

**Lynne Ridsdale
Chief Executive**

Our Ref JG
Your Ref C/JG
Date 13 May 2025
Contact Julie Gallagher
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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:-

Date:	Wednesday, 21 May 2025
Place:	Council Chamber, Bury Town Hall
Time:	2.00 pm
Briefing Facilities:	If Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

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

Yours sincerely

A handwritten signature in dark ink, appearing to read 'W. D. D. D. D.' or similar, written in a cursive style.

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 ONE

1. To elect the Mayor for the Municipal Year 2025/2026
2. To elect a Deputy Mayor for the Municipal Year 2025/2026

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 ANNUAL CONSTITUTION UPDATE REPORT (Pages 11 - 148)

A report from the Council Solicitor, Jacqui Dennis is attached.

6 ANNUAL APPOINTMENTS REPORT (Pages 149 - 192)

Please find attached a report from the Council Solicitor, Jacqui Dennis.

7 OVERVIEW AND SCRUTINY ANNUAL REPORT (Pages 193 - 224)

A report from the Chairs of the three Scrutiny Committees, Councillor Boles, Councillor FitzGerald and Councillor Vernon is attached.

8 STATE OF THE BOROUGH DEBATE (Pages 225 - 240)

A report from the Leader of the Council is attached.

9 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.

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Minutes of: **COUNCIL**

Date of Meeting: 19 March 2025

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, R Brown, C Cummins,
D Duncalfe, U Farooq, E FitzGerald, N Frith, I Gartside, R Gold,
D Green, J Grimshaw, 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

**Apologies for
Absence** J Gallagher and S Haroon

Public Attendance: 10 members of the public attended the meeting.

C. 52 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

C. 53 MAYORAL COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor as Bury first citizen updated Members of the Council on work undertaken since the last meeting.

C. 54 MINUTES

The minutes of the meeting held on 19 February 2025 were approved as correct record and signed by the Mayor.

C. 55 PUBLIC QUESTION TIME

Notice had been received of the following questions:

Questioner	Topic	Responding
Stephen Ralphson	Recycling bins in Trencherbone	Cllr E O'Brien
Andy Hay	Prestwich regeneration costs	Cllr E O'Brien
Michael Fawcett	Legal Development Certificates	Cllr E O'Brien
Judith Sheppard	Local Plan for Bury	Cllr E O'Brien
Hannah and Dave Crookston	Childrens home at Seedfield Road	Cllr E O'Brien
Alexandra Lodge	Legal Development Certificates	Cllr E O'Brien
Lee Williamson	Legal Development Certificates	Cllr E O'Brien

Nick Shack	Seedfield	Cllr E O'Brien
Jane Sheldon	Seedfield	Cllr E O'Brien

Questions without notice:

Questioner	Topic	Responding
Mike Court	Safety in Bury	Cllr E O'Brien

C. 56 RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES

(I) Locality Board – Terms of Reference

It was moved by Councillor O'Brien and seconded by Councillor Tariq and on being put, with all Members voting for and the Mayor abstaining; that, Council, approves:

- The revised Locality Board Terms of Reference

(II) Democratic Arrangements Forum – meetings timetable for the municipal year 2025/26

It was moved by Councillor O'Brien and seconded by Councillor Tariq and on being put with all Members voting for and the Mayor abstaining; that, Council, approves:

- The Council meetings timetable for the municipal year 2025.26

(III) Cabinet – Appointment of Deputy Mayor for the civic year 2025/26

It was moved by Councillor O'Brien and seconded by Councillor Gold and on being put with all Members voting for; that, Council, approves:

- The appointment of Councillor Tahir Rafiq as Deputy Mayor for the Civic year 2025/26

(IV) Employment Panel – Director Regeneration and Project Delivery

It was moved by Councillor Rafiq and seconded by Councillor O'Brien and on being put with all Members voting for and the Mayor abstaining; that, Council, approves:

- The re-grading of the role of Director of Regeneration and Project Delivery from Chief Officer Band E to Chief Officer Band F.

(IV) Employment Panel – Director of Adult Social Services and Community Commissioning

It was moved by Councillor Rafiq and seconded by Councillor O'Brien and on being put with all Members voting for and the Mayor abstaining; that, Council, approves:

- An increased Market Supplement payable to the Director of Adult Social Services and Community Commissioning from £14K to £20K payable from July 2025 for a period of two years.

C. 57 LEADER'S 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	Councillor Roger Brown	Cllr A Quinn	Greenmount Park
2	Councillor A Arif	Cllr A Quinn	Improvements to Whitehead Gardens in Tottington & Prestwich Clough
3	Councillor Ibrahim	Cllr L Smith	School Breakfast Clubs in Bury
4	Cllr Birchmore	Cllr L Smith	2025 oversubscription criteria for secondary schools
5	Cllr Vernon	Cllr E O'Brien	Greater Manchester Police involvement in relation to social media posts
6	Cllr Grimshaw	Cllr Rafiq	Real Living Wage
7	Cllr Farooq	Cllr Tariq	Public health grant announcement
8	Cllr Booth	Cllr Quinn	Pioneer Mill
9	Cllr Gartside	Cllr A Quinn	New parking charges review
10	Cllr Hayes	Cllr A Quinn	New operations equipment
11	Cllr Staples Jones	Cllr Walmsley	Plans for the 80 th anniversaries of VE day and VJ day
12	Cllr Simpson	Cllr Walmsley	Motion from November 2024 on veterans
13	Cllr McBriar	Cllr Walmsley	Safer Knife Replacement Scheme

Due to the lack of time to answer questions 14 to 20 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 E O'Brien	Empty Homes week

Cllr M Smith	Cllr E O'Brien	Healthcare provision
Cllr Ibrahim	Cllr Quinn	Red routes
Cllr Staples-Jones	Cllr Quinn	Skate park
Cllr S Arif	Cllr E O'Brien	School transport
Cllr McBriar	Cllr Quinn	Temporary traffic lights on Turton Road
Cllr Hook	Cllr A Quinn	Resurfacing of roads
Cllr D Quinn	Cllr Tariq	Ovarian Cancer

C. 58 COMBINED AUTHORITY REPORT AND QUESTIONS TO THE COUNCIL'S COMBINED AUTHORITY REPRESENTATIVES

The Council received a report on the work of the Combined Authorities and a verbal update from Cabinet Member, Councillor Thorpe on the work of the GMPF

The following questions had been received in accordance with Council Procedure Rules:

Questioner	Combined Authority Member	Topic
Councillor S Arif	Councillor Walmsley	Arrests by GMP involving dogs
Councillor Moss	Councillor A Quinn	GMP
Councillor Southworth	Councillor A Quinn	Bee Network App
Councillor Rydeheard	Councillor Walmsley	Basic income initiative

C. 59 NOTICES OF MOTION

(i) Seeking dialogue with the Mayor of Greater Manchester regarding Places for Everyone

Council considered a motion in the names S. Arif, Bernstein, Brown, Gartside, Harris, Hussain, Lancaster, McBriar, Rydeheard, Vernon.

The motion was moved by Councillor Bernstein and seconded by Councillor Harris following a request for a recorded vote from 8 Members present, **on being put; with**

Councillors S. Arif, Bernstein, Berry, Birchmore, Brown, Booth, Duncalfe, Gartside, Harris, Lancaster, Marsden, McBriar, Rydeheard, Simpson, M Smith, Vernon, Walsh and Y Wright voting for

And;

Councillors A Arif, Bayley, Boles, Cummins, Farooq, Fitzgerald, Frith, Gold, Green, Grimshaw, Hayes, Hook, Ibrahim, McGill, Morris, Moss, O'Brien, Pilkington, Quinn Alan, Quinn Deborah, Rafiq, Rizvi, Rahimov, Rubinstein, Ryder, Smith Lucy, John Southworth, Staples-Jones Gareth, Tariq, Thorpe, Walmsley voting against;

And the Mayor abstaining, the Mayor **declared the Motion Lost.**

(ii) Cross party budget setting

Council considered a motion in the names Booth, Berry, Birchmore, Duncalfe, Marsden, Simpson, M Smith, Walsh.

The motion was moved by Councillor Berry and seconded by Councillor M Smith and on being put with 18 members voting for and 30 members voting against and the Mayor abstaining, the Mayor **declared the motion lost.**

(iii) Extending Business Improvement District Boards

Council considered a notice of motion received in the names of Councillors: A Arif, Bayley, Boles, Cummins, Farooq, Fitzgerald, Frith, Gold, Green, Grimshaw, Haroon, Hayes, Hook, Ibrahim, McGill, Morris, Moss, O'Brien, Pilkington, Quinn Alan, Quinn Deborah, Rafiq, Rizvi, Rahimov, Rubinstein, Ryder, Smith Lucy, John Southworth, Staples-Jones Gareth, Tariq, Thorpe, Walmsley.

The Motion was moved by Councillor Staples Jones and seconded by Councillor Morris and on being put with the majority of Members voting in favour, Council agreed to:

- 1) Consult with businesses across Borough of Bury to seek views on the creation of BIDs in their respective towns.
- 2) To prioritise and align the future work of any BIDs with the significant financial investment being made into town centres and local infrastructure by Bury Council.

C. 60 FOR INFORMATION COUNCIL MOTION TRACKER
C. 61 SCRUTINY REVIEW REPORTS AND SPECIFIC ITEMS "CALLED IN" BY
SCRUTINY COMMITTEES

There were no scrutiny review reports and specific items "called in" by scrutiny committees

C. 62 QUESTIONS ON THE WORK OF OUTSIDE BODIES OR PARTNERSHIPS

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

THE WORSHIPFUL THE MAYOR

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Classification	Item No.
Open	

Meeting:	Annual Council
Meeting date:	21 st May 2025
Title of report:	Bury Council Annual Constitution Update Report
Report by:	The Monitoring Officer
Decision Type:	Council
Ward(s) to which report relates	All

EXECUTIVE SUMMARY:

The Council's constitution was reviewed and updated during the municipal year 2020/21. Members agreed that the Constitution should be reviewed annually to ensure that the changes were fit for purpose. This report provides Members with details of which sections were reviewed during 2024/25 and sets out the priority areas for review in 2025/26.

RECOMMENDATIONS:

Members of Council are asked to -

1. Adopt the proposed changes at appendix 1 to the Officer Scheme of Delegation.
2. Ask the Standards Committee to review the proposed changes to the Corporate Governance Code as detailed at Appendix 2.
3. Adopt the proposed changes to the Probity in Planning Guidance at Appendix 3.
4. Approve the establishment of a Joint Planning Committee with Rochdale Council and approve the Terms of Reference at Appendix 4, to determine planning and related applications at Northern Gateway, Places for Everyone Allocations JPA 1.1 and JPA 1.2.
5. Note the selections reviewed during the 2024/25 municipal year; and
6. Note the selections proposed for review during the 2025/26 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.

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:

<https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=350&MId=3791&Ver=4&Info=1>

SELECTION FOR REVIEW DURING 2024/25

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 2024, 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 sections have been reviewed and are summarised below: **Schemes of Delegation, Ethical Governance, Governance of Housing Arrangements, Probity in Planning Guidance and the Member Allowance Scheme and the convening of an Independent Remuneration Panel (IRP).**

1. Schemes of Delegation,

Each Directorate was tasked with reviewing and updating their existing schemes of delegations for inclusion in the Constitution.

Following the structure changes previously approved by Council which came into effect on 1 April 2025, there are now schemes of delegation in place for Children and Young Persons, Corporate Core, Health and Adult Care and Place.

The Chief Executive's delegations have also been reviewed and these are appended to the report.

Following a Corporate re structure a new Place Directorate has been recently created, as the structure is embedded further changes to these schemes may be necessary. Council will be asked at a later date consider any further revisions to the scheme of delegation. (See attached appendix 1).

2. Ethical Governance

In reviewing Ethical Good Governance it was determined that a Code of Corporate Governance should be prepared, demonstrating Bury's commitment to ensuring high standards of governance, this code of governance is underpinned by the seven key principles set out in the current revised framework 'Delivering Good Governance in Local Government: Guidance notes for English Authorities (2016 Edition)', published by Chartered Institute of Public Finance & Accountancy (CIPFA), and the Society of Local Authority Chief Executives & Senior Managers (SOLACE).

It sets out how we take decisions ensuring that we do so in a transparent and accountable way that are subject to effective scrutiny. It addresses how we monitor our performance and manage risk and details how Councillors and officers work together effectively to achieve outcomes to achieve a common purpose with clearly defined

functions and roles. The code will be reviewed by the standards Committee in the new municipal year prior to adoption.

3. 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.

Following the transfer to direct control the following Council Governance arrangements were established:

- **Housing Advisory Board Established**

This Board consists of elected members including opposition members as well as tenant representatives and independent members. Members meet one a quarter to monitor the performance of the Housing Service, ensuring the voice of the tenant is clearly heard and acted upon. The Housing Advisory Board helps to inform the Cabinet Member for Housings work.

- **Six Town Housing Board Established**

Four senior officers from Bury Council are appointed to this Board to determine decisions relating to Six Town Housing stock. Meetings are held monthly.

- **Housing Scrutiny Sub- Committee Established**

During this municipal year the sub-group had met on five occasions to look at housing governance and performance.

The sub-group will continue to meet in the municipal year 2025-2026 continuing their scrutiny of housing issues. In addition, the sub-group will also consider Council performance reports, the meetings will alternate between the two issues.

- **Review of the Director of Housing Scheme of Delegations.**

Work continues to embed housing governance within the organisation.

4. Probity in Planning Guidance

The Probity in Planning 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).

A draft updated version of the Probity in Planning Guidance was circulated to Members of the Planning Control Committee at the March 2025 meeting for any comments which could have included possible deletions or additions.

The governance process also saw the updated version of the Probity in Planning Guidance submitted to the Standards Committee in April, with Planning Committee Member's comments taken into consideration.

5. Review of Member Allowances

In April 2025 the Independent Remuneration Panel met to review the Member Allowance Scheme. A draft report has been produced for Members consideration. The report and its recommendations will be considered by group leaders at the next Democratic Arrangements Forum, prior to consideration at July's meeting of Full Council.

6. Other changes to the constitution during the municipal year 2024/25

During this municipal year Full Council has agreed the following amendments to the Constitution

- **Employment Panel Terms of Reference**

The Terms of Reference were amended; to reflect that, the Employment Panel no longer considers applications for premature retirement.

- **Employees Code of Conduct**

Section 2 of the Employees Code of Conduct was updated to include the following:

"Employees must declare to the Council:

If they are under investigation by the police for a criminal offence involving a child/vulnerable adult or a serious criminal offence involving any physical assaults or sexual assaults on anybody.

If they are under assessment by children's services over the welfare of their own children or children regularly in their care.

If they are being charged or prosecuted for a criminal offence that is either reportable to their professional body or standards body, or which could either:

bring the Council into disrepute, or result in them being unable to undertake the role for which they are employed (e.g. a driving ban), or may result in a prison sentence (suspended or otherwise)

Declarations must be made to the Head of Service, who will consider – with advice from HR and, if the employee works with children or vulnerable adults, in line with LADO/PIPOT procedures respectively – what support could be put in place or action taken. This could include disciplinary action. Failure to declare or accurately declare relevant investigations or offences could result in disciplinary action.

- **Contract procedure rules**

The procedure rules were updated in September 2024 to provide a plain English, 9 page guide plus a table to support officers with contract procedure rules.

- **The Locality Board Terms of Reference**

The Terms of Reference were reviewed, and it was agreed that a representative from Bury Hospice will be invited to attend all Locality Board meetings as a non-voting member.

- **Establishment of the Joint Planning Committee**

On the 22nd April 2025, the Planning Control Committee considered a report outlining the draft arrangements and terms of reference for a joint planning committee between Rochdale and Bury Councils. The Joint Committee will determine planning and related applications at Northern Gateway, Places for Everyone sites JP Allocations 1.1 and 1.2.

The Planning Control Committee noted the report and recommended that full Council approve the establishment of a Joint Planning Committee with Rochdale Council, in accordance with the draft Terms of Reference, to determine planning and related applications at Northern Gateway, Places for Everyone Allocations JPA 1.1 and JPA 1.2. (Appendix 3).

- **Changes to the Cabinet portfolios**

The Constitution be updated to reflect changes to the Cabinet portfolios as detailed in the Annual Appointments report.

7. Establishment of the internal assurance boards

A key part of the Council's response to the External Auditors statutory recommendation was a fundamental review and strengthening of internal governance and systems of assurance was undertaken. As a result it was agreed that:

- **A weekly Member Assurance Group** is held to facilitate private political briefing and challenge on key areas of risk, membership to include, the Leader and Cabinet Member for Finance and the Chief Executive. Action notes and action log are to be produced and shared weekly at ELT. Other Officers to attend by invitation – key areas of focus:
 - Internal audit recommendations
 - Financial transformation
 - Estates, including the corporate landlord, and estates compliance
 - Project Safety Valve.
- **Six new Assurance Boards** will be established, reporting into ELT and MAG through a monthly highlight report which will also be shared with the Cabinet

Members. The Boards will each be chaired by an Executive Director and attended by Directors. The assurance boards will meet monthly, with clear Terms of Reference, work programmes, a lead Officer and action notes/action tracker. The proposed Assurance Boards are:

- Commercial
- Finance
- Governance and Assurance
- Performance, Delivery and Transformation
- Property and Estates
- Regeneration

SELECTION FOR REVIEW DURING 2025/26

Over the course of the next twelve months, it is proposed that the following areas are subject to review:

- **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). It is proposed that the guidance is reviewed taking into account the variety of different ways the Council now engages with its residents in addition the Council will review its **Petition Procedure**.

Lead Officer – Julie Gallagher, Head of Governance

- **Corporate Governance Review (See above)**

Lead Officer – Jacqui Dennis, Director of Law and Democratic Services

- **Review the proposals to develop a Mayoral Development Corporation**

A Consultation is currently in progress regarding the proposal to establish a Northern Gateway Mayoral Development Corporation spanning Bury and Rochdale. This statutory body is envisioned to drive efforts in creating homes, jobs, and investment within the region. Subject to the consultation outcome a corporation would be established. All corresponding governance arrangements including the MDC constitution will be reviewed regularly.

Lead Officer – Julie Gallagher, Head of Governance

- **Officer Code of Conduct**

The Officer Code of Conduct defines the standards of behaviour expected from all staff at Bury Council. Its primary objective is to promote transparency, accountability, and the prudent use of public resources. To remain effective, the code should be subject to periodic review and revision.

Lead Officer – Jacqui Dennis, Director of Law and Democratic Services

- **Financial Regulations**

Adhering to good practice, it is recommended that the financial regulations undergo regular review. In view of the proposed changes to the procurement team's delivery model and upcoming legislative updates, a review within the current municipal year is advised.

Lead Officer – Neil Kissock, Section 151 Officer

Community impact/links with Community Strategy

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

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.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
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

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.

