlamps – Preparation and Maintenance

#### Background

Headlamp aim is by far the most common reason for failure at both the annual and six-month vehicle inspection test:

1. A significant number of vehicles fail due to the headlamps not being matched; for example, one side aimed either high or low, while the other is okay.
2. Of the vehicles failing the test, a significant number would have passed if the headlamp causing the fail had been set to a position that matched the opposite side.
3. The failure rate could be reduced significantly through improved maintenance/ preparation.

#### General checks and tips before the test

##### 1. Is the headlamp free of condensation?

If the beam pattern is blurred and the examiner cannot determine a distinctive cut-off point, this will result in failure.

Try leaving the headlamps on for a short time to 'burn off' condensation.

##### 2. Has the headlamp bulb been changed?

Make sure the bulb is correctly aligned with the location lugs in the headlamp unit. After a bulb has been changed it may be necessary to re-aim the headlamp (a different bulb may alter the headlamp aim). It is recommended to always use good-quality bulbs.

##### 3. Is the headlamp and its internal reflector secure?

Tap the headlamp with your hand and assess if the headlamp unit or the internal reflector is insecure.

##### 4. Is the headlamp reflector corroded or deteriorated?

Have a look through the headlamp glass and replace it if corroded or deteriorated.

##### 5. Is the headlamp adjuster free?

A check of the adjusters (and a drop of penetrating oil) while preparing the vehicle for test can make all the difference.

##### 6. Is the vehicle fitted with headlamps that dip to the right?

Vehicles with UK registration plates should have headlamps that dip to the left to comply with the Road Vehicle Lighting Regulations. However, headlamps that dip to the right are acceptable at test provided beam converters are fitted. Owners normally take vehicles away to have the correct headlamps fitted.

##### 7. General checks before the headlamp aim is checked.

Ensure that the tyre pressures are correct, the suspension is correctly adjusted/ settled/inflated, and always check the headlamp aim in the condition the vehicle will be presented for test.

##### 8. Does the in-cab headlamp adjustment device work?

This device may be used to enable the headlamp alignment criteria to be met; however, both headlamps must comply with the device set in one position.

Applicant: \_\_\_\_\_ PH ☐ HCV ☐ Veh Reg: \_\_\_\_\_ Seats: \_\_\_\_\_

Plate No. \_\_\_\_\_ NEW ☐ 6MTH ☐ RENEW ☐ SPOT ☐ Mileage: \_\_\_\_\_ Colour: \_\_\_\_\_

Page	INSPECTION TYPE	REASON FOR FAILURE – X indicates failure on this item – see inspection manual for full details																	
	BRAKES	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	Service brake performance of footbrake																		
7	Performance of parking brake																		
8	Condition of mechanical brake components																		
9	Condition of brake pipes and hoses																		
10	Condition of servos, exhausters and hydraulic components																		
11	Service brake operation																		
12	Service brake operation - Handbrake																		
13	Anti-lock braking system (ABS)																		
	STEERING	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	Steering linkages																		
15	Steering controls – Steering Wheel																		
16	Steering controls – Steering Column																		
17	Steering Controls – Steering Mechanism																		
18	Steering Controls – Power Steering																		
19	Stub axles, king pin assemblies and wheel bearings																		
	TYRES AND WHEELS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
20	Tyres																		
21	Road Wheels																		
22	Rear hub bearings																		
	UNDERBODY	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
23	Condition of chassis																		
24	Underpanels, sills and body mountings																		
25	Exhaust system																		
26	Engine underparts																		
27	Clutch, gearbox and automatic transmission underparts																		
28	Rear axle																		
29	Propshaft																		
30	Fuel tank and pipelines																		
31/2	Front Suspension																		
33/4	Rear Suspension																		
	ENGINE	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
35	Engine Compartment																		
	LIGHTS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
36/7	Obligatory front & rear side lamps & obligatory fog light																		
38	Obligatory and additional stop lamps																		
39	Obligatory and additional red reflectors																		
40	Obligatory headlamps																		
41	Obligatory headlamps – headlamp aim																		
42	European type headlamp																		
43	British –American type headlamp [dipped beam]																		
44	British –American type headlamp [main beam]																		
45	Direction indicators and hazard warning lamps																		
	ADDITIONAL LIGHTS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
46	Reversing																		
47	Driver Controls																		
	BODYWORK	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
48	Condition of Bodywork																		
49	Condition of paintwork																		
50/1	Doorlocks, Hinges, handles & trim panels																		
52	Boot Lid & Boot compartment																		
53	Window Glass																		
	ADVERTISEMENTS & EXTERNAL FIXINGS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
54/5	Advertisements, Badges, Motifs and Decals (stickers)																		
56	Bumpers and over-riders																		
57	Registration / Licence Plates																		
58	External mirrors																		
	INTERNAL FIXINGS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
59	Passenger Seatbelts																		
60	Headlining																		
61	Interior Fittings [Standard]																		
62	Passenger Seats																		
63	Automatic Door Locking System [ADLS]																		
	METER AND EMISSIONS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
64	Taximeter & Associated Fittings																		
65	Emissions																		
	FIXTURE AND FITTINGS	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
66	Data despatch sys, satnav, two-way radio, hands free mobile equip, add lighting, sound systems, alt seating / carpeting,																		
67	Intercom Systems																		
68	Surveillance Systems																		
	WHEELCHAIR FACILITIES	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
69	Wheelchair Facilities																		
70	Ramp																		
71	Integral Ramp																		
	EMISSIONS REDUCTION SYSTEM	O/S	N/S	Pass	Fail	1	2	3	4	5	6	7	8	9	10	11	12	13	14
72	Euro 3 Equipment																		

Date of 1<sup>st</sup> Test \_\_\_\_\_ Result: PASS ☐ FAIL ☐ Vehicle Examiner Name \_\_\_\_\_

Date of Re-Test \_\_\_\_\_ Result: PASS ☐ FAIL ☐ Vehicle Examiner Name \_\_\_\_\_

Retest (non-pay) YES ☐ List Items. \_\_\_\_\_

Advisory: \_\_\_\_\_

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# REPORT FOR DECISION



<b>DECISION OF:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>18 March 2020</b>
<b>SUBJECT:</b>	<b>Amendment of the Council Constitution –Officer Delegations</b>
<b>REPORT FROM:</b>	<b>The Monitoring Officer</b>
<b>CONTACT OFFICER:</b>	<b>JAYNE HAMMOND – Assistant Director- 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>	This report is to enable the Council to adopt a revised scheme of officer delegations that reflects the recent revisions to the responsibilities of the Chief Officers, following the organisational re-structure of the Council.
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p>Council is recommended to:-</p> <ol style="list-style-type: none"> <li>1) Approve that the Officer Delegations set out in Part 3 of the Council's Constitution be amended in line with Appendix A attached to this report and be adopted with immediate effect.</li> <li>2) Approve that any consequential amendments as a result of Appendix A be made to the Constitution</li> <li>3) Agree that authority be delegated to the Chief Executive and Assistant Director – Legal and Democratic Services to make any further amendments to the scheme that are consequential on the current allocation of service responsibilities being revised.</li> </ol>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	<p>Do the proposals accord with the Policy Framework?</p> <p>The monitoring and amendment of the Constitution is an internal matter and any changes are a Council decision.</p>

<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	<i>This report clearly sets out roles / delegations of specific officers. This is essential to ensure effective governance. There are no financial implications arising from this report.</i>	
<b>Equality/Diversity implications:</b>	<i>None as a result of this report.</i>	
<b>Considered by Monitoring Officer:</b>	Yes  The Council is required to comply with the Local Government Act 2000 and subordinate legislation in the drawing up and subsequent operation of the Constitution. Legislation enables a scheme of delegation to officers. This requires a full review but following the changes of the organisational re-structure of the Council, this is an interim measure to ensure Chief Officers are responsible for appropriate functions.	<b>JH</b>
<b>Wards Affected:</b>	All	
<b>Scrutiny Interest:</b>	None	

**TRACKING/PROCESS** **DIRECTOR: Deputy Chief**  
**Executive/Director of Corporate Core Services**

Joint Executive Team/CCMT	Cabinet Member/Chair Briefed	Ward Members (if necessary)	Partners
Scrutiny Committee	Other Committee	Council	Comms
	<b>Democratic Arrangements 10 March 2020</b>	<b>18 March 2020</b>	

## 1.0 CONTEXT

- 1.1 Section 101 of the Local Government Act 1972 allows the adoption of a scheme of officer delegations to ensure that it is clear that identified Chief Officers have the power to take decisions that are not reserved to elected members.
- 1.2 The management arrangements have changed within the Council, with the reorganisation of the constituent Departments and it has become necessary to amend the scheme of officer delegations, to align relevant powers to act with the appropriate Chief Officers.

- 1.3 Following the report to Cabinet on 13 January 2020, on the Corporate Restructure, the suggested amendments reflect the current management arrangements for the functions of the Council. It is clearly in the interests of certainty and clarity to review and update the scheme in due course but it is necessary now to reflect the new service area arrangements in the interim.

Given the change within the organisation it would also be advisable to have a transitional provision in place and for any further consequential matters, for the Chief Executive to have authority to re-allocate delegated powers to other posts.

- 1.4 This report therefore seeks Council's approval to update the officer delegations and delegate authority to the Chief Executive and Assistant Director – Legal and Democratic Services to make any consequential amendments as a result of the changes to the management arrangements. This delegation is sought in order to make the determination of such matters quicker and more efficient.
- 1.5 A schedule of the changes proposed to the current Officer Delegations is attached at Appendix A. This replacement text and any consequential amendments are to be inserted into the Council's Constitution.
- 1.6 The existing Council's Constitution is available on the Council's external website (<https://www.bury.gov.uk/CHttpHandler.ashx?id=19129&p=0>).

Council is requested to approve the recommendations in this report that:

- 1) the Officer Delegations set out in Part 3 of the Council's Constitution be amended in line with Appendix A attached to this report and be adopted with immediate effect.
- 2) Any consequential amendments as a result of Appendix A be made to the Constitution
- 3) That authority be delegated to the Chief Executive and Assistant Director – Legal and Democratic Services to make any further amendments to the scheme that are consequential on the current allocation of service responsibilities being revised.

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### **List of Background Papers:-**

Revised extracts from the Council Constitution

### **Contact Details:-**

Jayne Hammond  
[j.m.hammond@bury.gov.uk](mailto:j.m.hammond@bury.gov.uk)  
0161 253 5002

## Appendix A

### Amendments to the constitution:

- **Amend Article 11 – Officers (current pages 57 to 63)**
- **Move the parts of the Constitution at Part 3 – Responsibility for Functions and Section 5. Officer Delegation Scheme/General Delegation to Officers/Delegations to specific officers – Pages 92 to 109 - to Article 11 and amend as follows**

## ***ARTICLE 11 – OFFICERS***

### **(a) General**

The full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.

### **(b) Head of Paid Service, Monitoring Officer and Chief Finance Officer.**

The Council will designate the following posts as shown:

<b>Post</b>	<b>Designation</b>
Chief Executive	Head of Paid Service
Assistant Director - Legal and Democratic Services	Monitoring Officer
Joint Chief Finance Officer	Chief Finance Officer as required under Section 151 of the Local Government Act 1972

Such posts will have the functions described in below

### **(C) Structure**

The Head of Paid Service will determine, publicise and amend the officer structure of the Council in accordance with Council and Joint Negotiating Committee (JNC) Conditions of Service and Council and national policies and procedures.



