

**Lynne Ridsdale  
Chief Executive**

*Our Ref* JG  
*Your Ref* C/JG  
*Date* 14 May 2024  
*Contact* Julie Gallagher  
*Direct Line* 0161 253 6640  
*E-mail* Julie.Gallagher@bury.gov.uk  
*Web Site* www.bury.gov.uk

**TO: All Members of Council**

**Councillors :** A Arif, S Arif, N Bayley, R Bernstein, D Berry, C Birchmore, C Boles, A Booth, R Brown, C Cummins, D Duncalfe, U Farooq, E FitzGerald, N Frith, I Gartside, R Gold, D Green, J Grimshaw, S Haroon, J Harris, M Hayes, J Hook, K Hussain, B Ibrahim, J Lancaster, G Marsden, L McBriar, G McGill, C Morris, E Moss, E O'Brien, T Pilkington, A Quinn, D Quinn, T Rafiq, M Rahimov, I Rizvi, M Rubinstein, J Rydeheard, L Ryder, K Simpson, L Smith, M Smith, J Southworth, G Staples-Jones, T Tariq, S Thorpe, D Vernon, S Walmsley, M Walsh 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, 22 May 2024
<b>Place:</b>	Council Chamber, Bury Town Hall
<b>Time:</b>	2.00 pm
<b>Briefing Facilities:</b>	If 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.

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)

**Yours sincerely**

A handwritten signature in black ink, appearing to read 'Widdale', is written on the line.

**Chief Executive**

**(Note: Members are reminded that under Section 106 of the Local Government Finance Act 1992, if a Member of a Local Authority has not paid Council Tax for at least two months and, even if an arrangement has been entered into to pay arrears, then at any meeting where consideration is given to matters relating to, or which might affect the calculation of Council Tax, that Member must declare the fact that he/she is in arrears and must not vote on the matter).**

## **AGENDA**

### **1 ANNUAL MEETING OF THE COUNCIL PART 1**

1. To elect the Mayor for the Municipal Year 2024/2025
2. To elect a Deputy Mayor for the Municipal Year 2024/2025

### **2 APOLOGIES FOR ABSENCE**

### **3 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.

### **4 MINUTES (Pages 5 - 10)**

Minutes attached.

### **5 ELECTION OF COUNCILLORS MAY 2024**

To receive the following report from the Chief Executive on the outcome of the Election of Councillors held on 2 May 2024 for each of the seventeen wards of the Metropolitan Borough:-

Besses	Miriam Rahimov	Labour
Bury East	Gavin McGill	Labour
Bury West	Dene Vernon	Conservative
Elton	Martin Hayes	Labour
Holyrood	Imran Rizvi	Labour
Moorside	Ciaran Boles	Labour
North Manor	John Southworth	Labour
Pilkington Park	Elizabeth FitzGerald	Labour
Radcliffe East	Ken Simpson	Radcliffe First
Radcliffe North & Ainsworth	Andrea Booth	Radcliffe First
Radcliffe West	Des Duncalfe	Radcliffe First
Ramsbottom	Tom Pilkington	Labour
Redvales	Tamoor Tariq	Labour
Sedgley	Alan Quinn	Labour
St Marys	Debra Green	Labour
Tottington	Luis McBriar	Conservative
Unsworth	Jodie Hook	Labour

### **6 ANNUAL CONSTITUTION UPDATE REPORT (Pages 11 - 112)**

Report attached.

**7 ANNUAL APPOINTMENTS 2024/25**

Reports and appendices attached.

**a APPOINTMENT OF LEADER OF THE COUNCIL**

**b ANNUAL APPOINTMENTS REPORT (Pages 113 - 150)**

**8 OVERVIEW AND SCRUTINY ANNUAL REPORT 2023/24 (Pages 151 - 174)**

Report attached.

**9 STATE OF THE BOROUGH DEBATE (Pages 175 - 196)**

Report attached.

The Leader will make statement.

The Group Leaders will be invited to reply.

**10 \*\*\*\* FOR MEMBERS INFORMATION ONLY \*\*\*\* DETAILS OF URGENT COUNCIL  
DECISION FORM (Pages 197 - 200)**

**11 ANNUAL MEETING OF THE COUNCIL PART 2**

You are also summoned to attend Part 2 of the **Annual Meeting of the Council** which will be held on **the above date at 4.00 pm in the Council Chamber, Town Hall, Bury** .

See separate agenda.



**Minutes of:** **COUNCIL**

**Date of Meeting:** 20 March 2024

**Present:** The Worshipful the Mayor (Councillor , in the Chair)  
Councillors A Arif, S Arif, N Bayley, R Bernstein, D Berry,  
C Birchmore, C Boles, A Booth, N Boroda, R Brown,  
C Cummins, L Dean, D Duncalfe, U Farooq, E FitzGerald,  
N Frith, I Gartside, R Gold, D Green, J Grimshaw, S Haroon,  
J Harris, M Hayes, K Hussain, B Ibrahim, J Lancaster,  
G Marsden, L McBriar, G McGill, C Morris, E Moss, E O'Brien,  
T Pilkington, A Quinn, D Quinn, T Rafiq, M Rubinstein,  
J Rydeheard, L Ryder, M Smith, G Staples-Jones, T Tariq,  
S Thorpe, D Vernon, S Walmsley, M Walsh, M Whitby and  
Y Wright

**Apologies for  
Absence** Councillor L Smith

**Public Attendance:** 40 members of the public attended the meeting.

## **C. 7 DECLARATIONS OF INTEREST**

Councillors, Booth, Berry, Birchmore and Harris declared a personal interest in the Places for Everyone item as members of "Bury Folk Keep It Green".

Councillor S Arif declared a prejudicial interest in respect of the Licensing Committee review of the emissions standard and left the meeting for consideration of this item.

Councillor J Rydeheard declared a personal interest in the item, review of the emissions standards, when working for his previous employer, he had undertaken legal work for the Licensing Trade.

## **C. 8 MAYORAL COMMUNICATIONS AND ANNOUNCEMENTS**

Madam Mayor updated Members on duties undertaken as Bury first citizen since the last Council meeting.

## **C. 9 MINUTES**

That the minutes be approved and signed by the Mayor.

## **C. 10 NOTICE OF MOTION - YOUTH CABINET**

Council considered a motion received by Members of the Youth Cabinet

In December 2023 young people from Bury's secondary schools came together to meet with decision makers and discuss issues around safety at Bury's First Circles of Safety Conference. Following the conference Bury Youth Cabinet sent a survey to all secondary schools to gain the views of a wider cohort of pupils on the issues raised. Over 1000 pupils took part. The biggest issue that young people raised as making them feel unsafe was vaping. Young people said that:

- Witnessing vaping in school makes pupils feel the environment is unsafe
- Seeing the sale of vapes to young people makes young people feel unsafe
- Young people worry about the content of vapes
- The sale of vapes causes arguments among young people
- Young people have witnessed vapes being stolen which makes them feel unsafe
- Young people are unsure about the risks of using vapes
- Young people feel vapes are targeted at children and young people

Bury Youth Cabinet acknowledges that young people are susceptible to marketing and many become addicted to vaping. Therefore they resolve that there needs to be a careful balance between sanctions and deterrents for young people who are caught vaping. Youth Cabinet resolves that there must be robust mechanisms for tackling the sales of vapes to anyone under the age of 18.

### **This council notes:**

- According to data held by Early Break: Levels of tobacco smoking amongst young people in the local authority area continue to fall but the percentage of young people in Bury claiming to vape regularly continues to rise (16% claimed to vape more than once a week, compared to 10% in 2020)
- Increasingly young people are trying vapes either before or instead of tobacco cigarettes.
- Young people try out of curiosity and because their friends vape.
- The flavours are a key factor in tempting young people to vape, and also in what they buy.
- Vapes contain chemicals that can cause lung disease as well as cardiovascular disease.

### **Therefore this council resolves to:**

- Ensure schools have relevant information for their pupils about vaping.
- Ensure schools are delivering PSHE lessons that examine assertiveness and peer pressure.
- Support Youth Cabinet with a vape amnesty project where a number of vape bins are placed around the borough. Youth Cabinet would like funds to commission an artist who would work with pupils in our schools to use the discarded vapes to build a sculpture which would then be used as part of a wider education programme delivered by Bury Youth Service.
- Lobby the government about making disposable vapes illegal and tighter restrictions on marketing.
- Investigate the sales of vapes to young people under 18.

**On being put, with 43 Members voting in favour, 3 members voting against and 2 members abstaining, the Mayor declared the Motion carried.**

**NB: Councillor Haroon was not in the Chamber when the vote took place.**

Notice had been received of the following questions:

Questioner	Topic	Responding
Harriet Levy	Prestwich Park Road South	Cllr A Quinn
Dr Binns	Independent Conservation Appraisals	Cllr A Quinn
Josh Harcup	Radcliffe SRF	Cllr O'Brien
Jodie Hook	Croft lane resurfacing	Cllr A Quinn
Andrew Luxton	Places for Everyone (PfE)	Cllr O'Brien
Adam Loster	Brandleshome Road Safety	Cllr A Quinn
Philip Smith Lawrence	Northern Gateway	Cllr O'Brien
Insufficient time to answer		
Stephen Cleur	PfE	Cllr O'Brien

## C. 12 PLACES FOR EVERYONE

It was moved by Councillor O'Brien and seconded by Councillor A Quinn and following a request for a recorded vote, from 8 Councillors present, it was agreed with;

Councillors A Arif, Bayley, Boles, Boroda, Cummins, Farooq, Fitzgerald, Frith, Gold, Green, Grimshaw, Haroon, Hayes, Ibrahim, McGill, Morris, Moss, O'Brien, Pilkington, Quinn Alan, Quinn Deborah, Rafiq, Rubinstein, Ryder, Staples-Jones Gareth, Tariq, Thorpe, Walmsley, Whitby **voting for**;

**And**

Councillors S Arif, Bernstein, Brown, Dean, Gartside, Harris, Hussain, Lancaster, McBriar, Rydeheard, Vernon, Birchmore, Berry, Booth, Duncalfe, Marsden, Mike Smith, Walsh and Y Wright **voting against**.

The Mayor declared that the motion was carried and Council agreed to:

Accept the findings of the Inspectors' Report and approve the Main Modifications to the Places for Everyone Joint Development Plan Document proposed by the independent Inspectors, as set out in [Appendix 1.1 and 1.2](#) to this report, for incorporation into the final version of the Places for Everyone Joint Development Plan Document;

Approve the amendments to the Places for Everyone Joint Development Plan Document Policies Map, as set out in [Appendix 2](#) to this report, for incorporation of all the changes which relate to Bury Council's administrative area into the Bury Policies Map;

Approve the Additional Modifications to the Places for Everyone Joint Development Plan Document, as set out in [Appendix 3](#) to this report, for incorporation into the final version of the Places for Everyone Joint Development Plan Document;

Adopt the Places for Everyone Joint Development Plan Document 2022 – 2039 (provided in [Appendix 4](#)), with effect from 21 March 2024 – incorporating the Main Modifications and Additional Modifications – as part of the Development Plan for Bury, in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended);

Adopt the Policies Map ([Appendix 5](#)) which incorporates the Modifications to it ([Appendix 2](#)) and is necessary to give effect to the policies of the Places for Everyone Joint Development Plan Document; and

Delegate authority to the Executive Director (Place), to make any minor non-material editorial amendments to the Places for Everyone Joint Development Plan Document and Policies Map ahead of its final publication, subject to consultation and agreement with the eight other Places for Everyone authorities. These amendments will be limited to correcting minor errors and formatting text.

### **C. 13 CONSTITUTIONAL UPDATE REPORT**

It was moved by Councillor Rafiq and seconded by Councillor O'Brien and it was agreed, with all Members voting in favour and the Mayor abstaining:

The following wording to be included in the Constitution:

Candidates are not allowed to use Bury Town Hall as their address on their imprints on electronic campaigning material.

### **C. 14 RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES**

#### **(I ) Democratic Arrangements Forum – Meetings Timetable**

It was moved by Councillor O'Brien and seconded by Councillor Bernstein and it was agreed, with all Members voting in favour and the Mayor abstaining that:

The meeting timetable was agreed for 2024.25.

#### **(II ) Licensing Safety Committee – review of the emissions standards**

It was moved by Councillor Morris and seconded by Councillor McGill and it was agreed, with all Members voting in favour, the Mayor and Councillors Bernstein, Brown, Dean, Gartside, Harris, Hussain, Lancaster, McBriar, Rydeheard and Vernon, abstaining that:

Full Council approves, for existing vehicle licence proprietors:

That the transitional arrangements amended by Full Council on 22 March 2023, in relation to age and emissions, previously extended from 1 April 2024 to 1 April 2026, are amended again and to be in effect from 1 January 2026. This will enable hackney carriage and private hire vehicle owners to meet the agreed GM emissions standard outlined in the revised GM Clean Air Plan submissions. The amended policy will state that from 31 December 2024 a vehicle licence will not be renewed if the vehicle does not meet the current emission standard.

**NB : Councillor S Arif was not in the Chamber when the vote took place.**

#### **(III ) Standards Committee – review of the code of conduct**

It was moved by Councillor Rafiq and seconded by Councillor Walmsley and it was agreed, with all Members voting in favour that:

That Full Council approve the updated and amended Model Code produced by the Monitoring Officer following work undertaken by the Standards Committee and their working groups.

#### **(IV ) Employment Panel - Changes to the Officer Employment Procedure Rules**

It was moved by Councillor Rafiq and seconded by Councillor O'Brien and it was agreed, with all Members voting in favour and the Mayor Abstaining that:

Council approves, the revised Officer Employment Procedure Rules.

**(V ) Employment Panel – Annual Pay Statement**

It was moved by Councillor Rafiq and seconded by Councillor O'Brien and it was agreed, with all Members voting in favour and the Mayor Abstaining that:

Council approves the proposed Pay Policy Statement for 2024/2025.

**(VI ) Cabinet – Proposed appointment of Deputy Mayor**

It was moved by Councillor O'Brien and seconded by Councillor Whitby and it was agreed, with all Members voting in favour that:

That Councillor Noel Bayley be appointed as Deputy Mayor for the Civic year 2024/25, to be approved at the Council's annual mayor making ceremony.

**C. 15 LEADER' STATEMENT AND CABINET QUESTION TIME**

**(a) Written question (Notice given)**

The Leader of the Council, Councillor E O'Brien, made a statement on the work undertaken by him since the date of the last Council meeting.

The Leader and the relevant Cabinet Members answered questions raised by Councillors on the following issues:

	Questioner	Cabinet Member	Topic
1	Cllr Lancaster	Cllr Gold	White Ribbon Campaign
2	Cllr Haroon	Cllr Tariq	Real Living Wage
3	Cllr FitzGerald	Cllr Gold	Spending Cuts
4	Cllr Dean	Cllr Gold	Bury Times Spend
5	Cllr Birchmore	Cllr Thorpe	School Place Allocations
6	Cllr Pilkington	Leader	CRSTS funding
7	Cllr D Quinn	Cllr Tariq	Household support fund
8	Cllr McBriar	Cllr Thorpe	Secondary Schools in the Borough
9	Cllr M Smith	Leader	Radcliffe Market
10	Cllr Ryder	Cllr Gold	Knife agent
11	Cllr Staples Jones	Cllr A Quinn	3G football facility
12	Cllr Brown	Cllr Morris	Market hall
13	Cllr Frith	Cllr Thorpe	Circles of influence event

Due to the lack of time to answer questions 14 to 19 inclusive, the Leader gave an undertaking that copies of those questions and responses will be circulated to all Councillors. The Leader also gave an undertaking to make these available on the Council Web Site.

## b) Verbal Questions

Questioner	Cabinet Member	Topic
Cllr Bernstein	Cllr O'Brien	Policing in Bury Town Centre
Cllr M Smith	Cllr Cummins	Housing Advisory Board
Cllr B Ibrahim	Cllr Morris	Bury FC
Cllr Farooq	Cllr O'Brien	Bus control
Cllr McBriar	Cllr S Thorpe	Planning
Cllr Staples Jones	Cllr O'Brien	Lets Fix it
Cllr Vernon	Cllr A Quinn	Council Communications
Cllr Green	Cllr O'Brien	Roll out of 5G
Cllr N Frith	Cllr A Quinn	Drop down kerbs
Cllr J Lancaster	Cllr A Quinn	Drainage and cleansing regime

## C. 16 COUNCIL MOTION TRACKER

The Council motion tracker was circulated for information.

## C. 17 SCRUTINY REVIEW REPORTS AND SPECIFIC ITEMS "CALLED IN" BY SCRUTINY COMMITTEES

There were no scrutiny review reports and specific items called in.

## C. 18 QUESTIONS ON THE WORK OF OUTSIDE BODIES OR PARTNERSHIPS

There were no questions on the work of the outside bodies.

## THE WORSHIPFUL THE MAYOR

**(Note:** The meeting started at 7.05pm and ended at 22.40pm)



<b>Classification</b>	<b>Item No.</b>
<b>Open</b>	

<b>Meeting:</b>	Annual Council
<b>Meeting date:</b>	22 <sup>nd</sup> May 2024
<b>Title of report:</b>	Bury Council Annual Constitution Update Report
<b>Report by:</b>	The Monitoring Officer
<b>Decision Type:</b>	<b>Council</b>
<b>Ward(s) to which report relates</b>	<b>All</b>

### EXECUTIVE SUMMARY:

The Council's constitution was reviewed and updated during the municipal year 2020/21. In considering the new Constitution, Members agreed that the Constitution should be reviewed annually to ensure that the changes proposed as a result of the review were fit for purpose. This report provides Members with details of which sections were reviewed during 2023/24 and sets out the priority areas for review in 2024/25.

### RECOMMENDATIONS:

Members of Council are asked to -

1. Adopt the proposed changes regarding Schemes of Delegation and Local Choice Functions (appendix 1 a-g and appendix 2);
2. Note the selections reviewed during the 2023/24 municipal year; and
3. Note the selections proposed for review during the 2024/25 municipal year.

### INTRODUCTION

The Constitution sets out how the Council operates; how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Council has a legal duty to publish an up-to-date Constitution and review regularly.

### BACKGROUND

The Constitution must contain:

- a) the Council's standing orders/procedure rules;
- (b) the members' code of conduct;
- (c) such information as the Secretary of State may direct;

(d) Such other information (if any) as the authority considers appropriate.

A Constitution Direction was issued by the Secretary of State in December 2000 requiring 80 matters to be included within council constitutions, covering Members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of inhabitants of the area.

Bury's Council Constitution is organised into 9 Parts (many divided into a number of sections). The existing Council's Constitution is available on the Council's website.

## **SELECTION FOR REVIEW DURING 2023/24**

One of the primary functions of the Council's Monitoring Officer is oversight and responsibility for the Council Constitution. In undertaking this role, the Monitoring Officer introduced an annual review of the Council's Constitution. The selection for review has been informed by feedback from Elected Members and discussions with fellow Council Officers.

At its meeting in May 2023, Full Council approved revisions to the Protocol on Member and Officer Relations, Committee and Cabinet appointments, Licensing Functions, and a number of other amendments. Since that time, further selections have been reviewed and are summarised below.

The following selections were reviewed:

### **1. Member Code of Conduct**

In 2023, Standards Committee proposed that a working group be established to review the current code of conduct and consider whether revisions should be made following the LGA's revised code of conduct. Membership was made up of three Members of the Standards Committee (one from each party), one independent person, and the Monitoring Officer. The Working Group met on 9th November 2023 to recommend an amended draft code to Standards Committee. This was subsequently approved by Council in March 2024.

### **2. Local Choice Functions**

These are functions which in law may be, but don't necessarily have to be, the responsibility of the Cabinet, who considered proposed changes at their meeting on 17<sup>th</sup> April 2024 and are recommending Council's approval of the functions as part of this report (appendix 2).

### **3. Anti-Fraud, Whistleblowing, and Fraud & Corruption Prosecution**

Audit Committee received a report at their meeting on 31 July 2023 providing an overview of the Anti-Fraud and Corruption Strategy, the Whistleblowing (Confidential Reporting) Policy, and the Fraud and Corruption Prosecution Policy. These were updated to incorporate best practice guidance and adhere to the key principles set out in CIPFA's Codes of Practice. These changes were agreed by Council in November 2023.

### **4. Scheme of Delegations**



Each Directorate was tasked with reviewing and updating their existing schemes of delegations for inclusion in the Constitution. These have been received from Operations, Children's Services, BGI, Health and Adult Care (Public Health TBC), and Corporate Core (including Housing). Democratic Services and Legal Services have also reviewed the Chief Executive's delegations and these are appended to the report. Delegations to other Executive Directors will be reviewed in light of the updated Chief Executive delegations, and will be brought to Council in due course.

## **5. Ethical Governance**

Progress has been made in this area, with Standards Committee receiving an Ethical Governance newsletter including information regarding:

- calls for Members' home addresses to be withheld on public registers;
- disciplinary action against 14 current and former Liverpool Councillors regarding inappropriate cancellation of parking fines;
- consideration from the Committee for Standards in Public Life of how the Nolan Principles might become more deeply woven into all aspects of how organisations operate; and
- The Local Government (Disqualification) Act 2022 which updated the disqualification criteria for local authority members standing for or remaining in office subject to relevant notification requirements or orders due to sexual offences.

Ethical Governance remains a priority area for the Council and is included as an item for full review during 2024/25.

## **6. Internal Governance Boards**

Bury Council has a number of internal Boards to oversee and take operational decisions with input from multiple teams and directorates, including Regeneration Board, Capital Programmes Board, Corporate Governance Board, and the Financial Improvement Panel. They have all reviewed and confirmed their Terms of Reference to ensure consistent operational decision making moving forwards.

## **7. Governance of Housing Arrangements**

A Strategic Housing Review was undertaken in 2023 and the outcomes reported to Cabinet on 7 June 2023. An in-principle decision was taken at this meeting to return Six Town Housing to direct Council control and, in the meantime, a programme of immediate improvement was directed. A Tenant Test of Opinion on the in-principle decision was undertaken over the summer and the findings reported to Cabinet in October 2023. A 9.89% response rate was achieved, with 771 returns from our 7,700 tenants, of which 90.5% support the proposal for the Council to deliver the housing management and maintenance service directly.

Subsequently, a compliance audit led by the interim Chief Executive of Six Town Housing highlighted some immediate issues with property standards which were inconsistent with the current management agreement between Six Town Housing and the Council.

After formal consultation with Council and Six Town Housing staff, the formal, legal date of transfer was confirmed for 1 February 2024, with a commitment to working together as one team from 15 January 2024. Cabinet agreed to retain the STH brand, to retain ownership of a number of properties owned by the company, but

to undertake a phased approach to the transition of other branding (uniforms, vehicles, branded collateral etc).

#### **8. Debt write off thresholds**

At its meeting in July 2023, the Audit Committee approved two amendments to the debt write off thresholds to reflect the following table; this was subsequently approved by Full Council in September 2023.

<b>Value</b>	<b>Approval Required</b>	<b>Reported to</b>
Up to £1,000	Responsible Budget Holder	Director
In excess of £1,000 but not more than £10,000	Responsible Director in consultation with the Chief Accountant	Section 151 Officer
In excess of £10,000 but not more than £50,000	Section 151 Officer in consultation with the Monitoring Officer	Relevant Cabinet Member
In excess of £50,000	Cabinet	

#### **9. Council Procedure Rules**

At its meeting in November 2023, Council approved some amendments to the Council Procedure rules concerning Combined Authority updates, the GM Mayor's attendance once a year at Full Council, Youth Council Motions, and clarification of right of reply timings.

#### **10. Workforce Policies - Officer Employment Procedure Rules**

At its meeting in March 2024, following approval by Employment Panel in February, Council approved changes as part of the review of core HR systems, processes and policies to ensure they are fit for purpose, reflective of modern HR practice and align with the organisational culture described by the LET'S values. Changes were approved to six policies, one of which (Officer Employment Procedure Rules) is included in the Council's Constitution and has therefore been updated.

#### **11. Postal Address for Election Candidates**

At its meeting in March 2024, Council approved wording to be included at Article 2 – Councillors section 2.2.3 regarding Candidates not using Bury Town Hall as their address on their imprints on electronic campaigning material.

### **SELECTION FOR REVIEW DURING 2024/25**

Over the course of the next twelve months, the following areas are proposed for review:

#### **1. Schemes of Delegation**

As outlined above, delegations to Executive Directors will be reviewed in light of the updated Chief Executive delegations, and will be brought to Council in due course.

## **2. Ethical Governance**

Good governance relies on being ethical, accountable and effective. This review will look at policies in place which relate to values and ethical behaviours, processes, procedures, culture, ways of doing and being that ensure high standards of performance, economy, effectiveness, efficiency, quality, satisfaction.

## **3. Public Participation Guidance**

A healthy democracy depends upon active citizenship. Residents are encouraged to make conscientious use of their roles as both voters and members of a wider community, and this guide gives an overview of the ways in which they can do that (i.e. attending meetings, asking questions, petitions, etc).

## **4. Probity in Planning Guidance**

This guidance regulates the performance of the Council's planning function, principally as it applies to applications for planning permission, but also to the other areas within the terms of reference of the Planning Control Committee pertaining to development control (e.g. enforcement, listed buildings, conservation areas, tree preservation orders, etc).

## **5. Housing Governance**

The continuation of the review of the Housing Governance arrangements, to include the embedding of the Housing Advisory Board, the establishment of a Housing Scrutiny Committee, and performance/audit reporting, streamlined into the governance functions of the Council.

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### **Community impact/links with Community Strategy**

An up-to-date Constitution will ensure decision are taken lawfully and in an open and transparent manner.

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### **Equality Impact and considerations:**

An up to date Constitution will ensure decisions contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

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### **Assessment of Risk:**

The following risks apply to the decision:

<b>Risk / opportunity</b>	<b>Mitigation</b>
Legal Challenge	An up-to-date Constitution will ensure decisions are taken lawfully and in an open and transparent manner.

**Consultation:**

Group Leaders and the Mayor at the Democratic Arrangements Forum and Members of the Standards Committee.

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**Legal Implications:**

Section 9P of the Local Government Act 2000 as amended sets out the duty of the Council to prepare and keep up to date its constitution as follows:

(1) A local authority must prepare and keep up to date a document (referred to in this section as its constitution) which contains—

- (a) a copy of the authority's standing orders for the time being,
- (b) a copy of the authority's code of conduct (if any) for the time being under section 28 of the Localism Act 2011,
- (c) such information as the Secretary of State may direct, and
- (d) such other information (if any) as the authority considers appropriate.

A local authority must ensure that copies of their constitution are available at their principal office for inspection by members of the public at all reasonable hours. A local authority must supply a copy of their constitution to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine. The Bury constitution is made available on our public website.

It is for the Monitoring Officer to monitor and review the operation of the constitution on an ongoing basis and where necessary bring forward amendments to Council.

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**Financial Implications:**

There are no financial implications arising from this report.

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**Report Author and Contact Details:**

Jacqui Dennis, Monitoring Officer and Council Solicitor

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**List of Appendices:**

Appendix 1 – Schemes of Delegation:

- Operations
- Children's Services
- Business Growth and Infrastructure
- Health and Adult Care (Public Health TBC)
- Corporate Core (inc. Housing)
- Chief Executive

Appendix 2 – revised Local Choice Functions

## Directorate: Operations

### Executive Director

- Assistant Director Operations

- Head of Commercial
  - Cleaning & Catering
  - Lettings & Public Halls
  - Markets
- Head of Engineering Services
  - Asset Management
  - Bridges and Structures
  - Major Projects design and delivery
  - Network Management
  - Parking
  - Public Rights of Way
  - Street Works
  - Road safety
  - Transportation
- Head of Streetscene
  - Grounds Maintenance – Parks & Countryside Infrastructure
  - Pest Control
  - Highway Maintenance
  - Street Lighting
  - Winter Maintenance
  - Depot
- Head of Waste Management & Transport
  - Stores
  - Street Cleansing

- Transport & Workshop
- Waste Management & Recycling

- Head of Wellness

- Bereavement Services
- Libraries
- Parks and Countryside Strategy
- Sports and Leisure

- Assistant Director Operations Strategy

- Head of FM

- Architectural Practice
- Facilities Management
- Energy Management

- Head of Public Protection

- Climate Change
- Environment
- Environmental Health
- Licensing – including Safety at Sports Grounds
- Private Rented Sector Enforcement
- Trading Standards

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The scheme of delegation is to be read in conjunction with relevant sections of the Constitution including:

**Part 3 – Functions Scheme**

**Part 4 – Section 6 – Contract Procedure Rules**

**Part 4 – Section 7 – Financial Procedure Rules**

## COMMERCIAL SERVICES

### Markets

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
1.	<ul style="list-style-type: none"> <li>– Exercise the council's powers under section 50 of the Food Act 1984 and the Bury Market Charter 1444 to establish and operate street markets in the county.</li> <li>– Setting up or the relocating of any market.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> </ul>	<ul style="list-style-type: none"> <li>– The Bury Market Charter and the Food Act 1984 enables the council to operate markets in the town of Bury, namely the livestock market, the general markets held on Murray Road.</li> <li>– All other markets held in the market towns of Radcliffe and Ramsbottom also enabled.</li> <li>– Both of the above state that market shall not be established in pursuance of this act so as to interfere with any rights, powers or privileges enjoyed within the district in respect of a market by any person, without that person's consent and in consultation with traders.</li> </ul>	
2.	<ul style="list-style-type: none"> <li>– Operation and regulation of markets under the section 50 of the Food Act 1984 and the Bury Market Charter 1444.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> </ul>		

<sup>1</sup> Say what the activity is that is being delegated and the source of the power e.g. decision to instigate care proceedings under s 31 of the Children's Act 1989

<sup>2</sup> Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

<sup>3</sup> Include any specific conditions or constraints which apply to the delegation e.g. requirement to first consult with xxx

<sup>4</sup> Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

3.	– The collection of charges made in relation to any market.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> <li>• Bury Market Manager</li> </ul>		
4.	– To negotiate and agree terms regarding the acquisition (including compulsory purchase) and disposal of property assets and legal interests. – Sign Notices to Quit/Terminate Lease.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> <li>• Bury Market Manager</li> </ul>	In liaison with Legal Services	O
5.	– To negotiate and agree terms for the grant of leases, licences, tenancies, agreement for lease, development agreements and legal consents.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> </ul>	In liaison with Legal Services	O
6.	– To instruct Legal Services to serve legal notices. – Sign Notices to Quit/Terminate Lease.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> </ul>	In liaison with Legal Services	O
7.	– To grant a wayleave easement or deed of access over Council owned land to a third party.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Commercial Services</li> </ul>	In liaison with Legal Services	O

## STREETSCENE

### Highways, Street Lighting & Grounds Maintenance

1.	To act on behalf of the council in respect of the legislation specified in the foregoing: – Highways Act 1980 – National Parks and Access to the Countryside Act 1948	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Streetscene</li> </ul>	Duty to maintain the Highway as Highway Authority	O
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	<ul style="list-style-type: none"> <li>– New Roads and Street Works Act 1991</li> <li>Wildlife and Countryside Act 1981</li> </ul>	All officers within Streetscene		
2.	<p>To act on behalf of the council in respect of the legislation specified in:</p> <ul style="list-style-type: none"> <li>– The Local Authorities' Cemeteries Order 1977 – The Council is defined as a burial authority for the provision and maintenance of cemeteries.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Streetscene</li> <li>• Grounds Maintenance Manager</li> <li>Area Supervisor</li> </ul>	The council may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery. Where burials take place the order regulates the process including regulation of memorials.	