Financial Implications:

There are no financial implications arising from this report.

Report Author and Contact Details:

Jacqui Dennis, Monitoring Officer

List of Appendices:

Scheme of Delegation

Joint Planning Committee TOR

Directorate: Corporate Core

- Executive Director (Strategy & Transformation)
- Director of Law & Governance, Monitoring Officer
- Head of HR
- Assistant Director Digital, Data and Technology
-
- Director of Finance
- Assistant Director (Public Protection and Resilience)

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 (21)
7. Registrars (2)
8. Human Resources (39)
9. Public Protection including 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
13. Finance ???

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
1. Communication and Engagement				

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.	Executive Director (Strategy & Transformation) Press and Media Liaison Manager	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.	Head of Communications and Engagement. Executive Director (Strategy & Transformation) Communications manager(s)		O

¹ 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

² 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

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

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

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
3.	To implement and lead on actions to support the Communications Strategy	Executive Director (Strategy & Transformation) Communications manager(s)		O
4.	To provide media spokesperson representation on individual issues, for both reactive and proactive media issues.	Executive Director (Strategy & Transformation) Communications manager(s)	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
2. Information Governance				
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	Director of Law & Governance, Monitoring Officer (SIRO)		C

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
7.	Approving local settlements as suggested by and agreed with the Ombudsman under section 92 Local Government Act 2000.	Director of Law & Governance, Monitoring Officer	With agreement of relevant Directors.	C
8.	Respond to ombudsman complaints through coordinating response from responsible services.	Head of Governance	With agreement of relevant Officers/Directors	O
9.	Act on behalf of the council to where unreasonable behaviour is felt to have occurred.	Director of Law & Governance, Monitoring Officer	With agreement of relevant Assistant Directors or Directors (including acting)	C
10.	Review of information governance policies and implement proactive approach across the council.	Director of Law & Governance, Monitoring Officer	With support of the Governance Assurance Board, 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 the Data Protection Officer	O

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
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 Governance) , Information Asset Owners and Managers	In line with agreed policy	O
14.	Report to the Information Commissioner's Office on data breaches where decided.	Data Protection Officer (Head of Governance)	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.	Director of Law & Governance, Monitoring Officer	In accordance with information provided by relevant Executive Director	O

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
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 Governance and Assurance Board	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.	Executive Director (Strategy & Transformation)		C
3. Information Technology				
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 ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
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
4. Elections and Civic Duties				
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 ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
26.	Returning officers: local elections in England and Wales. 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 Governance		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 Governance		
5. Democratic Services				

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
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 Governance		
32.	All operational and administrative matters in relation to the remuneration of Elected Councillors	Head of Governance	In accordance with Finance Procedure rules and Contract Procedure Rules.	
6. Legal Services				
33.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Director of Law & Governance, Monitoring Officer	(delegated to solicitor to the council in constitution Article 10 paragraph 2.10.3.3) 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 is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
34.	1. 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	
35	Make arrangements for reviews of the permanent exclusion of pupils.	Director of Law & Governance, Monitoring Officer		
36	Make arrangements for school admission appeals.	Director of Law & Governance, Monitoring Officer		
37	Make arrangements for appeals by governing bodies.	Director of Law & Governance, Monitoring Officer		
38	To recover debts due to the Council by way of legal proceedings and the levying of distress on goods and chattels.	Director of Law & Governance, Monitoring Officer		

39	Under Section 223 of the Local Government Act 1972 to authorise officers who are not admitted solicitors to appear in Magistrates' Court on behalf of the Council. Under Section 60 of the County Courts Act 1984, to authorise officers of the Council to conduct actions on behalf of the Council in the County Court before a district judge in respect of: the recovery of possession of houses and other property belonging to the Council; the recovery of any rent, mesne profits, damages or other sum claimed by the Council in respect of the occupation by any person of such a house.	Director of Law & Governance, Monitoring Officer		
40	To complete all property transactions and contractual arrangements where terms have been agreed by the Council or Committees or officers acting under the scheme of delegation.	Director of Law & Governance, Monitoring Officer		
41	To serve Notices to Quit in respect of Council land and properties and other notices required to terminate tenancies or otherwise secure recovery of possession.	Director of Law & Governance, Monitoring Officer		

42	To determine procedural arrangements for the issue of all consents, refusals, decisions and notices on behalf of the Council under statutory powers.	Director of Law & Governance, Monitoring Officer		
43	To give undertakings on behalf of the Council.	Director of Law & Governance, Monitoring Officer		
44	To give indemnities on behalf of the Council to organisations for the use of their facilities or to persons or bodies to whose land access is required by the Council to carry out any development or works.	Director of Law & Governance, Monitoring Officer		
45	To instruct Counsel and professional advisers, where appropriate.	Director of Law & Governance, Monitoring Officer		
46	Power to apply for an enforcement order against unlawful works on common land pursuant to Section 41 of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		

47	Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference pursuant to Section 45(2)(a) of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		
48	Power to initiate proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens pursuant to Section 45(2)(b) of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		
49	To appoint, members of the independent remuneration panel established under regulation 20 of the Local Authorities (Members' Allowances) (England) Regulations 2003.	Director of Law & Governance, Monitoring Officer		
50	To act as the Council's proper officer to receive complaints that Council members have failed to comply with the Council's Code of Conduct for Members.	Director of Law & Governance, Monitoring Officer	In accordance with the Member Complaint arrangements	
51	Independent Persons and Co-opted Independent Members a. To make arrangements, to advertise a vacancy for the appointment of i. Independent Persons and ii. Co-Opted Independent Members. b. To make arrangements, in consultation with the Chair of the Council's Standards Committee	Director of Law & Governance, Monitoring Officer		

	for short-listing and interviewing candidates for appointment as Independent Persons and Co-opted Independent Members and to make recommendations to Council for appointment.			
52	To prepare and maintain a Council Register of Member's Interests to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct for Members	Director of Law & Governance, Monitoring Officer		
53	To grant dispensations from Section 31(4) of the Localism Act 2011	Director of Law & Governance, Monitoring Officer	Subject to agreement of the Standards Committee (matter is within the remit of the Standards Committee)	
54	To serve notices and enter into agreements with respect to the making-up of new streets.	Director of Law & Governance, Monitoring Officer		
55	To apply for forfeiture on behalf of the Council under the provisions of the Consumer Protection Act 1987.	Director of Law & Governance, Monitoring Officer		

56	To arrange for the discharge of the Council's functions relating to Local Land Charges.	Director of Law & Governance, Monitoring Officer		
7. Registration of Birth Deaths and Marriages				
57	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	Registration Service Manager (Superintendent Registrar) Deputy Registration Manager		
58	Register births, still births, deaths and marriages Issue certificates of births, still-births, deaths, marriages from current registers Issue documents to allow burials or cremations	Registration Service Manager (Superintendent Registrar) Deputy Registration Manager		
	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
8. Human Resources				

59	Approval of HR policies	Chief Executive and Executive Director (Strategy & Transformation) and Head of Human Resources	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)	
60	Approval of Health & Safety policies	Chief Executive and Executive Director (Strategy & Transformation) and Head of Human Resources	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)	
61	Approval of HR and health and safety emergency planning and business continuity procedures and guidance	Executive Director (Strategy & Transformation) and Head of Human Resources		
62	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 is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
63	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.	
64	Approval of expenses and travel claims	Relevant line manager	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
65	Approval of time off for trade union duties	Head of Human Resources in consultation with relevant line manager	See: Local Conditions: Appendix K – Facilities and Time Off for Trade Union Duties and Responsibilities	
66	Approval of special leave	Relevant line manager	Details are described within the published Special Leave Guidance	
67	Suspension of an employee	Executive Director (Strategy & Transformation) or Head of Human Resources	In consultation with the relevant line manager and Assistant Director	
68	Approval of additional leave with or without pay	All Executive Directors	In consultation with the Head of Human Resources and Trade Union. See: Local Conditions: Section 4 - Hours and Leave)	
69	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 is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
70	Approval of new post	<p>The Cabinet Member for HR & Corporate Affairs following a recommendation from the Head of Human Resources</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	
71	Approval of the evaluation and re-evaluation of posts	All Executive Directors	In accordance with agreed JE processes	
72	Job Evaluation Appeals	Job evaluation appeal panel	See the Job Evaluation Procedure	
73	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.	

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
74	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.	
75	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	
76	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.	
77	Grade evaluation	Job evaluation and moderation panels in line with the NJC JE Scheme	See the Job Evaluation Procedure	
78	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	
79	Grading Chief Officer roles	Job evaluation panel in line with LGA JE Scheme		

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
80	Approval of market pay supplements (including extensions)	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Market Supplement Policy	
81	Approval of honorarium payments	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Honoraria Guidance	
82	Approval of revised staffing structures	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources 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	
83	Approval of relocation expenses	All Executive Directors	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	


84	Approval of career breaks	All Executive Directors	In consultation with the Head of HR. See: Career Break Policy	
85	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	
86	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	
87	Dismissal on grounds of redundancy	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources 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	
88	Approval of Voluntary Early Retirement/Voluntary Severance/Flexible Retirement	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance See: Voluntary Exits Policy	

		Resources		
		Costs exceeding £100,000 are subject to approval by full Council.		
89	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 Executive Director (Strategy & Transformation) as the designated Director for Occupational Health and Safety	
90	Approval of spend and the allocation of funds to providers from the council's apprenticeship levy fund.	Executive Director (Strategy & Transformation) and Head of Human Resources	Spend must be within available funds and subject to contract procedure rules	
91	Approval of Salary Loans in accordance with our Financial Wellbeing Offer	Executive Director (Strategy & Transformation) and Head of Human Resources and Head of Organisational Development & Culture	See: Financial Support Offer for Employees	
92	Ill health early retirement	Head of HR		



93	Approval of DBS risk assessments	HR Operations Manager (Lead Counter-Signatory)		
94	Approval to award an immigration licence and sponsor individuals	Licence: Head of HR and HR Operations Manager Sponsorship: HR Operations Manager		
95	Approval of special severance payments	<p>Payments under £20,000 – Director of Law & Governance on the recommendation of the Executive Director (Strategy & Transformation) and Head of Human Resources</p> <p>Payments between £20,00 and £100,000 – Leader of the Council and Chief Executive on the recommendation of the Executive Director (Strategy & Transformation) and Head of Human Resources, Director of Law & Governance and Director of Finance</p> <p>Payments over £100,000 – Council</p>	In line with agreed guidance See: Special severance payments guidelines	
9. Emergency Response and Resilience				

96	Emergency Response and Resilience	Executive Director (Strategy & Transformation) Assistant Director (Public Protection & Resilience)	Community Safety Partnership – responsibility for CSP Grant from GMCA Emergency Response & Resilience i.e. Civil Contingencies Responsibilities, plus	
			statutory community safety functions re. CCTV and Security; Events Safety Advisory Group	
97	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 Assistant Director (Public Protection & Resilience)	In accordance with Finance Procedure rules and Contract Procedure Rules.	
10. Communities				
98	Communities	Executive Director (Strategy & Transformation)	VCFA contracts and other Community Grants and Funding	

Public Protection Service

99	<p>To act on behalf of the council in respect of the legislation specified in the foregoing:</p>  <p>Public Protection Legislation.docx</p>	<ul style="list-style-type: none"> • Assistant Director (Public Protection & Resilience) • Head of Public Protection • Chief Inspector of Weights & Measures • Licensing Unit Manager • Unit Managers • Environmental Health Officers • Graduate Environmental Health Officers • Public Protection Officers • HMO and Enforcement Officers • Principal Technical Officer • Senior Technical Officers • Principal Trading Standards Officers 	<p>– 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</p>	C
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		<ul style="list-style-type: none"> • Trading Standards Officers • Principal Community Protection Officer • Trading Standards Officers • Trading Standards Practitioners • Senior Enforcement Officers • Enforcement Officers • Fly Tipping Enforcement Officers • Apprentice Enforcement Officers • ASB Officer • Apprentice Enforcement Officers • Senior Animal Health & Welfare Officer • Animal Health & Welfare Officers • Licensing Officers • Licensing Advisors 	<p>assistance necessary to enable the council to perform its statutory powers and duties in relation to the enforcement of legislation.</p> <p>– Also, all officers are authorised to administer a caution when investigating any possible criminal offences and to appear in any proceedings before a Court. All officers can also issue verbal warnings, penalty warning notices, fixed penalty notices, infringement advice notices and officer written warnings.</p> <p>– Animal Health and Welfare Officers can serve statutory enforcement notices, orders, and community protection notices.</p> <ul style="list-style-type: none"> • Assistant Director (Public Protection & Resilience) <p>– Head of Public Protection, Unit Managers, Principal Trading Standards Officers, Principal Environment Health Officers, Licensing Officers and the Enforcement Officers can:</p> <ol style="list-style-type: none"> i) issue formal written warnings; ii) authorise entry search warrants; and iii) sign any licence/registration documents or tenancy/pitch agreement on behalf of the council. <p>– The Assistant Director Assistant Director (Public Protection & Resilience) 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.</p> <p>– The Assistant Director Assistant Director (Public Protection & Resilience) can act as the informant on behalf of the council, with the exception of weights and</p>	
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			<p>measures legislation where only the Head of Public Protection/Chief Inspector of Weights & Measures can act as the informant.</p> <p>– Assistant Director (Public Protection & Resilience)/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.</p>	
100	<p><u>In addition:</u></p> <p>Trading Standards and Consumer Protection Legislation is regularly updated and circulated by TSNW.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>List of Legislation for Authorisations Legislation.docx</p>			

Street Trading

101	<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"> • Assistant Director (Public Protection & Resilience) • Head of Public Protection • Licensing Unit Manager 	<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 & Safety Committee for the decision.</p>	
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Housing

Service	Section	Officer's Job Title	List Nature of Delegation/Authorisation (General or Specific)
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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.	
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager	Schedule 3: Relating to authorisation of legal proceedings for an offence of obstruction.

		Director of Housing Operations; Head of Housing & Neighbourhoods	S.80: Relating to the existence of a statutory nuisance and to the service of an abatement notice and instigation of legal proceedings.
		Director of Housing Operations; Head of Housing & Neighbourhoods	S.81: Relating to the power to do works in default and recovery of costs.
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager	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.
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager	S.81B: Relating to recovery of costs as above.
	HOUSING ACT 1985		
	Housing & Neighbourhoods	Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager; Housing Officer;	S.79 granting secure tenancies Housing Act 1985.
		Director of Housing Operations; Head of Housing & Neighbourhoods	S.54. S.260, S.340: Entry of Premises.
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager; Housing Officer;	S.83 and 83ZA Housing Act 1985- to serve Notice of Seeking Possession or Notice of seeking Demotion of a tenancy.

		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager; Housing Officer;	S.327: Relating to the institution of legal proceedings in relation to occupier causing or permitting overcrowding.
		Director of Housing Operations; Head of Housing & Neighbourhoods	S.330: Relating to the grant of a licence authorising a number in excess of the permitted number to sleep in a dwelling.
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager;	S.339: Relating to the enforcement of Part X of the act (overcrowding)
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager;	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		
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager; Housing Officer;	S124 Housing act 1996 - granting Introductory Tenancies.
		Director of Housing Operations; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager; Housing Officer;	S.125A Housing Act 1996 - Notice to extend the term of Introductory Tenancy.

		Director of Housing Operations; Head of Housing & Neighbourhoods; Income Collection Manager; Housing & Neighbourhoods Manager; Housing Officer;	S.128 Housing Act 1996 - Notice of Possession Proceedings
		Director of Housing Operations; Head of Housing & Neighbourhoods; Income Collection Manager; Housing & Neighbourhoods Manager; Housing Officer;	S.143E Housing Act 1996 - Notice of Possession Proceedings for demoted tenancies.
	Homelessness & Housing Options; Head of Housing & Neighbourhoods	Director of Housing Operations; Head of Homelessness & Housing Options; Homelessness and Housing Options Managers Housing & Neighbourhoods Manager	To instruct the Head of Legal Services to take all necessary legal proceedings to obtain possession of properties which are being occupied without authority.

	Housing & Neighbourhoods	Director of Housing Operations; Head of Housing & Neighbourhoods; Income Collection Manager; Housing & Neighbourhoods Manager; Housing Officer;	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.
	Housing & Neighbourhoods /Assets	Director of Housing Operations; Head of Housing & Neighbourhoods; Head of Repairs; Head of Property Income Collection Manager	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.
	Housing & Neighbourhoods /Assets	Director of Housing Operations; Head of Housing & Neighbourhoods; Head of Repairs; Head of Property; Head of Building Safety	To take all necessary steps to ensure that the terms of the Council's Tenancy Agreement are complied with.
	Homelessness & Housing Options; Housing & Neighbourhoods /Assets	Director of Housing Operations; Head of Homelessness & Housing Options; Head of Housing & Neighbourhoods; Head of Repairs; Head of Property; Head of Building Safety	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.
	All	Director of Housing Operations; Head of Homelessness & Housing Options; Head of Repairs; Head of Property; Head of Building Safety; Head of Housing & Neighbourhoods; Housing & Neighbourhoods Manager	To recharge tenants (or others) with the costs of repairs replacements and to permit exemption in proved cases of hardship from this requirement

	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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
	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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.
	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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
	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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

	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	Part VII (Homelessness) and The Homelessness (Review Procedure etc.) Regulations 2018 S202 to make decisions on review requests
	All	Director of Housing Operations; Head of Homelessness & Housing Options; Head of Repairs; Head of Property Head of Housing & Neighbourhoods; Homelessness and Housing Options Manager	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.
	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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.
	Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	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.

LOCALISM ACT 2011		
Homelessness & Housing Options	Director of Housing Operations; Head of Homelessness & Housing Options Homelessness and Housing Options Manager	S148 Power to Discharge the Homelessness Duty into the private Rented Sector.
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976		
All	Director of Housing Operations; Head of Homelessness & Housing Options; Head of Property; Head of Repairs; Head of Building Safety; Head of Housing & Neighbourhoods	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.
GENERAL		
All	Director of Housing Operations	Write off rent former tenants rent arrears which are irrecoverable.
	Director of Housing Operations ;	Re-appropriate properties acquired under the Housing Act 1985

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 Careplan
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 st 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 DecisionMaker) 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	ALL	Head of Service	Apply for Domestic Abuse Protection Orders pursuant to Domestic Abuse Act 2021 Legal advice must be obtained
Children & Young People	ALL	Executive Director	All activity relating to the Regional Care Cooperative and pathfinder responsibilities.
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>

Executive Director (Health and Adult Care).

Contribute to the corporate leadership of the Council, as a member of the Executive 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.