**Functions of the Head of Paid Service**

(a) Discharge of Functions by the Council

The Head of Paid Service will report to the Human Resources and Appeals Panel and/or Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

(b) Restrictions on Functions

The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

**Functions of the Monitoring Officer**

The Monitoring Officer will:-

- (a) maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- (b) after consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council or to the Cabinet in relation to an executive function if (s)he considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- (d) establish and maintain the Council's Register of Interests of Members and Co-opted Members as required by section 29(1) of the Localism Act 2011 and ensure that it is available for inspection and published on the Council's website as required by the Act.
- (e) ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
- (f) advise whether decisions of the Cabinet are in accordance with the Budget and Policy Framework.
- (g) provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and Policy Framework issues to all Councillors.
- (h) The Council has delegated to the Monitoring Officer the following powers to deal with matters of conduct and ethical standards:
  - To act as the Council's Proper Officer to receive complaints that Council Members have failed to comply with the Council's Code of Conduct for Members;

- To determine, after consultation with the Independent Person and in accordance with the Council's arrangements for dealing with complaints, that Council Members have failed to comply with the Council's Code of Conduct for Members whether to reject, informally resolve or investigate a complaint;
- To seek informal resolution of complaints that Council Members have failed to comply with the Council's Code of Conduct for Members wherever practicable;
- To refer decisions dealing with a complaint against a Council Member to the Standards Committee in exceptional circumstances;
- To arrange for the appointment of an Investigating Officer to investigate a complaint where the Monitoring Officer (in consultation with an Independent Person) determines that a complaint merits formal investigation;
- To issue guidance to be followed by an Investigating Officer on the investigation of complaints;
- To confirm, after consultation with an Independent Person and in accordance with the Council's Arrangements, an Investigating Officer's finding of no failure to comply with the Council's Code of Conduct
- Where an Investigating Officer's report finds that the Subject Member has failed to comply with the Council's Code of Conduct for Members, to determine, after consultation with the Independent Person and in accordance with the Council's Arrangements, either to seek a local resolution or to send a matter for local hearing.
- To grant dispensations from section 31(4) of the Localism Act 2011 if, having had regard to all relevant circumstances, the Monitoring Officer:-
  - considers that without the dispensation the number of persons prohibited by section 31(4) of the Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
  - considers that without the dispensation each Member of the Council's Cabinet would be prohibited by section 31(4) of the Localism Act 2011 from participating in any particular business to be transacted by the Executive; or
  - considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.

### **Restrictions on Posts**

The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

## **Functions of the Chief Finance Officer**

### **The Chief Finance Officer will**

- (a) after consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer report to the full Council or to the Cabinet in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- (b) have responsibility for the administration of the financial affairs of the Council.
- (c) contribute to the corporate management of the Council, in particular, through the provision of professional financial advice.
- (d) provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and will support and advise Councillors and officers in their respective roles.
- (e) provide financial information to the media, members of the public and the community.

## **Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer**

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed in accordance with Section 5 of the Local Government and Housing Act 1989 and Section 114 of Local Government Finance Act 1988 respectively.

### **Conduct**

Officers will comply with the Officers' Code of Conduct and Protocol on Officer/Member Relations as set out in Part 5 of this Constitution

### **Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules as set out in Part 4 of this Constitution.

## **SCHEME OF DELEGATION TO OFFICERS**

### **INTRODUCTION**

1. The purpose of this scheme is to provide arrangements for delegations to officers of the Council's executive and non-executive functions.
2. The Scheme of Delegation set out below has been compiled in accordance with Section 101 Local Government Act 1972 and the requirements of the Local Government Act 2000. The designated officers, or those authorised to act in their place, are authorised to discharge the functions delegated to them in this Scheme.
3. The following powers and duties are delegated to the officers named. Subject to any restriction imposed by the Council or Cabinet, those officers can delegate further as appropriate to any officer in his/her Service any power or duty which the Council or Executive has already delegated to them.
4. Notwithstanding any decision of the Council or Cabinet in relation to the delegation of any item to any officers of the Council, that item shall cease to be delegated if that officer has declared a personal or financial interest in that item.

### **PROVISIONS**

1. All officer delegations are to be exercised in accordance with the Constitution, and consistently with the approved Policy and Budgetary Framework.
2. Any delegation to an officer to take action under a particular statutory provision shall be deemed to authorise action under any statutory re-enactment or amendment of that provision, and any statutory regulations, order, or direction made under that provision both before and after the date of this Constitution. References to statutory requirements in this scheme include relevant European legislation and directives as applicable.
3. In deciding whether or not to exercise delegated powers, officers should **always** have regard to the desirability of consulting with the appropriate Cabinet Portfolio Holder or Committee Chair. Officers will always be entitled to refer matters for decision to the Council, the Cabinet or relevant Committee, as appropriate, where they consider it expedient to do so.
4. Significant decisions taken by Officers should be published in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and guidance issued by the Assistant Director- Legal and Democratic Services.

## **GENERAL DELEGATIONS TO OFFICERS**

### **1.0 GENERAL DELEGATION**

- 1.1 The Chief Executive, Directors, Chief Officers or other named officers shall be authorised to carry into effect without reference to the Council or the Leader/Cabinet Member unless referred to the Cabinet by a Cabinet Member, or are matters of day to day management and administration and, in particular, the functions mentioned below.
- 1.2 An officer referred to in 1.1 above shall be empowered to authorise officers in their Departments/Directorates to exercise on their behalf, powers delegated under this scheme and to authorise officers to carry out specific statutory functions under the provisions of relevant legislation
- 1.3 Where an officer referred to in 1.1 above is to be absent for any period, that officer may nominate to the Chief Executive, in writing, another officer to act in that capacity during the period of absence.

### **2.0 FINANCIAL MATTERS**

#### **2.1 Revenue Expenditure**

(a) To incur expenditure in respect of items included in approved revenue budgets, save to the extent to which the Council or the Cabinet has placed a reservation on any such item. Expenditure on any such reserved items may be incurred only when and to the extent that such reservation has been removed.

(b) To incur expenditure within the Revenue Budget in accordance with the virement procedures and delegated limits set out in the Financial Procedure Rules in the Council Constitution.

(c) In an emergency, to incur immediately necessary lawful expenditure which shall be reported to the Chief Executive and Joint Finance Officer at the first opportunity.

#### **2.2 Capital Expenditure**

To incur expenditure on capital schemes in accordance with the arrangements set out in the Financial Procedure Rules in the Council Constitution.

### **3.0 CONTRACT ISSUES**

The following delegations to Officers relating to contracts are contained in the Contract Procedures Rules:

Contract Procedure Rules (CPR), issued in accordance with Section 135 of the 1972 Local Government Act, are intended to promote good procurement practice, public accountability and deter corruption.

Officers responsible for procurement must comply with these rules. They lay down minimum requirements and a more thorough procedure may be appropriate for a particular contract.

For the purposes of these rules, where there is a requirement for communication to be in writing, this shall be deemed to include email and messaging through "The Chest" as well as hard copy.

Key considerations for officers engaged in procuring works, goods and services include:

- Follow the rules if you procure goods or services or arrange building work.
- Seek advice from internal legal, financial and procurement professionals whenever necessary
- Declare any personal financial interest in a contract (corruption is a criminal offence).
- Check whether there is an existing corporate contract or AGMA (Association of Greater Manchester Authorities), CCS (Crown Commercial Services) or other joint procurement framework you can make use of before undertaking a bespoke competitive process. Check with Strategic Procurement if you are unsure.
- Conduct procurement processes via "The Chest", the Council's e-tendering portal.
- Normally allow at least three weeks for submission of bids unless subject to an EU procedure which requires otherwise.
- Keep bids confidential.
- Complete a written contract or Council purchase order before the supply or works begin.
- Agree who will act as contract manager with responsibility for ensuring the contract delivers as intended.
- Keep records of dealings with suppliers.
- Assess each contract afterwards to see how well it met the purchasing need and value for money requirements.

## OFFICER RESPONSIBILITIES

### 1.1 Officers

Officers responsible for procurement or disposal must comply with these Contract Procedure Rules, Financial Regulations, the Code of Conduct and with all UK and EU binding legal requirements.

#### 1.1.2 Officers must:

- Have regard to the procurement guidance (Code of Practice) which can be found on the Council's [intranet](#)
- Check whether a suitable corporate contract or framework exists before seeking to let another contract; where a suitable corporate contract or framework exists, this must be used unless there is an auditable reason not to do so
- Keep the records required by these Rules
- Take all necessary legal, financial and professional procurement advice.

### **1.1.3**

When any employee either of the Council or of a service provider may be affected by any transfer arrangement, Officers must ensure that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) issues are considered and obtain legal and personnel advice before proceeding with inviting Tenders or Quotations.

## **Chief Officers**

### **2.1 Chief Officers must:**

Ensure that their staff comply with these Rules.

Keep registers (to be inspected by the Monitoring Officer or the Section 151 Officer) of contracts completed by signature, rather than by the Council's seal and arrange their safekeeping on Council premises. This may include contracts stored electronically on The Chest.

- 2.3 The Officer must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. It will be for the Officer to prove that anything received was not received corruptly. High standards of conduct are obligatory. Corrupt behaviour will lead to dismissal and is a crime under the Bribery Act 2010.
- 2.4 Officers shall comply with Section 117 of the Local Government Act 1972 in relation to the declaration of interest in contracts.

## **4.0 PERSONNEL ISSUES**

### **4.1 Appointments and Dismissals**

- (a) To make arrangements for the appointment of employees within the approved establishment unless within the responsibility of the Human Resources and Appeals Panel.
- (b) To dismiss employees following consideration of a report thereon by the relevant Director or Chief Officer after consultation with the Head of Human Resources subject to the right of all employees to appeal against dismissal to the Human Resources and Appeals Panel.
- (c) To establish and make appointments to short term temporary posts of less than a year, subject to consultations with:-
  - (i) The Head of Human Resources and
  - (ii) Employees and the relevant trade unions
- (d) To establish and make appointments to longer term temporary posts, where considered necessary but with the establishment of such posts being avoided unless external funding is available, subject to consultations with :-
  - (i) The Head of Human Resources on the proposals prior to implementation; and
  - (ii) Employees and the relevant trade unions.

## **4.2 Establishment**

- (a) To approve honoraria and acting up payments to officers subject to there being budgetary provision and in consultation with the Deputy Chief Executive/Executive Director of Corporate Core Services
- (b) To approve planned overtime payments to officers, subject to there being budgetary provision and in a consultation with the Deputy Chief Executive/Executive Director of Corporate Core Services
- (c) To discipline employees in accordance with procedures approved by the Council.
- (d) To approve, or otherwise, variations of periods of notice to terminate employment.
- (e) To approve the extension of the period of probationary service following sickness.
- (f) To deal with the failure of an employee to observe the conditions of the Sickness Absence Scheme.

## **4.3 Claims for Damages**

To approve, or otherwise, claims for damages to employees' personal effects and clothing in accordance with any approved guidelines and in consultation with the Deputy Chief Executive/Executive Director of Corporate Core Services

## **4.4 Staff Restructures**

To approve the establishment of new posts or restructuring on a minor scale in circumstances where proposals can be contained within existing resources or where external funding is available, subject to:-

- (i) Consultation with the Deputy Chief Executive/Director of Corporate Core Services, and the appropriate Cabinet Member;
- (ii) Consultations with employees and relevant trade unions; and
- (iii) In appropriate circumstances, adherence to the Procedural Agreement relating Departmental Restructurings (Appendix A) to the Local Conditions of Service.

## **5.0 GENERAL MANAGEMENT**

Certain authorised officers are empowered to take samples, carry out inspections, enter premises and generally perform the functions of a duty authorised officer of the Council and to issue any necessary certificates of authority. These will be authorised by the relevant Chief Officer.