### Pest Control

1.	<ul style="list-style-type: none"> <li>- Dogs (Fouling of Land) Act 1996</li> <li>– Prevention of Damage by Pests Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Streetscene</li> <li>• Pest Control Operations Manager</li> <li>• Pest Control Officers</li> </ul>		
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### ENGINEERING SERVICES

#### Highways and Transport

1.	<p>To act on behalf of the council in respect of the legislation specified in the foregoing:</p> <ul style="list-style-type: none"> <li>– Traffic Management Act 2004</li> <li>– Road Traffic Act 1988</li> <li>– Cycle Tracks Act 1984</li> <li>– Highways Act 1980</li> <li>– National Parks and Access to the Countryside Act 1948</li> <li>– New Roads and Street Works Act 1991</li> <li>– Road Traffic Regulation Act 1984</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Services</li> <li>• Designated Traffic Manager</li> <li>• All officers within Engineering Services</li> </ul>	<ul style="list-style-type: none"> <li>– The Traffic Manager may, in making arrangements to ensure that the authority has: <ul style="list-style-type: none"> <li>a) determined specific policies or objectives in relation to different roads or classes of road in their road network;</li> <li>b) monitored the effectiveness of – <ul style="list-style-type: none"> <li>(i) the authority's organisation</li> </ul> </li> </ul> </li> </ul>	O
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	<ul style="list-style-type: none"> <li>– Town and Country Planning Act 1990</li> <li>– Town Police Clauses Act 1847</li> <li>– Traffic Calming Act 1992</li> <li>– Wildlife and Countryside Act 1981</li> </ul>		<p>and decision-making processes; and (ii) the implementation of their decisions; and</p> <p>c) assessed their performance in managing their road network.</p> <p>– Delivery of actions under these functions shall be carried out where appropriate by the council's Public Realm provider in accordance with the contract in place for the service.</p>	
2.	– To enter into agreements pursuant to Section 38 and Section 278 of the Highways Act 1980, issue permissions under Section 184 and display notices under Section 228, including the Power to determine the terms and conditions of the above	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Services</li> <li>• All officers within Engineering Services</li> </ul>		O
3.	– To manage the council's functions in relation to flooding and drainage in compliance with current legislation and policies of the council (including without limitation the Land Drainage Act 1991, Flood Risk Regulations 2009 and the Flood and Water Management Act 2010).	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Services</li> <li>• Lead Local Flood Officer</li> <li>• All officers within Engineering Services &amp; Streetscene</li> </ul>	– Delivery of actions under these functions shall be carried out where appropriate by the council's Public Realm provider in accordance with the contract in place for the service.	O

### Parking

1.	– Road Traffic Regulation Act 1984 – gives the power to local authorities to make traffic regulation orders which prohibit or restrict the use of a road; and which provide parking places on the highway, and in off-street car parks and set out the term on which such parking places may be used. Permission is also granted to park in contravention by way of a dispensation permit.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> </ul>		O
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		<ul style="list-style-type: none"> <li>• All officers with Parking Services Team</li> </ul>		
2.	– Civil Enforcement of Parking Contraventions (England) General Regulations – provides for the issue of a Charge Certificate in order to recover debt from unpaid Parking Penalty Charge Notices.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers with Parking Services Team</li> </ul>	This document is served in accordance with Regulation 21.	O
3.	– Civil Enforcement of Parking Contraventions (England) General Regulations – provides for the enforcement of a Charge Certificate if unpaid, by the issue of an Order for Recovery from a County Court.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers within Parking Services Team</li> </ul>	This is enforced in accordance with Regulation 22.	O
4.	– Taking Control of Good Regulations 2013 (as amended) – provides for the execution of a County Court Order to instruct Enforcement Agents to recovery unpaid Parking Penalty Charge Notice debt.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers within Parking Services Team</li> </ul>	Bury Council contracts an approved and certified Bailiff company in order to recover debt, including taking control of any goods in accordance with the regulations.	O
5.	– Road Traffic Regulation Act 1984 and associated Off-street Car Park Orders – provides for charges and restrictions to apply at off street car parks. Permission to be granted to use car park for another purpose, hire or to waive the parking fee payable for an event or other use.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers within Parking Services Team</li> </ul>		O

6.	– Road Traffic Regulation Act 1984 and associated Traffic Regulation Orders – provides for charges to apply at on street parking locations. Permission to be granted to use parking spaces for another purpose, hire or to waive the parking fee payable for an event or other use.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers within Parking Services Team</li> </ul>		0
7.	– The Traffic Management Act 2004 (Part 6) – provides for contraventions of the terms of a traffic regulation order relating to parking places on the highway and off-street, which were made offences in the RTRA (1984), to be subject to civil enforcement.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Service</li> <li>• All officers within Parking Services Team</li> <li>• The Council's nominated enforcement contractor</li> </ul>	<ul style="list-style-type: none"> <li>– These functions/powers are exercised in accordance with the council's single enforcement policy.</li> <li>– The parking offences which we enforce are by way of a PCN and are decriminalised (Civil Parking Enforcement).</li> <li>– NSL employees carry out first stage challenges to penalty charge notices under the management of the council.</li> </ul>	0

### Street Trading

1.	– Section 115E of the Highways Act 1980 – Control of pavement cafes with Highways Amenity Licences	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Services</li> <li>• All officers within Engineering Services &amp; Streetscene</li> </ul>	– New applications suspended until 30 September 2021 and replaced with the Business & Planning Act 2020.	
2.	– Section 3 of the Business and Planning Act 2020 – Pavement Licences	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Engineering Services</li> </ul>	– Licences are issued to permit tables and chairs to be placed on the highway in relation to consumption of food and drink	

		<ul style="list-style-type: none"> <li>• All officers within Engineering Services &amp; Streetscene</li> </ul>	(both alcoholic and non-alcoholic). – Applications for premises without alcohol are dealt with by the Licensing Officer (Street Trading). – Applications for premises with alcohol are dealt with by the Principal Licensing Officer. – Appeals are dealt with by the Licensing Subcommittee.	
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## WASTE MANAGEMENT & TRANSPORT

### Waste and Recycling

1.	<ul style="list-style-type: none"> <li>– Environmental Protection Act 1990 Section 45</li> <li>– Environmental Protection Act 1990 Section 46</li> <li>– The Controlled Waste (England and Wales) Regulations 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Waste Management</li> <li>• All Officers within Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>– Places a duty on the Council to arrange for the collection of household waste in Bury.</li> <li>– Permits the Council to specify the type of receptacle to be used by the householder for the disposal of their waste.</li> <li>– The Council can require separate receptacles to be used for waste which is to be recycled and waste that is not.</li> <li>– The Council may also specify the size, construction, and maintenance of the receptacles.</li> <li>– The Council may determine the position that Householders place their waste collection receptacles for emptying by the Council and steps to be taken by Householders</li> </ul>	
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			<p>to facilitate the collection of waste from the receptacles.</p> <ul style="list-style-type: none"> <li>– A Householder who fails without reasonable excuse to comply with the Council’s requirements under this legislation shall be liable on summary conviction to a fine; and <ul style="list-style-type: none"> <li>○ The Council can make a charge to Householders for the provision of waste receptacles.</li> <li>○ Definition of waste to be treated as household, industrial and commercial waste.</li> </ul> </li> <li>– Household waste for which collection and disposal charges may be made.</li> </ul>	
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### Transport

1.	<ul style="list-style-type: none"> <li>– Road Traffic Act 1988</li> <li>– Road vehicle construction and use Regulation Working time Directive 2003</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Waste Management &amp; Transport Services</li> <li>• Transport Manager</li> </ul>	<ul style="list-style-type: none"> <li>– An act of Parliament of the United Kingdom, concerning vehicles, insurance, and road regulation.</li> <li>– European Union law Directive and a key part of European labour law.</li> </ul>	
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### Street Cleansing

1.	<ul style="list-style-type: none"> <li>– The Environmental Protection Act 1990 Section 89</li> <li>– Litter and refuse: code of practice</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Head of Waste Management</li> <li>• All Officers within Street Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>– Imposes duties on certain landowners and occupiers to keep specified land clear of litter and refuse, and on local authorities and the Secretary of State to keep</li> </ul>	
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			clean public highways for which they are responsible. – Standards of graffiti and fly posting.	
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## WELLNESS

### Bereavement Services

1.	– To act on behalf of the council in respect of the legislation specified in The Local Authorities' Cemeteries Order 1977 – The Council is defined as a burial authority for the provision and maintenance of cemeteries.	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Parks &amp; Countryside Manager</li> <li>• Cemetery Registrar</li> <li>• Area Supervisor</li> </ul>	– The council may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery. Where burials take place the order regulates the process including regulation of memorials.	
2.	– To act on behalf of the council in respect of the legislation specified in The Cremation (England and Wales) Regulations 2008 (amendment 2016).	<ul style="list-style-type: none"> <li>• Assistant Director (Operations)</li> <li>• Parks &amp; Countryside Manager</li> </ul>	– The Cremation (England and Wales) Regulations 2008 ('the 2008 Regulations') make provision about the operation of crematorium in England and Wales, including in relation to the disposal of ashes, and the keeping of records relating to cremations.	

### Libraries

1.	– To meet the requirements of the Public Libraries and Museums Act 1964; in doing so the Council should consider a number of legal obligations, including the Equality Act 2010, Best Value Duty 2011 guidance, Localism Act 2011, the Human Rights Act 1998 (I have taken this from the front page of <a href="https://www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service">https://www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service</a> )	<ul style="list-style-type: none"> <li>• All officers of the Libraries &amp; Archives team, Head of Wellness Operations</li> </ul>		
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## REGULATORY, ENVIRONMENT AND WASTE SERVICES

## Public Protection Service

1.	<p>To act on behalf of the council in respect of the legislation specified in the foregoing:</p> <ul style="list-style-type: none"> <li>– Activity Centres (Young Persons Safety) Act 1995</li> <li>– Administration of Justice Act 1970 (Section 40) &amp; 1985</li> <li>– African Swine Fever (England) Order 2003</li> <li>– Agricultural Produce (Grading and Marking) Amendment Act 1931</li> <li>– Agriculture (Miscellaneous Provisions) Act 1968</li> <li>– Agriculture Act 1970</li> <li>– Agriculture Produce (Grading &amp; Marking) Acts 1928 &amp; 1931</li> <li>– Animal Gatherings (England) Order 2010</li> <li>– Animal Health (Divisional Veterinary Managers) Order 2009</li> <li>– Animal Health Act 1981 &amp; 2002</li> <li>– Animal Health and Welfare Act 1984</li> <li>– Animal Welfare Act 2006</li> <li>– Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018</li> <li>– Animals (Miscellaneous Provisions) Order 1927 as amended &amp; 1938</li> <li>– Animals (Post-Import Control) Order 1995</li> <li>– Anthrax Order 1991 as amended</li> <li>– Anti-Social Behaviour Act 2003</li> <li>– Anti-Social Behaviour, Crime and Policing Act 2014</li> <li>– Aujeszky's Disease Order 1983</li> <li>– Avian Influenza &amp; Influenza of Avian Origin in Mammals (England) (No.2) Order 2006</li> <li>– Avian Influenza (H5N1 in Poultry) (England) Order 2006</li> <li>– Avian Influenza (H5N1 in Wild Birds) (England) Order 2006</li> <li>– Avian Influenza (H5N1) (Miscellaneous Amendments) Order 2007</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations Strategy)</li> <li>• Head of Public Protection</li> <li>• Chief Inspector of Weights &amp; Measures</li> <li>• Licensing Unit Manager</li> <li>• Unit Managers</li> <li>• Environmental Health Officers</li> <li>• Graduate Environmental Health Officers</li> <li>• Public Protection Officers</li> <li>• HMO and Enforcement Officers</li> <li>• Principal Technical Officer</li> <li>• Senior Technical Officers</li> <li>• Principal Trading Standards Officers</li> <li>• Principal Community Protection Officer</li> <li>• Trading Standards Officers</li> <li>• Trading Standards Practitioners</li> <li>• Senior Enforcement Officers</li> <li>• Enforcement Officers</li> <li>• Fly Tipping Enforcement Officers</li> </ul>	<ul style="list-style-type: none"> <li>– To act as necessary in accordance with the officers' legislative authorisation to ensure compliance with the adjacent listed legislation and, in particular to exercise any statutory powers vested in the council but not exclusively of entry, inspection, to break open any container, examination, investigation, taking of measurements and photographs, taking of samples, seizure and detention of goods articles and documents, requiring the production of books and documents requiring the provision of information, giving of notices and requiring other facilities and assistance necessary to enable the council to perform its statutory powers and duties in relation to the enforcement of legislation.</li> <li>– Also, all officers are authorised to administer a caution when investigating any possible criminal offences and to appear in any proceedings before a Court.</li> <li>– All officers can also issue verbal warnings, penalty warning notices,</li> </ul>	C
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<ul style="list-style-type: none"> <li>– Avian Influenza and Newcastle Disease (Biosecurity Guidance and Disease Control) (Slaughter) Protocol (England &amp; Wales) Order 2003</li> <li>– Avian Influenza and Newcastle Disease (Contingency Planning) (England) Order 2003</li> <li>– Avian Influenza and Newcastle Disease (England &amp; Wales) Order 2003</li> <li>– Bluetongue (No. 2) Order 2007 (Revoked except for Article 17) Bluetongue Order 2003 (Revoked except for Article 18)</li> <li>– Brucellosis (England) Order 2000 as amended</li> <li>– Building Act 1984</li> <li>– Business and Planning Act 2020</li> <li>– Cancer Act 1939</li> <li>– Caravan Sites and Control of Development Act 1960</li> <li>– Cattle Plague Order 1928 as amended</li> <li>– Charities Act 1992</li> <li>– Children and Young Persons (Protection from Tobacco) Act 1991</li> <li>– Children and Young Persons Act 1933 (Section 7)</li> <li>– Children and Young Persons Act 1963 (Section 37)</li> <li>– Cigarette Lighter Refill (Safety) Regulations 1999</li> <li>– Civic Amenities Act 1967</li> <li>– Classical Swine Fever (England) Order 2003</li> <li>– Clean Air Act 1993</li> <li>– Clean Neighbourhoods and Environment Act 2005</li> <li>– Companies Act 1985 &amp; 2006</li> <li>– Company Directors Disqualification Act 1986</li> <li>– Consumer Credit Act 1974 &amp; 2006</li> <li>– Consumer Protection Act 1987</li> <li>– Consumers, Estate Agents and Redress Act 2007</li> <li>– Control of Pesticides Regulations 1986</li> <li>– Control of Pollution (Amendment) Act 1989</li> <li>– Control of Pollution Act 1974</li> <li>– Control of Salmonella in Broiler Flocks Order 2009</li> <li>– Control of Salmonella in Poultry Order 2007</li> <li>– Control of Salmonella in Turkey Flocks Order 2009</li> </ul>	<ul style="list-style-type: none"> <li>• Apprentice Enforcement Officers</li> <li>• Senior Animal Health &amp; Welfare Officer</li> <li>• Animal Health &amp; Welfare Officers</li> <li>• Licensing Officers</li> <li>• Licensing Advisors</li> <li>•</li> </ul>	<p>fixed penalty notices, infringement advice notices and officer written warnings.</p> <ul style="list-style-type: none"> <li>– Animal Health and Welfare Officers can serve statutory enforcement notices, orders, and community protection notices.</li> <li>– The Assistant Director (Operations Strategy), Head of Public Protection, Unit Managers, Principal Trading Standards Officers, Principal Environment Health Officers, Licensing Officers and the Enforcement Officers can: <ul style="list-style-type: none"> <li>i) issue formal written warnings;</li> <li>ii) authorise entry search warrants; and</li> <li>iii) sign any licence/registration documents or tenancy/pitch agreement on behalf of the council.</li> </ul> </li> <li>– The Assistant Director (Operations Strategy) and the Deputy Solicitor for the council can authorise any RIPA application on behalf of the council for any regulatory legislation, as listed in the left hand column.</li> <li>– The Assistant Director (Operations Strategy) can act as the informant on behalf of the council, with the exception of weights and measures legislation where only the Head of Public</li> </ul>	
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<ul style="list-style-type: none"> <li>– Copyright, Designs and Patents Act 1988</li> <li>– Copyright, etc and Trade Marks (Offences and Enforcement) Act 2002</li> <li>– Coronavirus Act 2020</li> <li>– Criminal Attempts Act 1981</li> <li>– Criminal Justice and Police Act 2001</li> <li>– Criminal Justice and Public Order Act 1994</li> <li>– Criminal Law Act 1977</li> <li>– Dangerous Dogs Act 1991</li> <li>– Dangerous Wild Animals Act 1976</li> <li>– Deer Act 1991</li> <li>– Deregulation and Contracting Out Act 1994</li> <li>– Development of Tourism Act 1969 (Section 18)</li> <li>– Disease Control (England) Order 2003 as amended</li> <li>– Diseases of Animals (Approved Disinfectants) (England) Order 2007</li> <li>– Diseases of Poultry (England) Order 2003</li> <li>– Dogs (Fouling of Land) Act 1996</li> <li>– Dogs Act 1906 (Section 3)</li> <li>– Education Reform Act 1988</li> <li>– Energy Act 1976 (Section 18)</li> <li>– Energy Act 2013</li> <li>– Energy Conservation Act 1981 (Section 20)</li> <li>– Enterprise Act 2002</li> <li>– Environment Act 1995</li> <li>– Environment and Safety Information Act 1988</li> <li>– Environmental Protection (Non-Refillable Refrigerant Containers) Regs 1994</li> <li>– Environmental Protection Act 1990</li> <li>– Enzootic Bovine Leukosis (England) Order 2000</li> <li>– Equine Infectious Anaemia (Compensation) (England) Order 2006</li> <li>– Equine Viral Arteritis Order 1995</li> <li>– Estate Agents Act 1979</li> <li>– European Communities Act 1972 (EC Tab)</li> <li>– Explosives Act 1875</li> <li>– Export of Horses (Excepted Cases) Order 1969</li> </ul>		<p>Protection/Chief Inspector of Weights &amp; Measures can act as the informant.</p> <ul style="list-style-type: none"> <li>– The Head of Public Protection/Licensing Unit Manager can also suspend or revoke any hackney carriage or private hire drivers licence with immediate effect under the Road Safety Act 2006.</li> </ul>	
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<ul style="list-style-type: none"> <li>– Export of Horses (Protection) Order 1969</li> <li>– Export of Horses (Veterinary Examination) Order 1966</li> <li>– Export of Horses and Ponies (Increase in Minimum Values) Order 1978</li> <li>– Export Quarantine Stations (Regulation) Order 1973</li> <li>– Factories Act 1961</li> <li>– Fair Trading Act 1973</li> <li>– Farm and Garden Chemicals Act 1967</li> <li>– Feed (Hygiene and Enforcement) (England) Regulations 2005</li> <li>– Fire Safety and Safety of Places of Sport Act 1987</li> <li>– Fireworks Act 2003</li> <li>– Food Act 1984</li> <li>– Food and Environment Protection Act 1985 (FEPA Tab)</li> <li>– Food Safety Act 1990 (as amended)</li> <li>– Food Safety and Hygiene (England) Regulations 2013</li> <li>– Foot and Mouth Disease (England) Order 2006</li> <li>– Foot and Mouth Disease (Packing Materials) Order 1925 as amended</li> <li>– Forgery and Counterfeiting Act 1981 (Part I)</li> <li>– Fraud Act 2006</li> <li>– Game Act 1831</li> <li>– Game Licences Act 1860</li> <li>– Gambling Act 2015</li> <li>– Hallmarking Act 1973</li> <li>– Hares (Control of Importation) Order 1965</li> <li>– Health Act 2006</li> <li>– Health and Safety at Work etc. Act 1974 (HSWA Tab)</li> <li>– Housing Act 1985 (EHH Tab)</li> <li>– Housing Act 2004 (EHH Tab)</li> <li>– Housing and Planning Act 2016 (EHH Tab)</li> <li>– Housing Grants, Construction and Regeneration Act 1996 (EHH Tab)</li> <li>– Hypnotism Act 1952</li> <li>– Importation of Animal Products and Poultry Products Order 1980 as amended</li> </ul>			
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<ul style="list-style-type: none"> <li>– Importation of Animals Order 1977 as amended (Articles 4(1), 5(6), 5(7), 6 &amp; 15 Do Not Apply to England and Scotland)</li> <li>– Importation of Animals Pathogens Order 1980</li> <li>– Importation of Birds, Poultry and Hatching Eggs Order 1979</li> <li>– Importation of Embryos, Ova and Semen Order 1980 as amended</li> <li>– Importation of Hay and Straw Order 1979</li> <li>– Importation of Processed Animal Protein Order 1981 as amended</li> <li>– Importation of Salmonoid Viscera Order 1986</li> <li>– Individual Ascertainment of Value (England) Order 2005</li> <li>– Infectious Diseases of Horses Order 1987</li> <li>– Intoxicating Substances (Supply) Act 1985</li> <li>– Knives Act 1997</li> <li>– Land Drainage Act 1991</li> <li>– Late Night Refreshment Houses Act 1969</li> <li>– Legislative Reform (Local Government) (Animal Health Functions) Order 2009</li> <li>– Licensing Act 2003</li> <li>– Litter Act 1983</li> <li>– Local Government (Miscellaneous Provisions) Act 1976</li> <li>– Local Government (Miscellaneous Provisions) Act 1982</li> <li>– Local Government Act 1972</li> <li>– Local Government and Housing Act 1989</li> <li>– Lotteries and Amusements Act 1976</li> <li>– Manufacture and Storage of Explosives Regulations 2005</li> <li>– Medicines Act 1968</li> <li>– Mobile Homes Act 1983</li> <li>– Motor Cycle Noise Act 1987</li> <li>– Motor Vehicles (Safety Equipment for Children) Act 1991</li> <li>– Movement of Animals (Records) Order 1960 as amended</li> <li>– Movement of Animals (Restrictions) (England) Order 2002 as amended</li> <li>– National Assistance (Amendment) Act 1951</li> <li>– National Assistance Act 1948</li> <li>– National Lottery Act 1993</li> </ul>			
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<ul style="list-style-type: none"> <li>– Noise Act 1996</li> <li>– Noise and Statutory Nuisance Act 1993</li> <li>– Offensive Weapons Act 1996</li> <li>– Office Shops and Railway Premises Act 1963</li> <li>– Olympic Symbol etc. (Protection) Act 1995</li> <li>– Open Spaces Act 1906</li> <li>– Pesticides (Fees and Enforcement) Act 1989</li> <li>– Petroleum (Consolidation) Act 1928</li> <li>– Petroleum (Transfer of Licences) Act 1936</li> <li>– Petroleum Consolidation Act 1928</li> <li>– Pigs (Records, Identification and Movement) Order 2007</li> <li>– Pleuro-Pneumonia (Amendment) Order of 1938 (5666)</li> <li>– Pleuro-Pneumonia Order 1928 (4605)</li> <li>– Poisons Act 1972</li> <li>– Pollution Prevention Control Act 1999</li> <li>– Poultry (Seizure of Hatching Eggs) Order 1990</li> <li>– Prevention of Damage by Pests Act 1949</li> <li>– Prices Act 1974 &amp; 1975</li> <li>– Private Places of Entertainment (Licensing) Act 1967</li> <li>– Proceeds of Crime Act 2002</li> <li>– Property Misdescriptions Act 1991</li> <li>– Protection From Eviction Act 1977</li> <li>– Protection of Animals Act 1911</li> <li>– Protection of Children (Tobacco) Act 1986</li> <li>– Psittacosis or Ornithosis Order 1953</li> <li>– Public Entertainments Licences (Drug Misuse) Act 1997</li> <li>– The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Restrictions) (Obligations of Hospitality Undertakings) (England) Regulations 2020</li> </ul>			
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<ul style="list-style-type: none"> <li>– The Health Protection (Coronavirus, Restrictions) (Obligations of Undertakings) (England) (Amendment) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Restrictions) (Self Isolation) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Local COVID-19 Alert Level) (Medium) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Local COVID-19 Alert Level) (High) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Local COVID-19 Alert Level) (Very High) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020</li> <li>– The Health Protection (Coronavirus, Restrictions) (Local Authority Enforcement Powers and Amendment) (England) Regulations 2020</li> <li>– Public Health (Control of Diseases) Act 1984</li> <li>– Public Health Act 1875</li> <li>– Public Health Act 1936</li> <li>– Public Health Act 1961</li> <li>– Public Health Acts Amendment Act 1907</li> <li>– Rabies (Control) Order 1974</li> <li>– Rabies Importation of Dogs, Cats and Other Mammals) Order 1974 as amended</li> <li>– Radioactive Substances Act 1960</li> <li>– Rag, Flock and Other Filling Materials Act 1951</li> <li>– Refuse Disposal (Amenity) Act 1978</li> <li>– Regulation of Investigatory Powers Act 2000 (RIPA)</li> <li>– Regulatory Reform (Fire Safety) Order 2005</li> <li>– Riding Establishments Act 1970</li> <li>– Road Traffic (Consequential Provisions) Act 1988</li> <li>– Road Traffic (Foreign Vehicles) Act 1972</li> <li>– Road Traffic Acts 1988 &amp; 1991</li> <li>– Road Traffic Offenders Act 1988</li> <li>– Road Traffic Regulation Act 1984</li> </ul>			
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<ul style="list-style-type: none"> <li>– Safety of Sports Ground Act 1975</li> <li>– Scotch Whisky Act 1988</li> <li>– Scrap Metal Dealers Act 1964</li> <li>– Sheep &amp; Goats (Records, Identification &amp; Movement) (England) Order 2009</li> <li>– Sheep Scab Order 1997</li> <li>– Shellfish and Specified Fish (Third Country Imports) Order 1992</li> <li>– Solicitors Act 1974</li> <li>– Specified Diseases (Notification &amp; Slaughter) Order 1992 (Revoked insofar as they apply to</li> <li>– Bluetongue)</li> <li>– Specified Diseases (Notification &amp; Slaughter) Order 2006</li> <li>– Specified Diseases (Notification) Order 1996 (Revoked insofar as they apply to Bluetongue) Spring Traps Approval Order 1995 as amended</li> <li>– Sunbeds (Regulation) Act 2010</li> <li>– Sunday Trading Act 1994</li> <li>– Telecommunications Act 1984</li> <li>– The Children (Performances) Regulations 1968 (as amended)</li> <li>– The Dogs (Fouling of Land) Act 1996</li> <li>– The Health Protection (Local Authority Powers) Regulations 2010</li> <li>– The Health Protection (Notification) Regulations 2010</li> <li>– The Health Protection (Part 2A Orders) Regulations 2010</li> <li>– The Hedgerow Regulations 1997</li> <li>– The Private Water Supplies (England) Regulations 2016</li> <li>– Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002</li> <li>– The Smoke and Carbon Monoxide Alarm (England) Regulations 2015</li> <li>– Theft (Amendment) Act 1996</li> <li>– Theft Acts 1968 &amp; 1978</li> <li>– Timeshare Act 1992</li> <li>– Tobacco Advertising and Promotion Act 2002</li> <li>– Tobacco Products Duty Act 1979</li> <li>– Town and Country Planning Act 1990</li> <li>– Town Police Clauses Act 1847</li> <li>– Trade Descriptions Act 1968</li> </ul>			
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<ul style="list-style-type: none"> <li>– Trade Marks Act 1994</li> <li>– Transport of Animals (Cleansing &amp; Disinfection) (England) (No.3) Order 2003 as amended</li> <li>– Tuberculosis (Deer) Order 1989 as amended</li> <li>– Tuberculosis (England) Order 2007</li> <li>– Unsolicited Goods and Services Acts 1971 &amp; 1975</li> <li>– Value Added Tax Act 1994</li> <li>– Vehicle (Crimes) Act 2001</li> <li>– Veterinary Surgery (Wing &amp; Web Tagging) Order 2009</li> <li>– Video Recordings Acts 1984 &amp; 1993 &amp; 2010</li> <li>– Warble Fly (Ascertainment of Infestation) (England &amp; Wales) Order 1985</li> <li>– Warble Fly (England &amp; Wales) (Infected Areas) Order 1985</li> <li>– Warble Fly (England &amp; Wales) Order 1982</li> <li>– Water Act 1989</li> <li>– Water Act 2003</li> <li>– Water Industry Act 1991</li> <li>– Weights and Measures Act 1985 (and all Regulations made under it)</li> <li>– Welfare of Animals (Transport) (England) Order 2006</li> <li>– Welfare of Animals at Markets Order 1990 as amended</li> <li>– Wildlife and Countryside Act 1982</li> <li>– Working Time Regulations 1998 (HSWA Tab)</li> <li>– Zoo Licensing Act 1981</li> <li>– Zoonoses Order 1988 &amp; 1989</li> <li>– EU Legislation:</li> <li>– The Aerosol Dispensers (EEC Requirements) Regs 1977</li> <li>– The Animal and Animal Products (Examination for Residues and Maximum Limits) Regs 1997</li> <li>– The Animal By Products (Enforcement) (England) Regulations 2013</li> <li>– The Animal By-Products Regulations 2005* as amended</li> <li>– The Animal Health &amp; Welfare (Scotland) Act 2006 (Consequential Provisions) (England &amp; Wales) Order 2006*</li> <li>– The Animals (Divisional Veterinary Managers)</li> <li>– Regulations 2009*</li> </ul>			
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<ul style="list-style-type: none"> <li>– The Animals and Animal Products (Import &amp; Export) (England) Regulations 2006* as amended</li> <li>– The Avian Influenza (Fees for the Licensed Vaccination of Birds) (England) Regulations 2007*</li> <li>– The Avian Influenza (Preventative Measures) (England) Regs 2006</li> <li>– The Avian Influenza (Vaccination) (England) Regulations 2006*</li> <li>– The Beef Labelling (Enforcement) (England) Regulations 2000</li> <li>– The Biofuel (Labelling) Regulations 2004</li> <li>– The Bluetongue Regs 2008</li> <li>– The Boiler (Efficiency) Regs 1993</li> <li>– The Bovines &amp; Bovine Products (Despatch Prohibition &amp; Production Restriction) Regs 1997</li> <li>– The Bovines &amp; Bovine Products (Trade) Regs 1999</li> <li>– The BSE (Feeding Stuffs &amp; Surveillance) Regs 1999</li> <li>– The BSE Offspring Slaughter Regulations 1998</li> <li>– The Business Protection from Misleading Marketing Regulations 2008</li> <li>– The Cancellation of Contracts made in a Consumer's Home or Place of Work etc Regulations 2008</li> <li>– The Cat and Dog Fur (Control of Import, Export and Placing on Market) Regs 2008</li> <li>– The Cattle (Identification of Older Animals) Regs 2000</li> <li>– The Cattle Database Regulations 1998</li> <li>– The Cattle Identification Regulations 2007* as amended</li> <li>– The Common Agricultural Policy (Wine) (England and Northern Ireland) Regs 2001</li> <li>– The Common Agricultural Policy (Wine) Regs 1996</li> <li>– The Companies (Trading Disclosures) Regulations 2008</li> <li>– The Construction Products Regs 1991</li> <li>– The Consumer Protection (Distance Selling) Regulations 2000</li> <li>– The Consumer Protection from Unfair Trading Practices Regulations 2008</li> <li>– The Crystal Glass (Descriptions) Regs 1973</li> <li>– The Docking of Working Dogs' Tails (England) Regulations 2007*</li> <li>– The Eco-design for Energy-Using Product Regulations 2007</li> </ul>			
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<ul style="list-style-type: none"> <li>– The Eggs &amp; Chicks (England) Regulations 2009*</li> <li>– The Electromagnetic Compatibility Regs 1992</li> <li>– The Electro-medical Equipment (EEC Requirements) Regs 1988</li> <li>– The Electronic Commerce (EC Directive) Regulations 2002</li> <li>– The Energy Efficiency (Refrigerators and Freezers) Regs 1997</li> <li>– The Energy Information (Combined Washer-driers) Regs 1997</li> <li>– The Energy Information (Dishwashers) Regs 1999</li> <li>– The Energy Information (Household Air Conditioners) (no 2) Regs 2005</li> <li>– The Energy Information (Household Electric Ovens) Regs 2003</li> <li>– The Energy Information (Household Refrigerators and Freezers) Regulations 2004</li> <li>– The Energy Information (Lamps) Regs 1999</li> <li>– The Energy Information (Refrigerators and Freezers) Regs 1994</li> <li>– The Energy Information (Tumble Driers) Regs 1996</li> <li>– The Energy Information (Washing Machines) Regs 1996</li> <li>– The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regs 2007</li> <li>– The Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regs 1996</li> <li>– The Feed (Hygiene and Enforcement) (England) Regs 2005 as amended</li> <li>– The Feeding Stuffs (Enforcement) Regs 1999</li> <li>– The Feeding Stuffs (England) Regs 2005 as amended</li> <li>– The Feeding Stuffs (Establishment &amp; Intermediaries) Regs 1999</li> <li>– The Feeding Stuffs (Safety Requirements for Feed for Food Producing Animals) Regulations 2004</li> <li>– The Feeding Stuffs (Sampling and Analysis) Regs 1999 as amended</li> <li>– The Feeding Stuffs Regs 2000</li> <li>– The Firework Regs 2004</li> <li>– The Food (Suspension of the use of E128 Red 2G as a food colour) (England) Regs 2007</li> <li>– The Food Hygiene (England) Regulations 2006</li> <li>– The Foot and Mouth</li> <li>– ) Regulations 2006</li> </ul>			
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<ul style="list-style-type: none"> <li>– The Measuring Instruments (Automatic Gravimetric Filling Instruments) Regulations 2006</li> <li>– The Measuring Instruments (Automatic Rail-weighbridges) Regulations 2006</li> <li>– The Measuring Instruments (Beltweighers) Regulations 2006</li> <li>– The Measuring Instruments (Capacity Serving Measures) Regulations 2006</li> <li>– The Measuring Instruments (Cold-water Meters) Regulations 2006</li> <li>– The Measuring Instruments (Liquid Fuel and Lubricants) Regulations 2006</li> <li>– The Measuring Instruments (Liquid Fuel delivered from Road Tankers) Regulations 2006</li> <li>– The Measuring Instruments (Material Measures of Length) Regulations 2006</li> <li>– The Measuring Instruments (Non-prescribed Instruments) Regulations 2006</li> <li>– The Meat (Enhanced Enforcement Powers) (England) Regulations 2000</li> <li>– The Mutilations (Permitted Procedures) (England) Regulations 2007* as amended</li> <li>– The Natural Mineral Water, Spring Water &amp; Bottled Water Regs 1999</li> <li>– The Non-Commercial Movement of Pet Animals (England) Regulations 2004*</li> <li>– The Non-Automatic Weighing Instruments Regs 2000</li> <li>– The Official Controls (Animal Feed and Food) (England) Regs 2006</li> <li>– The Official Feed and Food Controls (England) Regs 2009</li> <li>– The Olive Oil (Marketing Standards) Regs 2003</li> <li>– The Organic Products Regulations 2009*</li> <li>– The Package Travel, Package Holidays &amp; Package Tours Regs 1992</li> <li>– The Packaging (Essential Requirements) Regs 2003</li> <li>– The Personal Protective Equipment (EC Directive) Regs 2002</li> <li>– The Plastic Materials and Articles in Contact with Food (England) Regulations 2006 and 2009 as amended</li> <li>– The Plastic Materials and Articles in Contact with Food Regs 1998</li> <li>– The Poultry Meat (Water Content) Regs 1984</li> <li>– The Products of Animal Origin (Disease Control) (England) Regulations 2008* as amended</li> <li>– The Products of Animal Origin (Import and Export) Regulations 1996* as amended</li> </ul>			
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<ul style="list-style-type: none"> <li>– The Products of Animal Origin (Third Country Imports) (England) Regulations 2006</li> <li>– The Quick-Frozen Food Stuffs (England) Regs 2007</li> <li>– The Radio Equipment and Telecommunications Terminal Equipment (Amendment) Regulations 2000 as amended</li> <li>– The REACH Enforcement Regs 2008</li> <li>– The Registration of Establishments (Laying Hens) (England) Regulations 2003*</li> <li>– The Rice Products (Restrictions on First Packaging on the Market) (England) Regs 2006</li> <li>– The Salmonella in Turkey Flocks and Slaughter Pigs (Survey Powers) (England) Regulations 2006*</li> <li>– The Sheep and Goats (Records, Identification &amp; Movement) (England) Order 2007</li> <li>– The Simple Pressure Vessels (Safety) Regs 1991</li> <li>– The Supply of Machinery (Safety) Regs 1992</li> <li>– The Swine Vesicular Disease Regulations 2009*</li> <li>– The Telecommunications Terminal Equipment Regs 1992</li> <li>– The Textile Products (Indications of Fibre Content) Regs 1986</li> <li>– The Trade in Animals and Related Products Regulations 2011</li> <li>– The Transmissible Spongiform Encephalopathies (England) Regs 2008</li> <li>– The TSE (England) Regulations 2002 (as amended)</li> <li>– The Unfair Terms in Consumer Contracts Regulations 1999</li> <li>– The Wine Regulations 2009</li> <li>– The Working Time Regulations 1998</li> <li>– Transmissible Spongiform Encephalopathies (England) (Amendment) Regulations 2008*</li> <li>– Veterinary Medicines Regulations 2008* (Revoked Except Regulation 45(2))</li> <li>– Veterinary Medicines Regulations 2009*</li> <li>– Welfare of Animals (Miscellaneous Revocations) (England) Regulations 2007*</li> <li>– Welfare of Farmed Animals (England) Regulations 2007*</li> <li>– Zoonoses (Monitoring) (England) Regulations 2007*</li> <li>– Zootechnical Standards Regulations 1992* as amended</li> </ul>			
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	<p><b><u>In addition:</u></b></p> <p>Trading Standards and Consumer Protection Legislation is regularly updated and circulated by TSNW.</p>			
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### Street Trading