ADULT SOCIAL CARE

Delegated Powers - Scheme of Delegation

Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
s9-12, S13 and s58-66 of the Care Act 2014.	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
s67 and s68 of the Care Act 2014.	Social Worker, Social Care Officer or Reviewing Officer	Decision to appoint an independent advocate
s17 of the Care Act 2014.	Personal Budget Support Team Officer	Carry out a financial assessment
s25 of the Care Act 2014	Operational Team Manager	Authorise the care and support plan of an adult
s 26, s31 and 33 of the Care Act 2014	Personal Budget Support Team Officer/Operational Team Manager	Decision to make a direct payment to an adult or a nominated person
s 25, s32-33 of the Care Act 2014	Finance/ Direct Payments team officer/Operational Team Manager	Decision to make a direct payment to an authorised (suitable) person.

s 19 Housing Grants, Construction and Regeneration Act 1986	Housing Adaptations officer and Occupational Therapist	Decision to award disabled facilities grant to fund a property adaptation following an assessment
s34 of the Care Act 2014	Personal Budget and Support Team Manager	To enter into a deferred payment agreement.
s27 of the Care Act 2014	Social Worker, Social Care Officer or Reviewing Officer	Carry out a review of a care and support plan or support plan
s3 of the Mental Capacity Act 2005	Social Worker	Carry out a mental capacity assessment
s4 of the Mental Capacity Act 2005	Social Worker, Social Care Officer, Reviewing Officer, Best interest Assessor	Make best interest decisions under the Mental Capacity Act 2005
s39 of the Mental Capacity Act 2005 (and associated regulations)	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).
s4A and Schedule A1 of the Mental Capacity Act 2005	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"> • Approve Best Interest Assessors • Grant an extension of an Urgent Authorisation to a Managing Authority • Appoint Assessors • Review authorisations

		<ul style="list-style-type: none"> • Appoint a Relevant Persons Representative • Authorise a Managing Authority to deprive a person of their liberty <p>Make conditions in respect of an authorisation.</p>
Section 15 and 16 Mental Capacity 2005	Team Manager supported by Allocated ASC Legal officer	Decision to make an application to the Court of Protection for a declaration
s114 of the Mental Health Act 1983	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.
s117 of the Mental Health Act 1983.	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.
s7 or s37 of the Mental Health Act 1983	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
s19 of the Mental Health Act 1983	Mental Health Team Manager	Decision to agree a transfer of a person from hospital to guardianship under Mental Health Act 1983

s19 of the Mental Health Act 1983	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
s29 of the Mental Health Act 1983	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
s29 of the Mental Health Act 1983	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
Section 42 Care Act 2014 (Safeguarding)	Head of Adult Safeguarding, and Safeguarding Operational Manager	Decision to make and terminate enquiries (statutory and non-statutory)
Section 48 Care Act 2014, The Care and Support (Business Failure) regulations 2015	Director, deputy or strategic lead for provider development	Decision to initiate the Provider Failure Protocol
The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009	Complaints Officer/ Complaints operational manager	Decision to agree a response to a complaint.

Civil Contingencies Act 2004	Director on Call	Decisions relating to adult social care staff deployment during a civil emergency between 9am and 5pm Monday to Friday.
Section 75 and Section 256 NHS Act 2006 and associated regulations Section 195 of the Health and Social Care Act 2012	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.
Section 79 Care Act 2014: councils' ability to delegate all of their functions under the Act (except for safeguarding and charging)	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

PUBLIC HEALTH

Delegated Powers - Scheme of Delegation

Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
DIRECTOR OF PUBLIC HEALTH (DPH) shall be responsible for the discharge of the statutory responsibilities of the Director of Public Health under Section 73A(1) of the National Health Service Act 2006, and without prejudice to the foregoing, shall have power subject to compliance with the	Director of Public Health (DPH)	Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.

Constitution, Standing Orders, any relevant provisions of the Financial Regulations and any legal requirements, to: Provide the public, elected Members of the Council and officers of the Council with expert, objective advice on health matters.		
Discharge the Council's duty under Section 2B of the National Health Act 2006 and the Health and Social Care Act 2012 to take such steps as the Council considers appropriate for improving the health of the people in its area	Director of Public Health (DPH)	Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.
Discharge any of the Secretary of State's public health protection or health improvement functions that s/he delegates to the Council, either by arrangement or under regulations, including those services mandated by regulations made under Section 6C of the Health and the National Health Service Act 2006.	Director of Public Health (DPH)	Primarily provided with and through Consultant in Public Health who leads on health care public health.
Ensure that plans are in place to protect the health of the local population from threats to health and prevent, as far as possible, threats to health arising. Exercise the Council's functions in planning for and responding to emergencies that present a risk to public health.	Director of Public Health (DPH)	Duty provided and delivered through the health protection board in collaboration with the Consultant in Public Health.
Discharge the Council's functions in	Director of Public Health	Assured and delivered primarily through

relation to dental public health under Section 111 of the National Health Service Act 2006. Part 3 Section F (adopted May 2019)	(DPH)	Start Well Partnership – lead by the Public Health Specialist - Start Well.
Discharge any functions imposed on the Council in relation to joint working with the prison service under Section 249 of the National Health Service Act 2006		Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.
Prepare an annual report on the health of the population of Bury under Section 73(B) (5) of the Health Service Act 2006	Director of Public Health (DPH)	Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.
DsPH must have a place on their local health and wellbeing board (section 194(2)(d) of the 2012 Act)	Director of Public Health (DPH)	Agreed member of the HWB when DPH unavailable Consultant in Public Health will deputise.
To discharge the Council's function under the Healthy Start and Welfare Food Regulations 2005 (as amended) in relation to providing Healthy Start vitamins where the Council provides or commissions a maternity or child health clinic	Director of Public Health (DPH)	Assured and delivered primarily through Start Well Partnership – lead by the Public Health Specialist - Start Well.
To act on behalf of the Council as proper officer for the purposes of Section 47 of the National Assistance Act 1948, as amended	Director of Public Health (DPH)	Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.
To discharge the functions of the Council under the Public Health (Control of Disease) Act 1984 and Regulations made under that Act, in consultation with the Chief Operating Officer – Neighbourhoods where	Director of Public Health (DPH)	Duty provided and delivered with and through wider team. In DPH absence lead by Consultant in Public Health.

appropriate		
Through regulations made under section 73A(1) of the 2006 Act, responsibility for their local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications (a function given to local authorities by sections 5(3), 13(4), 69(4) and 172B(4) of the Licensing Act 2003, as amended by Schedule 5 of the 2012 Act)	Director of Public Health (DPH)	Assured and delivered through the Public Health Specialist – Healthy Place.

WELLNESS

Bereavement Services

<p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Parks & Countryside Manager • Cemetery Registrar • Area Supervisor 	<p>– 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.</p>	
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<p>– To act on behalf of the council in respect of the legislation specified in The Cremation (England and Wales) Regulations 2008 (amendment 2016).</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Parks & Countryside Manager 	<p>- 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.</p>	
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Libraries

<p>– 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 https://www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service)</p>	<ul style="list-style-type: none"> • All officers of the Libraries & Archives team, Head of Wellness Operations 		
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PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

Document Baseline Date:	May 2025		
Executive Director:	Paul Lakin – Executive Director of Place		
Assistant Director(s):	Crispian Logue – Assistant Director of Strategy, Planning & Development Sarah Porru – Assistant Director of Regeneration Delivery Robert Summerfield – Assistant Director of Regeneration Delivery		
Specific Functions:	Function	Chief Officer:	
	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	
	Financial Approval (limit)	Name	Status/Level
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

PLACE

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

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	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]				

PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	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
	Major Projects Delivery– Schools Capital				
	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
	Strategic Transport				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	Joanne Betts	Strategic Transport Lead		No	
	Strategic Planning & Infrastructure				
	Head of Service	Title	Nature of Delegation	Delegation Time Limited? (yes/no)	Authorisation – verified by Chief Officer
	David Wiggins	Service Manager (Strategic Planning & Infrastructure)			

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

Building Control				
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	
Development Management				
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.	
Housing Development				
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

PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	Housing Strategy, Policy & Performance				
	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		
	Economic Development				
	Sinead Gracey	Head of Economic Development & Projects	Revenue and Capital Expenditure under Contract Procedure Rules		
Notes in relation to Building Control:	<ul style="list-style-type: none"> All staff listed are authorised under the following sections Building Act 1984: <ul style="list-style-type: none"> Section 35, 36, 37, 40, 91(2) and 95 power to enforce the provisions of the Building Regulations 2010 Section 77, 78, 79 powers to deal with dangerous and ruinous and dilapidated buildings. 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"> Safety at Sport Ground Act 1975 Fire Safety and Safety of Places of Sport Act 1987 Party Wall Act 1996 				
Notes in relation to Development Control:	<p>Planning and Conservation:</p> <p>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>				

PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	<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"> (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 (ii) Any application which has raised a novel planning issue. <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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PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

	<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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PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

Notes in Relation to Land & Property (Property Protocols)	TBC
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• 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

PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

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

PLACE

COMMERCIAL POWER – CHIEF OFFICER DELEGATIONS

Markets

What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
1. – 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. – Setting up or the relocating of any market.	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Commercial Services 	<ul style="list-style-type: none"> – 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. – All other markets held in the market towns of Radcliffe and Ramsbottom also enabled. – 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. 	
2. – Operation and regulation of markets under the section 50 of the Food Act 1984 and the Bury Market Charter 1444.	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Commercial Services 		

¹ 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

² 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

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

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

PLACE

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

STREETSCENE

Highways, Street Lighting & Grounds Maintenance

PLACE

1.	<p>DELEGATED POWER – CHIEF OFFICER DELEGATIONS</p> <p>To act on behalf of the Council in respect of the legislation specified in the foregoing:</p> <ul style="list-style-type: none"> – Highways Act 1980 – National Parks and Access to the Countryside Act 1948 	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Streetscene 	Duty to maintain the Highway as Highway Authority	
	<ul style="list-style-type: none"> – New Roads and Street Works Act 1991 Wildlife and Countryside Act 1981 	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"> – 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"> • Assistant Director (Operations) • Head of Streetscene • Grounds Maintenance Manager Area Supervisor 	<p>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.</p>	

Pest Control

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

Highways and Transport

PLACE

1.	<p>DELEGATED POWER – CHIEF OFFICER DELEGATIONS</p> <p>To act on behalf of the Council in respect of the legislation specified in the foregoing:</p> <ul style="list-style-type: none"> – Traffic Management Act 2004 – Road Traffic Act 1988 – Cycle Tracks Act 1984 – Highways Act 1980 – National Parks and Access to the Countryside Act 1948 – New Roads and Street Works Act 1991 – Road Traffic Regulation Act 1984 	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Services • Designated Traffic Manager • All officers within Engineering Services 	<ul style="list-style-type: none"> – The Traffic Manager may, in making arrangements to ensure that the authority has: <ul style="list-style-type: none"> a) determined specific policies or objectives in relation to different roads or classes of road in their road network; b) monitored the effectiveness of – <ul style="list-style-type: none"> (i) the authority's organisation 	O
	<ul style="list-style-type: none"> – Town and Country Planning Act 1990 – Town Police Clauses Act 1847 – Traffic Calming Act 1992 – Wildlife and Countryside Act 1981 		<ul style="list-style-type: none"> and decision-making processes; and (ii) the implementation of their decisions; and c) assessed their performance in managing their road network. – 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. 	
2.	<ul style="list-style-type: none"> – 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"> • Assistant Director (Operations) • Head of Engineering Services • All officers within Engineering Services 		O

PLACE

3.	<p>DELEGATED POWER – CHIEF OFFICER DELEGATIONS</p> <p>– The Council's functions in relation to flood 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).</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Services • Lead Local Flood Officer • All officers within Engineering Services & Streetscene 	<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>	
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Parking

1.	<p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service 		O
		<ul style="list-style-type: none"> • All officers with Parking Services Team 		
2.	<p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers with Parking Services Team 	<p>This document is served in accordance with Regulation 21.</p>	O

PLACE

3.	<p>DELEGATED POWER – CHIEF OFFICER DELEGATIONS</p> <p>– Regulations – provides for the enforcement of a Charge Certificate if unpaid, by the issue of an Order for Recovery from a County Court.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers within Parking Services Team 	<p>This is enforced in accordance with Regulation 22.</p>	O
4.	<p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers within Parking Services Team 	<p>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.</p>	O
5.	<p>– Road Traffic Regulation Act 1984 and associated Off-street Car Park Orders – provides for charges and restrictions to apply at off street car parks.</p> <p>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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers within Parking Services Team 		O

PLACE

6.	<p>DELEGATED POWER – CHIEF OFFICER DELEGATIONS</p> <p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers within Parking Services Team 		
7.	<p>– 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.</p>	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Engineering Service • All officers within Parking Services Team • The Council's nominated enforcement contractor 	<p>– These functions/powers are exercised in accordance with the council's single enforcement policy.</p> <p>– The parking offences which we enforce are by way of a PCN and are decriminalised (Civil Parking Enforcement).</p> <p>– NSL employees carry out first stage challenges to penalty charge notices under the management of the council.</p>	O

Street Trading

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

PLACE

	DELEGATED POWER – CHIEF OFFICER DELEGATIONS	<ul style="list-style-type: none"> • All officers within Engineering Services & Streetscene 	<p>(both alcoholic and non-alcoholic).</p> <ul style="list-style-type: none"> – 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"> – Environmental Protection Act 1990 Section 45 – Environmental Protection Act 1990 Section 46 – The Controlled Waste (England and Wales) Regulations 2012 	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Waste Management • All Officers within Waste Management 	<ul style="list-style-type: none"> – Places a duty on the Council to arrange for the collection of household waste in Bury. – Permits the Council to specify the type of receptacle to be used by the householder for the disposal of their waste. – The Council can require separate receptacles to be used for waste which is to be recycled and waste that is not. – The Council may also specify the size, construction, and maintenance of the receptacles. – 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 	
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PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

			<p>to facilitate the collection of waste from the receptacles.</p> <ul style="list-style-type: none"> – 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 ○ The Council can make a charge to Householders for the provision of waste receptacles. ○ Definition of waste to be treated as household, industrial and commercial waste. – Household waste for which collection and disposal charges may be made. 	Page 99
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Transport

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

1.	<ul style="list-style-type: none"> – The Environmental Protection Act 1990 Section 89 – Litter and refuse: code of practice 	<ul style="list-style-type: none"> • Assistant Director (Operations) • Head of Waste Management 	<ul style="list-style-type: none"> – 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 clean public highways for which 	
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PLACE

DELEGATED POWER – CHIEF OFFICER DELEGATIONS

		<ul style="list-style-type: none"> All Officers within Street Cleansing 	they are responsible. – Standards of graffiti and fly posting.	Page 100
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Libraries

1.	<p>– 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 https://www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service)</p>	<ul style="list-style-type: none"> All officers of the Libraries & Archives team, Head of Wellness Operations 		
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Chief Executive

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to compliance with the Constitution and overall budget provision the holder of the post of Chief Executive is responsible for:

General functions

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 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.
- 3) 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.
- 4) Authorise officers to enter premises in exercise of specific statutory powers.
- 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.

Non-executive functions

- 8) Discharge the following functions of the council relating 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
- 9) 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.
- 10) In consultation with the Monitoring Officer and S151 Officer to administer the scheme of Members' allowances and to uprate such allowances annually in accordance with the formula agreed by the Council.
- 11) 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.
- 12) The making of arrangements with other local authorities for the placing of staff at the disposal of those other authorities.
- 13) 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.
- 14) Power to register variation of rights of common.

Executive functions

Financial

- 15) 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.
- 16) 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).
- 17) 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.
- 18) To adjust the amounts included in the relocation package for officers.

Human Resources

- 19) Authorise the appointment of consultants and professional advisors

Miscellaneous

- 20) Determine attendance at conferences where more than one service is involved in consultation with appropriate Executive Members, Chairs and Chief Officers.

- 21) 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.
- 22) Responsible in consultation with the Council's monitoring officer for considering and determining applications for exemptions from political restriction.
- 23) 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.
- 24) All matters associated with the professional management of the Council.
- 25) The implementation of the Council's corporate strategies, including but not limited to the Let's Do It strategy and corporate plan.
- 26) The co-ordination of all official publicity, press statements and official publications (subject to any other delegation).
- 27) Give professional advice to all parties in the decision-making process.
- 28) Represent the Council on Partnerships and External Bodies.
- 29) Implement and initiate change and service delivery across the Council's services.
- 30) Carry out record keeping for all the Council's Decisions (together with the Monitoring Officer).
- 31) The exercise, following consultation with the Cabinet Leader, of the Council powers under s.13 Public Order Act 1986 in relation to public processions.
- 32) To make in-year amendments to the Council Risk Register, in consultation with the Leader of the Council.
- 33) 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.
- 34) To agree indemnity payments to officers acting as directors on behalf of the Council or otherwise covered by the policy on indemnification of officers.

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Code of Corporate Governance

April 2025

Code of Corporate Governance

Bury Council is committed to ensuring the highest standards of governance, this code of governance is underpinned by the seven key principles set out in the current revised framework 'Delivering Good Governance in Local Government: Guidance notes for English Authorities (2016 Edition)', published by Chartered Institute of Public Finance & Accountancy (CIPFA), and the Society of Local Authority Chief Executives & Senior Managers (SOLACE). The guidance states that "the overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities."

Corporate Governance is the term used to describe how the council manages its affairs and its relationship with the community, colleagues, customers, and partners. Engaging with our residents and stakeholders. It focuses on outcomes for the community and implements our vision. It sets out how we take decisions ensuring that we do so in a transparent and accountable way that are subject to effective scrutiny. We monitor our performance and manage risk. Councillors and officers working together effectively to achieve outcomes to achieve a common purpose with clearly defined functions and roles. Developing the capacity and capabilities to provide effective leadership.

The code promotes the values of the Authority upholding high standards of conduct and behaviour, ethical standards and legal compliance.

A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

We ensure that members and officers behave with integrity –

- The council has a Code of Conduct for employees. [Final Section 2 - EE Code of Conduct.pdf](#)
- The council has a Code of Conduct for Members alongside supporting guidance for Members:
 - a. [SECTION 1- The Code of Conduct.pdf](#)
 - b. [4. Supporting guidance on Code of Conduct.pdf](#)
- The Council has an Officer Member protocol [PROTOCOL FOR MEMBER AND OFFICER RELATIONS.pdf](#)
- Members' training programme – this is updated annually and reviewed by the Member Development Group consisting of Members and Officers.
- There is a system for Member and Officer declarations of interest
- We ensure that staff know how to access our whistleblowing procedure [Bury Council Whistle Blowing Policy - July 2023](#)

We have anti-fraud and corruption procedures. All our staff are expected to help prevent fraud and corruption, and are encouraged, supported, and protected to speak up if they encounter potential wrongdoing.