Who is responsible	Functions
<b>Chief Executive</b>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:</p> <p>General</p> <p>To undertake all matters associated with the professional and corporate management of the Council.</p> <p>The Chief Executive shall be authorised to :</p> <ol style="list-style-type: none"> <li>1) discharge any council or executive function not otherwise delegated to a Director or Chief Officer, including civic and ceremonial functions of the Council, and to take any action remitted to him/her under corporate policies or this Officer Delegation Scheme.</li> <li>2) exercise any power delegated to any officer at any time when that officer is unable or unwilling to act.</li> <li>3) give a decision on the applicability of any delegated power in any specific case.</li> <li>4) require any officer of the Council to refer a matter to a Committee or the Cabinet for decision notwithstanding the fact that the officer may have delegated authority to deal with that matter.</li> <li>5) Authorise the taking of any necessary action, including the incurring of expenditure in connection with an emergency or disaster in the Borough (Note – this delegation is also exercisable by all Executive Directors)</li> <li>6) determine, in conjunction with the Joint Chief Finance Officer whether representation to the relevant Government Department should be made for activation of the "Bellwin" Scheme of Emergency Financial Assistance to Local Authorities for any expenditure relating to major incidents which occur in the Borough</li> <li>7) deal with matters relating to the development of the Community Strategy and Corporate Plan</li> <li>8) give professional advice to all parties in the decision-making process</li> <li>9) Represent the Council on Partnerships and External Bodies</li> </ol>

	<p>10) implement and initiate change and service delivery across the Council's services</p> <p>11) Carry out record keeping for all the Council's Decisions (together with the Monitoring Officer)</p> <p><b>Specific Functions</b></p> <p>12) Responsible for ensuring the Local Safeguarding Children Board is an effective vehicle for the promotion of child protection and safeguarding of children in the Borough</p> <p>13) To appoint or remove the chair of the Safeguarding Children Board in partnership with Safeguarding Board members and to hold the chair to account for the effective work of the board</p> <p>14) Elections –</p> <p>i) in consultation with the relevant ward councillors and Group Leaders to discharge the function of dividing electoral divisions into polling districts at local government elections and altering such districts and to be responsible for the ongoing review of polling districts, polling places and polling stations between the 4 yearly reviews for parliamentary elections (Sections 18A, 18B and 31 of the Representation of the People Act 1983).</p> <p>ii) to determine fees and conditions for the supply of copies of extracts of elections documents. (Rule 48(3) Local Elections (Principal Areas) Rules 1986 and Rule 48(3) Local Elections (Parishes and Communities) Rules 1986.)</p> <p>15) Economic Development</p> <p>16) Business Engagement</p> <p>17) Regeneration</p> <p>18) Strategic Planning</p> <p>19) Strategic Housing</p> <p>20) Housing Development (including Affordable Housing)</p> <p>21) Lead Chief Executive for Greater Manchester Wider Leadership Team</p> <p>22) Member of Greater Manchester Wider Leadership Team</p>
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	<p>The Chief Executive also has the role of Accountable Officer for Bury NHS Clinical Commissioning Group</p>
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<p><b>Deputy Chief Executive/ Executive Director of Department of Corporate Core Services</b></p>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:</p> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1) The overall direction of all human resource matters.</li> <li>2) The administration and implementation of the Council's organisational, employee development and human resource plans</li> </ol> <p><b>Specific</b></p> <ol style="list-style-type: none"> <li>3) Senior Information Risk Owner</li> <li>4) Adult Learning</li> <li>5) Arts and Museums (Culture and Heritage)</li> <li>6) Archives</li> <li>7) Business Support</li> <li>8) Corporate HR and OD Services</li> <li>9) Corporate Procurement</li> <li>10) Communications, Marketing and Engagement</li> <li>11) Customer Contact (including Patient Liaison Service)</li> <li>12) Corporate Complaints (including Adults and Childrens Complaints)</li> </ol>
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	<ul style="list-style-type: none"> <li>13) Community Safety (Strategic and Operational) Resilience and Emergency Planning</li> <li>14) Democratic Services</li> <li>15) Elections and Electoral Registration</li> <li>16) Equality and Diversity</li> <li>17) Health and Safety</li> <li>18) ICT and Digital Strategy</li> <li>19) Information Governance (including GDPR, Data Protection Officer and Senior Information Reporting Officer)</li> <li>20) Legal Services</li> <li>21) Policy and Reform</li> <li>22) Performance and Intelligence (including Public Health intelligence and Children's data team) Risk Management</li> <li>23) Strategic Partnerships</li> <li>24) Registration Services</li> </ul>
<b>Joint Chief Finance Officer</b>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:</p> <ul style="list-style-type: none"> <li>1) Treasury Management – borrowing and investment</li> <li>2) Financial management, Assurance and Reporting</li> <li>3) Financial Strategy and planning (including development of the Medium Term Financial Strategy)</li> <li>4) Budget Board Governance (including savings tracker and QIPP)</li> <li>5) Debt recovery</li> <li>6) Council tax</li> <li>7) Council tax support and housing benefit rent allowances and rebates</li> <li>8) Discretionary welfare assistance</li> <li>9) National non-domestic rates</li> <li>10) Pay services (Creditor payments/accounts payable/payroll)</li> <li>11) Insurance</li> <li>12) Revenues and Benefits processing and enforcement</li> <li>13) The writing off of debts from £2,001 to £5,000, with the Head of Customer Support and Collections being authorised to write off debts of £2,000 or less</li> </ul>

<b>Executive Director of Children and Young People</b>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;</p> <ol style="list-style-type: none"> <li>1) Adoption</li> <li>2) Corporate Parenting</li> <li>3) Children and Young People in Care</li> <li>4) Children's Social Care</li> <li>5) Children's Safeguarding (including complex safeguarding but other than relating to commissioning) Secure accommodation</li> <li>6) Early Years and school readiness</li> <li>7) Emergency Duty Team</li> <li>8) Youth Offending Team</li> <li>9) Children's Social Care</li> <li>10) MASH</li> <li>11) Emergency Duty Team</li> <li>12) Caldicott Guardian for Childrens Services</li> <li>13) Children's Centres</li> <li>14) Early Help</li> <li>15) Fostering and Adoption Services</li> <li>16) Inclusion/Vulnerable Pupils</li> <li>17) Schools, Academies and Colleges</li> <li>18) Special Educational Needs and Disability</li> <li>19) Additional Needs</li> <li>20) Education Welfare and Children's Psychology Team</li> <li>21) School and College Transport</li> <li>22) School Crossing Patrols</li> <li>23) Youth &amp; Connexions</li> </ol>
<b>Executive Director of Strategic Commissioning</b>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;</p> <ol style="list-style-type: none"> <li>1) Commissioning health and social care , secondary care and community services (with CCG)</li> <li>2) Continuing Health Care/Complex Care (with CCG)</li> <li>3) Transforming Care (with CCG)</li> <li>4) Bury EST</li> <li>5) Safeguarding Adults</li> <li>6) Infection control</li> <li>7) Staying Well Team</li> <li>8) Mortality Service</li> <li>9) Strategic Development Unit (Strategic Planning and Development; Provider Relationship, Reviewing Team)</li> <li>10) Care Homes</li> <li>11) Homelessness and Asylum</li> <li>12) Liaison with Persona and Local Care Organisation for social care operations</li> <li>13) Support at home services</li> <li>14) Adult Health Care</li> <li>15) Substance misuse</li> </ol>

<p><b>Executive Director of Operations</b></p>	<p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;</p> <ol style="list-style-type: none"> <li>1) Environment</li> <li>2) Climate Change</li> <li>3) Street Scene (highways, street lighting, grounds maintenance)</li> <li>4) Parking</li> <li>5) Cleaning and Catering</li> <li>6) Parks and Countryside (including bereavement service)</li> <li>7) Architectural Practice</li> <li>8) Facilities Management</li> <li>9) Lettings and public halls</li> <li>10) Sports and leisure</li> <li>11) Grounds Maintenance</li> <li>12) Engineers – Traffic Management &amp; Transportation</li> <li>13) Asset Management, Infrastructure</li> <li>14) Public Rights of Way</li> <li>15) Street Works and Highway Maintenance</li> <li>16) Street Lighting</li> <li>17) Winter Maintenance</li> <li>18) Transport and Workshop</li> <li>19) Waste Management/Recycling</li> <li>20) Street Cleansing</li> <li>21) Depot/Stores</li> <li>22) Environmental Health and Pest Control</li> <li>23) Licensing – including Safety at Sports Grounds</li> </ol>
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### **Specific Delegations to Specific Officers**

#### **Director of Community Commissioning**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;

- Social Care operations as the Director of Adult Social Services (DASS)
- Learning Disabilities
- Older People's Mental Health,
- Commissioning and Discharge,
- Carers Liaison
- Disability Services and Personalisation
- "Deprivation of Liberty" Safeguards
- Caldicott Guardian

## **Director of Public Health**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;

- Principal adviser for elected members and senior officers on public health matters
- Delivery of the Council duties as to the improvement of health; reducing health inequalities health protection and healthcare public health including but not limited to:
  - Providing information and advice
  - Providing services or facilities designed to promote healthy living
  - Providing assistance to help individuals minimise any risks to health arising from their accommodation or environment
- Provision of expert, objective advice on public health matters to the Council and the Public; to include the Council's public health response as the responsible authority under the Licensing Act 2003
- Ensure plans are in place to protect the health of the local population from threats to health and prevent, as far as possible, threats to health arising
- Discharge the Council's functions in relation to dental public health
- Discharge any functions of the Council in relation to joint working and work with a range of partners to foster improved health and well-being
- Commission mandatory public health services on behalf of the Secretary of State and other prevention and health improvement services that meet the needs of the Council's citizens; address the public health outcomes framework and tackle local priorities as set out in the Health and Wellbeing Strategy
- Have professional responsibility and accountability for the Council's Public Health service with regards to effectiveness, availability and value for money
- Contribute to and influence the work of partners and in particular NHS Commissioners to ensure a whole system approach across the public sector
- Be an active member of the Health and Wellbeing Board, advising and contributing to the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
- Prepare an independent Annual Report on the health of the Council's citizens
- Responsibility for any of the Secretary of State's public health protection or health improvement functions that are delegated to the Council, either by arrangement or under regulations
- To discharge the Council's function under the Healthy Start and Welfare Food Regulations 2005 (as amended) in relation to Healthy Start vitamins where the Council provides or commissions a maternity or child health clinic
- Play a full part in the Council's action to meet the needs of vulnerable children

## Director of Regeneration and Capital Growth

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision;

- Building control
- Development management
- Planning for land use and development
- Enforcement of Planning Control and Planning Appeals
- Heritage
- Estates, property and Asset Management
- Urban renewal,
- Enforced Sales
- Markets

## Assistant Director - Legal and Democratic Services

The Assistant Director - Legal and Democratic Services shall be authorised to act as Solicitor to the Council and to take any action intended to give effect to a decision of the Council, the Cabinet, Overview and Scrutiny Committees, Regulatory Committees/Sub-Committees, or an Officer to discharge any function of the Council in relation to:-

- The duties of the Monitoring Officer
- The making or issuing of orders and notices
- Negotiations prior to commencement and the commencement, defence, withdrawal or settlement of legal or other proceedings.
- The authorisation of Council employees to conduct legal matters in court
- The contractual element of procurement
- Electoral matters
- Land charges
- The registration of births, deaths and marriages and associated functions
- The recording of decisions of the Cabinet and all relevant committees
- Taking any action remitted to him/her under corporate policies and procedures.