1.	<p>– Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 – Enabling street trading to be regulated within the county and adopted by the council in 1998</p>	<ul style="list-style-type: none"> <li>• Assistant Director (Operations Strategy)</li> <li>• Head of Public Protection</li> <li>• Licensing Unit Manager</li> </ul>	<p>– Applications are assessed by the Licensing Service and undergo a consultation period, with various interested parties. Should the Licensing Unit Manager not wish to exercise their delegated powers, the matter will be referred to the Licensing &amp; Safety Committee for the decision.</p>	
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Operations Directorate scheme of delegation: updated **March 2023**.

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**CHILDREN & YOUNG PEOPLE**

**Delegated Powers - Scheme of Delegation**

**Revised March 2023**

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Multi-Agency Safeguarding Hub	Team Manager MASH	Step a contact down to Early help or to sign post.
Children & Young People	MASH IRT SG	Team Manager MASH (EDT manager or worker in their absence)	Progress a referral
Children & Young People	MASH IRT SG CASS CWD	Team Manager (EDT manager or worker in their absence)	Hold a multi-agency Strategy meeting. (The police, health professionals, teachers and other relevant professionals should be engaged).
Children & Young People	MASH IRT SG CASS CWD	Team Manager (EDT manager or worker in their absence)	Initiate a S47 enquiry when a child may be suffering, or likely to suffer, significant harm.
Children & Young People	MASH IRT SG CASS CWD	Head of Service (On-call senior manager EDT - child must be presented to next available Legal Gateway)	Apply for an Emergency Protection Order
Children & Young People	IRT SG CASS CWD	Team Manager	Progress a child to Initial Child Protection Conference (ICPC). *Threshold decision is subject of Safeguarding Children Unit scrutiny.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD	Head of Service	Progress a child to Legal Gateway Panel.
Children & Young People	IRT SG CWD	Head of Service as chair of Legal Gateway PT 2	Enter pre-proceedings.
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice PT1, save where alternatively specified	Initiate proceedings
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval of a Care plan
Children & Young People	IRT SG CASS CWD Fostering	Team Manager	Approval of Court Reports
Children & Young People	All services	Team Manager	Notification of death of serious injury to a child (Director of Children's Services should be immediately notified in the event of death or serious injury to a child via the Director of Social Care Practice or Head of Service in their absence).
Children & Young People	Multi-Agency Safeguarding Hub IRT SG CASS CWD CST	Team Manager	Change of child's allocated social worker (There is an expectation that the relationship between the child and their social worker is supported and only made in unavoidable circumstances).



Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CWD	Team Manager  Head of Service if stepped down from Child In Need within last three months	Step down a case via case transfer or decide to close a Child in Need case.
Children & Young People	IRT SG CASS CWD CST	Team Manager	Extend Child and Family Assessment timescale beyond 15 working days.
Children & Young People	IRT SG CASS CWD CST	Director of Social Care Practice as Agency Decision Maker	Should be placed for adoption (SHOBPA) - whether a child should be placed for adoption or not.
Children & Young People	SG CASS CWD	Director of Social Care Practice as Agency Decision Maker	SHOBPA reconfirm that a child should be placed for adoption (SHOBPA) in circumstances where there has been new assessments or a change in circumstances since the original SHOBPA decision.
Children & Young People	SG CASS CWD	Director of Social Care Practice as Agency Decision Maker	Rescind a SHOBPA decision.
Children & Young People	SG CASS Adoption	Service Manager, Regional Adoption Agency or Director of Social Care Practice as Agency Decision Maker	Approving whether individual(s) should be approved as adoptive parents
Children & Young People	SG CASS Adoption	Director of Social Care Practice as Agency Decision Maker via adoption panel.	Adoption Match - whether approved adoptive parents should be matched with a particular child.
Children & Young People	SG CASS Adoption	Director of Social Care Practice as Agency Decision Maker	Concurrent placement or Foster for Adoption.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice as Agency Decision Maker with parental/holder of PR consent and IRO views	Change of Name of a looked after child.
Children & Young People	SG CASS Adoption	Principal Manager for the Regional Adoption Agency/Head of Service	Adoption allowance and support (the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members).
Children & Young People	IRT SG CASS Fostering	Head of Service My Home as Agency Decision Maker for looked after children	Approval of foster carer (Assessments undertaken by Fostering Social worker, approval recommended by Children's social work manager).
Children & Young People	SG CASS Fostering	Head of Service Looked My Home as Agency Decision Maker for looked after children	Re-approval of foster carer (Home reviews carried out by fostering social workers. Must be reviewed at panel if: 1 <sup>st</sup> review; after an allegation or complaint; following a significant change in circumstances; any other circumstances at the discretion of the local authority.)
Children & Young People	Fostering	Fostering Team Manager	Fostering Panel appointments (appointments to the Central List of Fostering Panel members).
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval of a Regulation 24 assessment (assessment undertaken by Fostering  Social worker, approval recommended by Children's social work manager. Responsible Head of service must recommend approval.
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Placement of a Child under Reg 24 with a connected person

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Fostering	Executive Director (Fostering Panel recommendation to Fostering Agency Decision Maker) following fostering Childrens social work manager recommendation	Exemptions and Extensions from Fostering Limit for foster carers living in local authority area.
Children & Young People	SG CASS Fostering	Head of Service and Panel Chair	Long-term match of a child with foster carers
Children & Young People	SG CASS Fostering	Head of Service	Staying Put arrangements
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Suspension of Contact between a Looked after Child and their parent (maximum of 7 days, beyond which court approval is necessary).
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice	To bring a child into the care of the local authority.
Children & Young People	IRT SG CASS Fostering	Head of Service looked after children on recommendation of placement team following internal search.	Search for independent fostering agencies and residential providers
Children & Young People	IRT SG CASS CWD Fostering	Executive Director	Placement of a child outside England or Wales following receipt of legal advice
Children & Young People	IRT SG CASS CWD	Head of Service	Placement of a child with external providers of residential care or foster carers from an independent fostering agency within Bury or a neighbouring local authority within 20 miles.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CASS CWD Fostering	Executive Director, based on endorsement of Director of Practice	Placement of a child in an unregulated placement
Children & Young People	IRT SG CASS CWD	Executive Director (with SofS approval if required) based on endorsement of Director of Practice	Placement of a child in Secure accommodation for up to 72 hours (under 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Application for a Secure accommodation order (under 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Placement of a child in Secure accommodation for up to 72 hours (over 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Application for a Secure accommodation order
Children & Young People	IRT SG CASS CWD Leaving Care	Team Manager	Approval of Pathway plan
Children & Young People	Multi-Agency Safeguarding Hub IRT SG CASS	Head of Service (Safeguarding Children Unit)	Notifications in relation to Looked After Children from another local authority placed in Bury (who should receive notification and make a decision about whether challenge to the placing LA should be made).

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	CWD		
Children & Young People	IRT SG CASS CWD	Team Manager	Passport application (an application for a passport is standard practice for all children upon making of a final care order or where local authority care is their plan of performance).
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Signature for Passport application
Children & Young People	IRT SG CASS CWD	Head of Service	Approval of assessments of private foster carers, impose requirements of private foster carers or decide to prohibit someone from acting as a private foster carer.
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Special Guardianship Order as a permanence plan for a looked after child
Children & Young People	IRT SG CASS CWD Fostering	Head of Service My Home Clear evidence must be provided re exceptional circumstances. Special Guardianship Allowances within the remit of the financial policy should be set out in the Special Guardianship Order support plan and approved by the Fostering Childrens social work manager	Special Guardianship support including allowance
Children & Young People	IRT SG CASS CWD Fostering	Head of Service My Home	Child Arrangement Order support

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Virtual school	Head of Service	Disruption of education - Change of School place for a looked after child in Key Stage 4 (year 10 & 11) (Decision to be made in consultation with the Head teacher Virtual School).
Children & Young People	IRT SG CASS CWD	Head of Service	Placement with Parents (following completion of Parents Assessment and approval at LAC review and IRO agreement) request for legal advice to discharge Care Order should be sought.
Children & Young People	IRT SG CASS CWD	Head of Service	Discharge from section 20
Children & Young People	IRT SG CASS CWD	Executive Director	Discharge from section 20 where child is 16/17
Children & Young People	IRT SG CASS CWD Fostering	Executive Director (Review and advice will be provided by Director of Social Care & Practice and the decision will be subject of a Delegated Executive Decision).	Adaptations to a Carers Home
Children & Young People	IRT SG CASS CWD Fostering	Director of Social Care Practice in consultation with the Head of Virtual School	Approval for a looked after child to have time off school for a holiday in school term
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval for looked after child to go on holiday in UK

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Director of Social Care Practice	Approval for looked after child to go on holiday abroad
Children & Young People	IRT SG CASS CWD	Executive Director	Approval for a child we look after to enter the Armed Services
Children & Young People	IRT SG CASS CWD Fostering CST Leaving Care Adoption	Director of Social Care Practice	Expenditure over £1,000
Children & Young People	IRT SG CASS CWD Fostering CST Leaving Care Adoption	Head of Service	Instruction of experts
Children & Young People	IRT SG CASS CWD Fostering	Foster Carer/Head of Service	Approval of overnight stays of a looked after child

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Team Manager (For all types of placements patterns of overnight stays should be monitored to ensure they do not become a regular respite arrangement by default. If an arrangement becomes part of the Care Plan then a formal assessment of the respite carers should take place. The respite carers should then become subject to review and monitoring as for any approved foster carer.)	Respite care with foster carers friends or relatives
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Short breaks to provide respite for parents/carers and to enable moves towards independence for children and young people with disabilities.
Children & Young People	IRT SG CASS CWD Fostering	Foster Carer/Head of Service	Approval for Looked after Child to have routine medical treatment including contraceptive provision
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval for a Looked after Child to have non-routine medical treatment
Children & Young People	IRT SG CASS CWD Fostering	Head of Service Legal advice to be sought in advance of decision.	Approval for looked after child to have emergency medical treatment and or surgery
Children & Young People	IRT SG CASS CWD Fostering	Executive Director in consultation with treating physician and parents and holders of PR, Director of Social Care Practice in their absence. written consent to be obtained Legal advice must be sought	Decision to withhold or withdraw life preserving medical treatment



Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	CST Leaving Care Adoption		
Children & Young People	IRT SG CASS CWD Fostering Leaving Care Adoption	Executive Director in consultation with treating physician and parents and holders of PR, Director of Social Care Practice in their absence. written consent to be obtained Legal advice must be sought	Gender reassignment
Children & Young People	IRT SG CASS CWD Fostering Leaving Care Adoption	Team Manger with parental/holder of PR approval and IRO views	Looked after child change of appearance e.g. ear piercing
Children & Young People	SG CASS CWD Fostering	Team Manager	Enhanced foster allowance
Children & Young People	IRT SG CASS CWD Fostering	Foster Care in accordance with delegated responsibility/Team Manager	For a looked after child to take part in sporting activities or group social
Children & Young People	IRT SG CASS CWD Fostering	Team Manager with parental/holder of PR written consent and risk assessment undertaken.	For a looked after child to take part in activities with an element of risk e.g. climbing/skiing

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Team Manager with written request and evidence including means test	Approval of section 34 Children Act contact expenses
Children & Young People	All	Team Manager (completed by Information Access Team with any withheld material agreed by allocated Team manager)	Subject Access Request
Children & Young People	All	Head of Service	Disclosure of information to other agencies not for safeguarding purposes (e.g. to assist in criminal investigation)
Children & Young People	CASS / SG	Head of Service	Discharge of Care Order
Children & Young People	Education		To apply for education Supervision Order
Children & Young People	Education		To prosecute parents under Education Act 1996 s.436A
Children & Young People	Education		Decision to intervene in schools causing concern under the Education and Inspections Act 2006 s.60 and in particular to issue a warning notice. Having regard to DfE Guidance Schools Causing Concern where there are concerns over performance, poor management and governance or where the safety of pupils and staff are threatened

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Education		<p>To suspend and replace the existing Governing body and secure a specially appointed Governing Body for a temporary period under the Education and Inspections Act 2006 s.65.</p> <p>Used where the governing body is providing insufficient challenge to the Head, proving an obstacle to progress or where relations are having an adverse impact on standards</p>

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# BUSINESS, GROWTH & INFRASTRUCTURE (BGI)

## DELEGATED POWER – CHIEF OFFICER DELEGATIONS

<b>Document Baseline Date:</b>	11 <sup>th</sup> December 2023		
<b>Executive Director:</b>	Paul Lakin – Executive Director of Place		
<b>Assistant Director(s):</b>	Crispian Logue – Assistant Director of Strategy, Planning & Development Sarah Porru – Assistant Director of Regeneration Delivery Robert Summerfield – Assistant Director of Regeneration Delivery		
<b>Specific Functions:</b>	<b>Function</b>	<b>Chief Officer:</b>	
	Strategic Transport	Crispian Logue	
	Building Control	Crispian Logue	
	Strategic Planning & Infrastructure	Crispian Logue	
	Development Management	Crispian Logue	
	Land & Property	Robert Summerfield	
	Major Projects Delivery [various]	Robert Summerfield	
	Housing Development [new]	Robert Summerfield	
	Housing Strategy, Policy & Performance	Robert Summerfield	
	Schools Capital	Robert Summerfield	
	Economic Development	Sarah Porru	
	Business & Investment	Sarah Porru	
<b>Financial Approval (limit)</b>	<b>Name</b>	<b>Status/Level</b>	<b>Approval Limit</b>
	Paul Lakin	Executive Director	£250,000
	Crispian Logue	Assistant Director	£100,000
	Sarah Porru	Assistant Director	£100,000
	Robert Summerfield	Assistant Director	£100,000
	Roger Frith	Head of Service	£50,000
	Jacqueline Summerscales	Strategic Lead	£25,000
	Roz Catlow Patterson	Major Projects Manager	£50,000
	Richard Spensley	Major Projects Manager	£50,000
	Steven Manifold	Major Projects Manager	£50,000
	Peter Dentith	Major Projects Manager	£50,000
	Elizabeth Gudgeon	Major Projects Manager	£50,000

## DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	Hollie Good		Major Projects Manager	£50,000	
	David Marno		Head of Service	£25,000	
	Mark Smith		Head of Service	£25,000	
	David Wiggins		Head of Service	£25,000	
	Joanne Betts		Strategic Lead	£25,000	
	Kausar Thorpe		Service Manager	£25,000	
	Rebecca Channings		Service Manager	£25,000	
	Fiona Kenyon		Service Manager	£25,000	
	Sinead Gracey		Major Projects Manager	£50,000	
Delegated Powers:	Land & Property				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Roger Frith	Head of Land & Property	Acquisition, appropriation & holding of land.	No	Yes
			Compulsory Acquisition of Land	No	Yes
			Property Valuation	No	No
			Office Moves	No	No
			Property Lettings	No	No
			Revenue & Capital Expenditure under Contract Procedure Rules	No	No
			Authorised to order purchasing cards from the issuing bank following request approved by cardholder's line manager	No	No
			Granting of Leases	No	Yes
			Freehold or leasehold disposal in Community Transfer	No	Yes

Major Projects Delivery [Bury Market & Flexi Hall]				
Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
Richard Spensley	Major Projects Manager	Capital Expenditure under Contract Procedure Rules	No	No
Major Projects Delivery [Radcliffe Hub & Market Chambers]				
Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
Peter Dentith	Major Projects Manager	Capital Expenditure under Contract Procedure Rules	No	No
Major Projects Delivery [Bury Mill Gate Joint Venture]				
Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
Steven Manifold	Major Projects Manager	Revenue and Capital Expenditure under Contract Procedure Rules	No	No
Major Projects Delivery [Prestwich Village Joint Venture]				
Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
Elizabeth Gudgeon	Major Projects Manager	Revenue and Capital Expenditure under Contract Procedure Rules	No	No
Major Projects Delivery [Northern Gateway]				

	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Hollie Good	Major Projects Manager	Revenue and Capital Expenditure under Contract Procedure Rules	No	No
	<b>Major Projects Delivery – Schools Capital</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	TBC	Major Projects Manager	Revenue and Capital Expenditure under Contract Procedure Rules	No	No
	<b>Strategic Transport</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Joanne Betts	Strategic Transport Lead		No	
	<b>Strategic Planning &amp; Infrastructure</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	David Wiggins	Service Manager (Strategic Planning & Infrastructure)			



	<b>Building Control</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Mark Smith	Head of Building Control	Legislation: Building Act 1984 Safety at Sports Ground Act Party Wall Act	No	
			Legislation: Building Act 1984	No	
	<b>Development Management</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	David Marno	Head of Development Management	Delegated decisions on applications as per Council Scheme of Delegation (no time limit see extract below)	Yes – Note: warrant card expiry date.	
	<b>Housing Development</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	TBC	TBC	Revenue and Capital Expenditure under Contract Procedure Rules	No	No

	<b>Housing Strategy, Policy &amp; Performance</b>				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Jacqueline Summerscales	Unit Manager	Revenue and Capital Expenditure under Contract Procedure Rules		
	<b>Economic Development</b>				
	Sinead Gracey	Head of Economic Development & Projects	Revenue and Capital Expenditure under Contract Procedure Rules		
<b>Notes in relation to Building Control:</b>	<ul style="list-style-type: none"> <li>All staff listed are authorised under the following sections Building Act 1984: <ul style="list-style-type: none"> <li>Section 35, 36, 37, 40, 91(2) and 95 power to enforce the provisions of the Building Regulations 2010</li> <li>Section 77, 78, 79 powers to deal with dangerous and ruinous and dilapidated buildings.</li> </ul> </li> <li>In addition to the above the Head of Building Control and Team Leader are authorised under the following legislation: <ul style="list-style-type: none"> <li>Safety at Sport Ground Act 1975</li> <li>Fire Safety and Safety of Places of Sport Act 1987</li> <li>Party Wall Act 1996</li> </ul> </li> </ul>				
<b>Notes in relation to Development Control:</b>	<b>Planning and Conservation:</b> All functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, (the Functions Regulations). 3.3.4. The committee's delegations are:				

	<p>a) To deal with any applications for planning permission under the Town and Country Planning Act 1990 and related legislation or for listed building consent under the Planning (Listed Buildings and Conservation Areas) Act 1990, subject to the inclusion of adequate detailed information relating to the application which is to the satisfaction of the Director for Business, Growth and Infrastructure as follows:</p> <ul style="list-style-type: none"><li>(i) Any application recommended for approval where there are three or more objections received from third parties from different households, with the exception of any domestic householder planning application which falls within the approved supplementary planning guidance note 6 or otherwise would be accepted under Prior notification procedures in relation to enhanced permitted development rights; and</li><li>(ii) Any application which has raised a novel planning issue.</li></ul> <p>b) Any application in respect of which at least one Member of the Planning Control Committee has given prior written notice to the Assistant Director (Localities) / Resource and Regulation that he/she wishes the application to be determined by the Planning Control Committee, which must state clear planning reasons for the call in request and be authorised by the Chair of the Planning Control Committee.</p> <p>c) Any application relating to a development which would constitute a substantial departure from the provisions of any approved plan or policies, in particular the Unitary Development Plan or subsequent adopted Local Plan, which is recommended for approval and/or is not a repeat or duplicate application of one previously refused.</p> <p>d) Any application submitted by or on behalf of a Member of the Council or his/her spouse.</p> <p>e) The application is submitted by a council officer who is employed in the planning service or works closely with it, or is a senior manager as defined in the council's pay policy statement, or by a close family member such that the council officer has a material interest in the application</p> <p>f) Any application over and above the levels defined in (i) and (ii) detailed below, subject to the application not being a repeat or duplicate of an application previously refused: (i) 50 or more dwellings or, if it is known, where the site is 2.5 hectares or more; (ii) for all other uses, where the floor space to be created is 5,000 square metres or more or the site is 0.5 hectares or more.</p> <p>g) (Any other application which, in the opinion of the Director for Business, Growth and Infrastructure merits consideration by the Planning Control Committee.</p>
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	<p>h) The decision to enter land in Part 2 of the Council's Brownfield Land Register thereby triggering a grant of Permission in Principle where the criteria referred to at (a) to (f) above are met and any application for Technical Details Consent where the criteria at (b) to (f) above are met.</p> <p>i) Any application submitted on behalf of the Council where there is at least one objection received from third parties. Street Naming</p> <p>j) To deal with the naming and re-naming of streets and the numbering and renumbering of properties, where objections have been received to proposals. Tree Preservation Orders</p> <p>k) To deal with the making or confirmation of tree preservation orders, in accordance with Sections 197 to 214D of the Town and Country Planning Act 1990 (or as subsequently amended) and the Tree Regulations 2012 (or as subsequently amended) where objections have been received to proposals. Listed Buildings and Conservation Areas</p> <p>l) To determine applications for grants for repair/maintenance works in respect of listed buildings where the amount of grant requested exceeds £5,000.</p> <p>m) To designate a conservation area under Section 69 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 (or as subsequently amended). General</p> <p>n) To give directions restricting permitted development under Article 4 of the Town and Country Planning (Development Procedure) (England) Order 2015 (or as subsequently amended).</p> <p>o) To deal with any functions relating to town and country planning and development control (development management) referred to in the Local Authorities (Functions and Responsibilities) Regulations 2000, as amended, where the appropriate officer does not wish to exercise his/her delegated powers. Commons Registration</p> <p>p) To deal with any functions relating to the registration of common land or Town and Village Greens and to register the variation of the rights of common as set out in Schedule 1 to the Functions Regulations, as amended, where the appropriate officer does not wish to exercise his/her delegated powers. Public Rights of Way</p> <p>q) To deal with any functions relating to public rights of way referred to in the Local Authorities (Functions and Responsibilities) Regulations 2000, as amended, where the appropriate officer does not wish to exercise his/her delegated powers.</p>
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**BUSINESS, GROWTH & INFRASTRUCTURE (BGI)**

**DELEGATED POWER – CHIEF OFFICER DELEGATIONS**

<b>Notes in Relation to Land &amp; Property (Property Protocols)</b>	<b>TBC</b>

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## **Executive Director (Health and Adult Care).**

Contribute to the corporate leadership of the Council, as a member of the Senior Leadership Team, providing strategic leadership, direction and service expertise.

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision, the Executive Director Health and Adult Care will provide strategic leadership, direction, and where applicable, line management across:

1. Adult Care Services in conjunction with the Statutory DASS role
2. Public Health function in conjunction with the statutory DPH role, including the commissioning of a range of services as part public health duty of the council and to ensure the delivery of the Joint Strategic Needs Assessment pursuant to the Council's responsibilities set out in Section 116 Local Government and Public Involvement in Health Act 2007 for Health and Social Care needs.
3. The development of the Joint Health and Wellbeing Strategy for the Council's area.
4. The implementation of the Public Service Reform Strategy, including the Neighbourhood Model

The Executive Director will represent the Council as required by the Chief Executive in GM CA matters.

As a consequence of the role as Deputy Place Based Lead for NHS Greater Manchester (Bury), and in accordance with the provisions of the National Health Service Act 2006, to undertake joint collaborative action, as appropriate, with the National Health Service and other partner organisations for the planning and provision of jointly operated services within the Council's area, including.

1. Commissioning health and social care, secondary care mental health, and community services and primary care services (with NHS GM )
2. Continuing Health Care/Complex Care (with NHS GM)
3. Transforming Care (with NHS GM)

4. The development of Cooperation Agreements and Partnership Agreements for joint working arrangements -described as the Bury Integrated Care Partnership
5. To approve, amend or terminate contracts with providers whose services are commissioned by ICB or jointly with partners, including the Locality Board.

In conjunction with the Director for Children and Young People, to be responsible for functions in respect of:

1. co-operation to improve well-being with partner agencies.
2. multi agency arrangements to safeguard and promote welfare.
3. information databases
4. Ensuring the contribution of NHS partners through the Greater Manchester Integrated Care System to the delivery of council services and objectives for improvement of outcomes for children, young people and families.

To discharge the Council's functions with regard to the assessment of need for, and provision of, community care services in accordance with the Part III of the National Health Service and Community Care Act 1990 as amended or re-enacted, and any Regulations thereunder.

To take any decision and/or develop approaches that commit Council resources that are within budget and policy to deliver better outcomes for local people to meet the requirements of the Care Act, Children's Act and allied legislation and Public Health responsibilities, after consultation with the Cabinet member Health, Adult care, and Wellbeing

To enter into partnership arrangements with Health bodies and approve future variations to the arrangements under Section 75 of the National Health Services Act 2006 after consultation with the relevant Cabinet Members and Statutory Officers. 5.12

Following consultation with the Council's Statutory Officer, to extend, re-negotiate or enter into any further agreements with health bodies in relation to any funding streams allocated to the what was the CCG, or, or exercised within the Terms of Reference of the Locality Board with the specific purpose of being transferred to or from the local authority under a Section 256 or Section 76 of the NHS Act 2006 arrangement and add any such sums to the budget.

To be responsible for such other functions conferred on or exercisable by the authority as may be prescribed by the Secretary of State by regulations.