<https://councildecisions.bury.gov.uk/documents/s40038/BuryAntiFraudCorruptionStrategyJuly2023.pdf>

We seek to establish, monitor, and maintain the organisation's ethical standards and performance by:

- Investigation of complaints about elected members in consultation with the Independent Persons whom the Council is required to appoint under the Localism Act 2011. We have a standards Committee and separate Codes of Conduct for members and officers.
- Maintaining registers of gifts & hospitality and member & officer interests, with reminders being issued on a regular basis
- Ensuring that appropriate protocols are in place for Member/Officer relations alongside effective procedures for the declaration of interests, gifts and hospitality for both members and officers.
- Operate ethical procurement policies to ensure that commitment to our values and integrity is delivered by external suppliers delivering services on our behalf.

Respecting the Rule of Law – Demonstrated by the appointment of a Monitoring Officer and statutory officers these include:

- The Chief Executive, Monitoring Officer (Director of Law and Governance), s151 Officer (Director of Finance).
- The council operates the following Assurance Boards:
 - Governance and Assurance Board
 - Policy Digital and Transformation Board
 - Finance Board
 - Commercial Board
 - Regeneration & Sustainability Board
- The Boards report on a monthly basis to the Executive Leadership Team.
- Members Assurance Board lead by the Leader receives highlight reports from the assurance boards and receives assurance reports from areas of focus across all areas of the Council.
- The Council has a Director of Law & Governance (Council Solicitor) who acts as the Council's Monitoring Officer overseeing arrangements for allegations of breach of the Members' code of conduct.
- Our Internal Audit function carry out audits and evaluate the internal control framework.
- We have a Senior Information Risk Owner and Data Protection Officer in line with the legislative requirements. We regularly report our performance in relation to compliance with GDPR to our Audit committee.
- The Council has a policy and compliance team who have oversight of all complaints across the Council. Complaints dealt with in accordance with our complaints policy: [Complaints procedure - Bury Council](#)
- We review the learning from complaints.
- We record and track all complaints made to the Ombudsman.
- All complaints data is reported to the Governance and Assurance Board for oversight.

B - Ensuring openness and comprehensive stakeholder engagement

- We ensure that the Council website and buildings are accessible to the public. We publish details of our Committees, dates of meetings, publication of reports in advance of meetings. [Browse Meetings, 2000 - Bury Council](#)
- We publish a forward plan of decisions to be taken by the Council [Browse forward plans - Bury Council](#)
- We operate the following scrutiny committees:
 - Overview and scrutiny
 - Children and Young Persons Scrutiny
 - Health Scrutiny
- The public participation guidance sets out how the public can engage with our meetings, and participate in matters with the Council – [Final Public Participation Guidance.pdf](#)
- We live stream our Cabinet and Council meetings [Bury Council - Council Stream](#)
- The Council ensures compliance with the requirements of the Transparency code.
- The Council web site is accessible, providing details of Council meetings, its policies procedures and the Council constitution.
- All budget papers are accessible online including our Medium term financial strategy .
- We publish an Annual Statement of Accounts and Annual Auditors report to inform stakeholders and service users of the previous years outcomes.
- Our Standards and Audit Committees both contain Independent Members.
- We have a publication scheme - [Freedom of Information publication scheme - Bury Council](#)
- We publish our forward plan. [Forward plan - Notice of Key Decisions - published January 2025 - Bury Council](#)
- Our forward plan sets out the details of the key decisions which the Executive Cabinet, individual Executive Members or Officers expect to take during the next four month period. The Plan is rolled forward every month and is available to the public 14 days before the beginning of each month.
- A key decision is a decision taken at a Cabinet meeting, by an individual Cabinet Member, or a Joint Committee of the Cabinet and is:

Any decision in relation to an executive function which results in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A decision will be considered financially significant if it results in incurring expenditure or making savings of £500,000 or greater; unless the specific expenditure or savings have previously been agreed by full Council.

Any other executive decision which in the opinion of the Monitoring Officer is likely to be significant having regard to:

- (a) the number of residents/service users that will be affected in the Wards concerned;
- (b) whether the impact is short term, long term or permanent.
- (c) the impact on the community in terms of the economic, social and environmental well-being.

Maintain and develop relationships with Organisations across the public and voluntary sector

- We will consult at an appropriate time with our stakeholders, we will seek the views of Residents when we bring forward specific proposals requiring consultation. We will review and evaluate all responses we receive.
- Bury VCFA is a local infrastructure organisation providing Volunteering and Development support to the VCSE sector in Bury, enhancing their ability to support local communities. Bury VCFA also promotes the VCSE sector and advocates on their behalf at a strategic level with other stakeholder.
- Ensuring effective relationships with our joint venture partners and company arrangements with oversight of the Commercial Board.
- The Council has established a joint venture partnership with two large, national developers to deliver regeneration at scale in both Prestwich and Bury Town Centres.

C - Defining outcomes in terms of sustainable economic, social, and environmental benefits

- We will engage and consult with residents, partners and other key stakeholders when designing key strategies.
- The Let's Do It Strategy sets out a clear ambition for Bury 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. Bury Council play a central role in driving the delivery of this ambition. LET'S Do It! was codesigned with a wide range of stakeholders and partners, including the Bury business community who have a critical role to play here in supporting the delivery of this ambition as partners across our borough.
- [Let's Do It! strategy - Bury Council](#)
- Ensure that outcomes are focused on achieving delivery of the overall vision for the and to be transparent about financial limitations.

- Develop a Medium-Term Financial Strategy which sets out financial assumptions and provides a set of goals for financial decision making for the planning period ahead.
- Delivery of our social value strategy, climate change policies and providing leadership on our equality, diversity and inclusion priorities.
- Our Social Value Strategy will be driven by a Steering Group bringing together representatives from all Council Departments, the Bury VCFA and business community. The steering Group is responsible for assuring delivery and recommend an annual set of TOM that align to our Corporate strategy.
- Cabinet will also receive an annual report on social value activity and achievements (economic, social, and environmental benefits) in all of its commissioning/ procurement, and this is mandated within Contractual Standing Orders.
- Ensure our strategic partners share our important Corporate Parenting mission by working closely with large Private Sector organisations with which we have Strategic Partnerships and Joint Ventures to ensure our Looked After Children and Care Experienced young people receive direct benefits from large scale activities occurring within the Borough.
- Ensure that services are clear about their role in meeting the Public Sector Equality Duty (S149 of the Equality Act 2010). When required, Equality Impact Assessments will be carried out to assess the impact of proposals which may have a differential effect on individuals with protected characteristics and communities across the Borough, these reports will be appended to our Cabinet reports.
- Commit to progressing EDI for our workforce, informed by our Employee Groups and the Trade Union

D - Determining the interventions necessary to optimise the achievement of the intended outcomes –

- Ensure our corporate planning is clearly focused on delivery
- Ensure consistent and effective service planning, with each service completing an individual plan. Services will ensure that their priorities and activities set out in their service plan all contribute towards delivery of our Corporate Plan, and that there is also a focus on continuous improvement.
- Collectively tackle alongside our partners our plans in the Let's Do it strategy.
- Plan our activity at a strategic level through our budget and business planning cycle, in consultation with internal and external stakeholders. We work with our external stakeholders through Bury Together to ensure services delivered across different parts of the organisations and partners complement each other and avoid duplication.

E - Developing the entity's capacity, including the capability of its leadership and the individuals within it

To develop the Capability of the Organisation's Leadership and Other Individuals we -

- Provide an induction programme for all newly elected members.
- We provide a members development programme for all Members which is reviewed and updated annually, the programme provides a training programme for the municipal year and specific programmes for Members to develop their Leadership skills. Mandatory Training is provided to Members sitting on Audit, Planning and Licensing Committee. Members are asked to complete core training modules each year including corporate parenting training but also have access to a range of online training.
- All staff Members have an annual personal development review.
- Staff are required to complete a suite of mandatory training modules , compliance is reviewed regularly, Managers are provided with a dashboard providing this information.
- A full induction is provided to all new starter and all staff moving roles.
- There is a programme of briefings to all staff, the Chief Executive has a regular VLOG
- All staff members have access to our Employee Assistance programme.

F - Managing risks and performance through robust internal control and strong public financial management, to do this we -

- Operate an effective risk management framework, ensuring that a system of risk recording is across all areas of the Council to inform the corporate risk register.
- Clear performance metrics against the corporate plan are reported to Members on a quarterly basis, under pinned by a system of Boards and Members Assurance Group.
- Effective Overview and Scrutiny committees.
- Internal controls to assist in the management of risks. Response to internal and external audit reports including responding to any recommendations from our Auditors.
- Internal control processes, which support the achievement of our objectives while managing risks. The current approach will be set out annually in Risk and Internal Audit reports to Audit Committee and supported by our governance Boards.

- Maintain and communicate clear policies and arrangements in respect of counter fraud and anti-corruption.
- Maintain an Audit Committee which oversees the effectiveness of governance and risk management arrangements, internal systems of control, and antifraud and anti-corruption arrangements.
- Annually report to Audit Committee our internal auditor's findings into the overall adequacy and effectiveness of the framework of governance, risk management and control.
- Ensure robust and integrated risk management arrangements are in place, we have risk registers supported by a risk tool kit. Our corporate risk register is reviewed by our Audit Committee
- Maintain financial regulations to ensure consistency and clear financial protocols
- Maintain a transparent complaints and feedback procedure.
- Internal Audit annual risk-based programme of internal audits informed by the council's risk register.
- Ensure effective information governance arrangements are in place to support compliance with existing and emerging legislation for data protection and privacy.
- Production of our Annual Governance Statement
- Regular Finance and performance reporting – quarterly budget monitoring to Members.

Managing Data - Comply with data protection legislation, which includes the UK General Data Protection Regulation, the Data Protection Act 2018 (DPA). This will ensure that data processing is carried out fairly, lawfully, and transparently

- The Monitoring Officer is the council's Senior Information Risk Owner (SIRO) and a Head of Governance is the Council's Data Protection Officer.
- A suite of policies are in place [03 Data Protection Policy September 2024.pdf](#)
- Two Caldicott Guardians are in place for Children and Adults they provide leadership and guidance on complex matters.
- A system is in place for the reporting of data breaches.
- The DPO provides advice on Privacy Impact Assessments and Data Processing agreements.
- The Council maintain a Record of Processing.
- The Council operate a system of Information Governance champions.
- The DPO works with other DPO/Leads across GM and alongside the GMCA team ensuring that good practice is maintained.

Strong Public Financial Management

- Financial management led by the Finance Board which is Chaired by the s151 Officer.
- Compliance with the Financial Management Code (FM Code) which sets out the standards of financial management expected for local authorities and is designed to support good practice, and to assist local authorities in demonstrating their financial sustainability decisions.
- Ensure advice is given on all financial matters, proper financial records and accounts are kept, and oversees an effective system of internal financial control.
- Comply with the Financial Management Code (FM Code) which sets out the standards of financial management expected for local authorities and is designed to support good practice, and to assist local authorities in demonstrating their financial sustainability.
- When making our budget calculations, ensure that the Chief Finance Officer S151 reports to Council on the robustness of the estimates made for the purposes of the calculations, and the adequacy of the proposed financial reserves.
- Follow CIPFA's Prudential Code and Treasury Management Code of Practice which set out the risk framework through which the Council manages its balance sheet and makes capital investment decisions.
- Maintain strategies and processes detailing our approach to decision making on capital investments, and treasury management

G - Assurance and Effective Accountability

G1 - Implementing Good Practice in transparency,

- We follow the Local Government Transparency Code, which includes requirements and recommendations for local authorities to publish certain types of data The council is committed to being open and transparent about its financial affairs.
- Details of all council expenditure over £500 are published on the council's website
- Our pay policy statement is published on line as is details of senior officer remuneration
- We publish our contract register which contains details of all contracts for the supply of goods and services to the council that have a value in excess of £5,000.

- Internal audit independently and critically evaluates the council's internal control framework and, where necessary, makes recommendations for improvement and the introduction of best practice.
- The Head of Internal Audit presents an annual report to Audit Committee to provide an opinion on the overall adequacy and effectiveness of the council's internal control environment.
- The Audit Committee meet to receive the reports of both Internal and External Audit.

G2 – Implementing good practice in reporting

- We report on finance and performance against our plans on a quarterly basis to Cabinet.
- We ensure that the Executive Leadership team receive reports from our Governance Boards to ensure identified challenges can be addressed.
- We produce an annual State of the Borough report

G3 - Assurance and effective accountability

Internally we have six Assurance Boards, reporting into Executive Leadership Team and Members Assurance Group through a monthly highlight report which will also be shared with the Cabinet Members. The Boards are chaired by an Executive Director and attended by Directors. The assurance boards meet monthly, with clear Terms of Reference, work programmes, a lead Officer and action notes/action tracker. The Assurance Boards are:

- Commercial
- Finance
- Governance and Assurance
- Performance, Delivery and Transformation
- Property and Estates
- Regeneration

Executive Leadership Team (ELT) meet weekly, chaired by the Chief Executive and with formal action notes and action tracking by the Chief Executive's PA. Attendance to include all Executive Directors and statutory officers. The standing agenda will include:

- Delivery of the improvement plan
- Corporate assurance, through a highlight report from each Board on a rotating basis and updates on workforce and budget monitoring
- The decision-making forward plan and meeting preparation
- The GM interface
- Communications messages for dissemination

A weekly Member Assurance Group is held to facilitate private political briefing and challenge on key areas of risk, membership to include, the Leader and Cabinet Member for Finance and the Chief Executive. Action notes and action log are to be produced and shared weekly at ELT. Other Officers to attend by invitation – key areas of focus:

- Internal audit recommendations
- Financial transformation
- Estates, including the corporate landlord, and estates compliance
- Project Safety Valve.

A consistent structure, including a standardised agenda is applied to Departmental Management Teams, which will support the Board structure by providing oversight and assurance of Business-as-Usual activity including workforce and budget management. Standard Agenda to include:

- Operational overview and update, including update/feedback to Directors from ELT
 - Actions/issues from Assurance Boards
 - Highlight reports from corporate business partners, provided on at least a quarterly basis
 - Decision-making
- The Strategic Leaders' Group of Council Directors meet on a quarterly basis with a specific remit to develop a high-performance culture.
 - Elected Member Oversight will be provided via regular reporting into the Council's Audit Committee and the Overview and Scrutiny Committee. A standardised agenda will be re-developed for consideration at Cabinet Portfolio Meetings, which will include internal audit reports and assurance board highlight report.

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Section 7 - Probity in planning code of conduct

1. Purpose of the code

1.1 The purpose of this Code of Conduct is to regulate 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 Committee pertaining to development management (viz enforcement, UDP, listed buildings, conservation areas, tree preservation orders, planning obligations, advertisement control, building regulations).

The Code has the following objectives:

- to guide Members and Officers in dealing with Planning related matters.
- to inform potential developers, and members of the public generally, of the standards adopted by the Local Planning Authority in the performance of its Planning function.

1.2 This Code of Conduct is intended to be supplementary to the Code of Conduct for Councillors, Independent and other voting representatives adopted by the Council on the 10th April 2002 in accordance with the provisions of the Local Government Act 2000.

1.3 The purpose of this Code is to provide more detailed guidance on the standards to be applied in relation to Planning related issues.

1.4 The Code seeks to ensure that decision-making is governed by an open and transparent process. The Code does not seek to extend or alter the requirements of legislation or planning policies or guidance; it stands as a statement of intended practice as to conduct. The Code supports and follows the nine principles which underline the Council's Code of Conduct. These are:

- **1.4.1 Selflessness:** Members and co-opted members should serve only the public interest and should never improperly confer an advantage or disadvantage on each other or any person.
- **1.4.2 Honesty and integrity:** Members and co-opted members should not place themselves in official situations where their honesty and integrity may be questioned. They should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **1.4.3 Objectivity:** Members and co-opted members should make decisions on merit including making appointments, awarding contracts or recommending individuals for rewards or benefits.
- **1.4.4 Accountability:** Members and co-opted members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.
- **1.4.5 Openness:** Members and co-opted members should be as open as possible about their actions and those of their authority and should be

prepared to give reasons for those actions.

- **1.4.6 Respect for others:** Members and co-opted members should promote equality by not discriminating unlawfully against any person and by treating people with respect regardless of their race, age, religion, gender, sexual orientation or disability. Members should also respect the impartiality and integrity of the Authority's statutory officers and its other employees.
- **1.4.7 Duty to uphold the law:** Members and co-opted members should uphold the law and on all occasions act in accordance with the trust that the public is entitled to place in them.
- **1.4.8 Stewardship:** Members and co-opted members should do whatever they are able to do to ensure that their Authority has used its resources prudently and in accordance with the law.
- **1.4.9 Leadership:** Members and co-opted members should promote and support these principles by leadership and by example and should always act in a way that secures or preserves public confidence.

1.5 The Town and Country Planning Act 1990 requires Members of Local Planning Authorities to determine all planning applications in accordance with the approved statutory development plan (in Bury's case, the Places for Everyone Joint Development Plan – PfE – and the Unitary Development Plan) unless material considerations indicate otherwise. Material Considerations in this context relates to land use planning matters on which Members will receive specific advice in the report to Committee. This responsibility for deciding must be performed without undue influence or personal interest.

1.6 Members of Local Planning Authorities also have a duty to take into account any representations made to the Council as a result of consultation with interested bodies, including Local Area Partnerships, or as a result of public notices or neighbour notification. In doing so it is necessary to decide which representations are material to the decision to be made, and if so, what weight to attach to them. This conclusion should not be reached until all the facts have been presented in the Assistant Director (Strategy, Planning & Regulation)/Business, Growth & Infrastructure report considered at the Planning Control Committee.

1.7 It is essential that Members of the Planning Control Committee do not give any commitment in relation to any planning matter prior to its consideration at the Committee meeting.

1.8 Members should clearly disclose their Membership to outside groups or social media groups where there is a stated aim or clear disposition to applications or proposals that would conflict with the neutrality or open mindedness that is required to carry out the functions and duties of the Planning Control Committee. This may require Members to not take part in the committee meeting or not be a Member of the Planning Control Committee itself.

1.9 However, it is recognised, that Members will from time to time be approached individually by developers and objectors in relation to planning proposals. This Code is intended to assist Members in dealing with these situations and is designed to maintain the integrity and fairness of the decision-making process.

1.10 During Planning Control Committee meetings, using mobile phones can be construed as receiving or sending influencing messages during a debate. As such, the use of mobile phones (other than in an emergency) should be avoided unless the device is being used to view the agenda and reports

2. The general role and conduct of Councillors and Officers

2.1 Members and Officers have separate and distinct, but complementary roles in dealing with planning matters. In general, it is the role of Members to make decisions and for Officers to ensure that the Planning Control Committee Members are advised as to relevant material planning considerations.

2.2 In making decisions about planning matters, Members are required to balance all the material considerations which apply in each case. These considerations will include but will not be dependent upon the views expressed by local residents. Applicants must have their proposals judged in the light of all relevant matters including planning policies.