## PROPER OFFICERS

1. Legislation requires the Council to appoint specific officers and to identify officers for particular responsibilities.
2. The Chief Executive shall be authorised to act as the Council's Proper Officer for the purpose of any function not otherwise delegated under these arrangements.

Statutory Requirements	Officer Appointed
<a href="#">Section 532 Education Act 1996</a> Chief Education officer	Assistant Director (Education and Inclusion)
<a href="#">Section 18 of the Children Act 2004</a> Requires every top tier local authority to appoint a Director of Children's Services	Executive Director of Children and Young People
<a href="#">Section 6 Local Authority Social Services Act 1970</a> Director of Adult Social Services	Director of Community Commissioning



<a href="#">Section 151 Local Government Act 1972</a> Responsibility for financial administration	Joint Chief Finance Officer
<a href="#">Section 4 Local Government and Housing Act 1989</a> Head of Paid Service	Chief Executive
<a href="#">Section 5 Local Government and Housing Act 1989</a> Monitoring Officer	Assistant Director - Legal and Democratic Services
<a href="#">Director of Public Health</a>	Director of Public Health
<a href="#">General Data Protection Regulations</a> Data Protection Officer	Head of Legal Services

The officers specified in the following table are appointed Proper Officer for the purpose of the respective functions specified:

## Registration Service Act 1953

Reference	Description	Proper Officer
S3, 9,13 & 20	Registration of Births, Deaths and Marriages	Assistant Director – Legal and Democratic Services

## Local Government Act 1972

Reference	Description	Proper Officer
S 83	Witness and receipt of declaration and acceptance of office	Chief Executive
S 84	Receipt of written notice of resignation of office	Chief Executive
S 88(2)	Convening of meeting of the Council to fill a casual vacancy in the office of Chair of the Council	Chief Executive
S 89(1)(b)	Receipt of notice of casual vacancy in the office of Councillor from two local government electors	Chief Executive
S 100B	Exclusion of parts from reports open to inspection	Assistant Director – Legal and Democratic
S 100C(2)	Responsibility to prepare a written summary of those parts of the committee proceedings which disclose exempt information	Assistant Director – Legal and Democratic Services
S 100D	Responsibility for identifying background papers and compiling list of such documents	For each report, the officer named in it as the responsible officer
S 100F(2)	Decision to exclude from production to Members documents disclosing	Chief Executive

	exempt information	
S 115	Responsibility for receipt of money due from officers	Joint Chief Finance Director
S 146(1)	Authorisation to produce a declarations and certificates with regard to securities	Joint Chief Finance Director
S 191	Functions with regard to Ordnance Survey	Executive Director Operations.
S 210	Officer in whom power in respect of a charity will vest as at 1 April 1974	Assistant Director – Legal and Democratic Services
S 225(1)	Deposit of documents and giving of acknowledgements or receipts.	Assistant Director – Legal and Democratic Services
S 229	Certification of photographic copies of	Assistant Director – Legal and Democratic Services
S 234(1)	Authentication of documents	Assistant Director – Legal and Democratic Services
S 238	Certification of byelaws	Assistant Director- Legal and Democratic Services
Para 4(2)(b) of Part 1 of Schedule 12	Officer who may sign a summons to council meetings	Chief Executive
Para 4(3) of Part 1 of Schedule 12	Receipt of notices from Members regarding address to which a summons to a meeting is to be sent	Chief Executive

**Local Government Act 1974**

<b>Reference</b>	<b>Description</b>	<b><i>Proper Officer</i></b>
S 30 (5)	Publication of notice of Local Commissioner's report on investigation of a complaint	Assistant Director – Legal and Democratic Services

**Local Government (Miscellaneous Provisions) Act 1976**

<b>Reference</b>	<b>Description</b>	<b><i>Proper Officer</i></b>
S 41	Certification of copies of resolutions, minutes and other documents	Assistant Director – Legal and Democratic Services

**Rates Act 1984**

<b>Reference</b>	<b>Description</b>	<b><i>Proper Officer</i></b>
S 7	Certification of rate	Joint Chief Finance Officer

**Local Government and Housing Act 1989**

<b>Reference</b>	<b>Description</b>	<b><i>Proper Officer</i></b>
S 2	Preparation of list of politically restricted posts	Deputy Chief Executive

S 15, 16, 17

Receipt of notices relating  
to political groups

Chief Executive

**Local Government (Committees and Political Groups) Regulations 1990**

<b>Reference</b>	<b>Description</b>	<b>Proper Officer</b>
<i>S 8 (1) and (5)</i>	Receipt of notice of constitution of a political group, or the change of name of a political group	Chief Executive
<i>S 9 and 10</i>	Receipt of notice of Councillor's membership of, or cessation of membership of, a political group	Chief Executive
<i>S 13</i>	Officer to whom the wishes of a political group are expressed	Chief Executive
<i>S 14</i>	Responsibility for notifying a political group about allocations and vacations of seats	Chief Executive

**The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012**

<b>Reference</b>	<b>Description</b>	<b>Proper Officer</b>
<i>Reg 5 (2)(3)and (4)</i>	Responsibility to produce a notice giving 28 days' notice of its intention to hold a meeting in private.	Assistant Director – Legal and Democratic Services
<i>Reg 5 (6)and (7)</i>	Responsibility to gain approval from the Chair of Scrutiny Committee to the consideration of an item in private where notice in accordance with Regulation 5 (2) was not practical and the publication of the notice thereafter.	Assistant Director – Legal and Democratic Services
<i>Reg 6</i>	Responsibility for giving notice of the time and place of a public meeting.	Assistant Director – Legal and Democratic Services
<i>Reg 7</i>	Responsibility to ensure that certain copy documents are available for public inspection	Assistant Director – Legal and Democratic Services
<i>Reg 9 (1), (2) and (3)</i>	Responsibility to produce a notice giving 28 days' notice of its intention to take a key decision.	Assistant Director – Legal and Democratic Services
<i>Reg 10</i>	Responsibility to inform the Chair of Scrutiny Committee of the intention to take a key decision where notice in	Assistant Director – Legal and Democratic Services

	accordance with Regulation 9 was not practical and the publication of the notice thereafter.	
<i>Reg 11</i>	Responsibility for dealing with cases of special urgency.	Assistant Director – Legal and Democratic Services
<i>Reg 12</i>	Responsibility for the recording of executive decisions taken at meetings	Assistant Director – Legal and Democratic Services
<i>Reg 13(1), (2) and (3) and Reg 14</i>	Responsibility for the recording of executive decisions taken by individual members	Assistant Director – Legal and Democratic Services
<i>Reg 13 (4) and Reg 14</i>	Responsibility for the recording of executive decisions taken by Officers	Relevant Corporate Director
<i>Regs 15 and 21</i>	Responsibility for ensuring that background papers are available for inspection	Assistant Director – Legal and Democratic Services
<i>Reg 20</i>	Officer who may form an opinion as to whether a document contains or is likely to contain information confidential information, exempt information or the advice of a political advisor or assistant	Assistant Director – Legal and Democratic Services

### **The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000**

<b>Reference</b>	<b>Description</b>	<b>Proper Officer</b>
<i>Reg 4</i>	Publication of the number that is equal to 5 per cent of the number of local government electors for the authority's area	Democratic Services Manager

### **The Local Authorities (Standing Orders) (England) Regulations 2001**

<b>Section</b>	<b>Description</b>	<b>Proper Officer</b>
<i>Reg 3 &amp; 4 and Schedule 1</i>	Officer for receiving notification of proposed appointment of certain officers, notifying executive members of that proposed appointment and for receiving and notifying of objections to the proposed appointment.	Chief Executive

The Chief Executive is the  
Proper Officer unless  
otherwise determined in  
the Officer Employment  
Procedure Rules set out in  
Part 4 of the Constitution

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# REPORT FOR DECISION



<b>Agenda Item</b>	
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<b>DECISION OF:</b>	<b>DEMOCRATIC ARRANGEMENTS FORUM THE COUNCIL</b>
<b>DATE:</b>	<b>09 March 2020 18 March 2020</b>
<b>SUBJECT:</b>	<b>TIMETABLE OF MEETINGS 2020/21</b>
<b>REPORT FROM:</b>	<b>Leader of Council</b>
<b>CONTACT OFFICER:</b>	<b>Julie Gallagher –Democratic Services Manager</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>	To consider the meeting arrangements and agree the Timetable of Meetings for the 2020/2021 Municipal Year as set out in Appendix A, and in accordance with the Council Constitution.
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p>1. That the timetable of meetings for the 2020/2021 Municipal Year, as set out, be approved. (Recommended Option)</p> <p>2. To consider alternative meeting arrangements.</p>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework? <b>Yes</b> No
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	There are no additional costs inherent in these proposals. The costs of meetings will be met from within existing resources.
<b>Equality/Diversity implications:</b>	<p>Yes✓</p> <p>The draft Timetable of meetings takes account of the principal Holy Days in the Christian, Jewish and Muslim Faiths.</p>

<b>Considered by Monitoring Officer:</b>	Yes. These proposals comply with the Council Constitution
<b>Wards Affected:</b>	All
<b>Scrutiny Interest:</b>	Overview and Scrutiny Committee

**TRACKING/PROCESS****DIRECTOR:**

Chief Executive/ JET	Cabinet Member/Chair	Ward Members	Partners
Pre-Jet Governance 02.03.2020			
Scrutiny Committee	Cabinet/Committee	Council	
		18.03.2020	

**1.0 ISSUES**

- 1.1 Consultations on the operation of the current year's meeting arrangements have identified general satisfaction with no adverse comments received.
- 1.2 Specific regard in the 2020/2021 Timetable has been taken of:-
- Principal religious holy days in the Christian, Jewish and Muslim Calendars
  - Political Party Conferences
  - School holidays
  - A summer Recess during August
  - Elected Member Training

**2.0 CONCLUSION**

- 2.1 Democratic Arrangements Forum is recommended to approve the attached Timetable, with or without amendments, for onward submission to Full Council on 18 March 2020.