<b>ADULT SOCIAL CARE</b>
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**Delegated Powers - Scheme of Delegation**

<b>Section</b>	<b>Officer's Job Title/Post</b>	<b>List Nature of Delegation/Authorisation (General or Specific)</b>
<b>s9-12, S13 and s58-66 of the Care Act 2014.</b>	Social Worker, Social Care Officer or Reviewing Officer	Carry out an assessment of an adult's, carer's, child's (where it appears the child is likely to have needs for care and support after becoming 18) or young carer's needs for care and support Apply the national eligibility criteria
<b>s67 and s68 of the Care Act 2014.</b>	Social Worker, Social Care Officer or Reviewing Officer	Decision to appoint an independent advocate
<b>s17 of the Care Act 2014.</b>	Personal Budget Support Team Officer	Carry out a financial assessment
<b>s25 of the Care Act 2014</b>	Operational Team Manager	Authorise the care and support plan of an adult
<b>s 26, s31 and 33 of the Care Act 2014</b>	Personal Budget Support Team Officer/Operational Team Manager	Decision to make a direct payment to an adult or a nominated person
<b>s 25, s32-33 of the Care Act 2014</b>	Finance/ Direct Payments team officer/Operational Team Manager	Decision to make a direct payment to an authorised (suitable) person.

<b>s 19 Housing Grants, Construction and Regeneration Act 1986</b>	Housing Adaptations officer and Occupational Therapist	Decision to award disabled facilities grant to fund a property adaptation following an assessment
<b>s34 of the Care Act 2014</b>	<b>Personal Budget and Support Team Manager</b>	To enter into a deferred payment agreement.
<b>s27 of the Care Act 2014</b>	Social Worker, Social Care Officer or Reviewing Officer	Carry out a review of a care and support plan or support plan
<b>s3 of the Mental Capacity Act 2005</b>	Social Worker	Carry out a mental capacity assessment
<b>s4 of the Mental Capacity Act 2005</b>	Social Worker, Social Care Officer, Reviewing Officer, Best interest Assessor	Make best interest decisions under the Mental Capacity Act 2005
<b>s39 of the Mental Capacity Act 2005 (and associated regulations)</b>	Social Worker, Social Care Officer, Reviewing Officer, Best interest Assessor	Instruct an Independent Mental Capacity Advocate under s39 of the Mental Capacity Act 2005 (and associated regulations).
<b>s4A and Schedule A1 of the Mental Capacity Act 2005</b>	Dols team Manager	<p>In accordance with the provisions of s4A and Schedule A1 of the Mental Capacity Act 2005, decision to authorise a named Senior Manager or other officer to carry out specific functions under the Deprivation of Liberty Safeguards provisions of the Mental Capacity Act, including:</p> <ul style="list-style-type: none"> <li>• Approve Best Interest Assessors</li> <li>• Grant an extension of an Urgent Authorisation to a Managing Authority</li> <li>• Appoint Assessors</li> <li>• Review authorisations</li> </ul>

		<ul style="list-style-type: none"> <li>• Appoint a Relevant Persons Representative</li> <li>• Authorise a Managing Authority to deprive a person of their liberty</li> </ul> <p>Make conditions in respect of an authorisation.</p>
<b>Section 15 and 16 Mental Capacity 2005</b>	Team Manager supported by Allocated ASC Legal officer	Decision to make an application to the Court of Protection for a declaration
<b>s114 of the Mental Health Act 1983</b>	Principal Social Worker	To approve appointments of individuals to act as Approved Mental Health Professionals under s114 of the Mental Health Act 1983 or to suspend or end such approvals.
<b>s117 of the Mental Health Act 1983.</b>	Jointly held responsibility: - Complex Care Panel	Decision to accept that the Council is the responsible local authority for an individual under s117 of the Mental Health Act 1983.
<b>s7 or s37 of the Mental Health Act 1983</b>	DASS With support from Mental Health Team Manager	Decision to accept a person to guardianship under s7 or s37 of the Mental Health Act 1983
<b>s19 of the Mental Health Act 1983</b>	Mental Health Team Manager	Decision to agree a transfer of a person from hospital to guardianship under Mental Health Act 1983

<b>s19 of the Mental Health Act 1983</b>	Mental Health Team Manager	Decision to authorise or agree a transfer of a person from the guardianship of one guardian to another under s19 of the Mental Health Act 1983
<b>s29 of the Mental Health Act 1983</b>	Director of ASC or Assistant Director Operations	Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a guardian on behalf of the Council
<b>s29 of the Mental Health Act 1983</b>	Director of ASC or Assistant Director Operations	Decision to propose a named person to fulfil the day-to-day functions and responsibilities of a nearest relative on behalf of the Council
<b>Section 42 Care Act 2014 (Safeguarding)</b>	Head of Adult Safeguarding, and Safeguarding Operational Manager	Decision to make and terminate enquiries (statutory and non-statutory)
<b>Section 48 Care Act 2014, The Care and Support (Business Failure) regulations 2015</b>	Director, deputy or strategic lead for provider development	Decision to initiate the Provider Failure Protocol
<b>The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009</b>	Complaints Officer/ Complaints operational manager	Decision to agree a response to a complaint.

<b>Civil Contingencies Act 2004</b>	Director on Call	Decisions relating to adult social care staff deployment during a civil emergency between 9am and 5pm Monday to Friday.
<b>Section 75 and Section 256 NHS Act 2006 and associated regulations Section 195 of the Health and Social Care Act 2012</b>	Director of ASC / Deputy Place based lead, Borough Treasurer	In consultation with the Cabinet Member for Adult Social Care, Wellbeing and Independence, decision to approve pooled budget agreements for the integration of health and social care.
<b>Section 79 Care Act 2014: councils' ability to delegate all of their functions under the Act (except for safeguarding and charging)</b>	Director of ASC/ CEO / Leader of the Council	Decision, where appropriate in compliance with Procurement Standing Orders, to authorise a person to exercise a function on behalf of the Adult Social Care Directorate under the Care Act 2014

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**Directorate: Corporate Core**

- Executive Director (Strategy & Transformation)
- Director of Law & Governance, Monitoring Officer
- Director of People and Inclusion
- Assistant Director Digital, Data and Technology
- Joint Head of Communications and Engagement

The scheme of delegation is to be read in conjunction with relevant sections of the constitution including:

Part 3 – The Functions scheme Part 4 – Section 6 – Contract Procedure Rules Part 4 – Section 7 – Financial Procedure Rules

**Contents**

1. Communication and Engagement (5)
2. Information Governance (14)
3. Information Technology (4)
4. Elections and Civic Duties (7)
5. Democratic Services (2)
6. Legal (3)
7. Registrars (2)
8. Human Resources (39)
9. Emergency Response and Resilience (2)
10. Communities – VCFA contracts and other Community Grants and Funding (1)
11. Arts & Culture (1)
12. Housing – please refer to the housing scheme of delegation as detailed at Appendix A.

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
<b>1.Communication and Engagement</b>				
1.	To act on behalf of the council to brief the media, issue media releases and respond to media enquiries and any other related activities as outlined in the Media Policy.	Joint Head of Communications and Engagement	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers	O
2.	To monitor and manage corporate social media accounts and support staff with management of service accounts, in accordance with the Social Media Policy.	Joint Head of Communications and Engagement.		O

<sup>1</sup> Say what the activity is that is being delegated and the source of the power eg decision to instigate care proceedings under s 31 of the Children's Act 1989

<sup>2</sup> Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

<sup>3</sup> Include any specific conditions or constraints which apply to the delegation eg requirement to first consult with xxx

<sup>4</sup> Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational



	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
3.	To implement and lead on actions to support the Communications Strategy	Joint Head of Communications and Engagement		O
4.	To provide media spokesperson representation on individual issues, for both reactive and proactive media issues.	Joint Head of Communications and Engagement	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers  Executive, Directors (including acting), Assistant Directors (including acting); Monitoring Officer, 151 Officer or if operational appointed service lead, with direct delegation in an emergency situation.	O
5.	Authorise changes or create suitable alternative content for the council corporate website, in both proactive and reactive situations.	Assistant Director Digital, Data and Technology	Designated website pages to individual leads.	O
<b>2. Information Governance</b>				
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	<b>Director of Law &amp; Governance, Monitoring Officer (SIRO)</b>		C

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
7.	Approving local settlements as suggested by and agreed with the Ombudsman under section 92 Local Government Act 2000.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With agreement of relevant Directors.	C
8.	Respond to ombudsman complaints through coordinating response from responsible services.	Head of Democratic Services	With agreement of relevant Officers/ Directors	O
9.	Act on behalf of the council to where unreasonable behaviour is felt to have occurred.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With agreement of relevant Assistant Directors or Directors (including acting)	C
10.	Review of information governance policies and implement proactive approach across the council.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With support of the Corporate Governance Group, Information Asset Owners and managers	C
11.	Authorised to conduct searches for subject access requests.	Departmental Head of services (Information Asset Owner)	With support from Data Protection Officer	O

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
12.	To act on behalf of the council in respect of Freedom of Information Act 2000 to co-ordinate and issue responses.	Data Protection Officer (FOI/EIR Officer) Information Asset Owners and Managers	In liaison with Contact Centre who provide central co-ordination and service leads as (IAO and IAMs) in providing responses.	O
13.	Investigate data breaches and prepare reports for sharing with Information Governance Steering Group.	Data Protection Officer (Head of Democratic Services) Data Protection Officer, Information Asset Owners and Managers	In line with agreed policy and with support from Data Protection Officer	O
14.	Report to the Information Commissioner's Office on data breaches where decided.	Data Protection Officer (Head of Democratic Services)	Notified to SIRO	C
15.	To commission investigation into suspected misuse of IT in accordance with the Employee Code of Conduct.	Executive Director (Strategy & Transformation) and relevant Head of service (Information asset Owner or Manager)	In agreement with SIRO and other relevant heads of departments as needed (eg HR, Audit)	O
16.	Respond to requests from police and partners for information and data requirements within the sharing protocol.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	In accordance with information provided by relevant Executive Director	O

Commented [MS1]: Should that not be Jacqui as SIRO?  
Things like PCDRs?

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
17.	On behalf of the council collate, produce and submit Information Governance Toolkit.	Data Protection Officer (collate and produce) SIRO (approval to submit)	Agreed by the Corporate Governance Group.	C
18.	Dispose of expired records in line with records retention policy	Data Protection Officer;	In line with records retention policy and consultation with Information Asset Owner	O
19.	Produce annual equality statement in accordance with Equality Act 2010.	Director People & Inclusion	Agreed by Head of Information Compliance and Equality	C
<b>3. Information Technology</b>				
20.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Assistant Director Digital, Data and Technology	In accordance with Finance Procedure rules and Contract Procedure Rules.	O
21.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Digital, Data and Technology		O

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
22.	Delivery of the agreed Service Level Agreement for IT activity.	Assistant Director Digital, Data and Technology		O
23.	Delivery of the IT strategy for the council.	Assistant Director Digital, Data and Technology	Working across Directorate with project leads.	O
<b>4. Elections and Civic Duties</b>				
24.	Discharge of Registration Duties  Section 52(2), Representation of the People Act 1983, Section 52(3), Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Council appointment – Functions of ERO S52/53 Representation of the People Act 1982	O
25.	Discharge of returning officer's functions  Section 28(5), of Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Director of Law & Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.  Elections Manager appointed at each election for specific responsibilities.	O

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
26.	<b>Returning officers: local elections in England and Wales.</b>  Section 35(4), Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Governance, Monitoring Officer Executive Director (Strategy & Transformation)	Director of Law & Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.  Elections Manager appointed at each election for specific responsibilities.	O
27.	Section 5(1), The Police and Crime Commissioners Elections (Functions of Returning Officers) Regulations 2012 Section 7(1), European Parliamentary Elections Act 2001	Elections and Land Charges Manager; Director of Law & Democratic Services		O
28.	Provide contact and duties on behalf of the Lord-Lieutenant of Greater Manchester and Deputy Lieutenants	Head of Democratic Services		O
29.	-All matters relating to the support of the Council's Mayor and Deputy Mayor during the course of his / her Civic Year	Head of Democratic Services		
<b>5. Democratic Services</b>				

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
30.	Ensuring that all published decision reports conform/adhere to constitutional rules and procedures.	Director of Law & Governance, Monitoring Officer		
31.	All matters relating to the operational management and support of the Council's governance and decision making events in accordance with legislation and the Council's constitution	Head of Democratic services.		
32.	All operational and administrative matters in relation to the remuneration of Elected Councillors	Head of Democratic services.	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>6. Legal Services</b>				
33.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Director of Law & Governance, Monitoring Officer	<b>(delegated to solicitor to the council in constitution Article 10 paragraph 2.10.3.3)</b> authorised to issue, defend, settle or take part in any legal proceedings on the council's behalf where such action is necessary to give effect to decisions of the council or where they consider that such action is necessary to protect the council's interests	

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
34.	Affixing the council seal	Director of Law & Governance, Monitoring Officer	This is in addition to the Chief Executive, Executive Director and includes any other person so authorised by him/her	
<b>7. Registration of Birth Deaths and Marriages</b>				
35.	Conduct civil marriage ceremonies Issue authorisations for marriages and civil partnerships to take place Advice on how to marry or form a civil partnership Take notices of intention to marry or form a civil partnership Issue authorisations for marriages and civil partnerships to take place Have local involvement in certification and registration of buildings for religious worship and marriage/civil partnership ceremonies Have custody of completed birth, death and marriage registers for the district Issue certificates from registers in their custody	Superintendent Registrar and Deputies		
36.	Register births, still births, deaths and marriages Issue certificates of births, still-births, deaths, marriages from current registers	Registrar of Births, Deaths and Marriages and their deputies		



	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
	Issue documents to allow burials or cremations			
<b>8. Human Resources</b>				
37.	Approval of HR policies	Chief Executive and Director of People and Inclusion	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
38.	Approval of Health & Safety policies	Chief Executive and Director of People and Inclusion	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
39.	Approval of HR and health and safety emergency planning and business continuity procedures and guidance	Director of People and Inclusion		
40.	Application of HR and Health & Safety policies and procedures	Relevant line manager	With guidance and support from relevant HR or Health and Safety advisors as required	

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
41.	Approval of the carryover of annual leave in excess of 5 days	All Executive Directors	The carry forward of upto 5 days, pro rata, will be applied automatically without approval. See: Local Conditions: Section 4 - Hours and Leave.	
42.	Approval of expenses and travel claims	Relevant line manager	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
43.	Approval of time off for trade union duties	Head of HR in consultation with relevant line manager	See: Local Conditions: Appendix K – Facilities and Time Off for Trade Union Duties and Responsibilities	
44.	Approval of special leave	Relevant line manager	Details are described within the published Special Leave Guidance	
45.	Suspension of an employee	Director of People & Inclusion or Head of HR	In consultation with the relevant line manager and Assistant Director	
46.	Approval of additional leave with or without pay	All Executive Directors	In consultation with the Director of People & Inclusion and Trade Union. See: Local Conditions: Section 4 - Hours and Leave)	
47.	Appointment of consultant / interim manager	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. This includes the Council's contract procedure rules, financial regulations and guidance on the engagement of external expertise	

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
48.	Approval of new post	<p>The Cabinet Member for HR &amp; Corporate Affairs following a recommendation from the Director of People &amp; Inclusion</p> <p>Chief Officer and Deputy Chief Officer posts to be approved by Employment Panel</p> <p>Posts with remuneration packages of £100,000 or greater to be approved by Council</p>	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance	
49.	Approval of the evaluation and re-evaluation of posts	All Executive Directors	In accordance with agreed JE processes	
50.	Job Evaluation Appeals	Job evaluation appeal panel	See the Job Evaluation Procedure	
51.	Approval of extension of fixed term contract or conversion of fixed term to permanent contract	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
52.	Recruitment to existing and new posts (whether permanent, fixed term), including cover arrangements where substantive postholder is on long-term leave e.g., due to career break, adoption / maternity, parental leave)	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	
53.	Approval of additional increments within the current pay scale	Head of Human Resources	Upon presentation of a satisfactory business case, and in very exceptional circumstances	
54.	Approval of increased working hours	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. See: Work Life Balance Policies.	
55.	Grade evaluation	Job evaluation and moderation panels in line with the NJC JE Scheme	See the Job Evaluation Procedure	
56.	Grading for jobs subject to other national agreements (e.g., Agenda for Change, Soulbury, Youth and Community)	Job evaluation panel or trained job evaluator in line with job evaluation scheme	Refer to LGA for support when required	
57.	Grading Chief Officer roles	Job evaluation panel in line with LGA JE Scheme		

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
58.	Approval of market pay supplements (including extensions)	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Market Supplement Policy	
59.	Approval of honorarium payments	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Honoraria Guidance	
60.	Approval of revised staffing structures	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion  Major restructures which meet the threshold for Key Decision to be approved by Cabinet.	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. Local Conditions: Appendix A – Consultation Procedure for Employees	
61	Approval of relocation expenses	All Executive Directors	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
62.	Approval of career breaks	All Executive Directors	In consultation with the Head of HR. See: Career Break Policy	

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
63	Determination of employee grievances	Informal – Relevant line manager  Formal – Senior officer nominated by the relevant Executive Director  Appeal - Employment Panel	In consultation with the Head of HR. See: Grievance Procedure	
64	Dismissal on grounds of capability / conduct / some other substantial reason	Dismissal: Senior officer (Chair of Hearing)  Appeal - Employment Panel	With support from HR Advisor  See: Disciplinary, Capability and Hearing procedures	
65.	Dismissal on grounds of redundancy	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion  Appeal - Employment Panel	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Procedure for Selection of Staff for Redundancy	
66	Approval of Voluntary Early Retirement/Voluntary Severance/Flexible Retirement	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Voluntary Exits Policy	

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
		Costs exceeding £100,000 are subject to approval by full Council.		
67	Ensure the effective discharge the functions for health, safety and welfare in connection with work and control of dangerous substances within the meaning of the Health and Safety at Work Act 1974	Chief Executive	In consultation with the Director of People & Inclusion as the designated Director for Occupational Health and Safety	
68.	Approval of spend and the allocation of funds to providers from the council's apprenticeship levy fund.	Director of People and inclusion	Spend must be within available funds and subject to contract procedure rules	
69.	Approval of Salary Loans in accordance with our Financial Wellbeing Offer	Director of People and Inclusion and Head of Organisational Development & Culture	See: Financial Support Offer for Employees	
70.	Ill health early retirement	Head of HR		
71.	Approval of DBS risk assessments	HR Operations Manager (Lead Counter-Signatory)		

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
72.	Approval to award an immigration licence and sponsor individuals	Licence: Director of People and Inclusion and HR Operations Manager  Sponsorship: HR Operations Manager		
73.	Approval of special severance payments	Payments under £20,000 – Director of Law & Governance on the recommendation of the Director of People & Inclusion  Payments between £20,00 and £100,000 – Leader of the Council and Chief Executive on the recommendation of the Director of People & Inclusion, Director of Law & Governance and Executive Director of Finance  Payments over £100,000 – Council	In line with agreed guidance See: Special severance payments guidelines	
<b>9. Emergency Response and Resilience</b>				
74.	Emergency Response and Resilience	Executive Director (Strategy & Transformation)	Community Safety Partnership – responsibility for CSP Grant from GMCA Emergency Response & Resilience i.e. Civil Contingencies Responsibilities, plus	



	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
			statutory community safety functions re. CCTV and Security; Events Safety Advisory Group	
75.	Ensure appropriate arrangements are in place to carry out the council's emergency planning functions in accordance with the Civil Contingences Act 2004	Chief Executive	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>10. Communities</b>				
76	Communities	Executive Director (Strategy & Transformation)	VCFA contracts and other Community Grants and Funding	
<b>11. Arts &amp; Culture</b>				
77.	Arts & Culture	Executive Director (Operations)	responsibility for the Art Gallery and it's collection, decision re maintenance and protection	

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## HOUSING OPERATIONS



### **Delegated Powers- Scheme of Delegation May 2024**

#### **Summary:**

Each Director or Monitoring Officer has the authority to make amendments to this Scheme of Delegation necessitated by legislative changes as and when appropriate.

Officers may only exercise the powers delegated to them in accordance with all relevant statutory requirements, the provisions of the Council's Constitution, the revenue and capital budgets of the Council, its Contract Procedure Rules, Financial Procedure Rules and other relevant policies and procedures.

Where an officer post to which any function has been delegated is renamed or is affected by a staffing reorganization, then the relevant delegation shall be treated as applying to the renamed post or, as appropriate, to the post which has been allocated the same or substantially the same relevant duties as the original post following that reorganisation.

In exercising the power delegated to them officers must observe any additional procedural requirements that apply within their services, eg, any requirement to consult local ward Councillors, Cabinet Members and/or the Leader. It is also good practice to keep local ward councillors informed of decisions made and implemented under delegated powers that significantly affect members of the community in their ward.

This scheme of delegations will apply to all permanent, contract and temporary officers working for the Council.

**The scheme of delegation is to be read in conjunction with relevant sections of the Constitution, including:**

**Part 3- Functions Scheme**

**Part 4 – Section 6 – Contract Procedure Rules**

**Part 4 – Section 7 – Financial Procedure Rules**

**Directorate Structure.**  
**Directorate: Strategy & Transformation**

Executive Director.

Director of Housing Operations

Head of Housing & Neighbourhoods Service

- Neighbourhood management, including Anti-social behaviour
- Tenancy support
- Safeguarding
- Rents
- Customer satisfaction

Head of Assets

- Asset Management (including repairs)
- Disrepair

Head of Compliance

- Property Compliance
- Property Health & Safety

Head of Homelessness & Housing Options

- Homelessness assessment
- Allocation
- Emergency accommodation
- Temporary accommodation

Service	Section	Officer's Job Title	List Nature of Delegation/Authorisation (General or Specific)
Housing Operations			ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014
	Housing & Neighbourhoods	Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager	Part 1: The power to authorise legal services to obtain a civil injunction.
			Part 4, Chapter 1: The power to issue and enforce Community Protection Notices.
			Part 4, Chapter 2: The power to make and enforce Public Spaces Protection Orders.
			Part 4, Chapter 3: The power to close premises associated with nuisance or disorder etc.
			Part 5: The power to recover possession of dwelling house under grounds of anti-social behaviour.
			CARE ACT 2014/CHILDREN AND FAMILIES ACT 2014/CHILDREN ACT 2004
	Assets	Director of Housing Operations; Head of Assets; Head of Homelessness & Housing Options	The requirement to undertake an assessment that may identify needs that can be met by adaptations or equipment to a property.
			ENVIRONMENTAL PROTECTION ACT 1990
	Housing & Neighbourhoods	Director of Housing Operations; Head of Housing & Neighbourhoods	Schedule 3: Entry of Premises.

		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	Schedule 3: Relating to authorisation of legal proceedings for an offence of obstruction.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.80: Relating to the existence of a statutory nuisance and to the service of an abatement notice and instigation of legal proceedings.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.81: Relating to the power to do works in default and recovery of costs.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	S.81A: Relating to recovery of costs and authorisations of notices following works in default carried out under Section 80 of the Environmental Protection Act.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	S.81B: Relating to recovery of costs as above.
			<b>HOUSING ACT 1985</b>
	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.79 granting secure tenancies Housing Act 1985.

		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.54. S.260, S.340: Entry of Premises.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.83 and 83ZA Housing Act 1985- to serve Notice of Seeking Possession or Notice of seeking Demotion of a tenancy.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.327: Relating to the institution of legal proceedings in relation to occupier causing or permitting overcrowding.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.330: Relating to the grant of a licence authorising a number in excess of the permitted number to sleep in a dwelling.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.339: Relating to the enforcement of Part X of the act (overcrowding)
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.341: Relating to the authorisation of instigation of legal proceedings for the offence of obstruction
			HOUSING ACT 1996 As Amended by HOMELESSNESS ACT 2002 and HOMELESSNESS REDUCTION ACT 2017 and DOMESTIC ABUSE ACT 2021

		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S124 Housing act 1996 - granting Introductory Tenancies.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.125A Housing Act 1996 - Notice to extend the term of Introductory Tenancy.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.128 Housing Act 1996 - Notice of Possession Proceedings
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.143E Housing Act 1996 - Notice of Possession Proceedings for demoted tenancies.
	<b>Homelessness &amp; Housing Options; Head of Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Housing &amp; Neighbourhoods Manager</b>	To instruct the Head of Legal Services to take all necessary legal proceedings to obtain possession of properties which are being occupied without authority.



	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	To issue Notices to Quit as necessary, in order to commence proceedings for possession of Council dwellings and all other forms of property, land and buildings held or managed for housing purposes and to take such further action as is necessary to obtain possession thereof.
	<b>Housing &amp; Neighbourhoods /Assets</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Head of Assets; Income Collection Manager</b>	To authorise proceedings for pursuit and recover of rent arrears, former tenants' arrears, and any miscellaneous claim in respect of damage suffered to property held or managed for housing purposes.
	<b>Housing &amp; Neighbourhoods /Assets</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Head of Assets</b>	To take all necessary steps to ensure that the terms of the Council's Tenancy Agreement are complied with.
	<b>Homelessness &amp; Housing Options; Housing &amp; Neighbourhoods /Assets</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Housing &amp; Neighbourhoods; Head of Assets</b>	To authorise and implement the general maintenance of Council dwellings and communal areas including any property, land or buildings held or managed for temporary accommodation purposes.
	<b>All</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Assets; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	To recharge tenants (or others) with the costs of repairs replacements and to permit exemption in proved cases of hardship from this requirement

	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To determine the allocation of Council dwellings and all other forms of property, land and buildings held or managed for housing purposes in accordance with relevant policies
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To provide a service to fulfil the Council's obligations to deal with homelessness and threatened homelessness in accordance with the Housing Act 1996 and Homelessness Act 2002 and/or any subsequent legislation.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To authorise temporary accommodation for persons ordinarily resident in private sector housing in appropriate cases where their homes are undergoing major works of improvement and/or repair
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To make determinations under Part VII of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017 including: S195 Prevention of Homelessness Duty S198B Relief of Homelessness Duty S189A Duty to produce a Personal Housing Plan

	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness) and The Homelessness (Review Procedure etc.) Regulations 2018 S202 to make decisions on review requests
	<b>All</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Assets; Head of Housing &amp; Neighbourhoods</b>	Part VII (Homelessness): To authorise: (a) Provision of furnishing, fittings, board, and laundry facilities. (b) Financial assistance towards tenants/resident's removal expenses. (c) The exercise of powers of entry to premises held or managed by Cabinet for the purpose of survey and/or examination of works. The storage and/or disposal of property coming into the Council's possession as a result of its housing function.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To procure and allocate temporary accommodation to homeless persons to whom the council owes a duty under Part VII of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	Part VII (Homelessness): To agree terms and conclude agreements with hoteliers for bed and breakfast accommodation for homeless people when other temporary accommodation is not available.

			<b>LOCALISM ACT 2011</b>
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options</b>	S148 Power to Discharge the Homelessness Duty into the private Rented Sector.
			<b>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976</b>
	<b>All</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Assets; Head of Housing &amp; Neighbourhoods</b>	S.16: Relating to the issue and service of a notice requiring particulars of persons interested in land.
			S.29: Relating to the securing of a residential premises to prevent unauthorised access.
			S.33: Relating to the re-instatement of essential services and the authorisation of the recovery.
			<b>GENERAL</b>
	<b>All</b>	<b>Director of Housing Operations</b>	Write off rent former tenants rent arrears which are irrecoverable.
		<b>Director of Housing Operations ;</b>	Re-appropriate properties acquired under the Housing Act 1985

Financial Approvals (Limit)	Name/Role	Approval Limit
	Kate Waterhouse (Executive Director)	£250,000
	John Holman (Director of Housing Operations)	£100,000
	Philip Cole (Head of Homelessness & Housing Options)	£50,000
	Kimberly Partridge (Head of Housing & Neighbourhoods Service)	£50,000
	Colin Somerville (Head of Assets)	£50,000

	Gareth Basterfield (Head of Compliance)	£50,000
	Claire Rogan (Business Manager)	£50,000
	Michelle Venn (Business Manager)	£50,000

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## **Chief Executive**

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

### **General**

To undertake all matters associated with the professional and corporate management of the Council.

The Chief Executive shall be authorised to:

- 1) Have overarching responsibility for the Council's paid service, with direct management responsibility for the executive management team, and without prejudice to the foregoing shall have power subject to compliance with the Constitution, Standing Orders, any relevant provisions of the Financial Regulations, and any legal requirements, to:
- 2) Discharge any function that has been delegated to a Chief Officer where that Chief Officer is unable to act, through absence or otherwise, or where the Chief Officer post with the delegated function is vacant or has been disestablished.
- 3) Discharge any function of the Council or the Executive which has not been specifically delegated to another officer, committee or otherwise reserved by full Council or the Executive and may direct any officer not to exercise a delegated function in special circumstances except where that officer is required to do so by law.
- 4) General Functions These functions can be either Executive or Non-Executive depending on the circumstances.
- 5) Take preliminary steps to protect the rights and interests of the Council subject to consultation with the Leader in relation to any Bill or Statutory Instrument or Order in Parliament.
- 6) Nominate, appoint and remove, in consultation with the Leader, Council representatives on the board of companies, trusts and other bodies (including those companies, trusts and other bodies on which the Council has representatives who have been nominated by other bodies) and to agree constitutional arrangements for such companies, trusts and other bodies and give any necessary consent required within relevant constitutions.
- 7) Take any action which is required as a matter of urgency in the interests of the Council, in consultation with the Leader if time permits.
- 8) All matters associated with the professional management of the Council.
- 9) The implementation of the Council's corporate strategies., including but not limited to the Bury 2030 community strategy and corporate plan.
- 10) The co-ordination of all official publicity, press statements and official publications (subject to any other delegation).
- 11) The taking of any action necessary, 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).

- 12) Determine, in conjunction with the 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.
- 13) Give professional advice to all parties in the decision-making process.
- 14) Represent the Council on Partnerships and External Bodies.
- 15) Implement and initiate change and service delivery across the Council's services.
- 16) Carry out record keeping for all the Council's Decisions (together with the Monitoring Officer).
- 17) Authorise officers to enter premises in exercise of specific statutory powers.
- 18) The exercise, following consultation with the Cabinet Leader, of the Council powers under s.13 Public Order Act 1986 in relation to public processions.
- 19) To adjust the amounts included in the relocation package for officers.
- 20) To make in-year amendments to the Council Risk Register, in consultation with the Leader of the Council.
- 21) To deal with matters concerned with civic and ceremonial occasions together with civic hospitality, and to determine requests for permission to reproduce the Council's Coat of Arms and symbol.
- 22) To agree indemnity payments to officers acting as directors on behalf of the Council or otherwise covered by the policy on indemnification of officers.
- 23) In consultation with the Monitoring Officer and S15 Officer to administer the scheme of Members' allowances and to uprate such allowances annually in accordance with the formula agreed by the Council.
- 24) Agree in consultation with the Leader, starting salaries (within the range determined by the Council) on appointment of Chief Officers and for any assimilations into revised grades if the Chief Officer's post is re-graded.
- 25) The making of arrangements with other local authorities for the placing of staff at the disposal of those other authorities.
- 26) Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to an exchange of lands effected by an order under Section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981.
- 27) Power to register variation of rights of common.
- 28) To discharge the Council's functions relating to the registration of common land and town or village greens pursuant to Part 1 of the Commons Act 2006 and the Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007.
- 29) Make all decisions relating to the reclaim of capital grants, cessation of revenue grants and variation to any legal agreement (including financial returns to the Council) in relation to the above expenditure.
- 30) Determine arrangements for civic hospitality.
- 31) Determine attendance at conferences where more than one service is involved in consultation with appropriate Executive Members, Chairs and Chief Officers.