2.3 Both Councillors and Officers are guided by Codes of Conduct.

2.4 The Council's Code of Conduct provides guidance and standards for Councillors and is contained in the Council's Constitution.

2.5 Officers who are Chartered Town Planners are guided by the Royal Town Planning Institute's (RTPI) Code of Professional Conduct. Officers must always act impartially. In order to ensure that Senior Officers do so the Local Government and Housing Act 1989 restricts the political activities of senior officers. It also enables restrictions to be set on outside activities, such as membership of political parties and serving on another Council. Councils should carefully consider when officers are required to be subject to such restrictions and review this regularly.

All relationships of a private or business nature that planning officers may have with applicants applying for planning permission should be disclosed to the Planning and Regulation.

In addition, under the Employees Code of Conduct, all officers should declare any interests and have them recorded in the Council's Register of Officers Interests kept by their Department. Should you have any query in relation to this, the Democratic Services team can provide help and support.

3. Compiling the Unitary Development Plan

3.1 The Unitary Development Plan (UDP) is vital to the development control process because it sets the criteria by which planning applications are endorsed. Therefore great care is needed to ensure that any procedures in respect of the development plan are robust and transparent.

3.2 The arrangement for reviewing the UDP must be agreed by the Executive and

set out details of any working groups etc. that will be adopted to help the project.

3.3 Any representations received from current (or ex) officers and members should be copied to the Monitoring Officer by the Assistant Director (Strategic Planning and Regulation). This will ensure an objective evaluation of the comments before they are included in any formal reports for Members.

3.4 Finally, Members and officers must remember the requirements for disclosing interests and hospitality if working groups etc. are set up as set out in Section 4 of this Code.

4. Declaration and registration of interests

4.1 The Local Government Act 2000 requires any Councillor who has a prejudicial interest in any matter, including a planning application to declare the interest and withdraw from any meeting during the consideration and determination of that matter. It is the duty of each Member to declare an interest and also to advise the Monitoring Officer of any new interest which will be added to the Register of Members interests.

4.2 The Code of Conduct sets down Councillors' responsibilities in declaring personal interests and when they can speak and vote on a matter, including the determination of planning applications.

4.3 A prejudicial interest is one which a member of the public with knowledge of its relevant facts would reasonably regard as so significant that it is likely to prejudice the members judgement of the public interest.

4.4 Any interest including a personal interest would include any relationship a Councillor or his/her family or close friends may have, for example as an employee or as a member of a club or voluntary organisation. A relationship to someone acting as an advisor or providing services to an organisation would also constitute an interest which should be declared. Membership of pressure groups, or expressions of view for or against an application before it went to Committee, would also be 'interests' in this context. Where the interest is personal but not prejudicial, a Member should declare the interest but can stay and take part and vote in the meeting.

4.5 The Code of Conduct states that a member with a prejudicial interest in a matter must:

- (a) Withdraw from a meeting unless a dispensation has been granted.
- (b) Not exercise functions in relation to that matter.
- (c) Not seek improperly to influence a decision about the matter (NOTE: the Code of Conduct sets out exceptions to this)

5. Hospitality

5.1 During the course of carrying out their duties, Councillors and Officers may be offered hospitality from people with an interest in a planning proposal.

5.2 If possible such offers of hospitality should be politely refused. If it is felt necessary to accept hospitality the Members should comply with the Code of Conduct whereby a member must within 28 days of receiving any gift or hospitality over the value of £25.00 provide written notification to the Monitoring Officer of the existence and nature of that gift or hospitality. Another option could be to contact the Mayoral Office and see if the gift could be donated to one of the Mayoral charities.

5.3 The Registers will be reviewed by the Monitoring Officer at regular intervals. For further details Members and Officers should contact the Democratic Services team democratic.services@bury.gov.uk

6. Lobbying of and by Councillors

6.1 The integrity of the decision-making process must not be impaired, either in reality or in perception through the lobbying of Members of the Planning Control Committee. It is important that any approaches by lobbyists are recorded and that any representations made to Members of the Planning Control Committee form part of the public information leading to any decision. This applies equally to submissions made by or on behalf of applicants for planning permission and to other interested parties objecting to or concerned about proposals.

6.2 It is quite common for applicants or other interested parties to wish to discuss a proposed development with Elected Members before a planning application is determined. However, unless care is exercised by all parties it can undermine impartiality and call into question the integrity of Councillors. Therefore to ensure that lobbying is seen in a positive way:-

- (a) Members of the Planning Control Committee should take care about expressing an opinion which may be taken as indicating that they have already made up their mind on the issue before they have been exposed to all the evidence and arguments at the relevant meeting of the Planning Control Committee.
- (b) Members of the Planning Control Committee should restrict themselves to giving procedural advice and suggest to those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to the Committee.
- (c) Any political group meetings prior to the Planning Control Committee will not be used to decide how Councillors should vote.
- (d) Councillors on the Planning Control Committee should not organise support for, or opposition to, a planning application, and avoid lobbying other Councillors.
- (e) Members of the Council should not put pressure on officers for a particular recommendation.
- (f) All documents received by Councillors from applicants or objectors must be notified to the Assistant Director (Strategic Planning and Regulation).
- (g) Councillors who are not Members of the Planning Control Committee must not lobby Members of the Planning Control Committee. This is particularly significant given the likelihood of being approached by residents and constituents seeking support for or against applications. Any views may be

expressed by Members at the Planning Control Committee (see Paragraph 7) but no attempt should be made to make contact with Members of the Committee before the meeting. In addition, Councillors who are not members of the Planning Control Committee may express an opinion but must do so to the Assistant Director (Localities)/Resource and Regulation in writing. They can also suggest how constituents can support or oppose an application (Appendix 2).

- (h) Councillors who are unsure whether an interest should be declared should seek the advice of the Council's Monitoring Officer although, as indicated in Section 4, the decision ultimately rests with the Councillor.

6.3 In addition to the above the circulation of unofficial papers (i.e. those not previously considered by Officers) is prohibited at Committee Meetings. Planning applications must be determined on the basis of the documents and information formally submitted and on which interested parties have had the opportunity to comment.

6.4 Only submissions from applicants, agents or objectors, which are formally received by Strategic Planning and Regulation can properly be taken into account when making a decision. Also the last day for the submission of objections to a scheme will be the midday of the Friday prior to the Planning Control Committee meeting. If the meeting day is changed from a Tuesday the same timescales would be adhered to.

7. Ward Councillors

Ward Councillors may speak on applications affecting their Ward (This could include a neighbouring ward(s) outside the application area which can be impacted) at meetings of the Planning Control Committee and subject to the Chair's discretion.

8. Disclosure of information

The large increases in land value that are generated by planning permission means that site development can sometimes involve an element of speculation. Any unofficial indication that planning permission is likely to be granted can lead to significant outlay by developers.

Unofficial disclosure of information can lead to accusations of bias from others because information has been divulged to a developer. This could lead to complaints by the Developer if the information revealed is incorrect.

It is therefore essential that information is not disclosed by officers or members prior to the determination of the application.

8.1 Development proposals submitted by Councillors and Officers and the Council's own development

8.2 Planning applications submitted by Councillors and officers and their close friends

and relatives, can easily give rise to suspicions of impropriety, as can proposals for the Council's own development even though it is perfectly legitimate for such proposals to be submitted. Proposals can take the form of either planning applications or development plan proposals. However, it is vital to ensure that they are handled in a way which gives no grounds for accusations of bias.

8.3 The following should apply:

- Serving Councillors who act as agents for people pursuing a planning matter within their Authority should play no part in the decision-making process for that proposal. Similarly, should they submit their own proposal to the Authority they serve, they should take no part in its processing.
- The Council's Monitoring Officer should be informed of such proposals.
- Proposals should be reported to the Planning Control Committee as main items and not dealt with by officers under delegated powers.
- Proposals for a Council's own development should be treated in the same way as those by private developers in accordance the national Planning policy Framework and the National Planning Practice Guidance.

9. **Pre-application discussions**

9.1 Discussions between a potential applicant for planning permission and the Council prior to the submission of an application can be of considerable benefit to both parties and is generally encouraged as assisting the planning process. However, it would be easy for such discussions to become, or be seen to become, part of a lobbying process.

9.2 In order to avoid such problems, pre-application discussions should take place within the following guidelines:

- It will be made clear at the outset that discussions will not bind a Council to making a particular decision and that only personal and provisional views based upon the development plan can be given.
- A written note of the discussion will be taken and placed on file. A note should also be taken of similarly potentially contentious telephone discussions.
- Advice should be consistent and based upon the development plan and material considerations with no significant difference of interpretation of planning policies between planning officers.
- All meetings with applicants will be arranged by officers who will ensure that the Council's guidance is followed.
- For high profile or contentious meetings not involving Members, more than one officer should attend.
- Wherever possible meetings should be held in the Council Offices rather than in the developer's premises
- A follow-up letter re-emphasising the non-binding nature of discussions should be sent for major or contentious applications.
- Once a planning application has been lodged and before it has been determined by the Council, any meetings between Members of the Planning Committee and the applicant are prohibited.

9.3 To maintain impartiality, it is preferable for Members not to take part in pre-

application discussions. However, should there be occasions where Members are involved, they should always be advised by the appropriate officers and the discussions recorded in the officer's file. If Members do give their initial reaction, they should qualify it by indicating that they will only be in a position to take a final decision (Only when they have a fair and open mind) once the Planning Control Committee has sat.

10. Views of consultees

The Assistant Director (Strategy, Planning & Regulation)/Business, Growth & Infrastructure must ensure that:

- All requests for comments from consultees should be logged with the responses.
- Responses from individuals should also be logged.
- Consultees' comments and objections are set out in reports submitted to the Committee.

11. Officer reports to the Planning Control Committee

11.1 Members are required to arrive at a decision on granting or refusing permission by using planning criteria and by excluding non-planning considerations. This expectation leaves no opportunity to abstain from the voting process.

11.2 To this end, the reports of officers to Members must be accurate and cover all relevant points.

11.3 Members are equally expected to give appropriate time to read reports thoroughly before arriving at the meeting and can seek clarification prior to the meeting. A final briefing will take place prior to the main committee meeting where clarifications can also be sought.

11.4 These reports should:

- (a) contain a section on the relevance of the development plan, a description of the site and any related planning history and all other identified material considerations
- (b) cover, amongst other things, the substance of any objections received and the views of people who have been consulted or notified
- (c) incorporate a written recommendation for Members' consideration. Oral reporting (except to update a report) should be extremely rare and carefully minuted where it does occur
- (d) should contain a technical appraisal which clearly justifies the recommendation
- (e) if the report's recommendation is contrary to the provisions of the development plan, the material considerations which justify this must be clearly stated.
- (f) outline any related planning obligations offered by or discussed with the applicant.

12. Public speaking at Committee

12.1 As part of the Council's initiative to encourage more involvement in its work, the Planning Control Committee has a policy of listening to views about planning proposals and has produced the "Planning for Bury Have Your Say" guidance which explains public speaking at Committee.

12.2 Members of the public are invited to attend and take part by speaking, explaining their concerns, either for or against, a proposal, or simply listening to the Committee debate. People should ideally register their intention to speak with Democratic Services prior to the committee meeting taking place. Otherwise, addressing the Committee should be at the Chair's discretion.

12.3 Each item is introduced by the Chair who then invites comments from the public. The standard practice should be that one person is allowed to speak for, and one person against, a proposal. If more people are interested they will be asked to agree who the single spokesperson should be; exceptionally more than one person may be able to speak at the discretion of the Chair, the Chair should say at the end of each presentation that another speaker for or against is permissible only where items have not been covered by the earlier speaker. (NB. Ward Councillors not on the Committee may speak on applications affecting their Ward at meetings of the Planning Control Committee for no more than three minutes and may attend site visits) but should not address any Members of the Planning Control Committee.

12.4

Each speaker should aim to speak for a maximum of three minutes so that it is fair for all parties involved. The Chair has the right to stop a speaker after their time limit has been exhausted.

13. Decisions contrary to Officer Recommendations and/or the Development Plan

13.1 The Town and Country Planning Act 1990 requires that where the development plan is relevant decisions should be taken in accordance with it, unless material considerations indicate otherwise (Section 54A).

13.2 Applications which the Committee intend to approve as departures from the Unitary Development Plan will have been advertised, will be identified in the officer's report to the Committee and where necessary will be the subject of referral to the Secretary of State for the Environment, Transport and the Regions.

13.3 Where the Committee makes a decision contrary to the officer's recommendation (whether for approval or refusal), a detailed minute of the Committee's reasons will be made and copy placed on the application file. The officer should also be given the opportunity to explain the implications of the contrary decision.

13.4 Members may also wish to consider referring the application back to the Assistant Director (Strategy, Planning & Regulation)/Business, Growth & Infrastructure for further information or advice.

14. Committee Site Visits

14.1 Site visits can be useful to identify features of a proposal which may be difficult to convey in a written report or via the use of photographs/drawings, but site visits can cause delay and additional costs and should only be used where the expected benefit is substantial. A valid reason needs to be noted if an application is deferred for a site visit at the Planning Committee meeting.

14.2 Site visits should:

- be used sparingly and where the expected benefit could be substantial -this does not mean there should be no site visits (but they should meet the criteria in this paragraph 16.2);
- be made only for planning reasons;
- focus on factors exclusively relevant to the application and subsequent planning decision;
- not be an opportunity for further engagement of the applicant or members of the public; i.e. it should not be an opportunity for lobbying, public address, debate, submission of new information and hearing representation from members of the public or the applicant (this being a matter for when Committee formally sits);
- not be used an opportunity to defer consideration or determination of an application;
- should involve the whole Committee, though it is obviously realised this may not always be possible;
- always involve officer representation;
- be carefully conducted in order that there can be no accusation of bias, re-determination or other impropriety against Members of the Committee;
- be monitored in terms of costs and impact on planning decisions;
- be led by the Chairman and with advice from appropriate officers and the said officers should be present at all times during the arranged visit.

14.3 It is important to remember that site visits are 'visits' and not meetings with applicants and other members of the public. Site visits are an opportunity for Members of the PCC to see the site and have the proposal explained by the appropriate planning officer(s), with an opportunity to ask questions of the officer about the proposal. The site visit is not an opportunity to engage directly with members of the public, Ward Councillors not on the Planning Control Committee, the applicant or any consultees, landowners, supporters or objectors to a planning application.

14.4 A protocol for the site visits is attached at Appendix 1.

15. Regular review of decisions

15.1 At least on an annual basis, arrangements will be made for Members of the Planning Control Committee to visit a sample of implemented planning permissions in order to assess the quality of the decisions. This is usually conducted at training sessions Members undertake with outcomes of site visits and includes examples from a broad range of categories such as major and minor development, permitted departures, upheld appeals, listed building works and enforcement cases.

15.2 The Planning Control Committee should formally consider this review and decide whether it gives rise to the need to review any existing policies or practices.

16. Complaints and record keeping

16.1 The Council has an approved Complaints Procedure which will be followed in relation to public complaints about the handling of planning applications and planning matters generally.

Details of the Complaints Procedure and copies of complaint forms are available online or from the Main Council Reception, Town Hall, Knowsley Street.

17. Sanctions

17.1 The purpose of this Code is to provide guidance to Members, and Members of the Planning Control Committee in particular, in relation to the performance of a Council's planning function. The application of and adherence to the Code is intended to build public confidence in the Council's planning system and to produce a strong platform for planning decision making. The Code does not remove the responsibility of Members to exercise their statutory discretion to determine the merits of individual applications or proposals.

17.2 A failure to adhere to the code may give rise to a range of potential consequences to a Council, and individual Members, especially if this results in a pattern of inconsistency. The normal sanction of the democratic process is through the ballot box. Councillors may make a reputation in their community not only for their beliefs but also for their general conduct. Consistency and fairness are important qualities in the public eye and they are vital to the conduct of a Planning Control Committee. Beyond the normal democratic process, a number of specific consequences can be identified.

18. The Local Government Ombudsman

Although the Local Government Ombudsman will not investigate the balance or argument in any planning decision, she/he may agree to investigate a planning complaint if it concerns the manner in which a decision was taken. If it is found that injustice has been caused by maladministration in the light of statutory or established Council procedures, they will recommend redress which may take the form of compensation. Where the Local Government Ombudsman makes a finding of maladministration on the basis of a breach of the National Code of Local Government Conduct, then the report may name the individual Member and give particulars of the breach.

19. Appeals to the Secretary of State

An applicant who has been refused planning permission has a right of appeal to the Secretary of State. If an appeal is successful and it is shown that the Council's conduct in dealing with the matter was unreasonable, the appellant's costs may be awarded against the Council.

20. Judicial Review

If objectors are convinced that the Council, in determining to grant an application, did not observe their statutory obligations to carry out all necessary procedures, base their decision on the Development Plan and take into account all representations, they may apply for judicial review of the decision, which might result in it being quashed. In such circumstances it would be normal for the costs to be awarded against the Council.

21. Powers of the Secretary of State

The Secretary of State possesses a range of powers which could be exercised where a local planning authority appears to be making inconsistent decisions, or decisions which are seriously in conflict with national and development plan policies. This could involve a greater use of the power to "call in" applications, whereby an application would be determined by the Secretary of State following a public inquiry. Where permission has already been granted by the Council, powers exist to revoke or modify permissions, or to require discontinuance of a land use, which if exercised would give rise to a liability to compensate on the part of the Council. Also as part of the Government's drive to improve planning performance, there are a series of monitored measures that Local Planning Authorities are assessed against. These include:-

- Speed of decision making (8/13 or 16 weeks application depending)
- Quality of decision making, including where Committee overturn recommendations which are subsequently upheld on appeal
- Numbers of Committee decisions (whether the scheme of delegation is suitable)

Where the specific performance measures fail over a 12 month period and do not meet Government identified thresholds, the Local Planning Authority can be placed into Special Measures, which would enable applicants to submit applications to the Planning Inspectorate (PINS) to determine instead of the Local Planning Authority. Fees would also be paid to PINS. This effectively removes the decision making power away to PINS.

The Local Planning Authority would then be required to lay out and deliver and improvement plan in performance aimed at addressing shortfalls against specific measures.

Processing of applications including when decisions are made outside of an agreed period of time can result in fees being required to be refunded. Determination dates set out in officer reports are therefore critical to note.

Appendix 1

Protocol for Site Visits

In order to ensure that all official Member Site Visits relating to planning matters are dealt with consistently and fairly, the following protocol and code of practice will apply (it should be noted that reference to titles of Council officers shall include successors in title and/or general functions):

1. Site visits shall, in accordance with its usual protocols, only be held following either:-
 - 1.1 a majority resolution of the Planning Control Committee whom, on hearing the application and representations there to, by majority considersuch a visit will for planning reasons be of substantial benefit to the decision making process; or
 - 1.2 as may otherwise be authorised by the Chair in consultation with a Development Manager or other appropriate planning officer, where for example, a planning application is a major development, has received asignificant number of objections, or is unusual in its nature to warrant avisit by Members of the PCC in the opinion of the said officers.