**COUNCILLOR D JONES**  
**Leader of the Council**

**List of Background Papers:-**

None

**Contact Details:-**

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## BURY COUNCIL TIMETABLE OF MEETINGS

### CYCLE 1 – MAY/JUNE

Julie  
Chloe

Michael  
Andrea

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comment
May	Mon	4	Strategic Commissioning Board Briefing / Development Session MC	16:30			Ramadan begins, 24/04/20 – 23/05/20
	Tues	5					
	Wed	6					
	Thurs	7	Local Elections				
	Mon	11					
	Tues	12					
	Wed	13					
	Thurs	14	New Member Induction	16.00			
	Mon	18					
	Tues	19					
	Wed	20	Annual Council	14:00	Mayor Making	16:00	
	Thurs	21					
	Mon	25	Public Holiday				Summer Half-Term Break
	Tues	26	Planning Control Committee	19:00			
	Wed	27	Member Development	18:00			
	Thurs	28	Health Scrutiny Committee – Informal Meeting	19.00			
June	Mon	1	Strategic Commissioning Board (Formal Meeting)				
	Tues	2	Audit Committee	19:00			
	Wed	3	Overview and Scrutiny Committee – Informal Meeting				
	Thurs	4	Licensing and Safety Panel	13:00			
	Mon	8					
	Tues	9	Corporate Parenting Board	17:00			
	Wed	10	<b>CABINET</b>	18:00			
	Thurs	11	JCC Corporate	17:00			
	Mon	15	Member training	14:30	Member Training	17:30	
	Tues	16	Youth Cabinet	17:00			
	Wed	17					

	Thurs	18	JCC Teachers	18:00			
	Mon	22					
	Tues	23	Planning	19:00			
	Wed	24	Health & Wellbeing Board	18:00	Licensing and Safety Panel Sub-Committee	13:00	
	Thurs	25	Mock Council Training	18:00	HRA	13:00	

## TIMETABLE OF MEETINGS

### CYCLE 2 – JULY – SEPTEMBER

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
	Mon	29					LGA Conference
	Tues	30					
<b>July</b>	Wed	1	Standards Committee	18:00			
	Thurs	2	Health Scrutiny Committee	19:00			
	Mon	6	Strategic Commissioning Board  (Briefing / Development Session)				
	Tues	7	Safeguarding Sub-Committee	17:30			
	Wed	8	COUNCIL	19:00			
	Thurs	9					
	Mon	13					
	Tues	14	Overview and Scrutiny Committee	19:00			
	Wed	15	Audit Committee	19:00			
	Thurs	16	Corporate Parenting Board	17:00			
	Mon	20					Schools' Summer Break
	Tues	21	Health & Wellbeing Board	18:00			
	Wed	22					
	Thurs	23	Licensing and Safety Panel	19:00			
	Mon	27					
	Tues	28	Planning Control Committee	19:00			
	Wed	29	<b>CABINET</b>	18:00			
	Thurs	30	HRA	13:00			
<b>Aug</b>	Mon	3	Strategic Commissioning Board (Formal Meeting)	16:30		Summer Meeting Recess	

	Tues	4				No Meeting s to be held during recess without approval from the Leader of the Council	
	Wed	5					
	Thurs	6					
	Mon	10					
	Tues	11					
	Wed	12					
	Thurs	13					
	Mon	17					
	Tues	18					
	Wed	19					
	Thurs	20					
	Mon	24					
	Tues	25					
	Wed	26					
	Thurs	27					
	Mon	31	Public Holiday				

## CYCLE 3 – SEPTEMBER – NOVEMBER

Mont h	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
<b>Sept</b>	Tues	1	JCC Corporate	17.00			
	Wed	2	<b>CABINET</b>	<b>18.00</b>			
	Thurs	3	Licensing & Safety Panel	13.00			
	Mon	7	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	8	Planning Control Committee	19.00			
	Wed	9	<b>COUNCIL</b>	<b>19.00</b>			
	Thurs	10					
	Mon	14	Member Development	18.00			
	Tues	15			Corporate Parenting Board	17.00	
	Wed	16	Member Training –Visit	9.30am	Overview & Scrutiny Committee	19.00	
	Thurs	17	Youth Cabinet	17.00			
	Mon	21	HRA	13:00			Labour Party Conference 19-23 (Liverpool)
	Tues	22					
	Wed	23					
	Thurs	24	Licensing & Safety Panel Sub-Committee	13.00	Health Scrutiny Committee	19.00	
	Mon	28					Jewish Holy Day - Yom Kippur
	Tues	29	Audit Committee	19.00			Lib Dem Party Conference 26-29 (Brighton)
	Wed	30	Health & Wellbeing Board	18.00			
<b>Oct</b>	Thurs	1	Safeguarding Sub-Committee	17.30			
	Mon	5	Strategic Commissioning Board (Formal Meeting)	16:30			Conservative Party Conference 4-7 (Birmingham)
	Tues	6	Planning Control Committee	19.00			
	Wed	7					
	Thurs	8					
	Mon	12	Standards Committee	18:00			
	Tues	13					

	Wed	14	<b>CABINET</b>	<b>18.00</b>			
	Thurs	15	Licensing & Safety Panel	19.00			
	Mon	19					
	Tues	20					
	Wed	21					
	Thurs	22	HRA	13.00			
	Mon	26					Half Term
	Tues	27					
	Wed	28					
	Thurs	29					

## CYCLE 4 – NOVEMBER/DECEMBER

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
<b>Nov</b>	Mon	2	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	3	JCC Teachers	18.00			
	Wed	4	Youth Cabinet	17.00	Licensing & Safety Panel Sub-Committee	13.00	
	Thurs	5	Health Scrutiny Committee	19.00			
	Mon	9					
	Tues	10	Planning Control Committee	19.00			
	Wed	11	<b>CABINET</b>	18:00			
	Thurs	12	Corporate JCC	17:00			
	Mon	16	Labour Group Meeting	19.00			
	Tues	17			Corporate Parenting Board	17.00	
	Wed	18	Health & Wellbeing Board	18.00			
	Thurs	19	Overview & Scrutiny Committee	19.00	HRA	13.00	
	Mon	23					
	Tues	24					
	Wed	25	<b>COUNCIL</b>	<b>19.00</b>			
	Thurs	26	Licensing & Safety Panel	13.00			
	Mon	30					
<b>Dec</b>	Tues	1					
	Wed	2					
	Thurs	3					
	Mon	7	Strategic Commissioning Board (Formal Meeting)	16:30			
	Tues	8	Youth Cabinet	17.00			
	Wed	9	<b>CABINET</b>	<b>18.00</b>			
	Thurs	10	HRA	13.00			
	Mon	14					
	Tues	15	Planning Control Committee	19.00			

Wed	16	Licensing & Safety Panel Sub-Committee	13.00			
Thurs	17					
Mon	21					Schools' Winter break
Tues	22					
Wed	23					
Thurs	24					
Mon	28	Public Holiday				
Tues	29					
Wed	30					
Thurs	31					

## TIMETABLE OF MEETINGS

### CYCLE 5 – JANUARY/FEBRUARY

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Jan	Mon	4	Strategic Commissioning Board  (Briefing / Development Session)	16:30			
	Tues	5					
	Wed	6					
	Thurs	7	Licensing & Safety Panel	13.00			
	Mon	11	Member Development Group	18:00			
	Tues	12	Safeguarding Sub-Committee	17:30			
	Wed	13	Standards Committee	18:00			
	Thurs	14	Health Scrutiny Committee	19.00			
	Mon	18					
	Tues	19	Planning Control Committee	19:00			
	Wed	20	<b>CABINET</b>	18.00			
	Thurs	21	Health & Wellbeing Board	18.00			
	Mon	25	Audit Committee	19.00			
	Tues	26	Overview & Scrutiny Committee (Budget)	17.30	Licensing & Safety Panel Sub-Committee	13.00	
	Wed	27	JCC Corporate (Budget)	16.00	JCC Teachers (Budget)	18:00	

	Thurs	28	HRA	13:00	Holocaust Memorial Service – Potential Date		
<b>Feb</b>	Mon	1	Strategic Commissioning Board (Formal Meeting)	16:30			
	Tues	2	Corporate Parenting Board	17.00			
	Wed	3					
	Thurs	4					
	Mon	8	Youth Cabinet	17.00			
	Tues	9					
	Wed	10	<b>Cabinet (Budget)</b>	17:30	<b>COUNCIL (Budget)</b>	<b>19.00</b>	
	Thurs	11					
	Mon	15					Half term
	Tues	16					
	Wed	17					
	Thurs	18					
	Mon	22					
	Tues	23	Planning Control Committee	19:00			
	Wed	24	Overview & Scrutiny Committee	19:00			
	Thurs	25	HRA	13.00			



<b>CYCLE 6 – MARCH – MAY</b>							
<b>Month</b>	<b>Day</b>	<b>Date</b>	<b>Meeting 1</b>	<b>Time</b>	<b>Meeting 2</b>	<b>Time</b>	<b>Comments</b>
<b>March</b>	Mon	1	Strategic Commissioning Board  (Briefing / Development Session)	16:30			
	Tues	2	Health Scrutiny Committee	19.00			
	Wed	3	JCC Teachers	18.00			
	Thurs	4	Licensing & Safety Panel	19.00			
	Mon	8					
	Tues	9	JCC Corporate	17:00			
	Wed	10					
	Thurs	11	Standards Committee	18:00			
	Mon	15					
	Tues	16	Member Development Group	18.00			
	Wed	17	<b>COUNCIL</b>	<b>19.00</b>			
	Thurs	18					
	Mon	22					
	Tues	23	Planning Control Committee	19.00			
	Wed	24	<b>CABINET</b>	18.00			
	Thurs	25	HRA	13.00			
	Mon	29					
	Tues	30	Overview & Scrutiny Committee	19.00	Corporate Parenting Board	17.00	
	Wed	31					
<b>April</b>	Thurs	1					
	Mon	5	Public Holiday				Easter Holidays
	Tues	6					
	Wed	7					
	Thurs	8	Safeguarding Sub-Committee	17.30			
	Mon	12					
	Tues	13					
	Wed	14	Health & Wellbeing Board	18.00			
	Thurs	15					
	Mon	19	Youth Cabinet	17.00			
	Tues	20	Planning Control Committee	19.00			
	Wed	21	<b>CABINET</b>	<b>18.00</b>			
	Thurs	22	Licensing & Safety Panel	19.00			
	Mon	26					
	Tues	27	Health Scrutiny Committee	19.00			
	Wed	28					
	Thurs	29	HRA	13.00			
<b>May</b>	Mon	3	Public Holiday				
	Tues	4					
	Wed	5					
	Thurs	6	Local Elections				

	Mon	10					
	Tues	11					
	Wed	12					
	Thurs	13					

**Note: Mayor Making/Annual Council –**

# REPORT FOR DECISION



<b>DECISION OF:</b>	<b>Council</b>
<b>DATE:</b>	<b>18 March 2020</b>
<b>SUBJECT:</b>	<b>Local Government Boundary Commission Review 2020</b>
<b>REPORT FROM:</b>	<b>Councillor Jane Black Cabinet Member for Corporate Affairs and HR</b>
<b>CONTACT OFFICER:</b>	<b>Marcus Connor Head of Electoral Services and Governance</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>The Local Government Boundary Commission has determined to conduct a review of Bury Council's wards in accordance with their selection criteria.</p> <p>Bury Council is required to submit its evidence for the preliminary part of the review by 7 May 2020. Council is asked to delegate authority to Bury's Boundary Commission Member Working Group to approve Bury's submission as part of the preliminary part of the review.</p>
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p>Option 1: Council is asked to delegate authority to Bury's Boundary Commission Member Working Group to approve Bury's submission as part of the preliminary part of the review.</p> <p>Option 2: There are no other Council meetings between now and the fixed submission deadline of 7 May 2020. Therefore, in order to meet this deadline and obtain</p>

	<p>approval for the submission, an additional Council meeting would have to be convened.</p> <p>Council are asked to support Option 1.</p>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework? Yes
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	There are no financial implications arising from this proposal.
<b>Equality/Diversity implications:</b>	At the present time there are no equality or diversity implications.
<b>Considered by Monitoring Officer:</b>	The Council's Constitution states that decisions regarding district boundaries, Wards and Polling Districts can only be made by Full Council. This report asks Full Council to delegate authority to approve Bury's submission to the planned boundary review, to the Member Working Group. JW
<b>Wards Affected:</b>	All
<b>Scrutiny Interest:</b>	Overview and Scrutiny Committee

**TRACKING/PROCESS****DIRECTOR:**

Joint Executive Team/CCMT	Cabinet Member/Chair Briefed	Ward Members (if necessary)	Partners
Scrutiny Committee	Other Committee	Council	Comms

**1.0 BACKGROUND**

1.1 The Local Governance Boundary Commission (LGBC) for England can chose to conduct an electoral review either:

- 1) at the request of the local authority
- 2) if the local authority meetings the Commission's intervention criteria of:
  - a) one ward has an electorate of +/-30% from the average electorate of the authority;

b) if 30% of all wards have an electorate of +/-10% from the average electorate for the authority.