- 32) Attend and vote on behalf of the Council at meetings of any other company or organisation of which the Council is a member, and to nominate a member of staff to attend and vote where the Chief Executive is unable to do so.
- 33) Responsible in consultation with the Council's monitoring officer for considering and determining applications for exemptions from political restriction.
- 34) Carry out the following specific functions -
- a) Responsible for ensuring the promotion of child protection and safeguarding of children in the Borough
  - b) Economic Development
  - c) Business Engagement
  - d) Regeneration
  - e) Strategic Planning
  - f) Strategic Housing
  - g) Housing Development (including Affordable Housing)
  - h) Member of Greater Manchester Combined (the CA) Authority Wider Leadership Team with responsibility for specific portfolios allocated by the Chief Executive of the CA.
- 35) Specific functions in relation to elections:
- a) Duty to appoint an electoral registration officer. Section 8(2) of the Representation of the People Act 1983 (c. 2)
  - b) Power to assign officers in relation to requisitions of the registration officer.
  - c) Section 11 of the Local Government Act 1972 Duty to appoint returning officer for local government elections.
  - d) Duty to divide constituency into polling districts. Sections 18A to 18E of, and Schedule A1 to, the Representation of the People Act 1983 Power to divide electoral divisions into polling districts at local government elections.
  - e) Section 31 of the Representation of the People Act 1983 Powers in respect of holding of elections. Section 39(4) of the Representation of the People Act 1983
  - f) Power to pay expenses properly incurred by electoral registration officers.
  - g) Section 54 of the Representation of the People Act 1983 Power to fill vacancies in the event of insufficient nominations.
  - h) Section 21 of the Representation of the People Act 1985 Duty to declare vacancy in office in certain cases. Section 86 of the Local Government Act 1972 Duty to give public notice of a casual vacancy. Power to make temporary appointments to parish councils.
  - i) Section 87 of the Local Government Act 1972 Section 91 of the Local Government Act 1972 Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.
  - j) Section 10 of the Representation of the People Act 2000 (c. 2) Duty to consult on change of scheme for elections.
  - k) Sections 33(2), 38 (2) and 40(2) of the 2007 Act Duties relating to publicity. Sections 35, 41 and 52 of the 2007 Act Duties relating to notice to Electoral Commission
  - l) Section 53 of the 2007 Act Functions relating to change of name of electoral area. Section 59 of the 2007 Act

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## Section 2 - Local choice functions

The table below details who has the responsibility for these functions and the delegation arrangements.

### 3.2.1. Allocation of functions

3.2.2. These are functions which the Council can decide whether the responsibility is to be of the Executive (“an executive function”) or the responsibility of the Council (a “non-executive” function). This section sets these functions out and designates them as executive or non-executive and details who is authorised to discharge them.

Responsibility for functions		
<b>What is the function which may but need not be the responsibility of the executive</b>	<b>Who has responsibility for the function</b>	<b>Who has the function been delegated to?</b>
1. Any function under a Local Act other than a function specified or referred to in regulation 2 or schedule 1 of the Local authority (functions and responsibilities) (England) Regulations 2000.	Cabinet	-
2. The determination of any appeal against any decision made by or on behalf of the Authority.	Council	Chief executive
3. The making of arrangements in relation to appeals against the exclusion of pupils from maintained schools pursuant to section 52 of the Education Act 2002 and the subordinate legislation made under that section.	Cabinet	Chief executive
4. The making of arrangements pursuant to sections 94(1) (1A) and (4) of the 1998 School Standards and Framework Act (admissions appeals).	Council	Solicitor to the Council
5. The making of arrangements pursuant to section 95(2) of, and schedule 25 to, the 1998 Act (children to whom section 87 applies: appeals by governing bodies).	Cabinet	Solicitor to the Council
6. The discharge of any function relating to the control of pollution or the management of air quality.	Cabinet	Chief executive

7. The service of an abatement notice in respect of a statutory nuisance.	Cabinet	Chief executive
8. The passing of a resolution that schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	Cabinet	Chief executive
9. The inspection of the authority's area to detect any statutory nuisance.	Cabinet	Chief executive
10. The investigation of any complaint as to the existence of a statutory nuisance.	Cabinet	Chief executive
11. The obtaining of information under section 330 of the Town and Country Planning Act 1990.	Cabinet	Chief executive
12. The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Cabinet	Chief executive
13. The making of agreements for the execution of highways works.	Cabinet	Chief executive
14. The appointment of any individual: (a) to any office other than an office in which he is employed by the authority; (b) to anybody other than: (i) the authority; (ii) a joint committee or sub-committee of such a body; or (c) to any committee or sub-committee of such a body  and the revocation of any such appointment.	(a) Cabinet (b and c) Council where allocation of seats is politically proportionate (b and c) Cabinet	(a) Chief Executive (b and c) Chief Executive
15. The making of agreements with other local authorities for placing staff at the disposal of those other authorities	Cabinet	Chief executive
16. Any function relating to contaminated land	Cabinet	Chief executive



Classification	Item No.
Open	

<b>Meeting:</b>	Council
<b>Meeting date:</b>	22 <sup>nd</sup> May 2024
<b>Title of report:</b>	<b>ANNUAL APPOINTMENTS</b>
<b>Report by:</b>	<b>Leader of the Council</b>
<b>Decision Type:</b>	<b>Council</b>
<b>Ward(s) to which report relates</b>	<b>All</b>

### Executive Summary:

The report sets out:

- a) The Executive arrangements to be adopted by the Council;
- b) The notification of Political Group Leaders and Deputy Leaders, the allocation of Portfolios to Cabinet Members and Deputy Cabinet Members; 2024/2025 Municipal Year; (Appendices A&B)
- c) The appointment of Regulatory Committees, Overview and Scrutiny Committees and other bodies affected by the Political Balance Rules contained in the Local Government and Housing Act 1989 for the 2024/2025 Municipal Year; (Appendix C)
- d) The appointment of bodies not covered or exempted from the Political Balance Rules for the 2024/2025 Municipal Year; (Appendix D)
- e) The appointment of representatives on Joint Authorities/GMCA Bodies;; (Appendix E).
- f) The appointment of other internal bodies not covered by the Political Balance Rules; (Appendix F).
- g) The appointments to outside bodies; (Appendix G).

### Recommendation(s)

Recommended option

1. That the Strong Leader arrangements adopted by the Council in 2011/12, be confirmed for 2024/2025.
2. That the appointments of the Political Groups' Leaders and Deputy Leaders as set out in Appendix A to this report be received.
3. That the appointment of the Cabinet Members and Deputy Cabinet Members for the 2024/2025 Municipal Year, as set out in Appendix B to this report be noted.
4. That the appointment of the Regulatory Committees, Overview and Scrutiny Committees and other bodies covered by the Political Balance Rules, including

- the appointment of Chairs, where stated, for the 2024/2025 Municipal Year, as set out in Appendix C to this report, be approved.
5. That the appointment of other bodies not covered by or exempted from the Political Balance Rules, including the appointment of Chairs, where stated, for the 2024/2025 Municipal Year, as set out in Appendix D to the report, be approved.
  6. That the appointments to the Combined Authority and Greater Manchester Joint Authorities for the 2024/2025 Municipal Year, as set out in Appendix E to the report, be approved.
  7. That the appointments to the various other internal bodies, including the appointment of Chairs, where stated, for the 2024/2025 Municipal Year, set out in Appendix F to the report, be approved.
  8. That the appointments to outside bodies for the 2024/2025 Municipal Year as set out in Appendix G to the report, be approved.
  9. That the Member Allowance as agreed in May 2022 and the maternity policy appended to this report, be noted.
  10. That the Chief Executive, in consultation with the Leaders of the political groups on the Council, be authorised to determine any appointments to bodies which remain to be filled and any changes in appointments or any new appointments to be made during the 2024/2025 Municipal Year and that any such appointments be reported to the Cabinet for information.
  11. That the Monitoring Officer be authorised to make consequential changes to the Constitution.
  12. That the Council be recommended to authorise the establishment of the Joint Health Overview and Scrutiny Committee for Northern Care Alliance.
  13. The membership of the HWB will be extended to include 2 additional deputy Cabinet members and Council authorise the consequential changes to the HWB terms of reference to reflect these changes.

## **Key considerations**

### **ISSUES**

#### **1 POLITICAL GROUP LEADERS AND DEPUTY LEADERS**

The appointment by the Political Groups on the Council of their Leaders and Deputy Leaders has been notified and the details are set out in Appendix A to this report.

##### **1.1 THE LEADER**

In accordance with the Local Government and Public Involvement in Health Act 2007, the Council currently operates a Strong Leader with Cabinet form of decision-making.

The Council Constitution made under the provisions of the Local Government Act 2000 and its associated Regulations and directions and adopted by the Council on 24 November 2021, provides for the Council to appoint the Leader.

##### **1.2 REGULATORY COMMITTEES, OVERVIEW AND SCRUTINY COMMITTEES AND OTHER BODIES COVERED BY THE POLITICAL BALANCE RULES**

The rules and requirements for securing political balance on the Regulatory Committees (and Sub-Committees), Overview and Scrutiny Committees, Advisory Committees and certain other bodies appointed by local authorities as set out in Appendix C of this report, are contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, as amended.

The general effects of the balance rules on this Council are that it is under a duty:-

- (a) to ensure that the membership of those bodies covered by the rules reflects the political composition of the Council as far as practicable;
- (b) to allocate seats on these bodies to the political groups in proportion to their numerical strength on the Council as far as practicable;
- (c) to accept the nominations made by the Groups for the filling of seats allocated to them; and
- (d) to review the allocation of seats to political groups at, or as soon as practicable after, the Annual Council Meeting and at certain other specified times

### **1.3 COMMITTEE MEMBERSHIP ALLOCATION PROCESS**

#### **Composition of the Council (51 Seats)**

Labour: 32  
Conservative: 10  
Radcliffe First: 8  
Independent: 1

#### **Proportionality principles**

Calculation of Political Balance (Proportionality) The Council must allocate seats on Committees and other prescribed bodies to give effect to the political balance rules. The rules for the allocation of seats are set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and Local Government Regulations 1990.

Section 15(5) of the Local Government and Housing Act 1989 sets out the principles as follows:

- a) that not all the seats on the body are allocated to the same political group;
- b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

The Council can only depart from these rules by passing a resolution with no member voting against the resolution.

This proportionality report is based on the principles described above. This report is requested to be agreed by Council to ensure the seats are allocated using the appropriate principles as based in law.

The political composition of the Council is as follows:

	Labour	Conservative	Radcliffe First	Others
Members	32	10	8	1
Percentage	62.7%	19.6%	15.6%	1.9%

Achieving Political Balance:

An allocation of seats is set out in the table below.

Committee Size	Labour	Conservative	Radcliffe First	Others
7 Members	4 (4.34)	2 (1.33)	1 (1.05)	0
9 Members	6 (5.58)	2 (1.71)	1 (1.35)	0
10 Members	6 (6.2)	2 (1.9)	2 (1.5)	0
11 Members	7 (6.82)	2 (2.09)	2 (1.65)	0

#### **1.4 OTHER BODIES NOT COVERED BY THE POLITICAL BALANCE RULES**

The appointment of certain other bodies are not covered by the Political Balance Rules. The Council is responsible for the Health and Wellbeing Board and, jointly with NHS Greater Manchester Integrated Care Partnership, the Locality Board. Membership is set out in Appendix D.

#### **1.5 REPRESENTATIVES ON GREATER MANCHESTER JOINT AUTHORITIES**

The Council is entitled to appoint representatives to serve on the Greater Manchester Joint Authorities for 2024/25 and to nominate, from amongst the appointed representatives, Spokespersons to answer any questions (duly notified at Council meetings) on the functions of the Joint Authorities on which they serve.

#### **1.6 APPOINTMENTS OF OTHER INTERNAL BODIES NOT GOVERNED BY THE POLITICAL BALANCE RULES 2024/2025**

Attached to this report at Appendix F is a schedule giving details of the appointments to other internal bodies not covered by the Political Balance Rules.

#### **1.7 APPOINTMENTS TO OUTSIDE BODIES 2024/2025**

Attached to this report at Appendix G is a schedule giving details of appointments to be made to outside bodies.

#### **1.8 CORPORATE PARENTING COMMITTEE CHAMPIONS**

Each Committee has a nominated Corporate Parenting Champion; they will receive training from Childrens Services and will be responsible for advocating for Corporate



Parenting matters in each committee. Champions will be appointed by each Committee at their first meeting of the municipal year. Corporate Parenting Boards scheduled for the municipal year 2024-2025 are:

06<sup>th</sup> June 2024

02<sup>nd</sup> July 2024

10<sup>th</sup> September 2024

03<sup>rd</sup> December 2024

09<sup>th</sup> January 2025

04<sup>th</sup> March 2025.

## 2.0 CONCLUSION

- Appendix A contains details of appointments of Group Leaders/Deputy Leaders.
- Appendix B contains details of appointments relating to the Cabinet.
- Appendix C contains details of the Regulatory Committees and Sub-Committees/Other Bodies to be appointed in accordance with the Political Balance Rules.
- Appendix D contains details for the appointment of the Audit Committee, Health and Wellbeing Board, Strategic Commissioning Board and other bodies not covered by the Political Balance Rules.
- Appendix E contains details of appointments of representatives on the Greater Manchester Joint Authorities.
- Appendix F contains details of appointments of other internal bodies not covered by the Political Balance Rules.
- Appendix G contains details of appointments to outside bodies.
- Appendix H contains the Terms of Reference for the Joint Health Overview and Scrutiny Committee for Northern Care Alliance.

### Equality Impact and considerations:

*Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:*

*A public authority must, in the exercise of its functions, have due regard to the need to -*

- (a) *eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) *advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) *foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

*The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.*

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### Consultation:

Group Leaders and Unaligned Members

**Legal Implications:**

The appointment of the various bodies indicated in the report complies with the provisions of the Council Constitution adopted under the provisions of the Local Government Act 2000 and its related Regulations and directions; and also with the Local Government and Public Involvement in Health Act 2007, the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990 as amended in respect of the political balance rules.

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**Financial Implications:**

The appointment to the additional Cabinet Member will be funded in the current year through contingency and will be included with MTFP. This will be offset against the reduction of 2 deputy Cabinet Members and in addition the appointment of Cllr FitzGerald as deputy Cabinet Member and also Chair of Health Scrutiny, she will only be entitled to one Special Responsibility Allowance.

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**Report Author and Contact Details:**

Jacqui Dennis, Council Solicitor and Monitoring Officer

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## APPENDIX A

**APPOINTMENT OF POLITICAL GROUP LEADERS/DEPUTY LEADERS FOR  
2024/2025**

<b>Group/Position</b>	<b>Appointees 2024/2025</b>
	<b>Councillors:</b>
<b>Labour Group</b>	
Leader	Cllr E O'Brien
Deputy Leader and Statutory Deputy	Cllr T Tariq
Deputy Leader	Cllr L Smith
<b>Conservative Group</b>	
Leader	Cllr R Bernstein
Deputy Leader	Cllr J Lancaster
<b>Radcliffe First Group</b>	
Leader	Cllr M Smith
Deputy Leader	Cllr C Birchmore

**APPOINTMENT OF THE CABINET FOR 2024/2025**

<b>Position</b>	<b>Appointees</b>
Leader, Strategic Growth	Cllr Eamonn O'Brien
Deputy Leader, Health and Wellbeing	Cllr Tamoor Tariq
Deputy Leader, Children and Young People	Cllr Lucy Smith
Finance and Transformation	Cllr Sean Thorpe
Communities and Inclusion	Cllr Sandra Walmsley
Environment, Climate Change and Operations	Cllr Alan Quinn
Corporate Affairs and HR	Cllr Tahir Rafiq
Culture, Economy and Skills	Cllr Charlotte Morris
Housing Services	Cllr Clare Cummins

\*Note- Opposition Group Leaders are invited to all Cabinet meetings in a non-voting Capacity

**APPOINTMENT OF DEPUTY CABINET MEMBERS FOR 2024/2025**

<b>Position</b>	<b>Appointees</b>
Children and Young People	Cllr Nikki Frith Cllr John Southworth
Health & Wellbeing	Cllr Ayesha Arif Cllr Tom Pilkington
Environment, Climate Change and Operations	Cllr Gareth Staples Jones
Corporate Affairs and HR	Cllr Joan Grimshaw
Housing Services	Cllr Liz Fitzgerald

**APPOINTMENT OF SHADOW CABINET FOR 2024/2025**

<b>Position</b>	<b>Appointees</b>
Leader, Corporate Core, Culture and Place	Cllr R Bernstein
Deputy Leader, Health and Wellbeing	Cllr J Lancaster
Housing and Environment	Cllr Rydeheard
Children, Young People and Skills	Cllr L McBriar
Communities, Operations and Whip	Cllr D Vernon

**APPOINTMENT OF POLITICALLY BALANCED COMMITTEES AND SUB-COMMITTEES OF THE COUNCIL FOR 2024/2025**

Committees	No of Seats		Seat Allocations and Appointments 2024/2025
	Cllr	Co-Opted	
<b>1. Planning Control Committee</b>	<b>11</b>	<b>0</b>	<p><b>Lab(7) Con(2) Rad First (2)</b></p> <p>Cllr Gavin McGill (Chair) (Lab)  Cllr Martin Hayes (Lab)  Cllr Ciaran Boles (Lab)  Cllr Debbie Quinn (Lab)  Cllr Gareth Staples-Jones (Lab)  Cllr Ummrana Farooq (Lab)  Cllr Babar Ibrahim (Lab)  Cllr Jackie Harris(Con)  Cllr Shabaz Arif (Con)  Cllr Des Duncalfe (RF)  Cllr Mary Walsh (RF)</p>
<b>2. Licensing and Safety Committee</b>	<b>11</b>	<b>0</b>	<p><b>Lab(7) Con(2) Rad First (2)</b></p> <p>Cllr Imran Rizvi (Chair) (Lab)  Cllr Joan Grimshaw (Lab)  Cllr Noel Bayley (Lab)  Cllr Babar Ibrahim (Lab)  Cllr Debbie Quinn (Lab)  Cllr Gavin McGill (Lab)  Cllr Jodie Hook (Lab)  Cllr Roger Brown (Con)  Cllr Jack Rydeheard (Con)  Cllr Glyn Marsden (RF)  Cllr Andrea Booth (RF)</p> <p>(Full Panel to deal with all policy and monitoring matters)  (3 members of the Panel to form individual politically balanced (where possible) Panels for individual licence applications.)</p>

Committees	No of Seats		Seat Allocations and Appointments 2024/2025
	Cllr	Co-Opted	
<b>3. Employment Panel</b>	<b>9</b>	<b>0</b>	<p><b>Lab(6) Con(2) Rad First (1)</b></p> <p>Cllr Tahir Rafiq (Chair) (Lab)  Cllr Joan Grimshaw (Lab)  Cllr Elliot Moss (Lab)  Cllr Tamoor Tariq (Lab)  Cllr Clare Cummins (Lab)  Cllr Lucy Smith  Cllr Russell Bernstein (Con)  Cllr Jo Lancaster (Con)  Cllr Mary Walsh (RF)</p>
<b>3a. Individual Panels/ Boards</b>	<b>(3) or (5)</b>	<b>(0)</b>	<p>3 or 5 Members of the Panel selected to form Employment Panel dealing with:-</p> <ul style="list-style-type: none"> <li>• Shortlisting and Appointment of Staff</li> </ul> <p>Membership to comprise the Cabinet Member for Human Resources or nominated representative (who will act as Chair)</p>
<b>4. Overview and Scrutiny Committee</b>	<b>11</b>		<p><b>Lab(7) Con(2) Rad First (2)</b></p> <p>Cllr John Southworth (Lab)  Cllr Noel Bayley (Lab)  Cllr Ayesha Arif (Lab)  Cllr Tom Pilkington (Lab)  Cllr Debra Green (Lab)  Cllr Richard Gold (Lab)  Cllr Elliot Moss (Lab)  Cllr Russell Bernstein (Con)  Cllr Dene Vernon (Con)  Cllr Glyn Marsden (RF)  Cllr Carol Birchmore (RF)</p> <p><b>Chair – Councillor Dene Vernon (Con)</b></p> <p>(Cabinet Members not to be members of the Committee.)</p>

Page 123			<p>(Deputy Cabinet Members not to be a Member of a Committee dealing with an area in which they have an involvement or an interest).</p> <p><b>Overview Project Groups</b></p> <p>Set up as required with membership drawn from all non-Cabinet Members. Overview and Project Groups will appoint Co-opted Members as required.</p>
<p><b>Housing Sub – Committee</b></p> <p><b>New Committee</b></p>			<p>Cllr Debra Green  Cllr Richard Gold  Cllr Russell Bernstein  Cllr Dene Vernon  Cllr Glynn Marsden</p>

5. Children and Young People's Scrutiny Committee	11	<div>Lab(7) Con(2) Rad First (2)</div> <div>Cllr Ciaron Boles (Chair) (Lab) Cllr Ummrana Farooq (Lab) Cllr Shaheena Haroon (Lab) Cllr Elizabeth FitzGerald (Lab) Cllr Gareth Staples Jones (Lab) Cllr Lynn Ryder (Lab) Cllr Miriam Rahimov (Lab) Cllr Russell Bernstein (Con) Cllr Luis McBriar (Con) Cllr Donald Berry (RF) Cllr Glyn Marsden (RF)</div> <div>(Cabinet Members not to be members of the Committee.) (Deputy Cabinet Members not to be a Member of a Committee dealing with an area in which they have an involvement or an interest).</div> <div>Education Representatives – (Voting)*</div> <table><tr><th>Name</th><th>Representing</th></tr><tr><td>1. Vacancy</td><td>Church of England</td></tr><tr><td>2. Vacancy</td><td>Roman Catholic</td></tr><tr><td>3. Vacancy</td><td>Jewish Faith</td></tr><tr><td>4. Vacancy</td><td>Parent Gov (Secondary)</td></tr><tr><td>5. Vacancy</td><td>Parent Gov (Primary)</td></tr></table> <div>* Invited to Committee meetings where education matters are being considered</div> <div>Co-opted - Independent Member</div> <table><tr><th>Name</th><th>Representing</th></tr><tr><td>1. Helen Chadwick</td><td>Union Representative</td></tr><tr><td>2.</td><td>Youth Representative</td></tr></table>	Name	Representing	1. Vacancy	Church of England	2. Vacancy	Roman Catholic	3. Vacancy	Jewish Faith	4. Vacancy	Parent Gov (Secondary)	5. Vacancy	Parent Gov (Primary)	Name	Representing	1. Helen Chadwick	Union Representative	2.	Youth Representative
Name	Representing																			
1. Vacancy	Church of England																			
2. Vacancy	Roman Catholic																			
3. Vacancy	Jewish Faith																			
4. Vacancy	Parent Gov (Secondary)																			
5. Vacancy	Parent Gov (Primary)																			
Name	Representing																			
1. Helen Chadwick	Union Representative																			
2.	Youth Representative																			



Committees	No of Seats		Seat Allocations and Appointments 2024/2025
	Cllr	Co-Opted	
6. Health Scrutiny Committee	11		<p><b>Lab(7) Con(2) Rad First (2)</b></p> <p>Cllr Elizabeth Fitzgerald (Chair) (Lab)  Cllr Joan Grimshaw (Lab)  Cllr Nikki Frith (Lab)  Cllr Ciaron Boles (Lab)  Cllr Lynn Ryder (Lab)  Cllr Michael Rubinstein (Lab)  Cllr Richard Gold (Lab)  Cllr Jo Lancaster (Con)  Cllr Roger Brown (Con)  Cllr Des Duncalfe (RF)  Cllr Mary Walsh (RF)</p> <p>(Cabinet Members not to be members of the Committee.)</p> <p>(Lead Members not to be a Member of a Committee dealing with an area in which they have an involvement or an influence).</p>

7. Audit Committee	9	1	<p>Guidance from the external auditor is that Cabinet Members should not be members of Audit Committee</p> <p><b>Lab(6) Con(2) Rad First (1)</b>  <u>Cllr Elliot Moss (Chair) (Lab)</u>  Cllr Martin Hayes (Lab)  Cllr Ayesha Arif (Lab)  Cllr Michael Rubinstein (Lab)  Cllr Jodie Hook (Lab)  Cllr Shaheena Haroon (Lab)  Cllr Shabaz Arif (Con)  Cllr Ian Gartside (Con)  Cllr Donald Berry (RF)</p> <p><b>Co-opted - Independent Member – Vacant</b></p>
8. Standards	9		<p><u>The Mayor (<b>Councillor Khalid Hussain</b>) will chair the Committee</u></p> <p><b><u>Lab(6) Con(2) Rad First (1)</u></b>  Cllr Martin Hayes (Lab)  Cllr Tahir Rafiq (Lab)  Cllr Debra Green (Lab)  Cllr Debbie Quinn (Lab)  Cllr Jodie Hook (Lab)  Cllr Richard Gold  Cllr Dene Vernon (Con)  Cllr Andrea Booth (RF)</p> <p>(The Leader of the Council cannot be a Member of the Standards Committee)</p> <p>(One Member may be appointed from the Cabinet but they cannot Chair the Committee.)</p> <p>Independent Person(s):  Craig Ainsworth  Stuart Birtwell  1 Vacancy-TBC</p>

## APPOINTMENT OF NON-POLITICALLY BALANCED COMMITTEES OF THE COUNCIL FOR 2024/25

\*Indicative Balance calculations are provided

1. Health & Wellbeing Board	4	TB C	<p><b>Councillors:</b></p> <table><tr><td><b>Lab</b></td><td><b>Con</b></td></tr><tr><td><b>3</b></td><td><b>1</b></td></tr></table> <p>Cabinet Member for Health and Wellbeing (Chair) Cabinet Member Children and Young People Additional Labour Cabinet member – <b>Cllr Sandra Walmsley</b> Deputy Cabinet for Health and Wellbeing Cllr Tom Pilkington and Cllr Ayesha Arif Shadow Cabinet Member, Health and Wellbeing – <b>Councillor Jo Lancaster</b></p> <p><b>An additional 2 deputy Cabinet Members will be invited to attend; for this municipal year, this will be Cllrs J Southworth and E FitzGerald.</b></p> <p><b>Core Voting Members:</b> A nominated representative from the Voluntary Sector – Helen Tomlinson Executive Director of Children Young People and Culture – Executive Director for Strategic Commissioning – Will Blandamer Director of Community Commissioning across the Council and CCG and Director of Adult Social Services – Adrian Crook Director of Public Health – Jon Hobday Two nominated representatives from the GP Clinical Commissioning Group – Dr Fines and Lynne Ridsdale A nominated representative from the Local Healthwatch – Ruth Passman A nominated representative from Greater Manchester Police – Arif Nawaz A nominated representative of Greater Manchester Fire Service – James Wilmott A nominated representative from Northern Care Alliance – A representative of the LCO – Kath Wynne Jones A nominated representative from Pennine Acute NHS Trust – A nominated representative from Pennine Care Foundation Trust – A nominated representative from Housing – John Holman</p>	<b>Lab</b>	<b>Con</b>	<b>3</b>	<b>1</b>
<b>Lab</b>	<b>Con</b>						
<b>3</b>	<b>1</b>						

2. Locality Board	3	<p>The voting members reflect senior clinical, political, managerial, and NHS non- executive and executive leadership from across the Bury Integrated Care Partnership. The voting rights for each decision will be dependent on the budget under discussion.</p> <p><b>Voting Members</b></p> <ul style="list-style-type: none"> <li>• <u>Leader of the Council</u></li> <li>• <u>Executive Member of the Council for Health and Wellbeing</u></li> <li>• <u>Executive Member of the Council for Children and Young People</u></li> <li>• Executive Director NHS GMIC</li> <li>• Senior Clinical Leader in the Borough, Bury Locality</li> <li>• Senior Nurse Lead for the Borough, Bury Locality</li> <li>• Chief Executive &amp; Place Based Lead, Bury Council &amp; Bury Locality</li> <li>• Associate Director of Finance – Bury, Bury Locality</li> <li>• S151 Officer</li> <li>• Medical Director, NCA</li> <li>• Medical Director , IDCB</li> <li>• Chief Officer or nominated Exec, NCA</li> <li>• Chief Office or nominated Exec, Pennine Care Foundation Trust</li> <li>• Chief Office or nominated Exec, Manchester Foundation Trust</li> <li>• Chief Officer, Bury VCFA</li> <li>• Executive Director of Health and Care &amp; Deputy Place Based Lead, Bury Council &amp; Bury Locality</li> <li>• Bury Care Organisation Chief Officer, NCA</li> <li>• Director of Childrens Services, Bury Council</li> <li>• Director of Public Health, Bury Council</li> <li>• Director of Adult Social Services, Bury Council</li> </ul> <p><b>Non-Voting Members</b></p> <ul style="list-style-type: none"> <li>• Chief Operating Officer, IDCB</li> <li>• Chair, Bury Healthwatch</li> <li>• Director of Finance, NCA</li> <li>• Representative from the Primary Care Network (Lead)</li> <li>• Opposition Leader, Conservatives*</li> <li>• Opposition Leader, Radcliffe First*</li> </ul> <p>*if the party holds 5 or more seats</p>
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## GMCA &amp; AGMA Nominations and Appointments - Local Authority 2024/25

Body	Nominations/Appointments Required	Length of Term	Comments	Existing Appointment	To be completed by Democratic Services Managers - LA Information
<b>GM Combined Authority</b>	Appoint 1 member & 1 substitute member per District (to be the opposite gender to the member to assist with gender balance)	1 year		E O'Brien L Smith	E O'Brien L Smith
<b>GM Waste &amp; Recycling Committee -</b> Appointed by GMCA	2 member nominations and 2 substitute member nominations from each District (with the exception of Wigan).	1 year	Executive members or portfolio holders with responsibility for environment/waste where possible	A Quinn N Bayley	A Quinn G Staples-Jones
<b>GMCA Audit Committee -</b> Appointed by GMCA	1 nomination per District, if they wish to do so	1 year	Cannot be Leaders	M Whitby	E Moss
<b>Bee Network Cttee</b> (to replace GM Transport Cttee)	1 member to be appointed from each District plus 1 substitute from each District	1 year	Executive member with responsibility for transport preferred.  Cannot be members or substitute members appointed to the GMCA Overview & Scrutiny Committee	N Bayley A Quinn (sub)	A Quinn G Staples-Jones (sub)

<b>GM Culture &amp; Social Impact Fund Cttee -</b> Appointed by GMCA	1 member nomination plus 1 substitute member nomination from each District	1 year	Recommend membership to replicate the AGMA Statutory Functions Cttee	C Morris R Gold (sub)	C Morris VACANCY (sub)
<b>GM Work &amp; Skills Forum -</b> Appointed by GMCA	1 member from each district	1 year	Executive Lead for Work & Skills preferred		C Morris
<b>Integrated Care Partnership</b>	Appoint 1 member & 1 substitute member per District	1 year		T Tariq E O'Brien (sub)	T Tariq E O'Brien (sub)
<b>Transport for the North &amp; Rail North Cttee – Substitute member for the GM Mayor -</b> Appointed by GMCA	1 member invited from across GM to act a substitute member for GM Mayor. 1 nomination per District, if they wish to do so.	1 Year			
<b>Transport for the North Audit &amp; Governance Cttee -</b> Appointed by the GMCA	1 nomination & 1 substitute nomination per District, if they wish to do so	1 year			