In the case of 1.2, a site visit may be arranged, but should not take place until the Agenda of the Planning Control Committee and the reports there in have been published. Following publication of the Agenda, the site visit may take place at any reasonable time during any working day (including the day of Committee) before the Committee formally convenes to decide upon the related application.

2. A written record of the decision to attend or not attend a site visit, whether in accordance with 1.1 or 1.2 above, should be formally recorded by Democratic Services.

3. Site visits shall only be attended by appointed Members of the Planning Control Committee along with the appropriate Council officers.

4. For the purpose of making logistical arrangements such as access to the site, the applicant shall be notified in writing of the proposed date and time of the sitevisit, but shall be informed that they, or any landowner or other interested person(s) should not approach or attempt to speak to or engage with any Member or officer of the Council about the application immediately before, during or immediately following the site visit. Where it is not possible to access the site for any reason, Members will be directed by officers to appropriate vantage points. No other person is required to be notified of the date and time ofthe site visit.

5. Site visits are an integral part of the committee decision-making procedure.

Therefore, all Members of the Planning Control Committee should, where possible, attend the site visit together with appropriate officers and not

individually, or in small or separate groups.

Procedure at the Site Visit

The site visit will be conducted in the following manner:

- a) officers on the site visit should explain to any person present that they should not approach or attempt to engage with the Members on the site visit.
- b) The Development Manager and/or other appropriate planning officers shall be invited by the Chairman to explain the proposal to the Members, which shall include a summary of the relevant objections to the proposal.
- c) Members shall then be invited by the Chairman to ask any questions concerning the proposal to the respective officer(s)
- d) The Development Manager or other appropriate planning officer(s) shall then where they consider, in the context of the particular planning application, that it is necessary, reasonable, appropriate and practicable, guide Members to various parts of the site or vantage points to view the site.
- e) Members should remain together at all times during the site visit and should not attend separately on their own or in small or separate groups.
- f) Members shall during any site visit respect and adhere to any health and safety and other on-site requirements of the landowners or operators of facilities on the land where applicable (for example, when viewing an operative industrial facility or active building site)
- g) A record shall be made by the Democratic Services officer of the site visit.
- h) No decision on any application shall be taken at a site visit and Members should be mindful at all times that they should not provide any indication of the likely outcome of the application.
- i) Members shall be mindful at all times of the need to avoid allegations of predetermination and bias, as well as avoiding the fettering of discretion in relation to a planning application; the need to uphold probity in planning decisions is of paramount importance for Members of the Committee, both individually and collectively.
- j) Members should not allow themselves to be approached or addressed by any persons other than appropriate officers. It is accepted that this can be difficult and even unavoidable at times. Where an attempt is made by any such other person, including the applicant and if applicable any Councillors not on the Planning Committee, Members should politely, but firmly and immediately, discourage and curtail any such dialogue or any other form of engagement and

react in accordance with the guidance on lobbying in part 6 to this Protocol, above. This should then be reported to Democratic Services. Remaining together on the site visit at all times in accordance with e) above will minimise the risk of being approached.

k) In order to ensure that, as far as possible, all Members of the Planning Committee have the same information before them, the Development Manager or other appropriate planning officers shall provide a brief summary update to Members of any significant additional information or issues raised at the site visit prior to formal deliberation by the Members on the related planning application.

l) Members of the Planning Control Committee that are not able to attend the arranged site visit should, following the update by the Development Manager, or other appropriate planning officers in accordance with k), above, consider whether they feel capable of making a decision in relation to the application, having not had the benefit of the site visit themselves. The non-attendance of Members at the arranged site visit shall not of itself mean that Members should not be able to decide on the related application, simply that they themselves should consider whether probity in planning is being upheld and whether in the circumstances they feel they are able make an informed, objective and appropriate decision on the basis of the information before them.

Appendix 2

Helping Constituents to oppose or support Planning Applications

1. All Members of the Council will be approached by their constituents about planning applications. With the exception of Members of the Planning Control Committee most Councillors may consider leading their support or opposition to a planning application.
2. Any Member who does support or oppose an application cannot then take part in or vote on this matter should it be considered by a Council Committee at a later date.
3. In any event Members may find the following tips and information useful in helping to advise and work with constituents on planning applications.
 1. Anyone can comment on an application.
 2. Plans and supporting information can be inspected on the Council's website.
 3. Technical Officer advice is available by contacting the case officer.
 4. All written comments must be made to the Assistant Director (Strategy, Planning & Regulation)/Business, Growth & Infrastructure in order that they can report them to Committee.
 5. Examples of the types of matters which cannot be taken into account by the Planning and Control Committee are:
 - Disputes about encroachment across boundaries
 - Worries about disturbance whilst construction work is underway.
 - Concern about competition from other traders
 - Impact on the value of property
 - Views
 - Private Rights of Way/civil matters
 6. Examples of the types of matters which can be taken into account by the Planning Control Committee are:
 - Issues affecting individual amenity and amenities of the wider area
 - Affect an outlook and privacy
 - Design and appearance
 - Traffic and parking
 - Noise and pollution

Classification	Item No.
Open	

EXECUTIVE SUMMARY:

Meeting:	Annual Council
Meeting date:	21 st May 2025
Title of report:	JOINT PLANNING COMMITTEE
Report by:	HEAD OF DEVELOPMENT MANAGEMENT
Decision Type:	Council
Ward(s) to which report relates	All

EXECUTIVE SUMMARY:

The report outlines the draft arrangements and terms of reference for a joint planning committee between Rochdale and Bury councils to determine planning and related applications at Northern Gateway, Places for Everyone sites JP Allocations 1.1 and 1.2.

RECOMMENDATIONS:

Following the Council's Planning Control Committee noting the report at the Committee held on the 22nd April 2025. The report is to recommend to full Council to approve the establishment of a Joint Planning Committee with Rochdale Council, in accordance with the draft Terms of Reference, to determine planning and related applications at Northern Gateway, Places for Everyone Allocations JPA 1.1 and JPA 1.2.

1.0 REASON FOR RECOMMENDATION

- 1.1 The Places for Everyone Plan allocates sites for employment and housing, including the Northern Gateway sites, which will provide an unrivalled opportunity to deliver an economic and productivity boost for Greater Manchester, secure inward investment, create new job and training opportunities, deliver much-needed new homes, and unlock community benefits and social value. There are two Northern Gateway allocations, one predominantly employment (JPA1.1) and the other residential (JPA1.2). Both allocations extend across the administrative districts of Bury and Rochdale.
- 1.2 The scale of the allocations at Northern Gateway is significant and transformational. Development of the allocations in Places for Everyone Plan will deliver up to 1,200,000 square metres of industrial and warehousing floorspace and around 3,000 dwellings across Bury and Rochdale. There is a need to align the planning process across the districts to ensure that planning matters are determined appropriately within the overall context of the above.
- 1.3 The proposal is that a Joint Planning Committee is formed of Members of both Rochdale and Bury Councils to jointly determine applications as set out in the terms of reference attached at appendix one and within the geographical area as per the plan at appendix two. In

summary, the committee would generally only deal with applications of a strategic nature only and where the red edge crossed both administrative areas.

- 1.4 The main advantage is to streamline the decision-making process and bring consistency, there being one report and thus one decision. Legally, for applications that cross the boundary, there will still be a requirement for both authorities to each receive and issue a decision notice. However, the Joint Planning Committee would ensure that they would be identical in terms of the conditions attached.

2.0 ALTERNATIVES CONSIDERED

- 2.1 The alternative is that current arrangements prevail. Applications for strategic development at Northern Gateway would be determined by each individual district. For development to proceed cross boundary, it would be dependent on separate approvals from each council through their own decision-making arrangements. Each would issue a separate decision notice on the basis of the outcome. Whilst each Local Planning Authority would endeavour to work closely, this would most likely result in decisions being taken at different times, it being dependent on the scheme of delegation to officers and the timing and lead in for the respective planning committee meetings in each district. There is also the potential for different conditions to be attached to each planning permission, which, at worst, would be in conflict. Please note, that this approach may be considered the appropriate route to take on some planning applications within the allocations if it is deemed more appropriate to do so once the complexities of planning applications are considered.

3.0 KEY INFORMATION

BACKGROUND

- 3.1 Places for Everyone (PfE) was adopted as part of the development plan for Bury and eight other Greater Manchester districts in March 2024. The plan allocates two sites at Northern Gateway that cross the boundary between Bury and Rochdale. JP Allocation 1.1 Heywood/Pilsworth is located to the north of the M62 and is allocated primarily for employment; and JP Allocation 1.2 at Simister/Bowlee is allocated for residential development. The allocations came about as a result of close working between the councils over a number of years. JPA 1.1 also forms part of the Greater Manchester Investment Zone, one of only eight such zones within the UK. These zones are designed to have a range of business incentive measures, one of which is to simplify and accelerate planning decision making and use retained business rates locally to drive economic growth. The operation of the Investment Zone would be subject of separate working arrangements to be put in place with Bury and Rochdale Councils and the Greater Manchester Combined Authority (GMCA).
- 3.2 In March 2025, Cabinet approved the creation of a Mayoral Development Corporation (MDC) as the preferred delivery vehicle for the site, as did Rochdale Council. GMCA subsequently agreed to endorse the proposal and consult on the establishment of an MDC.
- 3.3 Bury and Rochdale Councils have a track record of working together and have already secured allocation of the sites at Northern Gateway for development. The above shows that both Councils are committed to continue the working closely to bring about the transformational change envisaged. It therefore makes sense to consider how best to deal with planning matters within this context to ensure consistency in approach and outcome.

JOINT PLANNING COMMITTEE

- 3.4 Establishing a Joint Planning Committee would ensure that decisions are timely and consistent. The terms of reference attached would ensure that an equal number of members from each district will sit on the committee. Each Council would appoint a Chair and these will be the chairs of the district planning committees. The Chair of the Joint Committee meeting would be from the authority that has the largest land area in the application site. i.e. if 70% of the application site is within Rochdale, the Chair from Rochdale Council would chair the meeting for that application and vice versa.

3.5 It remains the case that each Local Planning Authority would be responsible for processing and issuing non-strategic decisions on the applications made to it. Planning and related applications would continue to be submitted to and dealt with by each individual Council. However, applications of a strategic nature that meet the criteria set out in the terms of reference and are located within the relevant boundary, would be determined by the Joint Planning Committee. It should be noted that the terms of reference also include other provisions in the interests of transparency that may result in smaller applications coming before the committee, but the number of applications is expected to be very low.

3.6 Rochdale Council granted outline planning permission in March 2020 for the first phase of development at the Northern Gateway, at South Heywood. This included the Queen Elizabeth Way link road to J19, 167,000 square metres of industrial and warehousing floorspace and 1,000 new homes. Although this site it is part of the allocation at JPA 1.1 in PfE, it is excluded from the boundary for the Joint Planning Committee because planning permission has already been granted.

4.0 FINANCE

4.1 There are no specific finance matters arising.

5.0 LEGAL

5.1 The Council has the power to enter into joint arrangements with one or more local authorities to exercise functions which are not executive functions in any of the participating authorities, or to advise the Council. Such arrangements may involve the appointment of a Joint Committee with other local authorities.

5.2 Section 101(5) of the Local Government Act 1972 enables two or more local authorities to discharge any of their functions by a Joint Committee.

5.3 The Council has the power to decide to set up a joint Committee, to appoint Councillors to that Joint Committee and to delegate particular powers to it that would otherwise be the responsibility of the Council.

5.4 The development control functions are non-executive functions, they are contained within Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (SI 2000/2853).

5.5 The establishing of any Joint Committee may result in the need to amend the Council's Scheme of Delegation and Constitution to reflect the changes.

7.0 OTHER CONSIDERATIONS(CORPORATE PRIORITIES, RISKS)

7.1 There are no relevant considerations of this report.

IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes
Statement by the S151 Officer: Financial Implications and Risk Considerations:	Executive Director of Place to advise regarding risk management
Statement by Executive Director of Resources:	N/A
Equality/Diversity implications:	No

Considered by Monitoring Officer:	N/A
Wards Affected:	Unsworth & Holyrood
Scrutiny Interest:	N/A

List of Background Papers:-

Appendix – Terms of Reference;
Appendix - Joint Planning Committee boundary

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Northern Gateway: Joint Committee – Terms of Reference

April 2025

1. Vision

- 1.1 Bury Council and Rochdale Council, along with 7 other Greater Manchester (GM) authorities adopted Places for Everyone (PfE) a long-term development framework for jobs, new homes and sustainable growth on 21st March 2024.
- 1.2 The Northern Gateway developments forms part of PfE development. There are two Northern Gateway allocations, one predominantly employment (JPA1.1) and the other residential (JPA1.2). Both allocations extend across the administrative districts of Bury and Rochdale.
- 1.3 A masterplan in the form of a Development Framework has already been prepared for JPA1.1 and was adopted by both Councils as a Supplementary Planning Document (SPD) in Spring 2025.
- 1.4 The Northern Gateway development will require planning applications that cover the two administrative boundaries Bury and Rochdale.
- 1.5 The Joint Planning Committee will cover the two administrative boundaries working to an agreed planning strategy on cross boundary applications received for the two Northern Gateway sites (JPA 1.1 – Heywood/Pilsworth (Northern Gateway and JPA 1.2 – Simister and Bowlee (Northern Gateway)).

2. Membership

- 2.1 All Joint Committee Members must be existing Members on their respective district Planning Control Committee's and must have completed training.
- 2.2 The participatory authorities will both appoint a **Chair** annually; the appointments would be ratified by Council.
- 2.3 The **Chair** of the Joint Committee meeting will be from the authority that has the largest land area in the application site. i.e. if 70% of the application site is within Rochdale, the Chair/Vice Chair from Rochdale would chair the meeting for that application.

- 2.4 There would be 5 members from each member Authority, giving an overall membership of 10.
- 2.5 Three substitutes per member Authority will be appointed from the respective Planning Control Committees.
- 2.6 Political balance of the Joint Committee will reflect that of the totality across each member Authority.
- 2.7 **In the absence of either of the Chairs** - A replacement Chair will be elected for the duration of the meeting from the Core Membership.
- 2.8 Appoints to the Joint Committee will be decided as part of the Council's Annual Appointments process, Members of the Joint Committee shall serve for as long as he or she is appointed to the Joint Committee by the relevant Partner Authority, a member shall cease to be a member of the Joint Committee if he or she ceases to be a member of the Partner Authority appointing him or her as a member of the Joint Committee.
- 2.9 Any casual vacancies howsoever arising shall be filled by the Partner Authority from which the vacancy arises.

3. Function

- 3.1
 - 1. 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, which fall within the administrative boundary of both Bury and Rochdale Council within the JPA 1.1 and JPA 1.2 Northern Gateway allocations in the Places for Everyone Joint Development Plan if the application:
 - (a) are subject to Environmental Impact Assessment; or
 - (b) relate to full, outline or reserved matters planning applications that are considered Major Development that meets or exceeds the following thresholds:
 - a. For residential use, 500 or more dwellings or 5 hectares;
 - b. For employment use, 100,000 square metres or 5 hectares;
 - c. For other uses, 10,000 square metres or 2 hectares; or
 - (c) any other such application which the Chair of the Committee considers appropriate due to being a novel development type
 - 2. Any application, which falls across the boundary between Bury and Rochdale Council within the JPA 1.1 and JPA 1.2 Allocations and relates to a development which would constitute a substantial departure from the provisions of any approved plan or policies, in particular the Places for Everyone Joint Development Plan and the associated SPD – Northern Gateway, 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.

3. Any application, which falls across the boundary between Bury and Rochdale Council within the JPA 1.1 and JPA 1.2 Allocations and is submitted by or on behalf of a Member of Bury or Rochdale Council's or his/her spouse.
4. The application, which falls across the boundary between Bury and Rochdale Council within the JPA 1.1 and JPA 1.2 Allocations and is submitted by a council officer at Bury or Rochdale Council 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.
5. Any major application, which falls across the boundary between Bury and Rochdale Council within the JPA 1.1 and JPA 1.2 Allocations and is submitted on behalf of Bury or Rochdale Councils where there is at least ten objections received from third parties.

4. Key Responsibilities of the Board

- 4.1 The Joint Planning Committee has been established pursuant to s 101 (5) of the Local Government Act 1972
- 4.2 The Joint Planning Committees main purpose is to determine significant planning applications on a shared boundary, the geographical area that the Joint Committee will relate to cross boundary planning applications on the Places for Everyone Allocations of JPA 1.1 and JPA 1.2, with the exception of the area covered by South Heywood. A map showing the boundary is at appendix 1.
- 4.3 The Joint Committee will be responsible for determining large planning applications that have a red edge that extends into both Bury's and Rochdale's administrative areas and would be of a strategic nature. Smaller scale applications, such a householder, prior approval and non-material amendment applications would not be presented to the Joint Committee and would follow the scheme of delegation in the respective district.
- 4.4 There may be instances where applications falling entirely within one district may be considered to be of such strategic importance that may have cross boundary issues to resolve, and it would be appropriate for the Joint Committee to determine. Such applications would need to be agreed with the Monitoring Officer's in both districts and the application would need to have a minimum of 100,000 square metres.