- 1.2 The review will involve the examination of a council's electoral arrangements:
- the total number of councillors elected to the local authority;
  - the number and boundaries of wards or divisions for the purposes of the election of councillors;
  - the number of councillors for any ward or division of a local authority; and
  - the name of any ward or division.

- 1.3 The review will involve six steps:

- 1) Preliminary Stage – collection of data from the local authority on electoral forecasts, meetings with councillors, officers and group leaders;
- 2) Council numbers – LGBC's decision on the number of councillors required based on information submitted by the local authority;
- 3) Warding or Division Arrangements – consultation with the public
- 4) Draft Recommendations – using information from the public consultation this will produce draft recommendations on boundaries, number of wards, number of councillors, etc.;
- 5) Final Recommendations – determined by the LGBC based on information collected during the review;
- 6) Parliamentary Scrutiny – to agree or reject the final recommendations

- 1.4 Bury is at the start of this process, with a draft council size submission required by the 20 April 2020 and a final submission required by 7 May 2020.

- 1.5 To oversee this work, Bury has established a cross party, Boundary Commission Member Working Group comprising of the four party leaders in the borough, with support from senior officers in legal, policy and electoral services.

- 1.6 The first meeting of the group was held on the 4 March 2019, and there was consensus that in order to progress this work effectively and meet the deadlines set by the LGBC Council be asked to delegate authority to them to approve Bury's preliminary submission.

## **2.0 ISSUES**

- 2.1 Progress on this work has been delayed locally by the demands of the unexpected General Election in December 2019.

- 2.2 Formal requests to extend Bury's deadline have been declined by the LGBC, therefore, in order to maximise the time available to collate a satisfactory submission, the working group were in agreement that they be given delegated authority to approve Bury's submission.

## **3.0 CONCLUSION**

- 3.1 Council is asked to consider this report and the two options below:

Option 1: Council is asked to delegate authority to Bury's Boundary Commission Member Working Group to approve Bury's submission as part of the preliminary part of the review.

Option 2: There are no other Council meetings between now and the fixed submission deadline of 7 May 2020. Therefore, in order to meet this deadline and obtain approval for the submission, an additional Council meeting would have to be convened.

- 3.2 Council is asked to support Option 1 and give delegated authority to the Boundary Commission Member Working Group to approve the council's submission.

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### **List of Background Papers:-**

None.

### **Contact Details:-**

Marcus Connor  
Head of Electoral Services and Governance

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**Public Questions**

1. In a recent hustings held at Manchester Metropolitan University for Greater Manchester mayoral candidates, in reference Bury's proposals as part of the Greater Manchester Spatial Framework, the current mayor Andy Burnham said:

"I think there needs to be changes in Bury, by the way when I said I want to see that 10% reduction I am very much thinking of Bury in that because the plan isn't right for Bury at the moment"

When referring to the 10% reduction Mr Burnham meant overall reduction in greenbelt used as part of the GMSF IN Greater Manchester as a whole.

What do the Council think Mr Burnham meant by his statement and isn't this exactly what Bury Folk Keep it Green have been telling the Council for a number of years now?

**Carol Birchmore**

**Unfortunately it would not be appropriate for me to speculate as what Mr Burnham means in his reference to Bury in the context of the GMSF.**

**What I can say is that work is continuing on the GMSF, including the extensive evidence that is needed to support its final content. At this stage we are simply not in a position to say what that final content will look like and we cannot pre-determine what the evidence will tell us in due course.**

**I can also say, as I have said all along, that this Council will only support a plan that guarantees that the essential infrastructure needed to accommodate our housing targets will be provided as part of the proposals.**

2. What progress, if any has been made in securing a new leisure centre for Radcliffe? What timescales are in place to complete the project?

Supplementary question would be:

Have funds have been put aside for its completion?

**Gareth Staple Jones**

**The Council remains committed to developing options for a new leisure facility in Radcliffe subject to a sustainable business case. A new 'Bury Moving' strategy has been developed that will underpin any future leisure and wellness provision.**

**A Consultants (Deloitte) are also currently progressing the preparation of a Strategic Regeneration Framework (SRF) for Radcliffe following their appointment in January 2020.**

**The SRF comprises an important part of the wider Bury 2030 Strategy and will provide both the overarching vision and key vehicle for the delivery of the Council's continued ambitions to regenerate Radcliffe. It will provide a framework and coordinated delivery plan to drive forward the sustainable and managed regeneration of the Radcliffe Township over the next 10 to 15 years.**

**Leisure provision will be considered as part of the SRF and we should have a better idea of what can be achieved later in 2020.**

#### **Supplementary**

**Funding has not yet been identified for a new leisure facility. This will depend on the longer term sustainability and business case for a leisure provision that is also being progress during 2020. It is still too early to say what leisure provision could be provided.**

3. Maintained nursery schools like Hoyle Nursery in Moorside are reliant on supplementary funding from the Government because of the extra costs they incur from things like the requirement to hire qualified teachers and the support they provide to children with SEND; a higher proportion of whom attend maintained nurseries. That supplementary funding - extended last year thanks to fierce lobbying, including by our own former MP - will soon run out. Last week's Budget was the Government's chance to provide a long-term funding settlement for our nurseries. It did not do so. Tens of thousands of children in Bury and across the country could lose their place in early education if these nurseries are forced to close. Can the Cabinet Member for Children's Services update us on the situation and what the council can do in the absence of Government action?"

**Kevin Peel**

**I can confirm this matter is raised at each meeting with the DfE by the LA given the uncertainty due to the Maintained Nursery School (MNS) funding protection that was initially suggested to cease after 2019/20. Thankfully the DfE have extended the protection into 2020/21 and they are considering the future funding.**

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Q.	Party	Question	
1.	<b>Labour</b>  <b>Cllr Quinn</b>	Can the Leader provide an update on the substantial investment that is being made in resurfacing roads across our borough?	<b>Councillor Charlotte Morris</b>
		<p><b>The first £10m tranche of highway maintenance investment is projected to be fully delivered by April 2020, at which point we will have resurfaced approximately 21km of road and repaired in the region of 30,000 potholes over a 3 year period.</b></p> <p><b>The Council recently announced a second £10m tranche of highway maintenance investment which will be delivered from April 2020 to March 2023. This investment will be split £4.5m for road resurfacing, £3m for preventative maintenance, such as surface dressing and micro asphalts, and £2.5m for pothole repairs and patching works.</b></p> <p><b>Supplementary :</b> <b>Residents in Elton frequently raise the issues of road surfaces with myself and my colleagues Cllr Hayes and Cllr Southworth, notably residents on or around Woodhill Road and Walshaw Road.</b></p> <p><b>Am I correct in thinking that while the £10 million that is being invested by Labour in Bury, this local authority has been underfunded to the tune of £40 million thanks to this Conservative government and that if we hadn't been denied this much-needed funding, we could be going further and faster with our road repair programme?</b></p> <p><b>Our Highway is valued at roughly £900 million. Based upon recent data, we estimate that the cost to keep the roads alone to the current standard would be approximately £8-12million p.a. The funding that we receive from government falls well below this amount.</b></p>	
2	<b>Labour</b>  <b>Councillor Simpson</b>	Can you leader give me an update on the Coronavirus and if our system is robust enough to deal with lots of health and social care staff being absent at the same time?	<b>Councillor Claire Cummins</b>
		<b>Cobra met on the 12<sup>th</sup> March and announced that the UK risk level has been raised from medium to high and that the government has moved from the 'Contain' phase of the national coronavirus plan to the 'Delay' stage of the plan. One of the aims of the Delay Phase is to allow more time for the health and social care system to prepare and also to moderate the rate at which people become ill to avoid overwhelming the system. In Bury, preparations and planning for the</b>	

		<p><b>epidemic are well underway and being coordinated through the Borough Coordinating Group. The health &amp; care system has undertaken scenario testing and is beginning to activate business continuity plans which involve identifying which elements of elective care and non –urgent business can be postponed and how staff can be re-deployed to cover staff sickness in critical areas.</b></p> <p><b>In light of a greater understanding of the virus gained during the contain phase, anyone who develop symptoms (high temperature or new continuous cough) now only need to self-isolate on the onset of symptoms and for 7 days (unless they become more ill). This will serve to reduce the level of staff sickness absence overall. This is no doubt going to be a challenging time for our services but all practical steps possible are being taken to manage the situation.</b></p>	
<b>3</b>	<b>Conservative</b> <b>Cllr Tariq</b>	Does the Leader agree with Ofsted’s Director for the North West that ‘Bury has seen a marked decline in standards over time’?	<b>Councillor Hurst</b>
		<p><b>I think that the Council would agree that the performance of some schools in recent years, most notably a number of secondary schools, has not been as good as we would expect. The Council is working hard to provide leadership with; school leaders, Governing Bodies and Multi Academy Trusts, supported by school improvement activity drawn from a variety of sources. The Council has brokered support in a number of schools, support which is having an impact in improving outcomes for children and young people. The Council, through its overview and scrutiny committee, has also increased its level of oversight and challenge. All of this is having a positive impact, as illustrated by a number of positive Ofsted inspection outcomes achieved since the start of the current academic year</b></p>	
<b>4</b>	<b>Labour</b> <b>Cllr Tariq</b>	How is Bury Council and CCG taking forward the co-production of services with parents, carers, young people and children which has been identified as a key priority following Ofsted/CQC visit to Bury and is in our SEND action plan.	
		<p><b>A Co-Production event is taking place on March 31st with over 70 attendees from parents and young people as well as managers from the local authority and CCG with responsibility for SEND services. The day is run by Rotherham Parent Care Forum which is recognised nationally as a best practice model for co-production of services with parents and children.</b></p>	



<b>5</b>	<b>Labour</b> <b>Councillor Simpson</b>	Can the leader give an update on the intermediate care consultation and what this means for residents in need of additional support?	<b>Councillor Mortenson</b>
		<p><b>At present there is no consultation on Intermediate Care.</b></p> <p><b>We are currently growing our Intermediate Care Services as part of Bury's plans to transform its health and care services.</b></p> <p><b>This transformation will see more people benefit from a service that responds rapidly to urgent health and care need in the community, eventually we expect to see up to 250 people per month benefit from this expanded service. This service has already started, it is already supporting twice as many people as it was last year and continues to grow.</b></p> <p><b>We are also setting up a new therapy led intermediate care at home service that will see over 1000 people per year benefit from a short period of occupational and physiotherapy in their own home to support them recover their abilities following illness, we hope this will start in April.</b></p> <p><b>We are currently looking at our bed based intermediate care services to make sure we have the right number of beds that are both cost effective and deliver the best outcomes in the best locations.</b></p> <p><b>We are currently engaging with people who use our services to hear what they would like from these services and will use this to inform our next set of developments which we will publish for consultation later in the year. We hope to do this in June or July.</b></p>	
<b>6</b>	<b>Conservative</b> <b>Cllr Quinn</b>	The bus lanes on Bolton Road cause traffic delays, especially during peak times and are infrequently used by buses. Please provide a satisfactory answer as to why numerous requests to suspend these bus lanes for a trial period have never been granted.	<b>Councillor Jackie Harris</b>
		<b>The future of the bus lane is interlinked with the Greater Manchester Spatial Framework process. This process is a large undertaking and the Council previously stated that it will not be in a position to fully determine the role of the A58 bus lane until this work has concluded. It is estimated that this will be around summer 2020.</b>	
<b>7</b>	<b>Labour</b> <b>Councillor Black</b>	Have any of the 60 businesses, who have adopted the Greater Manchester Combined Authority Good Employment Charter, based in Bury?	<b>Councillor Whitby</b>