<b>Transport for the North – Scrutiny Committee -</b> Appointed by the GMCA	1 member & 1 substitute member per District, if they wish to do so.	1 year			
<b>Transport for the North General Purposes Committee -</b> Appointed by the GMCA	1 nomination & 1 substitute nomination per District, if they wish to do so.	1 year			
<b>GMCA Overview &amp; Scrutiny Committee -</b> Appointed by the GMCA	6 nominations per District  (6 nominations to comprise of 4 nominations (2 members and 2 substitutes) from the ruling party and 2 nominations (1 member and 1 substitute) from opposition parties)	2 years	Cannot be member of the Bee Network Committee or the GMCA  Recommend elected members who have previously been appointed to the GMCA Overview & Scrutiny Committee or those with a local scrutiny interest	R Bernstein I Rizvi N Boroda (sub) Whitby (sub)	R Bernstein I Rizvi M Hayes VACANCY (sub) VACANCY (sub)

<b>Clean Air Charging Authorities Committee</b>	Appoint 1 member & 1 substitute member per District	1 year	Executive member for clean air preferred Suggest same members for Air Quality Administration Cttee  Cannot be members of the Clean Air Scrutiny Committee	A Quinn N Bayley (sub)	A Quinn G Staples-Jones (sub)
<b>Air Quality Administration Committee</b>	Appoint 1 member & 1 substitute member per District	1 year	Executive member for clean air preferred Suggest same members for Clean Air Charging Authorities Cttee  Cannot be members of the Clean Air Scrutiny Committee	A Quinn N Bayley (sub)	A Quinn G Staples-Jones (sub)
<b>Clean air Scrutiny Committee</b>	Appoint 1 member & 1 substitute member per District	1 year	Cannot be a member of the Clean Air Administration or Clean Air Charging Cttees	E Moss	E Moss
<b>GM Homelessness Programme Board -</b> Appointed by the GMCA	1 member to be nominated from each District	1 year	Executive member for Homelessness preferred	C Cummins E Fitzgerald (sub)	C Cummins E Fitzgerald (sub)



<b>GM Childrens' Board -</b> Appointed by the GMCA	1 member appointed from each District	1 year	Executive member for Children preferred		T Tariq
<b>Green City Region Board -</b> Appointed by the GMCA	1 member to be nominated from each District	1 Year	Executive member for low carbon preferred	N Bayley	Gareth Staples Jones
<b>AGMA Executive Board</b>	Appoint Leader/City Mayor & 1 substitute member per District	1 year	Recommend appointing the GMCA substitute member as the AGMA substitute member	E O'Brien L Smith (sub)	E O'Brien L Smith (sub)
<b>Statutory Functions Committee -</b> Appointed by AGMA	1 member & 1 substitute member to be nominated from each District	1 year	Recommend same members as appointed to the GM Culture & Social Impact Fund Cttee	C Morris R Gold (sub)	C Morris VACANCY (sub)
<b>Police, Crime &amp; Fire Panel</b>	Appoint 1 member & 1 substitute member per District	1 year	Cannot be Leaders or substitute members of the GMCA	R Gold U Farooq (sub)	S Walmsley R Gold (sub)
<b>Police &amp; Crime Steering Group</b>	Appoint 1 member per District	1 year	Cannot be Leaders	R Gold	S Walmsley
<b>GM Health Scrutiny Committee</b>	Appoint 1 member & 1 substitute member per District	1 year	Chairs of Health Scrutiny or scrutiny members ideally (must be non-	E FitzGerald J Grimshaw (sub)	E FitzGerald J Grimshaw (sub)

			Executive/Cabinet Members)		
<b>Planning and Housing Commission -</b> Appointed by AGMA	1 member to be nominated from each District	1 year	Executive member for Planning & Housing preferred	C Cummins S Thorpe (sub)	C Cummins G McGill (sub)
<b>GM Pensions Fund Management Panel</b>	1 member to be appointed from each District * with the exception of Tameside	1 year		J Grimshaw	J Grimshaw
<b>Halle -</b> Appointed by AGMA	1 member invited from across GM nominated by the Districts, if they wish to do so	1 year		C Morris	C Morris
<b>People's History Museum -</b> Appointed by AGMA	1 member invited from across GM nominated by the Districts, if they wish to do so	1 year	Charity Trustee role	C Morris	C Morris
<b>Christie Hospital NHS foundation Trust -</b> Appointed by AGMA	Cllr Eddie Moors appointed for 3 years in 2022/3	3 years	No Nomination required	N/A	N/A



**APPOINTMENT OF OTHER INTERNAL BODIES 2024/2025**
**APPENDIX F**

<b>Internal Body</b>	<b>Composition and Allocation</b>	<b>Appointment 2024/2025</b>
Fostering Panels	3 Members 2 Lab 1 Con	C Cummins D Quinn L McBriar
Community Safety Partnership	Cabinet or deputy cabinet member	S Walmsley
Corporate Parenting Board	11 Members: Chair - Cabinet Member for Children and Families 10 members based on political balance: Lab (6) Con (2) Rad First (2)	L Smith (Co-Chair) D Quinn S Thorpe E O'Brien C Cummins L Ryder K Simpson D Berry L McBriar J Harris
Corporate JCC	10 Members: 2 Con 6 Lab 2 Rad First	T Rafiq A Quinn E O'Brien M Hayes D Green B Ibrahim R Bernstein J Lancaster C Birchmore K Simpson
Democratic Arrangements Forum	4 Members: Leader or Dep Leader Chair of Standards 1 RF	E O'Brien/T Tariq R Bernstein M Smith

Internal Body	Composition and Allocation	Appointment 2024/2025
	1 Con	
Housing Advisory Board	<p>6 Members including the Cabinet Member for Housing</p> <p>3 tenant representatives</p> <p>2 Independent members</p>	<p>Cllr Cummins Cllr Fitzgerald Cllr Green Cllr Ibrahim Cllr Rydeheard Cllr Booth</p> <p>Jacqueline Jourdan-Stoles Tina Harrison Cath Black</p>
Joint Consultative Committee Health and Safety	<p>4 Members:</p> <p>1 Con 2 Lab 1 Rad First</p>	<p>T Rafiq M Hayes R Bernstein M Smith</p>
JCC with Teachers and JCC with Lifelong Learning Staff	<p>8 Members:</p> <p>2 Con 4 Lab 2 Rad First</p>	<p>T Tariq G McGill S Thorpe J Southworth R Bernstein L McBriar Cllr Duncalfe Cllr Berry</p>
Local Access Forum	<p>2 Members</p> <p>Cabinet Members for Environment/Leisure/ Tourism/Culture - Deputy Cabinet Members as substitutes</p>	<p>A Quinn C Morris J Southworth (sub)</p>

Internal Body	Composition and Allocation	Appointment 2024/2025
Member Development Group	Group Leaders where possible and Lead Member for Human Resources/member development (Invite party Group whips)	T Rafiq L Smith R Bernstein M Smith
Older People/Ageing Well Partnership Board	1 Labour	C Cummins
Persona (Shareholder panel)	2 Cabinet Members	E O'Brien T Tariq
Persona Board	1 Member	J Grimshaw
Standing Advisory Council on Religious Education (SACRE)	3 Members: 1 Con 2 Lab	S Thorpe M Hayes L McBriar

Internal Body	Composition and Allocation	Appointment 2024/2025
Youth Cabinet	7 Members: 4 Lab 2 Con 1 RF	L Smith L Ryder S Haroon N Frith J Rydeheard R Bernstein D Duncalfe
Adult Learning Advisory Group	One Member from each township, and one other with an expertise in this subject area	G McGill J Grimshaw (Chair) E Moss J Harris S Thorpe C Birchmore C Morris

# APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2024/2025

# APPENDIX G

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Outside Body	Entitlement and Allocation	Existing Appointment 2023/24	Nomination (Councillor) 2024/2025
Citizens Advice Bury and Bolton	1 member	Lab Vacancy	J Hook
Team Bury Partnership	1 Member: 1 Lab (Other Group Leaders invited)	E O'Brien T Tariq (sub)	E O'Brien T Tariq (sub)
Bury Metro Arts Association (Executive)	3 Members: 2 Lab 1 Con	C Morris C Cummins R Brown	C Morris C Cummins R Bernstein
Bury Music Service Ltd	3 Members: 2 Lab 1 Con	D Quinn G McGill R Brown	D Quinn G McGill R Bernstein
Bury Society for the Blind and Partially Sighted	3 Members: 1 Con 2 Lab	J Grimshaw D Quinn R Bernstein	J Grimshaw D Quinn R Bernstein
East Lancashire Railway Trust Board of Management	3 Members: 1 Con 2 Lab	C Morris N Bayley J Harris	C Morris N Bayley J Harris
Hollins Institute Educational Fund	3 Members from Unsworth Ward	T Rafiq J Grimshaw N Boroda	T Rafiq J Grimshaw J Hook
Local Government Association – General Assembly	Leader, Deputy Leader	E O'Brien T Tariq	E O'Brien T Tariq



Outside Body	Entitlement and Allocation	Existing Appointment 2023/24	Nomination (Councillor) 2024/2025
	Opposition Group Leaders	R Bernstein M Smith	R Bernstein M Smith
LGA - Special Interest Group of Municipal Authorities (SIGOMA)	Portfolio holder for finance or Leader of the Council	E O'Brien	E O'Brien
Manchester, Bolton and Bury Canal Restoration Partnership	2 Members	<b>Lab Vacancy</b> <b>Lab Vacancy</b>	J Hook <b>Lab Vacancy</b>
Manchester Mesivta Grammar School Governing Body	1 Member: 1 Lab	A Quinn	A Quinn
North West Local Authorities' Employers Organisation	1 Member plus substitute 1 Lab	T Tariq	T Tariq
Parking And Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1 Member		
Pennine Care NHS Trust Joint Health Scrutiny Committee	3 Members: 1 Con 2 Lab	J Grimshaw M Whitby J Lancaster	J Grimshaw <b>Lab Vacancy</b> J Lancaster
Northern Care Alliance Joint Health Scrutiny Committee (New Committee)	3 Members 1 Con 2 Lab	N/A	L Fitzgerald J Lancaster
Pennine Care Foundation Trust – Council of Governors <i>Not a Joint Health Scrutiny Committee Member</i>	1 Member 1 Lab	<b>Lab Vacancy</b>	<b>Lab Vacancy</b>
Pension Fund Advisory Committee	1 Member:	J Grimshaw	J Grimshaw

Outside Body	Entitlement and Allocation	Existing Appointment 2023/24	Nomination (Councillor) 2024/2025
	1 Lab		
Greater Manchester Forests Partnership	2 Members plus reserve: 2 Lab Con reserve	A Quinn N Bayley LJ Dean	A Quinn G Staples-Jones J Rydeheard
Ring and Ride Forum (must be a non GMPTA Rep)	1 Labour	<b>Lab Vacancy</b>	<b>Lab Vacancy</b>
University of Manchester – General Assembly	1 Member: 1 Lab plus Deputy	N Boroda	<b>Lab Vacancy</b>
Yorkshire Purchasing Organisation Management Committee	1 Member plus Deputy 1 Lab	E O'Brien	E O'Brien
Northern Care Alliance <i>A Governor must not be a member of a local authority scrutiny committee covering health matters or hold a formal role with a clinical commissioning group.</i> Su Statom, Head of Corporate Governance	1 member	<b>Lab Vacancy</b>	<b>G Staples Jones</b>

## **APPENDIX H**

### **TERM OF REFERENCE AND WORKING PRINCIPALS FOR THE JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC) FOR THE NORTHERN CARE ALLIANCE**

#### **TERMS OF REFERENCE**

##### **PURPOSE**

To scrutinise the generic services provided by the Northern Care Alliance relating to the health of the population in Bury, Oldham, Rochdale and Salford and contribute to the development of policy to improve health and reduce health inequalities in respect of services provided by the hospitals.

##### **Membership**

The membership of the JHOSC will be made up of three Councillors from each of the four constituent local authorities (Bury, Oldham, Rochdale and Salford).

##### **Key Objectives and Responsibilities**

1. The JHOSC has the delegated powers of the four local authorities, Bury, Oldham, Rochdale and Salford to undertake all the necessary functions of health scrutiny in accordance with part 4, Health Scrutiny by Local Authorities, of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, relating to reviewing and scrutinising health service matters provided by the alliance.

##### **Hospitals**

Such matters to include:

- a) Receipt and consideration of performance information relating to the Northern Care Alliance.
- b) Receipt and consideration of any annual reports and quality accounts of the alliance or outcomes of official inspections eg the Care Quality Commission, Monitor, Place (Patient Lead Assessments of the Care Environment) Inspections, National Clinical Audit and Patients Outcome Programme.

- c) Improving access to NHS services.
  - d) The review proposes for the implementation of new initiatives which affect people in Bury, Oldham, Rochdale and Salford in respect of patients and public involvement.
  - e) Review proposals for consideration of items relating to proposed substantial development/substantial variations to services provided by the alliance which affect the authorities referred to. This could include:
    - Changes in accessibility of services and the rational for those changes,
    - The impact of proposals on the wider community and on other services including economic impact, transport and regeneration,
    - The number of patients affected and the impact of the changes on the patients,
    - Changes in the method of services delivery, for example, moving a particular service in to community settings rather than being entirely hospital based.
2. To review the procedural outcome of consultation referred to in 1(e) above, particularly the rational behind contested proposals.
  3. To undertake in depth thematic studies in respect of services to which the alliance contributes where such studies can be undertaken on a alliance wide area basis.
  4. To take account of relevant information available and in particular relevant information provided by Health Watch under their powers of referral.
  5. To maintain affective links with Health Watch in the four local authority areas of Bury, Oldham, Rochdale and Salford and give consideration to the co-option of appropriate patient representatives at the appropriate time.
  6. To co-opt people on to the joint committee in order to provide appropriate expertise.
  7. To commission pieces of research as and when the need arises from within the JHOSC budget.
  8. To promote a joint scrutiny function in the constituent authorities and raise public awareness.
  9. To refer locality-based issues to the respective local authority for investigation.

NB Each authority reserves the right to undertake individual scrutiny of the alliances proposals/performance that specifically individually affects their local communities.

### **Working Principals**

The working principals have been developed to provide a framework for scrutiny to take place.

### **Membership**

Each constituent local authority (Bury, Oldham, Rochdale and Salford) shall appoint three Councillors to the Joint Overview and Scrutiny Committee (JHOSC) each municipal year. The JHOSC shall, therefore, have twelve members.

If a member of the Joint Health Overview and Scrutiny Committee for the Northern Care Alliance is unable to attend a committee meeting that member may ask a substitute member to attend on his/her behalf in accordance with the conventions of their Council. Substitute members may attend meetings to take place of the ordinary member for whom they are the designated substitute where the ordinary member may be absent for the whole of the meeting. The Chair of the Joint Health Scrutiny Committee for the Northern Care Alliance should be notified via the Joint Health Overview and Scrutiny Officer for the Northern Care Alliance.

### **Meetings**

The Joint Health Overview and Scrutiny Committee (JHOSC) is a committee established by the four constituent local authorities of Bury, Oldham, Rochdale and Salford.

A schedule of meetings will be agreed by the committee at the beginning of each municipal year.

Addition meetings may be convened by the committee.

A chairman and a vice chairman will be elected by the committee at the first meeting of each municipal year.

A quorum of five of the appointed members will apply, with at least three of the four constituent authorities represented.

Any personal, prejudicial or pecuniary interests held by members should be declared on any items of business at the meeting, either under the agenda item declarations of interest or as soon as it becomes apparent. Decisions will be taken by consensus. Where it is not possible to reach a consensus, a decision will be made by a simple majority of those members present at the meeting. Where there are equal votes, the Chairman of the meeting will have the casting vote.

The agenda and supporting papers will be circulated at least five working days in advance of meetings. The minutes will be circulated to those with actions as soon as possible. Minutes, agendas and papers will be published on the JHOSCs website pages.

Meetings shall be held in public with specific time allocated for public question time.

### **Work Programme**

A Work Programme will be developed annually by the committee. The Work Programme will take in to account the priorities of the Northern Care Alliance, national and local areas of concerning the above, health priorities and health inequalities.

### **Principals for Effective Scrutiny**

Scrutiny undertaken through the joint committee will be focused on improving health services for residents in areas served by the committee through the provision of acute hospital services for those residents.

Improving health and health services through scrutiny will be open and transparent to members of the local authority, health organisations and members of the public.

All members, officers, members of the public and patient representatives involved in improving health and health services through scrutiny will be treated with courtesy and respect at all times.

Improving health and health services through scrutiny is most likely to be achieved through co-operation and collaboration between representatives of local Councils, the Northern Care Alliance, representatives of Health Watch and the clinical commissioning groups commissioning hospital services.

Co-operation and joint working will be developed over time through mutual trust and respect with the objective of improving health and health services for local people through effective scrutiny.

All agencies will be committed to working together in mutual co-operation to share knowledge and deal with requests for information and reports for the JHOSC within the timescales set down. The JHOSC will give reasonable notice of requests for information, reports and attendance at meetings.

The JHOSC, whilst working within a framework of collaboration, mutual trust and co-operation, will always operate independently of the NHS and have the authority to hold view independent of other members of representatives Councils and their executives.

The independence of the Joint Committee must not be compromised by its members, by other members of the Council or any of the Council's Executive or by any other organisation it works with.

Those involved in improving health and health services through scrutiny will always declare any particular interest that they may have in particular pieces of work or investigation being undertaken by the Joint Health Overview and Scrutiny Committee and thus may withdraw from the meeting as they consider appropriate.

The Joint Health Scrutiny Committee will not take up and scrutinise individual concerns or individual complaints.

Where a wider principal has been highlighted through such a complaint or concern, the Joint Overview and Scrutiny Committee should consider if further scrutiny is required. In such circumstances it is the principal and not the individual concern that will be subject to scrutiny.

## **Elected Members Maternity Policy**

### **Introduction**

At Annual Council in May 20022 Members agreed an allowance scheme to include a statement that clarifies the continued right of remuneration for a Member when they are required to take maternity, paternity, shared-parental or adoption leave for up to a period of 12 months.

This policy sets out the circumstances when Members will be able to receive remuneration. This policy is subject to the legal attendance requirements which are set out in paragraph 1.9 of the policy.

### **1. Leave Periods**

**1.1** Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

**1.2** In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

**1.3** In exceptional circumstances, and only in cases of prematurity of 28 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52-week entitlement.

**1.4** Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

**1.5** A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Chief Whip of these at the earliest possible opportunity. Every reasonable effort will be made to replicate such arrangements in terms of leave.

**1.6** Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

**1.7** A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

**1.8** If a child is stillborn after 24 weeks of pregnancy, the:

- birth mother can take up to 6 months leave, with the option to extend up to 52 weeks by agreement if required
- birth father can take up to 2 weeks of paternity leave or pay
- partner of the birth mother or adopter can get up to 2 weeks of paternity leave or pay

They will both be entitled to 2 weeks of parental bereavement leave after they finish their maternity or paternity leave.

**1.9** Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

**1.10** Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the reasonable notice periods both in terms of the point at which the leave starts and the point at which they return. The Chief Whip or Leader should set these notice periods following consultation with Group members and should circulate them to the Group after each AGM.

## **2. Basic Allowance**

**2.1** All Members shall continue to receive their Basic Allowance from the Council in full whilst on maternity, paternity, shared parental or adoption leave.

## **3. Cover arrangements**

**3.1** The respective Political Groups shall ensure that that policy is implemented, and that Members are supported to use it.

**3.2** Where a Member taking leave (other than paternity leave) is a portfolio-holder, or holds another senior role within the Group, another Member may be appointed or elected to provide cover during the period of absence.

**3.3** A Member taking leave shall return at the end of their leave period to the same post which they held before the leave began, or to an alternative post with equivalent status and remuneration. This provision does not apply if the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave.

**3.4** In all cases it shall be the responsibility of the Parties, in consultation with relevant Ward colleagues of the Member taking leave, to ensure that casework, surgeries and other necessary Ward activities are covered during the period of leave.

**3.6** The Chief Whip and Ward colleagues should ensure throughout a leave period that contact is maintained with the Member taking leave and that all reasonable measures are taken to provide support.



**3.7** Members taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep the Party, Council's Monitoring Officer informed and updated in relation to intended dates of return and requests for extension of leave.

#### **4. Resigning from Office and Elections**

**4.1** If a Member decides to leave office at the end of their maternity, paternity, shared parental or adoption leave they must notify the Chief Whip and the Monitoring Officer at the earliest possible opportunity. Payment of the basic allowance will cease from the effective resignation date.

**4.2** If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance will cease from the Monday after the election date when they would technically leave office.

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# REPORT FOR DECISION



<b>DECISION OF:</b>	<b>The Council</b>
<b>DATE:</b>	<b>22<sup>nd</sup> May 2024</b>
<b>SUBJECT:</b>	<b>Overview and Scrutiny Annual Report</b>
<b>REPORT FROM:</b>	<b>Councillor Vernon, Chair, Overview and Scrutiny Committee Councillor FitzGerald, Chair, Health Scrutiny Committee Councillor Boles, Chair, Children and Young People Scrutiny Committee</b>
<b>CONTACT OFFICER:</b>	<b>Chloe Ashworth – Senior Scrutiny Officer</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 provides a summary of progress and key outcomes made over the past year by the Council's Scrutiny Committees.
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<p><b>Option 1 (Recommended)</b></p> <p>1. Note the contents of the report and progress made by the Council's Scrutiny Committees over the past year.</p> <p><b>Option 2 (Not recommended)</b></p> <p>1. Reject the above recommendation</p>
<b>IMPLICATIONS:</b>	<b>No implications.</b>
<b>Corporate Aims/Policy Framework:</b>	Do the proposals accord with the Policy Framework?
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	
<b>Equality/Diversity implications:</b>	N/A
<b>Considered by Monitoring Officer:</b>	
<b>Wards Affected:</b>	All Wards.
<b>Scrutiny Interest:</b>	

## **1.0 BACKGROUND**

- 1.1 This Annual Report summarises the activities of the Council's Scrutiny Committees and reports on some of the highlights and achievements of the last year.
- 1.2 Throughout the year the Overview and Scrutiny Committee has tackled a wide and varied work programme cutting across all Council Departments. The Committee has engaged with Cabinet Members and other external partners prior to decisions being taken and also held them to account on service areas and policy development.
- 1.3 All the Scrutiny Committee's this year have been thematic covering areas in depth and allowing a full meeting to be dedicated to one themed topic which has streamlined focus and improved impact.

## **2.0 OVERVIEW AND SCRUTINY IN BURY**

- 2.1 Overview and Scrutiny Committees are an important part of the way we make decisions. Although they have no Executive powers, the scrutiny process does allow Members to explore issues in depth and help to influence decisions through recommendations to the Cabinet or Full Council.
- 2.2 In Bury, the role of scrutiny bodies can be broken down into these two main functions:-

## **3.0 HOLDING THE CABINET TO ACCOUNT**

- 3.1 This involves scrutinising decisions before they are implemented by way of 'Call-in' to the relevant Scrutiny Committee for debate. The effect of a 'Call-in' is to suspend the decision until the Scrutiny Committee has had the opportunity to consider the implications of the decision and, where appropriate, to offer comments back to the Cabinet.

## **4.0 POLICY DEVELOPMENT**

- 4.1 This involves Scrutiny Committees undertaking reviews of functions within their individual remits leading to recommendations to the Cabinet, and to assist in the development of future policies and strategies.
- 4.2 In Bury the following Committees are constituted to carry out Overview and Scrutiny in Bury:

## **5.0 OVERVIEW AND SCRUTINY COMMITTEE**

- 5.1 This Committee is set up to scrutinise Cabinet decisions and Council performance, the Overview & Scrutiny Committee operates within the following terms of reference:
  - To review and scrutinise the decisions made or actions taken in connection with the discharge of any of the Council's functions.
  - To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and all particular service areas.

- To set up, appoint and monitor Overview Project Groups (set up to carry out reviews of policies, services or the impact of decisions).
- To make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process.
- To review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.
- Oversight of the provision, planning and management of the assets and audit arrangements.
- Oversight of the Council's corporate plans and strategies and the monitoring of the corporate plan and departmental plans.
- To scrutinise outside bodies and partners relevant to the Council.
- To receive all reports from external inspectors.

5.2 As well as:

- Budget and policy framework matters
- Statutory flood risk management scrutiny powers
- Statutory community safety and policing scrutiny powers
- Services within the business and regeneration directorate
- Services within the corporate core/Corporate performance

## **6.0 HEALTH SCRUTINY COMMITTEE**

6.1 A dedicated Health Scrutiny Committee was set up to scrutinise partner organisations on issues relevant to the residents of the Borough. Full terms of reference are;

6.2 To review the policies and performance of the Council and external organisations in relation to the following areas:

- Adult social care (including adult safeguarding)
- Health and wellbeing board
- Housing
- Public health
- Adults and Communities budget and policy framework
- Statutory health scrutiny powers including the review and scrutiny of any matter relating to the planning provision and operation of health services for children and young people, including transitional health care services, affecting the area and to make reports and recommendations on these matters

## **7.0 CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE**

7.1 A dedicated Children and Young People Scrutiny Committee was set up to scrutinise children and young people issues relevant to the residents of the Borough. Full terms of reference are;

7.2 To review the policies and performance of the Council and external organisations in relation to the following areas:

- Education and Schools
- Children and Young People Support and Safeguarding Services
- Children and Young People Specialist Services

- To scrutinise individual Cabinet decisions relating to the above areas.
- To monitor the Council's performance in the above areas.

7.3 To scrutinise statutory inspection reports and oversee the implementation of any recommendations arising from such reports:

- Transitional arrangements between children and adult services
- Statutory education scrutiny powers

## **8.0 KEY OUTCOMES**

8.1 During 2022/2023 the Council's Scrutiny Committees and Overview Project Groups have looked at a wide range of topics and issues. Various methods have been used to examine and investigate issues which have resulted in positive outcomes in terms of policy development and holding decision makers to account.

## **9.0 CONCLUSION**

9.1 The Scrutiny function is well established in Bury, with good examples of in-depth reviews and partnership working.

---

### **Contact Details:-**

*Chloe Ashworth*

*Senior Scrutiny Officer*

*Democratic Services*

[C.Ashworth@bury.gov.uk](mailto:C.Ashworth@bury.gov.uk)

# SCRUTINY ANNUAL REPORT

2023-2024



Bury Town Hall, Knowsley Street, Bury, Lancashire BL9 0SW Tel: 0161 253 5000

Emergencies/Out of Office Hours: 0161 253 6606 [www.bury.gov.uk](http://www.bury.gov.uk)





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## FOREWORD

Bury Council's Scrutiny Committees have continued with the role of scrutinising and reviewing the work of the Executive and services of the Local Authority. The work of these bodies has ranged from pre-scrutiny of new policy initiatives prior to consideration by the Executive, monitoring and holding departments to account on aspects of service provision including Ofsted findings and regeneration work and gathering information from Departments about their work and resources.

During the past 12 months the three Committees have undertaken thematic and in-depth reviews that have provided positive, and effective Scrutiny in terms of policy development, service reviews and service development. For example, the Overview and Scrutiny Committee have written to Ofcom regarding telecommunication infrastructure following concerns from the community. They have also provided effective Scrutiny of the Cabinet Member for Strategic Growth during the development of the Regeneration Plan's; this again demonstrates the Committee holding to account the Cabinet Member in real time on issue's which are important to the Public. The Children and Young People Scrutiny Committee has reviewed the Improvement Plan following Ofsted Reports and requested regular updates on the SEND Development Plan and the establishment of a SEND Task and Finish Group. The Health Scrutiny Committee has been well briefed on the

**change to service pathways of the former Pennine Acute Trust footprint and health inequalities in the Borough of Bury.**

**During the year, steps have been taken to encourage greater collaborative working across the three Scrutiny Committees and a dedicated meeting for the three Scrutiny Chairs has been continued and embedded. An example of the good practice this has achieved is that the Children and Young People Scrutiny Chair attended Health Scrutiny to discuss Child and Adolescent Mental Health Services. In addition, both Chair's from Children and Young People Scrutiny Committee and Health Scrutiny Committee attended Overview and Scrutiny (Budget) Committee.**

**We would like to thank the Elected Members, Education representatives and Co-opted Members of all the Scrutiny Panels and Commissions and the Sub-Groups, and also the Directors, Officers, Internal and External Partners and Community Representatives involved in the Scrutiny process, for their hard work over the past 12 months, and look forward to the challenges ahead.**



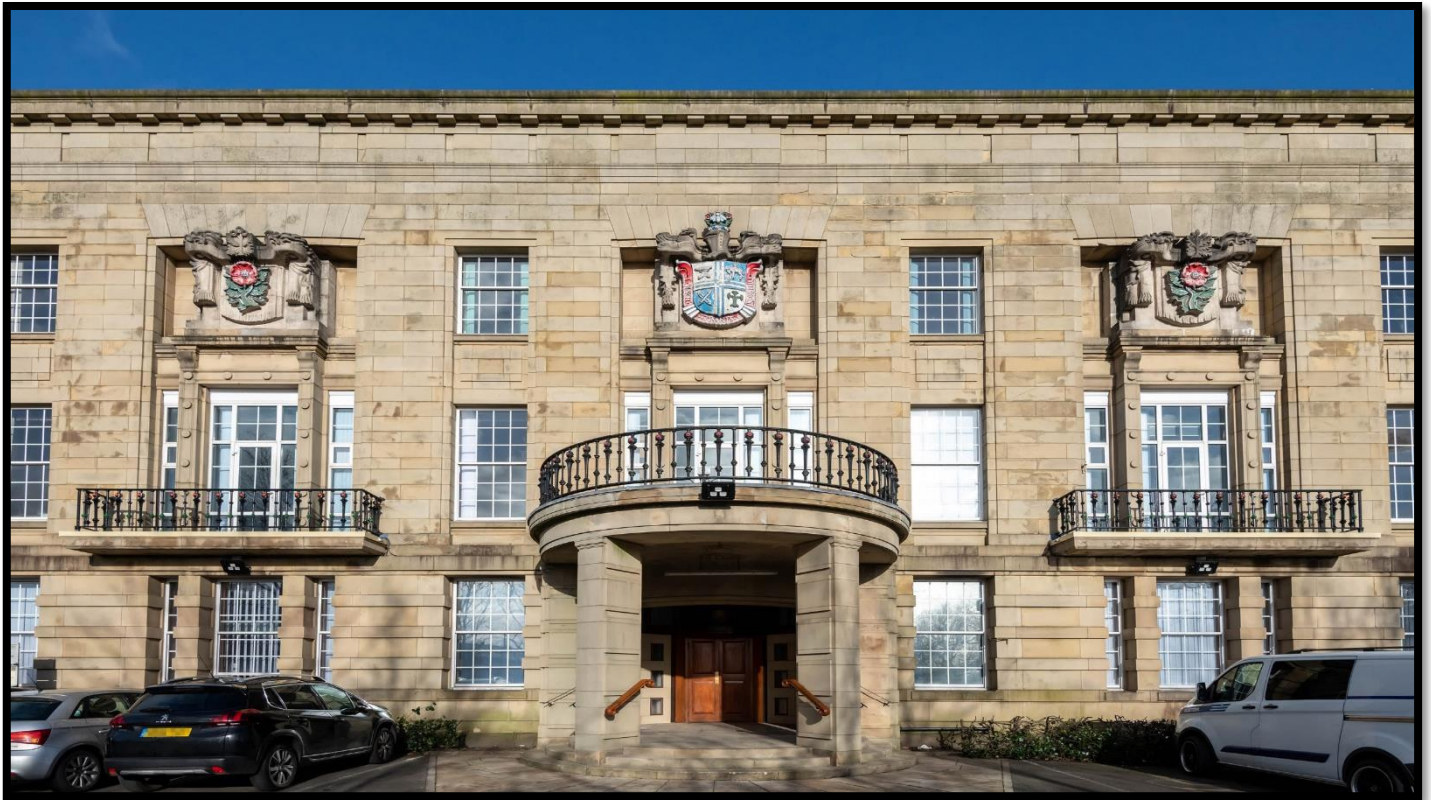
Councillor Dene Vernon,  
Chair for Overview and  
Scrutiny Committee



Councillor Ciaron Boles,  
Chair for Children and  
Young People Scrutiny  
Committee



Councillor Elizabeth FitzGerald  
Chair for Health Scrutiny  
Committee



## BACKGROUND

This Annual Report summarises the activities of the Council's Scrutiny Committees and reports on some of the highlights and achievements of the last year.