5. Meetings

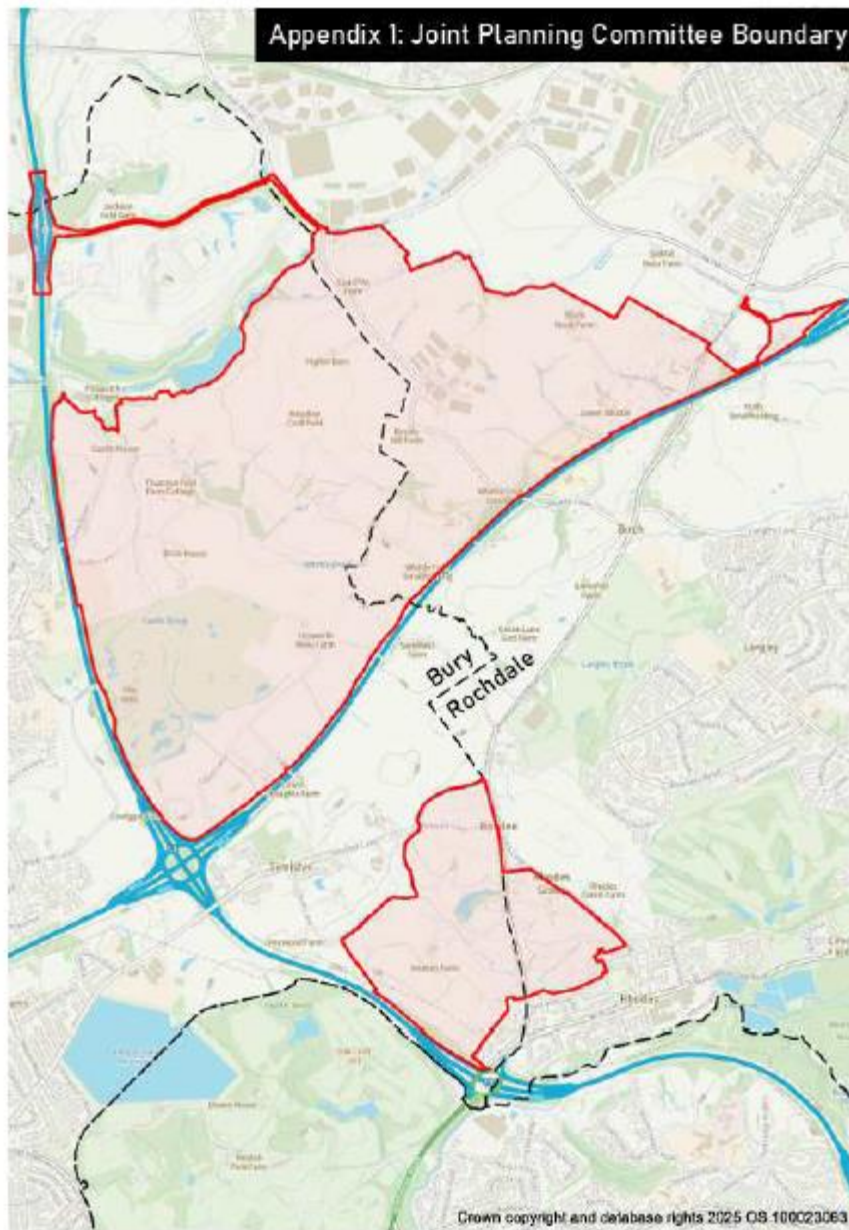
- 5.1 The Joint Planning Committee will meet as required, meetings will be clerked by a representative from Bury Council's Democratic Services Team.
- 5.2 Bury Council will call a meeting if at least three members of the Joint Committee from each Partner Authority requests it or if the Chief Executive of both Partner Authorities requests it.
- 5.3 **Meetings** will commence at 7pm and will be held in Bury Town Hall unless otherwise agreed by the Joint Committee.
- 5.4 A **quorum** of six members will apply for meetings of the Joint Planning Committee including three elected members from each partner authority.
- 5.5 Members will adhere to the agreed principles of their Council's **Code of Conduct**.
- 5.6 **Declarations of Interest** – Any personal, prejudicial or pecuniary interests held by members should be declared in accordance with the Councils Code of Conduct on any item of business at a meeting, either before it is discussed or as soon as it becomes apparent. Interests which appear in the Council Register of Interests should still be declared at meetings, where appropriate.
- 5.7 The agenda and supporting **papers** shall be in a standard format and circulated at least five clear working days in advance of meetings. The minutes of decisions taken at the meeting will be kept and circulated to partner organisations as soon as possible. Minutes will be published on Bury Council's web site.
- 5.8 **Access to Information** – Background papers will be made available for inspection at both LA officer in accordance with s 100D Local Government Act 1972. It is important to ensure that all councillors are kept aware of the work of the Board and a copy of the minutes will be circulated to all Councillors. The Board shall be regarded as a Council Committee for Access to Information Act purposes. Freedom of Information Act provisions shall apply to all business.
- 5.9 All meetings will be held in **public**. The Board will retain the ability to **exclude representatives** of the press and other members of the public from a defined section of the meeting having regard to the confidential nature of the business to be transacted, publicly on which would be prejudicial to the public interest (Part 5A and Schedule 12A, Local Government Act, as amended).
- 5.10 All Members will have full voting rights, including Members substituting for that meeting. Where there are equal votes the Chair of the meeting will have the casting vote, there will be no restriction on how the Chair chooses to exercise his/her casting vote.
- 5.11 Only one **amendment** to a proposal may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, providing the chairperson may permit two or

more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Joint Committee business.

- 5.12 Any member of the Joint Committee may request the Joint Committee to record the votes of individual members of the Joint Committee on a matter for decision.
- 5.13 **Meeting costs** will be shared jointly by the partner authorities.
- 5.14 A **Sub group** will only be established following resolution at the Joint Planning Committee and in consultation with the Monitoring Officers of the partner authorities.
- 5.15 Ward Councillors may speak on applications affecting their Ward (This could include a neighbouring ward(s) outside the application area which can be impacted upon) at meetings of the Joint Committee and subject to the Chair's discretion
- 5.16 Members of the public are also welcome to attend and take part by speaking, explaining their concerns either for or against a proposal, or simply listening to the Joint Committee debate. Members of the public should ideally register their intention to speak with the relevant Council's Democratic Services Department prior to the Joint Committee meeting taking place. Otherwise, addressing the Committee during the meeting would be at the Chair's discretion.
- 5.17 The standard practice should be that one person is allowed to speak for, and one person against, a proposal. If more people are interested they will be asked to agree who the single spokesperson should be; exceptionally more than one person may be able to speak at the discretion of the Chair, the Chair should say at the end of each presentation that another speaker for or against is permissible only where items have not been covered by the earlier speaker.
- 5.18 Each speaker should aim to speak for a maximum of three minutes so that it is fair for all parties involved. The Chair has the right to stop a speaker after their time limit has been exhausted.
- 5.19 Ward Councillors not on the Joint Committee are not invited to attend site visits and if present at the same time, should not address any Members of the Joint Committee during any visits. They are not an opportunity for further engagement and hearing representations by the applicant or members of the public for forms of lobbying, debate and submission of new information.
- 5.20 Site visits can be useful to identify features of a proposal which may be difficult to convey in a written report or via the use of photographs/drawings, but site visits can cause delay and additional costs and should only be used where the expected benefit is substantial. A valid reason needs to be noted if an application is deferred for a site visit at the Joint Committee meeting.

- 5.21 Site visits should involve the whole Committee, although this may not always be possible. They should be carefully conducted in order that there can be no accusation of bias, pre-determination or other impropriety against Members of the Joint Committee. Site Visits will be led by the Chair or Vice Chair with advice from appropriate officers who would remain present at all times during the arranged visit.
- 5.22 It is important to remember that site visits are 'visits' and not meetings with applicants and other members of the public. Site visits are an opportunity for Members of the Joint Committee to see the site and have the proposal explained by the appropriate officer(s), with an opportunity to ask questions of the officer(s) about the proposal. The site visit is not an opportunity to engage directly with members of the public, Ward Councillors not on the Planning Control Committee, the applicant or any consultees, landowners, supporters or objectors to a planning application.
- 5.23 Planning Applications will be received by both authorities, and a **single joint** report will be prepared from Officers from each partner authority.
- 5.24 The **order of business** shall be indicated in the agenda for the meeting, the Chair may amend the order of business without notice prior to the first substantive item being considered.
- 5.25 When a motion is under debate by the Joint Committee no other motion shall be moved except the following:
- To amend the recommendation;
 - To adjourn the meeting;
 - To adjourn the debate;
 - To exclude the public under section 100 of the Local Government Act 1972;
 - To postpone consideration on an item.
- 5.26 The ruling of the chair shall not be open for discussion.
- 5.27 The Joint Committee may **delegate a function** to an Officer.
- 5.28 The Joint Committee may appoint such task teams or working groups as they consider appropriate in order to consider and report to the Joint Committee on specific matters.

APPENDIX 1 – JOINT PLANNING COMMITTEE BOUNDARY



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Classification	Item No.
Open	

Meeting:	Council
Meeting date:	21 st May 2025
Title of report:	ANNUAL APPOINTMENTS
Report by:	Leader of the Council
Decision Type:	Council
Ward(s) to which report relates	All

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; 2025/2026 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 2025/2026 Municipal Year; (Appendix C)
- d) The appointment of bodies not covered or exempted from the Political Balance Rules for the 2025/2026 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 2025/2026.
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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 Municipal Year, set out in Appendix F to the report, be approved.
 8. That the appointments to outside bodies for the 2025/2026 Municipal Year as set out in Appendix G to the report, be approved.
 9. That the Member Allowance Scheme as agreed in 2022 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 2025/2026 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. Council agrees to the updated Meetings timetable, appendix H.

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 2025/26 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 2025/2026

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 2025/2026

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 if appointed to the respective Committees will be re-appointed. Those with vacancies will be appointed at the first meeting.

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.

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.

Financial Implications:

The appointment of the two additional Deputy Cabinet Members will be offset against the appointment of Councillor FitzGerald as deputy Cabinet Member and Chair of Health Scrutiny. The Member Allowance Scheme stipulates in the event that a councillor receives more than one SRA only the highest allowance will be paid. In addition, The SRA for the Deputy Leader is only be payable if the main opposition group holds 20 per cent of seats (11), this threshold has not been reached therefore there will be no SRA payable.

Report Author and Contact Details:

Jacqui Dennis, Council Solicitor and Monitoring Officer

APPENDIX A

**APPOINTMENT OF POLITICAL GROUP LEADERS/DEPUTY LEADERS FOR
2025/2026**

Group/Position	Appointees 2025/2026
	Councillors:
Labour Group	
Leader	Cllr E O'Brien
Deputy Leader and Statutory Deputy	Cllr L Smith
Deputy Leader	Cllr S Thorpe
Conservative Group	
Leader	Cllr R Bernstein
Deputy Leader	Cllr J Lancaster
Radcliffe First Group	
Leader	Cllr M Smith
Deputy Leader	Cllr C Birchmore

APPOINTMENT OF THE CABINET FOR 2025/2026

Position	Appointees
Leader, Strategic Growth	Cllr Eamonn O'Brien
Deputy Leader, Finance and Transformation	Cllr Sean Thorpe
Deputy Leader, Children and Young People	Cllr Lucy Smith
Adult Care, Health and Public Service Reform	Cllr Tamoor Tariq
Communities and Inclusion	Cllr Sandra Walmsley
Environment, Climate Change and Operations	Cllr Alan Quinn
Customer Service, Communications and Corporate Affairs	Cllr Richard Gold
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 2025/2026

Position	Appointees
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
Customer Service, Communications and Corporate Affairs	Cllr Imran Rizvi
Communities and Inclusion	Cllr Ummrana Farooq
Culture, Economy and Skills	Cllr Michael Rubinstein
Housing Services	Cllr Liz Fitzgerald

APPOINTMENT OF SHADOW CABINET FOR 2025/2026

Position	Appointees
Leader, Corporate Core and Place	Cllr R Bernstein
Deputy Leader, Children, Young People and Skills	Cllr J Lancaster
Housing and Culture	Cllr I Gartside

Health and Adult Social Care	Cllr L McBriar
Communities and Environment	Cllr S Arif
Finance, Operations and Whip	Cllr D Vernon

APPENDIX C

APPOINTMENT OF POLITICALLY BALANCED COMMITTEES AND SUB-COMMITTEES OF THE COUNCIL FOR 2025/2026

Committees	No of Seats		Seat Allocations and Appointments 2025/2026
	Cllr	Co-Opted	
1. Planning Control Committee	11	0	<p>Lab(7) Con(2) Rad First (2)</p> <p><u>Cllr Gavin McGill (Chair) (Lab)</u> Cllr Martin Hayes (Lab) Cllr Ciaron Boles (Lab) Cllr Debbie Quinn (Lab) Cllr Gareth Staples-Jones (Lab) Cllr Ummrana Farooq (Lab) Cllr Babar Ibrahim (Lab) Cllr J Harris(Con) Cllr S Arif (Con) Cllr D Duncalfe (RF) Cllr M Walsh (RF)*</p> <p>*Corporate Parenting Champion</p>
1a. Joint Planning Control Committee	5	0	<p>Lab(3) Con(1) Rad First (1)</p> <ul style="list-style-type: none"> • 5 Members would also be from Rochdale Council • Membership can only include existing Members of the PCC • 3 substitute representatives per Member authority • Chair to be the PCC Chair from each authority <p><u>Cllr McGill (Chair) (Lab)</u> Cllr Babar Ibrahim (Lab) Cllr Debbie Quinn (Lab) Sub – Cllr Gareth Staples-Jones (Lab) Cllr S Arif (Con) Cllr J Harris (Sub) Cllr Des Duncalfe (Rad First) Cllr Mary Walsh (Sub)*</p> <p>*Corporate Parenting Champion</p>

2. Licensing and Safety Committee	11	0	<p>Lab(7) Con(2) Rad First (2)</p> <p><u>Cllr Tahir Rafiq (Chair) (Lab)</u> Cllr Imran Rizvi (Lab) Cllr Joan Grimshaw (Lab) Cllr Babar Ibrahim (Lab) Cllr Debbie Quinn (Lab) Cllr Debra Green (Lab) Cllr Jodie Hook (Lab) Cllr Roger Brown (Con) Cllr Jack Rydeheard (Con) Cllr Mary Walsh (RF) Cllr Andrea Booth (RF)</p> <p>*Corporate Parenting Champion</p> <p>(Full Panel to deal with all policy and monitoring matters) (3 members of the Panel to form individual politically balanced (where possible) Licensing Hearing Sub Committees for individual licence applications.)</p>
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Committees	No of Seats		Seat Allocations and Appointments 2025/2026
	Cllr	Co-Opted	
3. Employment Panel	9	0	<p>Lab(6) Con(2) Rad First (1)</p> <p><u>Cllr Richard Gold (Chair) (Lab)</u> Cllr Joan Grimshaw (Lab) Cllr Imran Rizvi (Lab) Cllr Tamoor Tariq (Lab) Cllr Clare Cummins (Lab) Cllr Lucy Smith (Lab) Cllr R Bernstein (Con)* Cllr I Gartside (Con) Cllr Mary Walsh (RF)</p> <p>*Corporate Parenting Champion</p>
3a. Individual Panels/ Boards	(3) or (5)	(0)	<p>3 or 5 Members of the Panel selected to form Employment Panel dealing with:-</p> <ul style="list-style-type: none"> • Shortlisting and Appointment of Staff <p>Membership to comprise the Cabinet Member for Human Resources or nominated representative (who will act as Chair)</p>

4. Overview and Scrutiny Committee	11		<p>Lab(7) Con(2) Rad First (2)</p> <p>Cllr John Southworth (Lab) Cllr Miriam Rahimov (Lab) Cllr Ayesha Arif (Lab) Cllr Tom Pilkington (Lab) Cllr Debra Green (Lab) Cllr Tahir Rafiq (Lab) Cllr Elliot Moss (Lab) Cllr R Bernstein (Con) Cllr D Vernon (Con) Cllr Glyn Marsden (RF) Cllr Carol Birchmore (RF)</p>
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			<p>Chair – Councillor D Vernon (Con)</p> <p>*Corporate Parenting Champion</p> <p>(Cabinet Members not to be members of the Committee.)</p> <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>Overview Project Groups</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>4a. Overview & Scrutiny Sub – Committee</p> <p>Alternate between Housing & Performance for 2025-26</p>	5		<p>Cllr Ayesha Arif Cllr Elliot Moss Cllr R Bernstein Cllr D Vernon Cllr Glynn Marsden</p>
<p>5. Children and Young People's Scrutiny Committee</p>	11		<p>Lab(7) Con(2) Rad First (2)</p> <p>Cllr Ciaron Boles (Chair) (Lab) Cllr Ummrana Farooq (Lab) Cllr Shaheena Haroon (Lab) Cllr Elizabeth FitzGerald (Lab) Cllr Ayesha Arif (Lab) Cllr Lynn Ryder (Lab) Cllr Joan Grimshaw (Lab) Cllr K Hussain (Con) Cllr J Lancaster (Con) Cllr D Berry (RF) Cllr G Marsden (RF)</p> <p>*Corporate Parenting Champion</p> <p>(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).</p>

				Education Representatives – (Voting)* <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> <p>* Invited to Committee meetings where education matters are being considered</p> Co-opted - Independent Member <table><tr><th>Name</th><th>Representing</th></tr><tr><td>1. Helen Chadwick</td><td>Union Representative</td></tr><tr><td>2. Violet Eadington</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. Violet Eadington	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)																					
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1. Helen Chadwick	Union Representative																					
2. Violet Eadington	Youth Representative																					

Committees	No of Seats		Seat Allocations and Appointments 2025/2026
	Cllr	Co-Opted	
6. Health Scrutiny Committee	11		Lab(7) Con(2) Rad First (2) <u>Cllr Elizabeth Fitzgerald (Chair) (Lab)</u> Cllr Shaheena Haroon (Lab) Cllr Nikki Frith (Lab) Cllr Ciaron Boles (Lab) Cllr Lynn Ryder (Lab) Cllr Michael Rubinstein (Lab) Cllr Imran Rizvi (Lab) Cllr L McBriar (Con) Cllr R Brown (Con) Cllr D Duncalfe (RF) Cllr K Simpson (RF) * Corporate Parenting Champion (Cabinet Members not to be members of the Committee.) (Lead Members not to be a Member of a Committee dealing with an area in which they have an involvement or an influence).