		<p>There are six registered Supporters of the Charter in the Borough which include Bury Council and Six Town Housing. Bury Council's Economic Development team have supported the development of the GM Good Employment Charter from its inception, consultation and pilot phase. There has been, and will continue to be, ongoing support offered to the Good Employment Unit through our relationships with the Growth Hub. In addition promotion will continue to be shared via our business networks and social media. The GM Good Employment Charter is embedded into all our conversations with our business base through our Bury Means Business brand. Bury Council's dedicated Growth Hub Business Account Manager also promotes and supports the Charter.</p> <p>To further promote the Charter it has been added as an example of good practice within the social value component of the council's procurement process. This means that when requirements are being drawn up there is a prompt to advise the purchaser to consider whether bidders should be required to provide a statement about their organisation's position in relation to the Charter principles. This would be particularly appropriate for the provision of services with a significant labour input. Employers outside of GM are not able to sign up to the Charter, but we can ask them to demonstrate how they support/comply with the main principles.</p>	
8	<p><b>Labour</b></p> <p><b>Cllr O'Brien</b></p>	<p>Can the Leader give an update on the impact of any Budget announcements for our Council's finances?</p>	<p><b>Councillor McGill</b></p>
		<p><b>Within the chancellor's spring budget announced on 11 March, there were a number of announcements that affect the council's budget. Many of these are at overall headline details and until further detail is received, the impact on Bury is not yet known.</b></p> <p><b>Key headlines are:</b></p> <p><b>A focus on coronavirus that will see local authorities receive:</b></p> <p><b>£500m nationally for a hardship fund. Details to be announced.</b></p> <p><b>Temporary funding to support coronavirus including an initial £5bn for the NHS, however no additional funding for Adult Social Care.</b></p> <p><b>Additional business rates relief for some businesses.</b></p> <p><b>Indication that funding for public services will increase.</b></p> <p><b>A comprehensive spending review which will be completed in July 2020 with the expectation of 3 year</b></p>	

		<p><b>settlements for revenue and 4 years for capital. This will significantly aid financial planning. As well as published terms of reference for a review of business rates scheme.</b></p> <p><b>And funding for potholes - £2.5bn over 5 years</b></p>	
9	<p><b>Lib dem</b></p> <p><b>Councillor Simpson</b></p>	<p>The CCG is undertaking the second phase of its review of Urgent Care services over the summer. The first phase of the review has resulted in plans to 'relocate' the Moorgate Walk-In Centre to Fairfield Hospital. Could the leader categorically confirm that Prestwich Walk-In Centre will not be closing or moving following this second phase of the review?</p>	<p><b>Councillor Pickstone</b></p>
		<p><b>There are no current plans to change anything about the Prestwich walk-in centre.</b></p>	
10	<p><b>Conservative</b></p> <p><b>Cllr Black</b></p>	<p>Please provide evidence of this council's compliance with our Armed Forces Covenant signed in 2018, and how this has benefited our veterans and servicemen.</p>	<p><b>Councillor Ian Schofield</b></p>
		<p><b>The Armed Forces Covenant brings knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. Having being established as a Community Covenant in 2013 it was re-signed in June 2017. Covenant meetings take place quarterly and through which a number of initiatives and events have been arranged and reported on, benefiting serving military personnel and the Borough's veterans. Examples of this include:</b></p> <ul style="list-style-type: none"> <li>- <b>A number of Veterans have trained as trainers on the Helping Yourself to Wellbeing course and are now able to deliver courses to fellow veterans and ex-service personnel.</b></li> <li>- <b>The Borough of Bury Veterans Association have been encouraged to apply and been successful in bids into 'The Pitch' funding for projects to reduce social isolation amongst veterans (including support to encourage public speaking)</b></li> <li>- <b>Practical support in establishing a veterans community Breakfast Club.</b></li> <li>- <b>Since re-signing the covenant the Borough has held its first Armed Forces and Veterans Summit including a 'market place' style event to showcase over 40 services, community groups and businesses that provide support. This provided advice and guidance to both veterans but also to public and private sector organisations as to how best to meet the needs</b></li> </ul>	

		<b>of ex-service personnel.</b>	
<b>11</b>	<b>Labour</b> <b>Cllr Tariq</b>	The Early Help restructure into Localities in October 2019 introduced the "team around the school model", can an update on progress be given?	
		<b>All schools now have a named linked Early Help social worker with "team around the school meetings" being regularly held at schools to discuss children who are showing early signs of struggling and what additional support can be provided. Examples include providing outreach workers to work with teenagers where there are concerns around behaviour or a family support worker helping a parent establish routines and boundaries to support school attendance and punctuality.</b>	
<b>12</b>	<b>Labour</b> <b>Cllr O'Brien</b>	Can the Leader provide the Council with an update on the progress of the development at the former Radcliffe Times building?	<b>Councillor Mortenson</b>
		<b>We expect the 6 refurbished one bed apartments to be handed over by the end of March and the remaining new build units later in the year.</b>	
<b>13</b>	<b>Conservative</b> <b>Cllr Black</b>	Will the Council now reduce Bury Market rents to safeguard the future of Bury Market and traders livelihoods? As the Leader will be aware, retail is struggling everywhere against online shopping and does he agree with me that reducing rents will help safeguard the 2.6 million income that the Council receives in rent from the market?	<b>Councillor Yvonne Wright</b>
		<b>The Council gave serious consideration to the request for rent reductions following a petition received from traders. Whilst we are sympathetic to traders who are struggling, we found no grounds to reduce rents, given the high occupancy levels, record number of coach visits and comparable rents with other local markets with lower footfall than Bury. However there is a rent freeze in place for the 3<sup>rd</sup> consecutive year which equates to a 6.4% rent reduction, taking inflation into account.</b>  <b>The cross party Task Group that was formed have released their report which outlines its finding and proposes the way forward is to invest in the market and wider market area. A research report from Leeds University supports our findings and gives greater insight in to our market which will assist us going forward. Papers will follow in the coming months to</b>	

		<b>secure the future of our World Famous Market and we believe the best way to support traders and safeguard the market for future generations.</b>	
<b>14</b>	<b>Labour</b>  <b>Councillor Briggs</b>	Please can an update be provided with regards to Bury's year as Town of Culture	<b>Cllr Cathcart</b>
		<p><b>The delivery programme for the year has three distinct strands, coming together to be Bury's approach as (six) towns of culture.</b></p> <p><b>The first strand is that of the Happy festival, a programme of visual and performing arts inspired by one of Bury's most famous daughters, Victoria Wood. A second strand seeks to celebrate all our towns, people and events. This community culture element will showcase Bury's culture from the visual art, to heritage; reflect on Bury's particular communities and to explore the role culture has on engaging people, on raising confidence and wellbeing. Work is taking place with colleagues across the health system on this.</b></p> <p><b>A final strand promotes the strength of the arts organisations across the Borough, highlighting where Bury are leading the way on traditional and contemporary art and performance.</b></p>	
<b>15</b>	<b>Labour</b>  <b>Councillor Briggs</b>	Improving quality of life and wellbeing is central to what the Council does. How is the Voluntary, Community and Faith Alliance (VCFA) in Bury supporting this?	<b>Cllr Tony Cummings</b>
		<p><b>Bury VCFA and the wider community sector as a whole play a vital role in improving life chances and wellbeing for residents of the Borough. The VCFA provides infrastructure support within our Borough and would be what the newly published Greater Manchester Voluntary Community and Social Enterprise policy position paper would describe as an Local Anchor. It supports the local sector to in turn support our residents – and more than support, to enable and to empower as part of the People Powered Bury initiative which was central to Bury's refreshed Locality Plan.</b></p> <p><b>A key way it does this is through the Beacon Service which delivers social prescribing support for health and social care. Social prescribing is non-clinical support, provided by local voluntary, organisations,</b></p>	

		<p><b>community and faith groups or charities.</b></p> <p><b>The VCFA have played an active role in the development of the emerging Bury 2030 strategy. Bury 2030 will outline the crucial role of the sector for the future of the Borough – in ensuring local people are active, empowered and inspired in taking increasing charge of their wellbeing and happiness, with co-ordinated neighbourhood level support for those who need it most.</b></p>	
<b>16</b>	<b>Lib Dem Leader</b>	<p>Could the Leader inform members on the proposed timetable for the redevelopment of Prestwich village centre, and when engagement with the public will begin?</p>	<b>Councillor Tegolo</b>
		<p><b>The council is in the pre-development phase of Prestwich Urban Village (PUV). The main aspect of this work is land assembly. In order for the scheme to progress the council has to acquire the leasehold interest of the Longfield. This means entering into negotiations with the current owners, if an agreement to purchase cannot be made, the council will have to Compulsory Purchase the building. Therefore timescales can significantly vary depending on which route the council enters into.</b></p> <p><b>Community engagement is important to get right, and that the correct information is communicated at the right stages of regeneration scheme. A communications plan will be implemented to support community engagement.</b></p> <p><b>There is a project officer leading on the regeneration of PUV and is based at Prestwich Library a few times a week to provide informal community engagement until the pre development phase is worked up in more detail</b></p>	
<b>17</b>	<b>Labour Cllr Tariq</b>	<p>How are the Council supporting the literacy skills of Looked after children and care leavers?</p>	
		<p><b>As some of you may be aware in collaboration with the Corporate Parenting Champions across the council and CCG we have held campaigns to highlight their needs and raise awareness regarding the role of a Corporate Parent. We have held a Corporate Parenting week and updated training on the role of Corporate Parenting.</b></p> <p><b>In addition we have held recent campaigns to co-</b></p>	

		<p>ordinate donations for luxury items plus toiletries, and sanitary products for our Care Leavers. . Corporate Parenting Champions have been fully on board with the campaign and promoted the collection points across the Council and CCG for donations. These campaigns have been very successful and due to the significant response we have been able to make up additional setting up home packs of cleaning products, toiletries and luxuries for our care leavers for when they move on to their own tenancies</p> <p>In addition we have also committed that £100,000 from our current budget will be spent specifically on care leavers to improve and enhance their lives and also to broaden opportunities for them.</p>	
18	<p><b>Labour</b></p> <p><b>Cllr Tariq</b></p>	How do Corporate Parents ensure that the needs of our young people are met?	
		<p><b>There have been recent campaigns for toiletries, sanitary products and luxury items for our Care Leavers. Corporate Parents have collection points across the Council and CCG for donations. We have committed £100,000 from our current budget to be spent on care leavers to improve and enhance the lives of our Care Leavers</b></p>	
19	<p><b>Lib Dem</b></p> <p><b>Cllr O'Brien</b></p>	The study, published by the Centre for Ageing Better and Care & Repair England, found that over 4.3 million homes in England don't meet basic standards of decency and that over two million over 55's are living in such houses. What are the figures for Bury in this respect and what is the Council's strategy for improving this?	<p><b>Councillor S Wright</b></p>
		<p><b>The figures for Bury will be highlighted through the Housing Needs Survey and Housing Strategy which will be published in the near future. There are two tenures of properties that fall into this, owner occupied and privately rented. There is no funding to proactively improve standards within the owner occupied sector, unless the property requires a Disabled Facility Grant for example, which are funded by central government and delivered via the councils urban renewal team.</b></p> <p><b>In terms of the private rented sector, this sector is regulated at Bury by way of a reactive service via the urban renewal team. The PRS is a growing sector as it provides a housing solution for those who can't get onto the property ladder or for those who move more</b></p>	