Throughout the year the Overview and Scrutiny Committee has tackled a wide and varied work programme cutting across all Council Departments. The Committee has engaged with Cabinet Members and other external partners prior to decisions being taken and held them to account on service areas and policy development.

All the Scrutiny Committee's this year have been thematic covering areas in depth and allowing a full meeting to be dedicated to one themed topic which has streamlined focus and improved impact.



## OVERVIEW AND SCRUTINY IN BURY

Overview and Scrutiny Committees are an important part of the way we make decisions. Although they have no Executive powers, the scrutiny process does allow Members to explore issues in depth and help to influence decisions through recommendations to the Cabinet or Full Council.

In Bury, the role of scrutiny bodies can be broken down into these two main functions: -

### **HOLDING THE CABINET TO ACCOUNT**

This involves scrutinising decisions before they are implemented by way of 'Call-in' to the relevant Scrutiny Committee for debate. The effect of a 'Call-in' is to suspend the decision until the Scrutiny Committee has had the opportunity to consider the implications of the decision and, where appropriate, to offer comments back to the Cabinet.

### **POLICY DEVELOPMENT**

This involves Scrutiny Committees undertaking reviews of functions within their individual remits leading to recommendations to the Cabinet, and to assist in the development of future policies and strategies.



## OVERVIEW AND SCRUTINY COMMITTEE

This Committee is set up to scrutinise Cabinet decisions and Council performance, the Overview & Scrutiny Committee operates within the following terms of reference:

- To review and scrutinise the decisions made or actions taken in connection with the discharge of any of the Council's functions.
- To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and all particular service areas.
- To set up, appoint and monitor Overview Project Groups (set up to carry out reviews of policies, services or the impact of decisions).
- To make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process.
- To review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.
- Oversight of the provision, planning and management of the assets and audit arrangements.
- Oversight of the Council's corporate plans and strategies and the monitoring of the corporate plan and departmental plans.
- To scrutinise outside bodies and partners relevant to the Council.
- To receive all reports from external inspectors.

As well as:

- Budget and policy framework matters
- Statutory flood risk management scrutiny powers
- Statutory community safety and policing scrutiny powers
- Services within the business and regeneration directorate
- Services within the corporate core/Corporate performance





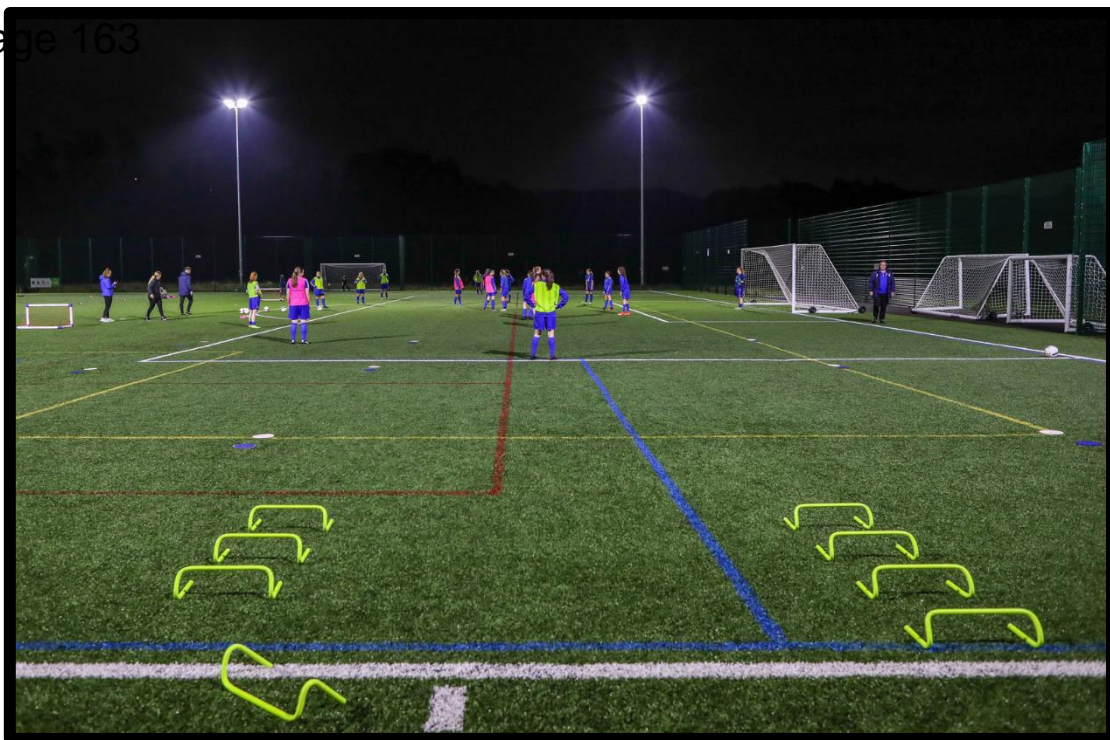
## HEALTH SCRUTINY COMMITTEE

A dedicated Health Scrutiny Committee was set up to scrutinise partner organisations on issues relevant to the residents of the Borough. Full terms of reference are;

To review the policies and performance of the Council and external organisations in relation to the following areas:

- Adult social care (including adult safeguarding)
- Health and wellbeing board
- Housing
- Public health
- Adults and Communities budget and policy framework
- Statutory health scrutiny powers including the review and scrutiny of any matter relating to the planning provision and operation of health services for children and young people, including transitional health care services, affecting the area and to make reports and recommendations on these matters





## CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

A dedicated Children and Young People Scrutiny Committee was set up to scrutinise children and young people issues relevant to the residents of the Borough. Full terms of reference are:

To review the policies and performance of the Council and external organisations in relation to the following areas:

- Education and Schools
- Children and Young People Support and Safeguarding Services
- Children and Young People Specialist Services
- To scrutinise individual Cabinet decisions relating to the above areas.
- To monitor the Council's performance in the above areas.

To scrutinise statutory inspection reports and oversee the implementation of any recommendations arising from such reports:

- Transitional arrangements between children and adult services
- Statutory education scrutiny powers

## OVERVIEW PROJECT GROUPS

The Overview & Scrutiny Committee is responsible for setting up and monitoring reviews carried out by Overview Project Groups. These Groups are tasked with reviewing particular policy areas with a view to making recommendations that will ultimately result in service improvements.

During the municipal year two project groups have been established.

The Overview and Scrutiny Committee has re-established the previous year's subgroup to focus on the Performance and Finance of the Council. The group is responsible for doing in-depth scrutiny of the Corporate Performance and Finance reports for the Council. The group was developed as the Overview and Scrutiny Committee felt they did not have sufficient time within the usual cohort of meetings to provide rigorous scrutiny of these topics.

Children and Young People Scrutiny Committee has established a SEND Task and Finish Group. The group has been established to look at the provision of the Council's SEND provision. The Subgroup is inclusive of the Chair of Children and Young People Scrutiny; and three additional members of mixed political backgrounds.







## KEY OUTCOMES

During 2023/2024 the Council's Scrutiny Committees and Overview Project Groups have looked at a wide range of topics and issues. Various methods have been used to examine and investigate issues which have resulted in positive outcomes in terms of policy development and holding decision makers to account.

- **Performance and Finance Sub Committee**

This was established by the Overview and Scrutiny Committee. Members of the group supported by Strategic Leads within the Department have met on three occasions and interviewed two Cabinet Members; the Cabinet Member for Finance and Communities and the Cabinet Member for Corporate Affairs and HR and discussed four different reports with five different Officers.

During this municipal year the Committee agreed that the focus for 2023/24 would be: **Corporate Performance** – The Committee received regular updates from the Performance team and choose areas to do a deep-dive of the data.

**Deep dive into Council tax collection and arrears update** – Members received an update on the Council's Council tax collection process, the management and collection of arrears and the what the Council are doing to improve and support residents who may be struggling to pay.

**Medium Term Financial Strategy-** Updates were received on the Medium-Term Financial Strategy refresh.

**Corporate Core Data Analysis –** The Committee received in depth analysis on Corporate Core performance data.

It has been agreed that the work of the Performance and Finance group is concluded and that a new task and finish group covering Housing will be established formally in the municipal year 2024/25.

♦ **The SEND Task and Finish Group**

The SEND task and finish group has been established to look at the Council's SEND provision, issues have been raised directly with Elected members, a number of service users have attended Scrutiny meetings and voiced their dissatisfaction as well as reports in the local media and several upheld Local Government Ombudsman complaints. The SEND agenda continues to be an internal Council priority in light of high levels of budgetary commitment to the service, issues relating to the High Needs Block cumulative deficit and the Department for Education's requirements in relation to project safety valve as well as an imminent joint Ofsted and CQC Local Area SEND inspection. Therefore, it was agreed that the task and finish group be established so Councillors could work together with officers, strategic partners, parents and carers.

During this municipal year the Committee agreed that the focus for 2023/24 should include the following:

- Considering what does good look like
- Meeting staff from the SEND Team to understand roles and responsibilities.
- Meeting parents/carers and strategic partners
- Discussion with members and officers to understand issues raised
- Collate and assess information

Members used the group to seek assurances on the work being undertaken to support the SEND provision for Bury Council.

## DECISIONS CALLED IN 2022/23

Under the Council's Constitution, the Overview and Scrutiny Committee, Children and Young People's Scrutiny Committee and Health Scrutiny Committee has the power to call in decisions made by the Cabinet, individual Cabinet Members and key decisions made by officers. In 2023-24 there were no decisions called in by the Scrutiny Committee's.

## SCRUTINY CHAIR BRIEFINGS

During the municipal year 2021/22 a networking group of the three Scrutiny Chairs was established. This group continued in the year 2023/24 and built on the good work already established. This group brought together the Children and Young People Scrutiny Chair, Overview and Scrutiny Chair, Health Scrutiny Chair the Senior Scrutiny Officer and the Monitoring Officer. These meetings took place quarterly and covered the following topics: Scrutiny Training, the Annual Report, Budget Briefings and joint working between Committee's.

The group is an opportunity for the Chairs of each Committee to share in successes and problems whilst promoting good practice and support to one another. During the municipal year of 2023/24 the group discussed the following topics:

- Chair and Cabinet Member relationships
- Cross-Scrutiny work
- Budget Papers for Overview and Scrutiny
- Joint work between Children and Young People Scrutiny and Health Scrutiny
- Key items considered at respective Committees
- Forward Planner's attached and Training and Support
- Scrutiny Annual Report



## SCRUTINY TRAINING

The Scrutiny Committee's were invited to attend multiple offers of Scrutiny Training over the municipal year. Scrutiny Members were invited to take part in Scrutiny Specific training:

- Special Educational Needs and Disabilities Training
- Finance Training (All Committees)
- Adult Safeguarding Awareness Training
- Safeguarding Adults Training
- Overview of Health and Care Landscape

Other sessions have also been made available to Committee Members though the LGA and Northwest Employers the sessions explored common challenges, issues as well as shared opportunities.

## FURTHER WORK OF THE COMMITTEE

### OVERVIEW AND SCRUTINY COMMITTEE

The Overview and Scrutiny Committee requested updates from the relevant Cabinet Members in respect of the following Council services and themes:

#### Environmental and Transport Updates

- Telecommunication Update
- Greater Manchester Transport Governance
- Bury Local Transport Strategy

#### Regeneration Updates:

- Prestwich Regeneration

- Whitefield Regeneration
- Millgate Centre and Estate Joint Venture
- Proposed Neighbourhood Area and Forum for Prestwich

Communities Updates:

- Greater Manchester Devolution and Trailblazer Decision
- Bury Market Update
- Community Safety Update
- Cultural Strategy
- Anti Poverty Strategy

Housing Updates

- Homelessness Strategy Update
- Six Town Housing Update
- Places for Everyone Modifications

Finance Updates:

- Year End Outturn Financial Position
- Quarter 2 Finance Report
- Housing Revenue Account Budget
- Medium Term Financial Plan and Revenue Budget
- Appendix 1 Council Tax Base and resolution and collection fund surplus deficit report 24-25
- Appendix 2 Medium Term Financial Plan and Revenue Budget Report
- Appendix 3 Council's Treasury Management Strategy 24/25
- Appendix 4 Capital Strategy 24/25 -26/27
- Appendix 5 Dedicated Schools Grant
- Appendix 6 Equality Impact Assessment
- Appendix 7 Reserves Policy

Corporate Updates:

- Health and Safety Annual Report
- Corporate Plan

In addition to the above, the Overview and Scrutiny Committee invited Chief Superintendent Chris Hill to inform the Committee on Crime and Disorder within the Borough including plans for tackling continued issues within local areas and Nick Fairclough, Senior Policy Manager for Transport for Greater Manchester to provide the Committee with an update on the Bee Network.

## **PERFORMANCE MONITORING**

As part of its performance monitoring role, the Overview and Scrutiny Committee and Performance and Finance Sub-Group has received regular reports in relation to Corporate Performance; Financial Monitoring; Corporate Core departmental Performance measures and the collection and recovery of Council Tax arrears.

## **HEALTH SCRUTINY**

The Health Scrutiny Committee requested updates from the relevant Cabinet Members and officers regarding the following services and topics:

- Overview of the health and care landscape
- Health Task & Finish Group updates
- Health Inequalities Strategy update
- Northern Care Alliance update on Manchester Foundation Trust Complex Disaggregation of services.
- Adult Care Annual Complaints Report 2021/22, 2022/23 and 2023/24.
- Greater Manchester Integrated Commissioning System and Integrated Commissioning Board update
- Updates from Bury Healthwatch
- Elective Care Updates
- Adult Social Care Updates
- National Women's Health Programme Briefing
- Primary Care Network Update
- Proposed new Joint Health Committee

The Chair of the Health Scrutiny Committee recognised the pertinent work between Overview and Scrutiny and Health Scrutiny at a Greater Manchester level to review finances of the National Health Service.

#### Joint Health Overview and Scrutiny Committee

Bury Health Scrutiny Committee has agreed to engaging in the establishment of a Joint Health Overview and Scrutiny Committee for Bury, Oldham, Rochdale and Salford. Oldham Council, will be hosting the Committee in the new municipal year subject to approval at Bury Council's Annual Council meeting on the 22<sup>nd</sup> May 2024.

### **CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE**

The Children and Young People Scrutiny Committee requested updates from the relevant Cabinet Members in respect of the following Council services and themes:

- Children's Services restructure
- Foster Carers Update
- Improvement Plan Updates
- Youth Justice Plan
- SEND Improvement Plan
- Unvalidated outcomes of attainment
- Detailed report on Complex Safeguarding and missing response
- SEND Transport
- Early Years and provision
- Virtual Head Teacher Report

### **NEXT STEPS**

**Moving into the new municipal year of 2024/25 there are several new or improved processes which will take place to improve transition into a new Committee year and ensure members are well briefed on items scheduled for the year ahead.**

**Firstly, where possible and if required Chair's of the respective Scrutiny Committee's will be involved in a hand over meeting to support the new Chair in holding Cabinet Members, officers and partners both external and internal accountable for any actions expected.**

**Secondly, Chairs, lead officers and the respective Cabinet Members of all three committees will be invited to participate in the forward planning meetings for each Committee so to avoid duplication and encourage collaborative working.**

**Thirdly, agenda and papers will be sent to all Scrutiny Chairs for information on upcoming discussion items.**

**Finally, more Committee specific training will be opened to all Committees and the respective members to support networking and shared learning.**

## **CONCLUSION**

The Scrutiny function is well established in Bury, with good examples of in-depth reviews and partnership working. The Scrutiny Committees will continue to work thematically with 'spotlights' on areas of particular interest to develop and provide effective Scrutiny.

All Scrutiny Chair's reflected on the relationships of the three Scrutiny Committees and felt the continuation of the Chair of the Health Scrutiny and Children and Young People Scrutiny Committee being members on each other's Committee to encourage cross working between the Health and Children and Young People directorates. In addition, the inclusion of all Chair's at Overview and Scrutiny Budget meeting was seen as beneficial.

The Scrutiny functions are continuing to see improvements and relationships are continuing to be built.



Appendix 1 - Children and Young People Scrutiny Committee – Work Programme 2023/24

Appendix 2 - Health Scrutiny - Work Programme 2023/24

Appendix 3 – Overview and Scrutiny – Work Programme 2023/24

Appendix 4 – Children and Young People Scrutiny Committee - SEND Task and Finish Group Work Programme 2023/24

Appendix 5 - Overview and Scrutiny – Performance and Finance Work Programme 2023/24

Appendix 6 - Overview and Scrutiny – Performance and Finance Highlight Report 2023/24

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Bury

Council

		<b>Classification:</b> Open	<b>Decision Type:</b> Non-Key
<b>Report to:</b>	Council	<b>Date:</b> 13 May 2024	
<b>Subject:</b>	Leader’s Annual State of the Borough Report 24 - 25		
<b>Report of:</b>	Leader of the Council		

### Summary

1. This is an annual report on the priorities of the Cabinet and progress made in meeting those priorities. The report is themed around the Let's Do It Strategy and covers progress made against cabinet priorities over the past year, and looks ahead to what we will continue to deliver in the coming year.

### Recommendation(s)

2. To note the content of this report.

---

### Report Author and Contact Details:

*Name: Haroon Asghar*  
*Position: Policy Officer*  
*Department: Corporate Core*  
*E-mail: H.asghar@bury.gov.uk*

---

### Background

3. As set out in Bury Council's Constitution, an annual report will be brought to the annual meeting of council to report on the priorities of the Cabinet and progress made in meeting those priorities.
- 

### Links with the Corporate Priorities:

*Please summarise how this links to the Let's Do It Strategy.*

4. The report is themed around the four key principles of the Let's Do It Strategy.
- 

### Equality Impact and Considerations:

*Please provide an explanation of the outcome(s) of an initial or full EIA.*

5. Report is for information and therefore requires no EIA.
- 

### Environmental Impact and Considerations:

*Please provide an explanation of the carbon impact of this decision.*

6. Report is for information and therefore requires no carbon impact.

---

**Assessment and Mitigation of Risk:**

<b>Risk / opportunity</b>	<b>Mitigation</b>
N/A	N/A

---

**Legal Implications:**

*To be completed by the Council's Monitoring Officer.*

7. None

---

**Financial Implications:**

*To be completed by the Council's Section 151 Officer.*

8. None
-



## State of the Borough 2024-2025



## Statement from Council Leader: Eamonn O'Brien

It feels like the words “unprecedented” and “challenging” have become overused in recent times however as I read through the fourth State of the Borough Report since I became Leader of Bury Council, it is clear that in some respects those words underplay the situation facing local government.

Our LET'S Vision for 2030 sets out two complementary ambitions, to deliver inclusive economic growth and reduce health inequalities. It is clear from the evidence in this report that whilst some of our outcome measures are improving, the impact of the cost-of living crisis and the legacy affects of the pandemic on our health and wellbeing have led to a worsening position which we must now work doubly hard to address.

Whilst I am proud of the way our Council staff and partners continue to support our communities, particularly those who are most vulnerable and in need of help, we are undoubtedly still responding to the consequences of Covid-19, the economic aftershocks that have followed and the impact of international conflicts that are felt in our borough.

There is much to celebrate in this report. As noted by the Local Government Association during their Corporate Peer Challenge visit to Bury last year, we are a Council that cares. We understand our vision for the borough and the role each need to play in achieving it. Overall, they concluded that **“People can see how Bury as a place is changing and are really positive about the difference this represents”**.

We must acknowledge we are facing into strong head winds and we will need to build on our strengths to continue to stay on course. Despite recent reductions in the rate of inflation, the Council is still addressing the impact of 11% inflation which has introduced over £11m of cost pressures since 2022. The increase in cost pressure has been exacerbated by ongoing increases in demand across all statutory services including social care for adult and children; special educational needs and support services; social housing and homelessness. This year, these pressures have collectively presented a 17% demand increase on the Council's budget, against an income increase of just 7%.

Bury Council is not alone in facing this., The Local Government Association has issued a response to the 2024-25 Provisional Local Government Finance Settlement stating that based on their analysis of the sector, Councils in England continue to face a funding gap of £4 billion across this year and next.

Working in these conditions is not easy. I would like to take this opportunity to thank all of our staff, partners, and volunteers for their hard work and dedication. Through embracing the LET'S values and behaviours this report shows how we are making a difference and achieving great things.

So, whilst the coming year will undoubtedly be another challenging one, we are proud of what we have achieved in 2023-24 and we will continue to work together to create share success for our borough.



**Cllr E O'Brien (Leader of Bury Council)**

## Introduction

In 2020, we launched our aspirational and ambitious LET'S Do It! Strategy, setting out a vision for the borough through to 2030:

***To stand out as a place that is achieving faster economic growth than the national average, with lower than national average levels of deprivation.***

Since then, both Bury Council and the wider Team Bury Partnership have worked together to transform our collective response to public service reform and to increase our focus on the seven high level outcomes:

1. Improved quality of life
2. Improved early years development
3. Improved educational attainment
4. Increased adult skill levels and employability
5. Inclusive economic growth
6. Carbon neutrality by 2038
7. Improved digital connectivity



There is now a much stronger “golden thread” that binds our collective endeavour with each partner playing their part in contributing to these outcomes and using them as a framework to guide decision making and joint working. Written before the Covid-19 pandemic, the LET'S Strategy requires a refresh to take stock of the impact of what has happened to our borough. However, instead of allowing these events derail us, we remain committed to using the LET'S principles to redouble our efforts and remain focused on our goals.

The Council is hugely ambitious for its residents and the future of our children but operates in a very challenging context. Financial resources continue to be stretched, with the ongoing effects of c11% inflation during 2023-24 increasing costs across all services and a £30m funding gap highlighted within the 2024-27 Medium Term Financial Strategy. The scale and complexity of demand has also increased across all services. Children's and adult's social care services have both seen demand increases of over 20% over the last year and the housing waiting list is the longest it has ever been. However, we continue to reform.

In December, the Local Government Association visited Bury Council to undertake a Corporate Peer Challenge in order to review our progress since their last visit in 2018. Based on more than 60 meetings involving over 150 people, in addition to further desk-based research and data analysis, they identified clear areas of good practice, including:

- **Local** – Launching our Neighbourhood Model to ensure residents are at the heart our decision making and delivery;
- **Enterprise** – Working creatively to become the only local authority to be awarded two Levelling-Up Grants to regenerate our most deprived areas;
- **Together** – Continuing to build a local health and care system within the GM ICS to maintain our focus on reducing health and inequalities;
- **Strengths** – Bury has a heritage of people looking after people. Our award winning community groups continue to inspire and energise us.

This report examines each of these four principle for reform in more detail and the impact on our seven LET'S Strategy Outcomes. There is an introduction to each of the principles at beginning of each section, an analysis of our key performance metrics and examples of LET's in action. The report will end with a summary of how this analysis has informed the Bury Council Corporate Plan for 2024-2025.

### Let's Principle: Local

We know that it is the relationships, not services, which truly make the difference to people's lives. We want to build on this through empowered local communities within each township where individuals, families and communities are in control and at the heart of decision making. We will bring our collective talents, energies and community power together for the greater good by:

- Engaging with people where and how they live
- Hearing all voices and learning from them
- Trusting and helping each other, always working together
- Listening when others talk, helping and enabling
- Supporting development and growth and removing barriers to collaboration

In support of this we will work to bring public services together as one team in each neighbourhood, in line with these principles.

Arguably, all of the LET'S outcomes are relevant to the Local principle. Neighbourhood profiles are produced each year to reflect and allow for targeted planning of services and support. These are available here: <https://theburydirectory.co.uk/neighbourhood-profiles>

The indicators which track progress against Carbon Neutrality and the impact of the environment on our neighbourhoods are particularly important and are outlined below. The impact of the pandemic led to an unusual decline due to people staying in their homes and not travelling. This had an impact on some of our monitoring such as the CO2 emissions (tonnes per capita) where we performed well but then saw an increase in emissions following the exit of various lockdowns and seeing people return to the workplace. However, our local initiatives and associated monitoring are showing positive changes with nearly 100% of our council vehicles changed to lower emissions, 69% of street lighting converted to LED and 45 electric vehicle charge points installed.

### LET'S KPIs

Measure	Outcome	Baseline	Previous Position	Latest Position	Trend
CO2 emissions (tonnes per capita)	Carbon	4.6 (2018)	3.8 (2020)	4.2 (2021)	↑
Number of air quality monitoring stations breaching nitrogen dioxide targets	Carbon	6 (Q4 2019/20)	1 (Q4 2021/22)	0 (Q4 2023/24)	↓
Total CO2 emissions produced within our borough	Carbon	925.8 (2019)	764.7 (2022)	878.1 (2023)	↑
Total CO2 emissions resulting from Council operations	Carbon	15,650 (Q4 2019/20)	11,007 (Q3 2021/22)	9,282 (Q4 2022/23)	↓
% of Council vehicles changed to lower emission versions	Carbon	33 (Q3 2020/21)	45 (Q3 2022/23)	98 (Q4 2023/24)	↑
Number of EV Charge Points	Carbon	23 (Q1 2022/23)	29 (Q1 2023/24)	45 (Q4 2023/24)	↑
% of street lighting converted to LED	Carbon	59.52 (Q2 2022/23)	61.77 (Q4 2022/23)	69 (Q2 2023/24)	↑



### LET'S in Action: Local - 'Places for Everyone' plan

Greater Manchester's (GM) long-term plan for jobs, new homes and sustainable growth was approved by Bury Council. The plan, which covers nine of the ten boroughs of Greater Manchester, has been through a long period of public consultations and assessments by planning experts. It now has been adopted by each Council for approval. Over half of Bury borough will still be classified as Green Belt.

Places for Everyone is not just about housing; it is vital for employment also. The Northern Gateway site within the wider Atom Valley corridor has the potential to bring many thousands of good quality jobs to the borough and allied to local town centre regeneration plans sets a course for Bury's future prosperity.

## Further Examples of our Local Principle in Action

### East Bury Family Hub



In October 2023, a new Family Hub was inaugurated. First of many to be launched across the borough, these are places where Council, health and

community services come together so that families can access the right support when it's needed. The event included activities for children and young people, including stay and play, crafts, a dedicated youth area, mindfulness sessions and taster sessions for young people and parents. There was also a marketplace of 25 different partner services.

### Affordable Housing Development

Work is continuing and set for completion in 2025 on the £17M affordable housing development at Green Street, Radcliffe. Part of the wider masterplan for Radcliffe Town Centre Great Places, Watson Homes is contracted to build 97 affordable homes and 35 homes for private rent. These homes will be equipped with leading technologies including air-source heat pumps and solar PV panels, ensuring they are environmentally friendly and helping residents save on energy costs.

### Independent Living Scheme for over 55s

In March 2024, plans were approved to create accommodation, comprising of 24 apartments on the site of The Elms, Whitefield. The old Victorian building on the long-term disused Council owned brownfield site was surveyed in October 2021 and

finally demolished in December 2023 after consultation.

### Going for green on Bury housing estates

Bury Housing Services worked with City of Trees, the community forest for Greater Manchester, to plant more trees in Chesham, Bury. These are to complement the solar panels which have been installed on several properties on the estate, to provide tenants with warmer, healthier and cheaper homes. The scheme resulted in some trees being removed. However, they have been replaced by 5 trees for every 1 that was lost. It is estimated that the solar panels and extra trees will cut carbon emissions by nearly 500 tonnes over the next 25 years. Tenant's homes are now better insulated, fuel bills will be reduced as well as reduction in greenhouse gases and more greenery in our local neighbourhoods.

### People and Communities Plans

All of our neighbourhoods have developed People and Communities Plans, co-designed by our PSLTs. These provide maps of community assets, names of key contacts including ward cllrs and key workers, as well as local demographic data. Importantly these profiles point to the needs of each neighbourhood and can be used when making funding decisions, applying for grants and importantly monitoring impact.

### LED street lighting

As part of the ongoing £7 million 6-year street lighting improvement programme, around 3,300 more street lanterns will be converted to LED between 2024-2025 to achieve the target of 90%

of the borough's street lighting being LED. This will save thousands of pounds on maintenance and the Council's energy bills.

#### **Parklife Community Fund**

Community groups across Prestwich and nearby have been granted £22,000 funding from the Parklife concerts to organise activities. Some 22 groups have won money which sets aside some of the concert proceeds for local causes.

#### **Play areas refurbishment**

Since April 2023, Council invested £300K to refurbish six local play areas and will invest a further £280K in seven more starting in April 2024. The investment recognises the importance of quality, safe, accessible play facilities. A £30k trim trail has also been installed at Burrs Country Park. The Council maintains 14 Green Flag accredited parks, with most sites having retained the award for numerous years. Across the borough there are 62 play areas, 24 ball zones, 11 outdoor gyms and 24 tennis courts. Maintaining the standard of these fantastic public facilities is a priority for the Council, recognising the important part they play in improving lives.

#### **Summerseat play area**

A new play area designed in consultation with the local community and with special input from children at Summerseat Methodist School was completed.

The new facilities at the play area were funded by FCC Recycling UK (£99,350), Suez (££49,589) and

Bury Council (£20,000). The Summerseat Collective and Proffitts worked in partnership to secure the external funding and consulted the community to establish the new design.

The previous play area, improved by the Council in 2014, was fully removed during October 2023. Construction of the new facility then continued throughout the winter despite the wet weather. Carried out by J & D Jenkinsons of Brandlesholme, work involved new tarmacked perimeter paths, new safety surfacing, and installation of new play equipment.

#### **Clarence Park**

The £180,000 wheeled sports park at Clarence Park is complete and open to users. The park has been keeping its Green Flag award for quality for 18 years running now. Joint funded by Bury Council (£106k) and Veolia Environment Trust (£74k), the new wheeled park caters for skateboards, scooters, roller skates and BMX. The facility has been designed together with the local community and the Friends of Clarence Park to provide an amazing facility with an appeal to a wide age range and all abilities. The project is the latest to be completed in a £350k investment programme to bolster the park and secure its ongoing success. It was overseen on behalf of Bury Council by Proffitts – Investing in Communities and the site works were completed by CANVAS. The Council's grounds maintenance team also contributed by cutting back vegetation to open up the sightlines at Miss Walker's Field.

**LET's Principle: Enterprise**

We are known for our spirit of enterprise and innovation and we will harness that spirit to raise aspirations to grow and develop our people and businesses. We will remove the barriers that prevent people from getting on and connect local people to opportunities through their skills, confidence and relationships by:

- Demonstrating pride in our collective and individual achievements in the place where we live
- Ensuring everyone has an equal voice and life chances by harnessing and nurturing all talents
- Championing innovation, always looking for ways to improve quality of life for all
- Being courageous and stepping out of our comfort zone to help ourselves and others
- Opening doors at every opportunity

The proportion of our economically active residents in employment has increased alongside a decrease in workless households which provides some resilience during the cost of living crisis. Despite this however we know that the initiatives within our Anti-Poverty strategy have continued to be vital to supporting our residents.

As part of our work towards an all-age skill strategy we have continue to focus on school improvement however over the last year the gap in school readiness between our children who are eligible for free school meals and those children overall has continued to grow, with those more vulnerable children being less ready for school than their peers. However, following recent work the take up of the 2 year old childcare offer is increasing which will provide further earlier intervention and support for this cohort. The proportion of our schools that are rated good or better by Ofsted has steadily been increasing providing a greater standard of education provision for our children and families.

**LET's KPIs**

Measure	Outcome	Baseline	Previous Position	Latest Position	Trend
Median hourly earnings for residents (£)	Inclusive Economic Growth	13.8 (2019)	14.73 (2020)	14.55 (2022)	↓
% of employment in Bury within SOC major group 1-3 (Managers, Directors, Senior Officials)	Inclusive Economic Growth	49.0 (2022/23)			
Number of housing units completed in the borough which are affordable	Inclusive Economic Growth	184 (2018/19)	145 (2021/22)	92 (2022/23)	↓
Total employee jobs in Bury	Inclusive Economic Growth	72,000 (2019)	65,000 (2020)	69,000 (2021)	↑
Total business enterprises in Bury	Inclusive Economic Growth	8,535 (2019)	7,975 (2021)	8,060 (2022)	↑
% gap between school readiness of all pupils and those eligible for free school meals	Improve <i>Early Years Development</i>	11.6 (2019)	13.3 (2022)	17.2 (2023, provisional)	↑
% of children accessing 2 year take up of free childcare	Improve <i>E Early Years Development</i>	74.1 (2022)	69.9 (2023)	81.5 (2024)	↑
% gap in average attainment 8 scores for all pupils and those eligible for free school meals	Improve Educational Attainment	8.6 (2019)	11.5 (2021)	9.7 (2023)	↑
% pupils attending a good or better school in Bury	Improve Educational Attainment	71.5 (2020)	71.2 (2023)	79.1 (2024)	↑
% gap between KS2 attainment in reading, writing and maths of all pupils and those eligible for free school meals	Improve Educational Attainment	18.5 (2019)	16.4 (2022)	10.9 (2023, provisional)	↓
% gap between adults with no qualifications and those with NVQ Level 3+ qualifications	Improve Adult Skills & Employability	48.8 (2020)	57.2 (2022)	55.4 (2024)	↓
% economically active residents in employment	Improve ASLs & employability	74 (2019)	75 (2021)	83.3 (2023)	↑
% workless households	Improve ASLs & employability	15.1 (2019)	14.2 (2020)	12 (2021)	↓
Claimant Count (%)	Improve ASLs & employability	3.4 (Q3 2019/20)	6.8 (Q3 2020/21)	4.3 (Q1 2023/24)	↓

## LET's in Action: Enterprise - Bury Economic Strategy (2024-2034)

The beginning of the year saw the launch of Council's new economic strategy which sets-out a ten-year clear framework and priorities to guide a collaborative 'Team Bury' approach to delivering a more **sustainable, competitive, inclusive**, and **resilient** local economy. This will be delivered through focusing on priorities in three specific areas as below.

Pillar	Ambition
Bury's Place	To create an inclusive, sustainable and prosperous place, where people choose to love, work, invest and visit.
Bury's People	To build the capabilities of people to find, sustain and progress in employment and achieve economic security.
Bury's Economy & Business Base	To create the conditions for business to prosper and accelerate the transition to a fairer, greener and more resilient economy.

## Further Examples of our Enterprise Principle in Action

### Bury Regeneration Expo

In February 2024, Business leaders, investors and stakeholders gathered to hear how the borough is being transformed over the next decade and beyond. Greater Manchester Mayor Andy Burnham was among the speakers at the first Bury Regeneration Expo, held in Ramsbottom. Organised by Bury Council, in partnership with the Greater Manchester Business Growth Hub, the event showcased the many game-changing developments coming to our borough and included our Joint Venture partners and regeneration developers discussing how these transformative regeneration plans will ensure Bury's success. The meeting highlighted the major developments coming to the borough including: Building a new £40M Civic Hub in Radcliffe; Regeneration of the Longfield Centre in Prestwich; a redeveloped Mill Gate shopping centre in Bury; and a modernised transport interchange in Bury. It also focused on the Northern Gateway/Atom Valley initiative, part of the wider Mayoral development zone, which has the potential to bring thousands of quality jobs to the area as a major regional and national hub.

### Preserving our heritage

Bury Art Museum and Sculpture Centre has won £589,545 to carry out essential building works which will help to protect its many artworks. The money, awarded under the government's Cultural

Investment Fund, will pay to repair and renew rooflights, guttering and rainwater pipes, as well as internal repairs to plasterwork. The works will enable the reopening of some currently closed gallery spaces.

### Bury Flexi Hall

Bury Council has been awarded £20 million from the Government's Levelling Up Fund to build a new multi-functional flexi-hall and construct new roof canopies to protect the outdoor market stalls. Work on this is expected to begin by summer 2024.

### Highway Investment Programme

Bury Council's £30 million programme over 9 years will continue with more than 100 more roads to be resurfaced or receive preventative treatments. In the last 12 months around 100,000 m2 of surface dressing and micro asphalt was applied to over 75 streets across the borough and 85,000 m2 of road surface was fully replaced. There will be a further £3.2m of improvements to more than 140,000 m2 of road surface across the Bury borough. Some roads will be fully resurfaced while others will benefit from preventative prolonging their life.

### Radcliffe Regeneration

Multi-million pound regeneration of Radcliffe town centre is to take place over 2024-2025. The old buildings on the site of the £40M Radcliffe Hub have been demolished and the site has been cleared, ready for foundation works to begin and for the Radcliffe Hub to open in 2026.

- Enabling works are being undertaken in the Radcliffe Market basement and a new gable wall has been built.
- At Market Chambers, scaffolding is in place to allow for internal and external repair work.
- Spring Lane is the location of Radcliffe's new secondary school, Star Radcliffe Academy, work has started and the first intake of Year 7 pupils will be welcomed in September 2024.
- At Redbank Playing Fields a new 3G football pitch is complete with a new pavilion and car park to be finished by July 2024. £1.8M funding has been obtained from The Football Foundation (Premier League, The FA and Government's Football Foundation) plus a further £600K from the Council itself.

Under the Council's new transport strategy, plans for Radcliffe include better pedestrian and cycle routes to the Metrolink, improved bus services through the Bee Network, a new bridge from Rectory Lane to Milltown Street, along with more public EV charging points, road safety schemes and repairs.

### Mill Gate Regeneration



In March 2024, a seven-figure transformational Regeneration Framework for the shopping centre

and surrounding areas was approved. The framework, developed jointly by property developer Bruntwood and Bury Council, in consultation with the community, outlines ambitious redevelopment plans as part of the wider town centre masterplan to strengthen the Bury town centre as a leading retail destination within Greater Manchester. The nine-year development will create jobs, deliver new homes, provide high quality public spaces and improve connectivity.

1. Phase 1 – 'Residential Quarter', 2024-2028, construction of residential developments;
2. Phase 2 – 'Retail Quarter', 2025-2029, construction of further residential developments and new public areas;
3. Phase 3 – 'Residential Quarter', 2026-2031, construction of further residential developments, plus commercial spaces;
4. Phase 4 – 'Leisure Quarter', 2028-2033, construction of further residential and commercial developments plus a hotel development.

### Bury Council Housing Services



In February 2024, the Council formally took over again the responsibility for managing and maintaining its 7000 plus homes across the borough, following a

transfer of staff and services from Six Town Housing. The reason behind this initiative was to provide a more joined-up service, linking housing and other Council services that residents rely on. The Council will work with tenant associations and other groups to improve estates and communal areas, and tackling anti-social behaviour.

### **LET's Principle: Delivering Together**

Our strategy represents a completely new relationship between public services, communities and businesses which is based on co-design and accountability for shared decision making. It is about doing "with" not "to" by bringing a greater focus on wellbeing, prevention and early intervention. We will all take responsibility for making a difference by:

- Committing to making a positive, practical difference in addressing and tackling our challenges
- Valuing and developing the role and voices of people and communities to shape and deliver, wherever we can
- Empowering residents and groups to take decisions and harness resources
- Strength through cultural diversity
- Growing relationships and new connections across boundaries
- Demonstrating dignity, kindness and respect in everything we do

Whilst the gap in life years between our most and least vulnerable areas has decreased this has only decreased due to the overall life expectancy reducing since the pandemic. However, our services to support people to live well have continued to perform better with increasing referrals to our Live Well services and an increase in our good or outstanding adult social care providers.

In terms of crime and anti social behaviour, the monitoring of this does fluctuate – however we have seen an increase in the rate of anti social behaviour and also an increase in the rate of crimes which has only slightly reduced in the last reporting period. However, the proportion of our residents who feel safe in their local area has remained relatively consistent.

### LET's KPIs

Measure	Outcome	Baseline	Previous Position	Latest Position	Trend
Digital start courses (GM)	Digital	4,875 (2019/20)	8,266 (2020/21)	6,348 (2021/22)	↓
% residents experiencing digital exclusion (GM)	Digital	35.3 (2023)	NA		
% disabled residents experiencing digital exclusion (GM)	Digital	46.1 (2023)	NA		
% under 25s residents experiencing digital exclusion (GM)	Digital	32.6 (2023)	NA		
% over 65% experiencing digital exclusion (GM)	Digital	67.4 (2023)	NA		
Gap between the worst and best performing Medium Super Output Areas (years)	Quality of Life	M:16.7 F: 11.7 (2015-19)	NA	M: 12.3 F: 10.4 (2016-2020)	↓
Rate of ASB offences per 1,000 population	Quality of Life	1.36 (Q1 2020/21)	0.87 (Q4 2021/22)	1.26 (Q4 2022/23)	↑
Rate of crimes per 1,000 population	Quality of Life	6.4 (2019)	9.8 (2021)	9.4 (2022)	↓
% of Bury residents who responded Very or Fairly Safe to 'How Safe do you feel in your local area?'	Quality of Life	88 (Q1 2022/23)	91 (Q3 2022/23)	90 (Q1 2023/24)	↓



### LET's in Action: Together: Bury NeighbourHub

In January 2024, Funded by the Community Investment Fund (CIF), in a joint venture, Ingeus joined Bury Council in celebrating the launch of the Bury NeighbourHub in Mill Gate Shopping Centre. The new community hub provides a relaxed environment where local people can go to seek help and advice on issues including housing, employment, money management and health.

Ingeus will provide information on the Working Well Work and Health Programme, including the new Pioneer support programme, commissioned by the Greater Manchester Combined Authority (GMCA) to help people on out of work benefits or who are economically inactive secure sustainable employment. The hub will also provide space for local people from different backgrounds to come together and connect, get involved in community projects, and learn how their skills and ideas can help Bury to become an even better place to live.

## Further Examples of our Together Principle in Action

### 'Take a Seat' scheme



Bury Council has joined hands with the UK Network of Age Friendly Communities to create an inclusive and age-friendly community for its residents. This will be achieved via working with local businesses to launch the 'Take a seat' scheme where they will be required to have a seat available in case an older person needs to catch their breath and rest. The participating businesses will be identifiable by 'We Are Age Friendly' sticker displayed in their window. Being part of the framework marks a significant stage in borough's commitment to building a more inclusive community for all its residents and sending a clear message that older adults are valued and supported.

### Mockingbird Family Model project



In March 2024, during Social Work Week, the CCouncil's Fostering Team launched its innovative

Mockingbird Family Model project, which is to create a family network community to afford improved opportunities and support to foster carers and cared for children. This is a global award-winning and pioneering programme led by The Fostering Network in the UK. Foster carers become part of a large family community of 6-10 fostering families, called 'constellations', led by a

home carer and supported by an experienced worker. They help each other and provide support as a community with guidance alongside social activities, planned and emergency care to promote family stability, sleepovers, and training.

### Partners in Bury: People with learning disabilities

Partners in Bury created two videos to raise awareness of the fact that people with a learning disability are more likely to experience poor mental wellbeing than the general population. The videos are there to promote help for people with a learning disability to improve their mental wellbeing, and to share ideas with carers and support workers about how they can improve someone's mental wellbeing. The videos have been produced by the NHS, Bury Council's Public Health team and The Bury People First Group using funding from NHS Greater Manchester ICB in collaboration with Burys NHS/ICB team and the Public Health Team.

### Winter Packs

More than 400 residents were kept safe and well during the winter of 2023 by a collaboration between Bury Council and Public Health, GM Fire Service, Six Town Housing (now part of Bury Council), Morrisons and Co-op in Whitefield. The packs were targeted towards those most vulnerable because of the cold weather and due to the cost-of-living crisis. Two different packs, The Winter Warmer Pack and the Mindfulness Pack, were distributed through Bury and

Prestwich libraries, the Council's Staying Well team, Fairfield General Hospital and Pennine Care, community mental health groups, and local food banks and food pantries. Funding of £3m for this came through the government's Household Support Fund. The Council also distributed food and fuel vouchers, emergency help towards rent and Council Tax and other support.

### **Bury's plan for safer streets and venues**

Safer streets for everyone and safer spaces for women and girls at night are the aims of two new initiatives. Bury's Community Safety Partnership has been successful in applying for £368,579 from the government's Safer Streets Fund to reduce and prevent neighbourhood crime, antisocial behaviour and violence against women and girls in public spaces, and for everyone to feel safe. As part of our wider community safety programme, the Council has worked with businesses and the partnership to develop the Women's Night-time Safety Charter for licensed bars and clubs open during the night. The partnership includes GMP, Bury Council, local community and voluntary groups represented through Bury VCFA, Greater Manchester Fire & Rescue Service, Probation Service and others.

The Safer Streets money is being used to:

- invest in 32 new CCTV cameras,
- upgrade radios for safety and security officers,
- increase work with the Street Pastors,
- develop environmental improvements to reduce antisocial behaviour,
- work with young people through services and groups to reduce antisocial behaviour on the Metrolink network,
- training for those working to reduce violence against women and girls.

The Women and Girl's charter aims to make it safer for women including those with trans and

non-binary identities throughout our borough. Businesses that sign up to the charter commit themselves to make their spaces safer for women and to be active in promoting women's safety. It includes training for staff and adopting the 'Ask for Angela' scheme.

### **Operation Avro**

Trading standards and licensing officers seized £12,000 of illegal goods when they joined Greater Manchester Police in Operation Avro. They visited 12 shops across the borough and discovered various concealed items including 4,240 illicit cigarettes, 1.1kg of hand rolling tobacco and 912 vapes.

### **The Bee Network**

Over the past year we have made great strides towards delivering our 'London-style' bus network across Greater Manchester. This began in September 2023, when franchised services started running in Bolton and Wigan, and parts of Bury, Salford and Manchester. The rest of Bury's bus services, along with services in Oldham, Rochdale and parts of Salford and North Manchester, became part of the Bee Network in March 2024.

All Bee Network buses are yellow, and at least 50 are new electric vehicles with improved disability access, audio-visual announcements and the full branding of the Bee Network – the name of the new public transport system.

By 2025, when all services across the city-region are under public control, buses, trams and rental bikes will use the same ticket system with a daily cap. Bus fares across Greater Manchester have already been capped at £2 for single journeys, £5 for day tickets and £21 for weeklies making travel more affordable and open to all.

**LET'S Principle: A Strengths-based approach**

Our vision is for a place in which people are helped to make the best of themselves, by recognising and building on the strengths not deficits of all our children, families and our communities and taking an evidence-led understanding of risk and impact to ensure the right intervention at the right time. We will do this by:

- Really listening to understand each other and our shared potential
- Being flexible and putting our energies into where we can make the most positive difference; asking 'what matters to you?'
- Being open to trying new things and doing things differently
- Valuing the skills, strengths and successes of individuals and communities

Against a difficult year in terms of balancing demand and delivery, the Council has achieved many of the objectives set out the Corporate Plan, building on our strengths of a committed workforce and supportive partnership environment. Some examples of building on our strengths are included below however it is right to acknowledge that none of this would have been achieved without the support of our **Award Winning Voluntary and Community Sector!**

As a Council we are incredibly proud of our award winning voluntary sector. In 2022 five local organisations won the Queen's Award for Voluntary Service were given a mayoral reception at Bury Town Hall. Equivalent to an MBE, QAVS are the highest awards given to local voluntary groups in the UK, and they are awarded for life. Corrie Gardeners, Greater Manchester Army Cadet Force (Hawkshaw), The Attic Project, Bury2gether and Rammy Men have also won the award. Every day of the week, organisations like these are supporting people at neighbourhood level. A recent survey estimates that there are more than 26,000 people in our borough who volunteer a total of 130,000 hours per week, and they deserve all our thanks.

**LET'S in Action: Strengths: Armed Forces Covenant**

At the end of last year Bury Council received a Gold award in the Defence Employer Recognition Scheme. The highest level achievable, the award is in recognition of the Council being a signatory of the Armed Forces Covenant and demonstrating its commitment to supporting military veterans and reservists in society and in employment with the Council. This includes:

- Recognising military veterans as a protected characteristic and giving this group the same as those for all protected characteristics under the Equality Act 2010;
- Marking events and raising awareness relating to military veterans and reservists throughout the year, including the recent Gallipoli commemorations;
- Providing special leave for our colleagues who are reservists to attend military training;
- A commitment to holding open the job of colleagues who are reservists and have been called up to serve in military action;
- Working with the armed forces career transition partnership to advertise our vacant roles with military veterans due to leave military service;
- Offering a guaranteed interview to military veterans who meet the full essential criteria for roles they apply for;
- Providing a Veterans and Cadet Community fund to support intergenerational activity and Armed Forces week activity.

The Council also paid tribute to beloved armed forces campaigner, Colonel Eric Davidson, renaming a street in Hawkshaw in his name.

## Further Examples of our Strengths Principle in Action

**Building Community Capacity**

Bury Council has continued to meet its commitment through the Greater Manchester Voluntary and Community Sector Accord, investing in Bury's voluntary sector and recognising the sector as a central partner to the delivery of LET's Do It. Work with the Bury Voluntary and Community Faith Alliance has included the Sustain programme with foodbanks, pantries and clubs, to increase partnership working and resilience and activity to enhance volunteering opportunities.

Over the past 12 months investment by and through the Council has included over £600k being awarded to voluntary, community and social enterprise groups across the Borough – from activity to support cost of living pressures, to promoting healthy lifestyles, community safety initiatives and activity to increase digital inclusion.

**New Mental Health Resources for Children and Young People**

Listening to our children and young people it is clear that many are struggling with their mental

health and wellbeing post Covid-19. This has been one of the top issues identified by our Youth Cabinet and through our Childrens Voice Projects. In March 2023 NHS GM and Bury Council worked with our young people to launch Thriving in Bury, a new mental health campaign based on the creation of a children and young people's mental health service directory. The directory has been developed with children and young people to help them find the best ways to support their emotional health and wellbeing. As part of our Public Sector Reform work our schools, colleges and wider support services have wrapped around this service with the aim of providing early help to reduce the number of referral through to specialist care and support meaning children get support sooner and in a format that they are comfortable with.

**Bury Running Festival**

In October 2023, Run for all and Bury Council once again organised and hosted successfully the Bury 10K and the Mini and Junior runs to raise thousands of pounds for local and national charities. The event will return in September 2024

with the Bury Mini and Junior runs sponsored by Xerox Business Solutions offering 150 free entries to local schools in Bury. The festival is all about inclusivity, building confidence and having a great day out with family and friends.

#### **Building on our success as Town of Culture**

In a year-long celebration of local initiatives funded by the UK Shared Prosperity Fund to expand the Culture Strategy of Bury series of cultural events involving and encouraging local artistic talents took place in Bury 2023 and are to continue in 2024. In 2023, events such as launch of Bury's Culture Strategy, Burrs Live and Winter Festival Parade took place where families as a whole had opportunity to take part in various activities. Beginning of 2024 marked the LGBT history month and Many Hands Parade (below). Storytelling Festival took place in many schools. Cultural grants (up to £10,000) have been awarded to organisations and individuals to run cultural events across the borough, working with Bury's Voluntary Community and Faith Alliance (VCFA).

#### **Many Hands Parade**



In March 2024, a vibrant parade celebrating the power of communication took place at The Rock, Bury. Many Hands is

working in partnership with Bury Council and funded by the UKSPF (UK Government through the UK Shared Prosperity Fund) to invest in local communities to unlock extra opportunities for people to get involved in arts, culture and local heritage in Bury. The professionals collaborated with Bury community groups, including MAD theatre and Elms Bank School to formulate this.

#### **LET'S ... Live Well!**

The launch of our Health Improvement Fund demonstrated our commitment to build on the strengths of our VCSE to make a difference to the health and wellbeing.

In total, 114 groups supported over 12,000 people to increase physical activity levels, tackle social isolation and support people with long term health conditions. Nearly 4,000 people were supported in the most deprived areas of Bury.

#### **Increasing Workforce Representation**

Bury has received funding from NHS GM as the lead organisation for a two year project focused on developing a more inclusive public service workforce. This project includes four GM boroughs in a cross-organisational mutual mentoring programme and work to strengthen the way organisations attract staff informed directly by community engagement. In addition, Bury is leading wider work across GM to strengthen workforce inclusion which is just commencing and has received around a £0.4m financial commitment from the GMCA to support.

## Summary and Next Steps

As reflected in the introduction to this document, the Council is hugely ambitious for its residents and the future of our children but operates in a very challenging context. In addition to the financial challenge set out above and the increases in demand, we also face additional regulatory demands through Ofsted for Children's Services, Education and Adult Learning, the Care Quality Commission for Adult Social Care and a new Regulatory Framework for Social Housing.

The Council's children's services remain in intervention from Ofsted and Department for Education. The delivery of improvement plans for children's services will continue to be a major area of focus, including improvement of services to children who have Special Educational Needs and Disabilities (SEND) and progression of the "Project Safety Valve" plan for recovery of a significant financial deficit on the Dedicated Schools Grant High Needs Block. The sub regional operating context creates some opportunities, however. The GM Integrated Care Board (ICB) operating model has the potential to better manage demand through the ongoing integration of health and care services. The Places for Everyone framework provides access to significant housing and industrial land to support growth within the borough, including Northern Gateway - once of the biggest industrial sites in the UK, which has also been designated an Investment Zone and should attract additional funding and fiscal flexibilities.

In their report back to the Council the Local Government Association Peer Review Team recognised that the borough of Bury is changing and that the Council's focus on inclusive growth and reducing inequality is well recognised by those inside and outside. The ambitious delivery programme behind the LET'S Do It! Vision was endorsed, but a range of recommendations made to ensure that the ambitions of the Council and wider Partnership are delivered through appropriate resource, resilience and relentless focus.

Previous Corporate Plans have attempted to identify the many priorities that must be addressed within this complex operating environment. Further reflections on our outcome data and delivery show the need to retain a focus on our core ambitions and ensure that we even more targeted in our work and support to communities. On this basis, three core strategic priorities for 2024-25 are proposed, delivery of which will also secure financial stability. The priorities overlay the "business as usual" departmental functions which are described separately in service planning documents.

The core priorities are defined as follows:

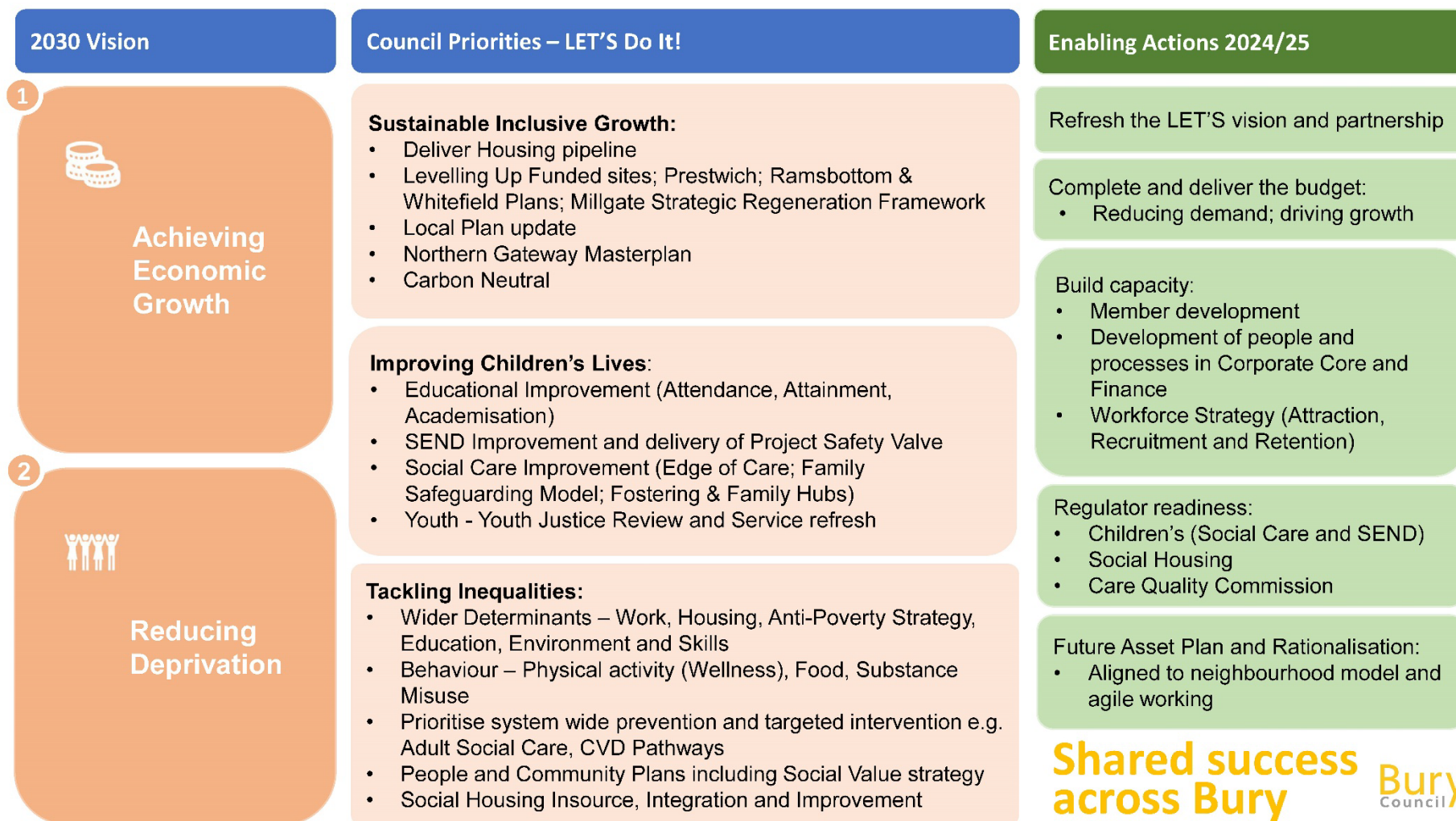
- Sustainable Inclusive Growth – Further delivery of sustainable housing, the levelling up programmes, strategic regeneration along with the Local Plan, Northern Gateway Masterplan and our continued commitment to carbon neutrality.
- Improving Children's Lives – This priority details Educational Improvement including the three A's (Attainment, Attendance and Academisation) and the continued delivery of the SEND and Social Care improvement plans as well as a review of the Youth Justice service.
- Tackling Inequalities – Since the pandemic our inequalities have widened and therefore this continues to be a key priority in 2024-25 including a review of the wider determinants of health: work, housing anti-poverty, tackling behaviours that lead to poor outcomes, system wide prevention and targeted interventions within our neighbourhoods.

A summary of the 2024-25 Corporate Plan is provided below.



## Corporate Plan 2024-2025

The Corporate Plan for 2024-2025 is linked to the key objectives in the LET'S 2030 Vision: Achieving Economic Growth and Reducing Deprivation. The three priorities (summary below) over the next year are Sustainable Inclusive Growth, Improving Children's Lives and Tackling Inequalities.







## URGENT DECISION FORM

TO BE UPLOADED ON TO THE INTERNET BY DEMOCRATIC SERVICES

<b>Date:</b> 09/5/2024		<b>Ref No:</b>	
<b>Type of Decision:</b>			
<b>Cabinet Decision</b>	<input type="checkbox"/>	<b>Council Decision</b>	<input checked="" type="checkbox"/>
<b>Key</b>	<input type="checkbox"/>	<b>Non-Key</b>	<input type="checkbox"/>
<b>Subject matter:</b> Appointment of the Section 151 Officer			
<b>Reason for Urgency:</b>  The decision needs to be taken in advance of the next Council meeting.			
<b>Freedom of Information Status - in the public domain</b>			
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]		NO	

**Decision taken:**

1. Note Paul McKevitt will remain as Director of Finance and statutory s151 officer until 31<sup>st</sup> May 2024.
2. Appoints Clare Williams for interim period from 1<sup>st</sup> to 30<sup>st</sup> June 2024 as Interim Executive Director of Finance this post will discharge the Council's responsibilities under Section 151 of the Local Government Act 1972;
3. Appoint Neil Kissock as Director of Finance / S151 with effect from 1 July 2024 Chief Officer Band F (£103,767 - £112,636).
4. Approve the application of a £5,000 Market Supplement to the role of Director of Finance s151 Officer for a period of two years.

**Information in support of the market rate supplement**


Market supplements are additional payments made to a post holder where a particular skill, specialism or qualification attracts a higher rate of pay in the labour market than is attributed to the job through the job evaluation process. If the pay of a particular job is to be enhanced to reflect market conditions it is necessary to demonstrate that there are 'objectively justified grounds' for doing so. This involves demonstration that:-

- 1) Recruitment and retention difficulties exist in relation to the job(s) concerned resulting in actual or foreseeable organisational and/or operational problems.
- 2) These problems will be removed or reduced by the pay supplement.
- 3) Consideration has been given to develop the skills needed in house where appropriate

The Council's Market Supplement Policy sets out a number of criteria for the objective justification of such supplements. In this case, the supplement is proposed based the below key criteria:

Evidence of the operational problems that would be caused due to recruitment and retention issues. – It is a legal requirement for the Council to have a Section 151 Officer and there are no internal candidates with the skills or experience to undertake this role. Payment of this supplement will support the Authority to ensure the recruitment and retention of a highly skilled and experienced postholder selected via a robust Members led process

The proposed supplement, is sufficient to ensure recruitment and retention of the identified candidate.

<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
Chief/Senior Officer/Cabinet Chair		15.5.2024
<b>After consultation with:</b>	Cllr Rafiq	
Cabinet Member (if a Key Decision) or <b>Chair</b> or Lead Member (as appropriate)	Madam Mayor – agreed via email	
If it is a Key Decision, the Chair of Scrutiny Committee to agree that the decision cannot be deferred		

<p>Opposition Leader or nominated spokesperson (Council Decision) or</p> <p>Leader or Majority Group Member on Overview and Scrutiny Committee (if a Key Decision) to agree that the decision cannot be deferred</p>	<p>Cllr Bernstein - – agreed via email</p>	
<p>Leader of second largest Opposition Group (if a Key/Council Decision) to agree that the decision cannot be deferred</p>	<p>Cllr M Smith - – agreed via email</p>	

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