		frequently due to work commitments. The prospect of those renting has also increased to those aged over 55, again due to not being able to afford to buy their own property, the PRS therefore becomes a longer term housing solution, which if well-regulated and managed is a suitable option. The council aim to make sure we regulate the PRS, take enforcement action against non-compliant landlords/letting agents and ultimately drive up standards, to make sure the PRS in Bury is an attractive offer.																													
20	<b>Lib Dem</b> <b>Cllr Quinn</b>	Could the Leader inform members on the amount paid out by the authority, and the amount spent on legal costs, for compensation claims as a result of poor road and pavement surfaces, in the current and last five financial years?	<b>Councillor M Powell</b>																												
		<p><b>The £20m additional investment in our highway maintenance is already helping to significantly reduce highway related insurance claims. For example, Highway Insurance claim numbers reduced by over 26% from 2017/18 and 2018/19.</b></p> <p><b>We have also achieved significant reductions in the amount spent on highway compensation claims, the cost of claims is down from over £1m in 2016/17 to £324k last year.</b></p> <p><b>Details of which are as follows:</b></p> <table> <tr> <th>Year</th><th>Damages</th><th>TP Cost</th><th>Total</th></tr> <tr> <td>2014/2015</td><td>£834,483.90</td><td>£369,690.42</td><td>£1,204,174.32</td></tr> <tr> <td>2015/2016</td><td>£652,638.11</td><td>£304,614.34</td><td>£957,252.45</td></tr> <tr> <td>2016/2017</td><td>£799,494.96</td><td>£256,698.33</td><td>£1,056,193.29</td></tr> <tr> <td>2017/2018</td><td>£368,144.35</td><td>£108,045.09</td><td>£476,189.44</td></tr> <tr> <td>2018/2019</td><td>£258,005.73</td><td>£65,944.40</td><td>£323,950.13</td></tr> <tr> <td>2019 – to date</td><td>£65,305.92</td><td>£8,414.00</td><td>£73,719.92</td></tr> </table>	Year	Damages	TP Cost	Total	2014/2015	£834,483.90	£369,690.42	£1,204,174.32	2015/2016	£652,638.11	£304,614.34	£957,252.45	2016/2017	£799,494.96	£256,698.33	£1,056,193.29	2017/2018	£368,144.35	£108,045.09	£476,189.44	2018/2019	£258,005.73	£65,944.40	£323,950.13	2019 – to date	£65,305.92	£8,414.00	£73,719.92	
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21	<b>Lib Dem</b> <b>Cllr O'Brien</b>	Could the Leader inform members when the expected publication date is for the next phase of the Greater Manchester Spatial Framework, and what is the expected date at which members will be given the opportunity to vote on the framework?	<b>Councillor T Pickstone</b>																												
		<b>It is anticipated that the next version of the GMSF will be taken to the Full Councils of all 10 districts and the AGMA Executive for approval in June this year prior to the commencement of a 12-week period of public consultation in June or July. Any comments raised at this next stage will be submitted to the Secretary of State and considered by an independent, Government-appointed Inspector as part of the formal Examination</b>																													



		<b>of the plan.</b>	
<b>22</b>	<b>Lib Dem</b> <b>Cllr Tariq</b>	Could the Leader update members of the number and proportion of home care visits undertaken within the borough in 2019–20 that were 15 minutes or less, and 5 minutes or less, and how does this compare to previous years?	<b>Councillor M Powell</b>
		<p><b>Bury Council commission's Care at Home services for Adults which are based on the individually assessed needs of each customer, delivering the care and support required to enable the customer to remain as independent as possible.</b></p> <p><b>Currently, the Council commission's external providers to deliver Care at Home services in 15 minute blocks. As the visits are based on the assessed needs of the customer, the duration of each visit should enable the customer to receive the service they require appropriate to their needs.</b></p> <p><b>15 minute visits would not be commissioned in isolation only as part of a bigger care plan.</b></p> <p><b>There are a number of situations where 15 minute visits are appropriate and beneficial in supporting people to maintain their independence and not feel intrusive, for example; an oversight visit or to check that a customer has taken their medication or eaten appropriately.</b></p> <p><b>In 2019/20 the majority of visits commissioned by the Council were scheduled for 30 minutes or over. The Council does not commission visits of less than 15 minutes.</b></p>	
<b>23</b>	<b>Lib Dem</b> <b>Cllr Tariq</b>	Recently, the Home Office has confirmed that it doesn't know whose responsibility it will be to apply to EU Settlement Scheme for adults in care. Can the Leader confirm who has the duty of care and who will have to apply for (pre-) settled status for adults in care, and those sectioned under the mental health act, in Bury?	<b>Councillor Tegolo</b>
		<b>At the national EU Settlement Scheme conference at the end of January questions were raised to this effect and the policy officers from the Home Office announced clarification on this topic was being sought and would be provided, which to date it has not. The Council continue to work with our partners at Bolton &amp; Bury Citizens Advice Bureau, who have received national funding to support local people with applications, to keep abreast of the latest</b>	

		<p>announcements of government and ask questions such as this. The current information is that local authorities have a duty of care in terms of applications for children in care and care leavers – the information doesn't specify adults in care. Officers will write to the Home Office to reaffirm the need for this information to confirmed.</p> <p>In the meantime, as part of the council's preparing for Brexit Plans work has taken place to survey all the care providers in the Borough. 3,026 people currently receive care from these providers and of these 19 people have been identified as being EU nationals who need to register. Of these 15 live in Care Homes and we are working with the Care Homes to ensure they help their residents register, 3 others receive Day Care from our Care Company Persona who are working with them to register. One is in receipt of home care from a care agency and our Staying Well Service is assisting this person applying. This support will include linking in with the CAB for any wider support in terms of family member applications. In addition a multi-agency session is taking place at the end of this month to review approaches to targeting support to vulnerable residents across the Borough.</p>	
24	<p><b>Lib Dem</b></p> <p><b>Cllr O'Brien</b></p>	<p>At last months budget meeting it was announced that no homeless person should have to sleep rough in Bury - could the leader inform us how many homeless there are in the borough of bury and how many beds are available?</p>	<p><b>Councillor S Wright</b></p>
		<p><b>In terms of rough sleepers our single night estimate is 15 and we have 15 beds available locally via the Bury ABEN provision to support our rough sleepers. We also have an agreed protocol to access other ABEN facilities across GM if we are full but we have not needed to instigate this protocol so far and the rough sleeper numbers do fluctuate. In terms of priority need customers as defined by Homelessness legislation and our statutory obligations as a Local Authority we have a further 226 open homeless cases that are currently being supported which are either families or single people. We have a portfolio of 59 properties that are used for temporary accommodation which equates to 188 bed spaces. Not all homeless cases need temporary accommodation.</b></p>	

## **Questions to the Joint Authorities**

### **Councillor Gunther**

1. Contrary to the GM Mayor's publicly stated view regarding IOP's significant vulnerabilities have occurred within Greater Manchester. What reassurances can be given that will mitigate future Ofsted reports will not be adversely affected by the poor operation of IOP's?

**Combined Authority**

**Children's Services have been working closely with GMP following the concerns with IOPS leading to a delay in referrals to Children's Social Care. GMP are confident that those requiring immediate response have been progressed to the Multi Agency Safeguarding Hub (MASH). Those less urgent cases which do not require an immediate response are being reviewed by a dedicated team of police officers and will be referred into the MASH within the next 6 weeks. Social workers will track these as they come through and audit to ensure these were appropriately categorised as "less urgent" and will escalate to senior managers if they find any cases which have been wrongly categorised and should have had an immediate response.**

### **Councillor S Wright**

2. Council the authority's spokesperson on the Transport for Greater Manchester Committee inform members on progress on the installation of anti-pigeon measures on the Metrolink bridge at Fairfax Road, Prestwich?

**TfGM**

**The pigeon netting on the Metrolink bridge at Fairfax Road currently covers the footpaths on either side of the road but is not installed across the entire structure. This is fairly standard practice for many structures across roads as the pigeon guano problem is more a concern for pedestrians, not motorists.**

**Following this matter being raised by Bury councillors, TfGM have asked Keolis Amey Metrolink (KAM) to look at was a more permanent solution, potentially boxing in the beams across the full structure.**

**The bridge over Fairfax Road is low and often gets struck by road traffic (high loads). Because of this there is a reluctance to put more permanent infrastructure up because if there is a bridge strike, debris could fall easily into the road, creating an unnecessary hazard.**

**KAM is inspecting the existing netting that is currently in place and will replace if the condition has deteriorated or if it is no longer effective. This will be planned into the maintenance regime in the next few weeks.**

### **Councillor Pickstone**

3. The Government says that it wants to invest in 'the north'. Council the authority's spokesperson on the Transport for Greater Manchester Committee inform members which major public transport schemes that will significantly benefit Bury are 'ready to go' should funding be available?

**TfGM**

- **Bury Interchange redevelopment - A significant amount of work is taking place on a feasibility study to produce options for increasing the attractiveness and efficiency of the Interchange as the focal point for urban growth in Bury town centre;**
- **A potential Elton Reservoir Metrolink stop, to support the adjacent GMSF site, and provide a fast and frequent service into Manchester city centre and Bury;**
- **New local bus services and distributor roads to support the Northern Gateway GMSF allocation, providing good public transport access and helping travel into and through the development;**
- **Bus priority routes between Bury and Rochdale, and Bury and Bolton, offering higher quality buses with improved reliability and punctuality;**
- **Tram-train services between Bury and Rochdale, via Heywood, continuing the development work that is currently underway on the Pathfinder pilot project between Oldham and Heywood, via Rochdale.**

**TfGM and Bury council are also developing schemes for increasing car park capacity at Whitefield and Radcliffe Metrolink stops.**

**The Greater Manchester Mayor has created the £160m Mayor's Challenge Fund (MCF) to kick-start the delivery of the 'Bee Network' of 1800 miles of high quality cycling and walking routes. Bury schemes awarded MCF 'programme entry' by the GMCA to date are:**

- **Cycle parking facilities on the Bury Metrolink line (estimated completion date January 2021)**
- **A programme of new and upgraded crossings and junctions (estimated completion date March 2022)**
- **Fishpool Neighbourhood Bee Network (estimated completion date March 2022)**

- **Radcliffe Central Bee Network (estimated completion date December 2021)**
- **Elton Bee Network (estimated completion date December 2021)**
- **Pimhole Neighbourhood Bee Network (estimated completion date December 2021)**

### **Councillor Tegolo**

4. Council the authority's spokesperson on the Police and Crime Panel inform members what is the average wait time for a 101 call to be answered on Greater Manchester? What proportion of calls hang up before being answered?

**Tom Houghton**

**As members may recall this questions has been brought here a few times before which demonstrates the strength of feeling among our residents about this issue and I share those concerns.**

**For the first 6 months of 2019 the average time to answer 101 calls was 42 seconds. The introduction of IOPS, the new Police computer system that the Operators use put that figure up to 1 minute 37 seconds. Call-handlers have now adapted to the system and the average for the last 6 months has been 57 seconds with further improvements expected.**

**The abandonment figures mirror this trend with the average for the last 12 months being 30%, peaking with the introduction of IOPS at 36% and most recently down to 29%.**

**Police are encouraging people to use the online 'live chat' function. In February 2020 there were 3,813 live chat contacts with a waiting time of 33 seconds.**

**Additionally, for non-urgent crimes Police are asking people to report via the website which clearly has no waiting time attached to it.**

**Members will be encouraged to hear that over the next 9 months an additional 49 new call handlers will be recruited which should begin to bring the waiting times and abandonment rates down still further.**

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