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7. Audit Committee	9	2	<p>Guidance from the external auditor is that Cabinet Members should not be members of Audit Committee</p> <p>Lab(6) Con(2) Rad First (1)</p> <p><u>Cllr Elliot Moss (Chair) (Lab)</u> Cllr Martin Hayes (Lab) Cllr Michael Rubinstein (Lab) Cllr Jodie Hook (Lab) Cllr Miriam Rahimov (Lab) Cllr Gavin McGill (Lab) Cllr L McBriar (Con) Cllr R Bernstein (Con) Cllr Donald Berry (RF)</p> <p>*Corporate Parenting Champion</p> <p>Co-opted - Independent Member</p> <p>David Webster Benjamin Thomas</p>
8. Standards Committee	9		<p>The Mayor (Councillor Noel Bayley) will chair the Committee</p> <p><u>Lab(6) Con(2) Rad First (1)</u></p> <p>Cllr Martin Hayes (Lab) tbc Cllr Tahir Rafiq (Lab) tbc Cllr Miriam Rahimov (Lab) tbc Cllr Debbie Quinn (Lab) tbc Cllr Jodie Hook (Lab) tbc Cllr Richard Gold (Lab) tbc Cllr K Hussain (Con) Cllr D 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</p>

			Stuart Birtwell 1 Vacancy
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APPOINTMENT OF NON-POLITICALLY BALANCED COMMITTEES OF THE COUNCIL FOR 2025/26

*Indicative Balance calculations are provided

1. Health & Wellbeing Board		<p>Councillors:</p> <p>Cabinet Member for Health and Wellbeing (Chair) Cabinet Member Children and Young People Additional Labour Cabinet member – Cllr Sandra Walmsley Deputy Cabinet for Health and Wellbeing Cllr Tom Pilkington and Cllr Ayesha Arif Conservative Group Leader – Cllr R Bernstein</p> <p>An additional 2 deputy Cabinet Members will be invited to attend; for this municipal year, this will be Cllrs J Southworth and E FitzGerald.</p> <p>Core Voting Members:</p> <p>A nominated representative from the Voluntary Sector – Helen Tomlinson Executive Director of Children Young People and Culture – Jeanette Richards Executive Director (Health and Adult Care) – 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 – Kirsty Oliver A nominated representative of Greater Manchester Fire Service 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 – Sian Grant</p>
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>Voting Members</p> <p><u>Leader of the Council</u></p> <p><u>Executive Member of the Council for Health and Wellbeing</u></p> <p><u>Executive Member of the Council for Children and Young People</u></p> <p>Executive Director NHS GMIC</p> <p>Senior Clinical Leader in the Borough, Bury Locality</p> <p>Senior Nurse Lead for the Borough, Bury Locality</p> <p>Chief Executive & Place Based Lead, Bury Council & Bury Locality</p> <p>Associate Director of Finance – Bury, Bury Locality</p> <p>S151 Officer</p> <p>Medical Director, NCA</p> <p>Medical Director , IDCB</p> <p>Chief Officer or nominated Exec, NCA</p> <p>Chief Office or nominated Exec, Pennine Care Foundation Trust</p> <p>Chief Office or nominated Exec, Manchester Foundation Trust</p> <p>Chief Officer, Bury VCFA</p> <p>Executive Director of Health and Care & Deputy Place Based Lead, Bury Council & Bury Locality</p> <p>Bury Care Organisation Chief Officer, NCA</p> <p>Director of Childrens Services, Bury Council</p> <p>Director of Public Health, Bury Council</p> <p>Director of Adult Social Services, Bury Council</p> <p>Non-Voting Members</p> <p>Chief Operating Officer, IDCB</p> <p>Representative from Bury Hospice</p> <p>Chair, Bury Healthwatch</p> <p>Director of Finance, NCA</p> <p>Representative from the Primary Care Network (Lead)</p> <p>Opposition Leader, Conservatives*</p> <p>Opposition Leader, Radcliffe First*</p> <p>*if the party holds 5 or more seats</p>
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GMCA & AGMA Nominations and Appointments - Local Authority 2025/26

Body	Committee size	Appointments/Nominations - <u>Ask of each Local Authority</u>	Length of Term	Meeting requirements	Name, Email Address and Political Party of Nomination/Appointment
GM Combined Authority Appointed by each Local Authority	10 members & Mayor of GM	Appointment of 1 member and 1 substitute from each Local Authority Substitute to ideally be the opposite gender from the member to assist with gender balance	Up to June Annual Meeting	Monthly	E O'Brien L Smith
GM Waste & Recycling Committee Appointed by GMCA	15 members	Nomination of 2 members and 2 substitutes from each Local Authority with the exception of Wigan Ideally those with portfolio responsibility for environment / waste	Up to June Annual Meeting	Quarterly	A Quinn G Staples-Jones Sub –
GMCA Audit Committee Appointed by GMCA	6 members and 4 Independent members	Nomination of 1 member and 1 substitute member from each Local Authority, if they wish to do so Cannot be the GMCA Member or Substitute GMCA Member	Up to June Annual Meeting	Quarterly	E Moss

Bee Network Cttee Appointed by each Local Authority	14 members plus GM Mayor and GMCA representative	Appointment of 1 member and 1 substitute member from each Local Authority Cannot be members or substitute members appointed to the GMCA Overview & Scrutiny Committee Ideally those with portfolio responsibilities for transport	Up to June Annual Meeting	Monthly	A Quinn G Staples-Jones (sub)
GM Culture & Social Impact Fund Cttee Appointed by GMCA	10 members	Nomination of 1 member and 1 substitute member from each Local Authority	Up to June Annual Meeting	X2 per year	C Morris M Rubinstein (sub)
GM Work & Skills Forum Appointed by GMCA	10 members	Nomination of 1 member from each Local Authority Ideally those with portfolio responsibility for work and skills	Up to June Annual Meeting	Quarterly	C Morris
Integrated Care Partnership Appointed by each Local Authority	10 members	Appointment of 1 member and 1 substitute member from each Local Authority	Up to June Annual Meeting	Quarterly	T Tariq E O'Brien (sub)

		Ideally GMCA Member and GMCA Substitute Member			
Transport for the North & Rail North Cttee – Substitute member for the GM Mayor Appointed by the GMCA	1 member invited from across GM to act a substitute member for GM Mayor	Nomination of 1 member from Local Authorities, if they wish to do so	Up to June Annual Meeting		
Transport for the North Audit & Governance Cttee Appointed by the GMCA	1 member & 1 substitute member invited from across GM	Nomination of 1 member and 1 substitute member from Local Authorities, if they wish to do so	Up to June Annual Meeting		
Transport for the North – Scrutiny Committee Appointed by the GMCA	1 member & 1 substitute member invited from across GM	Nomination of 1 member and 1 substitute member from Local Authorities, if they wish to do so	Up to June Annual Meeting		
Transport for the North General Purposes Cttee	1 member & 1 substitute member invited from across GM,	Nomination of 1 member and 1 substitute member from Local Authorities, if they wish to do so	Up to June Annual Meeting		

Appointed by the GMCA					
<p>GMCA Overview & Scrutiny Committee</p> <p>Appointed by GMCA</p>	20 members	<p>Nomination of 6 members – 4 from ruling group (2 members and 2 substitutes) and 2 from opposition group (1 member and 1 substitute)</p> <p>Cannot be member of the Bee Network Committee or the GMCA</p> <p>Ideally those with previous GMCA scrutiny experience</p>	Up to June Annual Meeting	Monthly	<p>R Bernstein I Rizvi M Hayes G McGill (sub) Vacancy (sub)</p>
<p>Clean Air Charging Authorities Committee</p> <p>Appointed by Local Authority</p>	10 members	<p>Appointment of 1 member & 1 substitute from each Local Authority</p> <p>Cannot be members of the Clean Air Scrutiny Committee</p> <p>Ideally those with portfolio responsibilities for Clean Air</p> <p>Ideally the same appointments as Air Quality Administration Committee (as below)</p>	Up to June Annual Meeting	As and when required	<p>A Quinn G Staples-Jones (sub)</p>

<p>Air Quality Administration Committee</p> <p>Appointed by Local Authority</p>	10 members	<p>Appointment of 1 member plus 1 substitute member from each Local Authority</p> <p>Cannot be a member of the Clean Air Scrutiny Cttee</p> <p>Ideally those with portfolio responsibilities for Clean Air</p> <p>Ideally the same appointments as Clean Air Charging Committee (as above)</p>	Up to June Annual Meeting		<p>A Quinn G Staples-Jones (sub)</p>
<p>Clean Air Scrutiny Committee</p> <p>Appointed by Local Authority</p>	10 members	<p>Appointment of 1 member plus 1 substitute member from each Local Authority</p> <p>Cannot be a member of the Clean Air Administration or Clean Air Charging Cttees</p>	Up to June Annual Meeting		E Moss
<p>GM Homelessness Programme Board</p> <p>Appointed by the GMCA</p>	10 members	<p>Nomination of 1 member from each Local Authority</p> <p>Ideal those with portfolio responsibility for homelessness</p>	Up to June Annual Meeting	Monthly	<p>C Cummins E Fitzgerald (sub)</p>

GM Childrens' Board Appointed by the GMCA	10 members	Nomination of 1 member from each Local Authority Ideally those with portfolio responsibility for Children	Up to June Annual Meeting	Monthly	L Smith
Green City Region Board Appointed by the GMCA	10 members	Nomination of 1 member from each Local Authority Ideally those with portfolio responsibility for Low Carbon	Up to June Annual Meeting	Quarterly	Gareth Staples Jones

AGMA Nominations and Appointments 2025/26					
Body	Committee size	Appointments/Nominations - Ask of each Local Authority	Length of Term	Meeting requirements	Name, Email Address and Political Party of Nomination/Appointment
AGMA Executive Board Appointed by Local Authority	11 members - 9 Leaders, 1 City Mayor of Salford,	Appointment of 1 member and 1 substitute from each Local Authority Substitute to ideally be the opposite gender from the member to assist with gender balance. Ideally the same appointments as the GMCA member and substitute	Up to June Annual Meeting	X2 a year	E O'Brien L Smith (sub)
Statutory Functions Committee Appointed by AGMA	10 members	Nomination of 1 member & 1 substitute member from each Local Authority	Up to June Annual Meeting	X2 per year	C Morris Vacancy (sub)
Police, Crime & Fire Panel Appointed by Local Authority	10 members	Appointment of 1 member & 1 substitute member from each Local Authority	Up to June Annual Meeting	At least 6 times per year	S Walmsley U Farooq (sub)

AGMA Nominations and Appointments 2025/26					
		Cannot be GMCA Member or Substitute GMCA Member			
Police & Crime Steering Group Appointed by Local Authority	10 members	Appointment of 1 member from each Local Authority Cannot be GMCA Member	Up to June Annual Meeting	Quarterly	S Walmsley
GM Health Scrutiny Committee Appointed by Local Authorities	10 members	Appointment of 1 member & 1 substitute member to from each Local Authority Ideally those who are Chair or Vice Chair of local Health Scrutiny Cannot be Executive / Cabinet Members	Up to June Annual Meeting	Monthly	E FitzGerald J Grimshaw (sub)
Planning and Housing Commission Appointed by AGMA	10 members	Nomination of 1 member from each Local Authority Ideally those with portfolio responsibility for Planning & Housing	Up to June Annual Meeting	Quarterly	C Cummins G McGill (sub)

AGMA Nominations and Appointments 2025/26					
GM Pensions Fund Management Panel Appointed by Local Authorities	9 members Lead Authority - (Tameside) appoints its member	Appointment of 1 member Required to be Executive Members (or Portfolios holders) with responsibility for Finance to meet revised governance requirements of trustees	Up to June Annual Meeting	Quarterly Sub-groups may also require attendance	S Thorpe
Halle Appointed by AGMA	1 member invited from across GM	Nomination of 1 member from Local Authorities, if they wish to do so	Up to June Annual Meeting		C Morris
Peoples History Museum Appointed by AGMA	1 member invited from across GM Charity Trustee role	Nomination of 1 member from Local Authorities, if they wish to do so	Up to June Annual Meeting	Quarterly	C Morris
Christie Hospital NHS foundation Trust Appointed by AGMA	1 member invited from across GM	Nomination of 1 member from Local Authorities, if they wish to do so	3 years		N/A
Regional Flood & Coastal Committee	3 members invited from across GM	Nomination of 1 member and 1 substitute from each	Up to June Annual Meeting		A Quinn G Staples Jones (sub)

AGMA Nominations and Appointments 2025/26					
Appointed by AGMA		Local Authority, if they wish to do so Ideally members with responsibility for flooding			

APPOINTMENT OF OTHER INTERNAL BODIES 2025/2026

APPENDIX F

Internal Body	Composition and Allocation	Appointment 2025/2026
Fostering Panels	3 Members 2 Lab 1 Con	C Cummins D Quinn J Lancaster
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) <u>Corporate Parenting Champions 25-26</u> Those Members appointed last year to continue as the committee representative. Any committee without a representative will need to appoint a new person at the first meeting of the municipal year.	L Smith (Co-Chair) D Quinn S Thorpe E O'Brien C Cummins L Ryder K Simpson D Berry J Lancaster J Harris
Corporate JCC	10 Members: 2 Con 6 Lab 2 Rad First	R Gold T Rafiq A Quinn E O'Brien M Hayes B Ibrahim R Bernstein* S Arif C Birchmore K Simpson * Corporate Parenting Champion

Internal Body	Composition and Allocation	Appointment 2025/2026
Democratic Arrangements Forum	4 Members: Leader or Dep Leader Chair of Standards 1 RF 1 Con	E O'Brien/L Smith (sub) N Bayley R Bernstein M Smith
Housing Advisory Board	6 Members including the Cabinet Member for Housing 3 tenant representatives 2 Independent members	Cllr Cummins Cllr Fitzgerald Cllr Green Cllr Ibrahim Cllr I Gartside Cllr Booth Jacqueline Jourdan-Stoles Tina Harrison Cath Black
Joint Consultative Committee Health and Safety	4 Members: 1 Con 2 Lab 1 Rad First	T Rafiq M Hayes R Bernstein* M Smith *Corporate Parenting Champion
JCC with Teachers and JCC with Lifelong Learning Staff	8 Members: 2 Con 4 Lab 2 Rad First	L Smith G McGill J Southworth T Tariq R Bernstein J Lancaster Cllr Duncalfe Cllr Berry *

Internal Body	Composition and Allocation	Appointment 2025/2026
		*Corporate Parenting Champion
Local Access Forum	2 Members Cabinet Members for Environment/Leisure/ Tourism/Culture - Deputy Cabinet Members as substitutes	A Quinn C Morris J Southworth (sub)
Member Development Group	Group Leaders where possible and Lead Member for Human Resources/member development (Invite party Group whips)	R Gold 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	VACANCY M Hayes K Hussain

Internal Body	Composition and Allocation	Appointment 2025/2026
Youth Cabinet	7 Members: 4 Lab 2 Con 1 RF	L Smith S Haroon D Green L Ryder J Rydeheard * J Lancaster D Duncalfe *Corporate Parenting Champion
Adult Learning Advisory Group	One Member from each township, and one other with an expertise in this subject area	J Grimshaw (Chair) G McGill S Thorpe C Morris VACANCY C Birchmore J Harris
Bury Local Bee Network Forum	5 Members: 3 Lab 1 Con 1 RF	U Farooq J Southworth G Staples-Jones (Chair) G Marsden J Harris

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2025/2026

APPENDIX G

Page 181

Outside Body	Entitlement and Allocation	Existing Appointment 2024/25	Nomination (Councillor) 2025/2026
Citizens Advice Bury and Bolton	1 member	J Hook	
Team Bury Partnership	1 Member: 1 Lab (Other Group Leaders invited)	E O'Brien T Tariq (sub)	
Bury Metro Arts Association (Executive)	3 Members: 2 Lab 1 Con	C Morris C Cummins R Bernstein	I Gartside
Bury Music Service Ltd	3 Members: 2 Lab 1 Con	D Quinn G McGill R Bernstein	I Gartside
Bury Society for the Blind and Partially Sighted	3 Members: 1 Con 2 Lab	J Grimshaw D Quinn R Bernstein	L McBriar
East Lancashire Railway Trust Board of Management	3 Members: 1 Con 2 Lab	C Morris N Bayley J Harris	R Bernstein
Hollins Institute Educational Fund	3 Members from Unsworth Ward	T Rafiq J Grimshaw J Hook	
Local Government Association – General Assembly	Leader, Deputy Leader	E O'Brien T Tariq R Bernstein	M Smith

Outside Body	Entitlement and Allocation	Existing Appointment 2024/25	Nomination (Councillor) 2025/2026
	Opposition Group Leaders	M Smith	
LGA - Special Interest Group of Municipal Authorities (SIGOMA)	Portfolio holder for finance or Leader of the Council	E O'Brien	
Manchester, Bolton and Bury Canal Restoration Partnership	2 Members	J Hook Lab Vacancy	
Manchester Mesivta Grammar School Governing Body	1 Member: 1 Lab	A Quinn	
North West Local Authorities' Employers Organisation	1 Member plus substitute 1 Lab	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 Lab Vacancy J Lancaster	R Brown
Northern Care Alliance Joint Health Scrutiny Committee	3 Members 1 Con 2 Lab	L Fitzgerald J Lancaster	J Harris
Pennine Care Foundation Trust – Council of Governors <i>Not a Joint Health Scrutiny Committee Member</i>	1 Member 1 Lab	Lab Vacancy	
Pension Fund Advisory Committee	1 Member:	S Thorpe	

Outside Body	Entitlement and Allocation	Existing Appointment 2024/25	Nomination (Councillor) 2025/2026
	1 Lab		
Greater Manchester Forests Partnership	2 Members plus reserve: 2 Lab Con reserve	A Quinn G Staples-Jones J Rydeheard	S Arif
Ring and Ride Forum (must be a non GMPTA Rep)	1 Labour	Lab Vacancy	
University of Manchester – General Assembly	1 Member: 1 Lab plus Deputy	Lab Vacancy	
Yorkshire Purchasing Organisation Management Committee	1 Member plus Deputy 1 Lab	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	G Staples Jones	

BURY COUNCIL

TIMETABLE OF MEETINGS 2025 - 2026

CYCLE 1 – MAY/JUNE 2025

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comment
	Mon	28					
	Tues	29					
	Wed	30					
May	Thurs	1	Member Training -Audit Training				
	Mon	5	Bank Holiday				
	Tues	6					
	Wed	7					
	Thurs	8					
	Mon	12					
	Tues	13					
	Wed	14	Member Drop-in with Executive Directors	12 – 1.30pm			
	Thurs	15					
	Mon	19					
	Tues	20					
	Wed	21	Annual Council	2.00pm	Mayor Making	4.00pm	
	Thurs	22					
	Mon	26	Bank Holiday				
	Tues	27					Schools' Half Term Break
	Wed	28					
	Thurs	29	Planning Committee	7.00pm			
June	Mon	2	Locality Board	4:00pm			Shavuot 1 -3 June
	Tues	3			Member Training – Community Safety/Safeguarding	6:00pm	
	Wed	4	Youth Cabinet	5.00pm	Overview and Scrutiny Committee	7:00pm	
	Thurs	5	Corporate Parenting Board	5.00pm	Licensing Committee	7:00pm	
	Mon	9			Labour Group Meeting	7.00pm	
	Tues	10			Member Training – GM Waste R4GM?	6:00pm	
	Wed	11	Cabinet	6.00pm			
	Thurs	12	Health and wellbeing Board	4.30pm	Bury Local Bee Network Forum	6:00pm	
	Mon	16	Scrutiny Training	6-8pm	Corporate JCC	5.00pm	
					Health and Safety JCC	6:30pm	
	Tues	17			Member Training – Corporate Planning and Performance	6:00pm	
	Wed	18	Children and Young People Scrutiny Committee	7:00pm			
	Thurs	19	Health Scrutiny Committee	7:00pm			

	Mon	23	Member Development Group	6.00pm			
	Tues	24	Planning Committee	7.00pm			
	Wed	25					
	Thurs	26	Employment Panel -	7.00pm			

CYCLE 2 – JULY – SEPTEMBER 2025

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
	Mon	30	Member Training - Changes in Planning Policy	6:00pm			
July	Tues	1	Corporate Parenting Board	5:00pm	Standards Committee	6.00pm	
	Wed	2	JCC Teachers	6.00pm			
	Thurs	3	Overview and Scrutiny Committee	7:00pm			
	Mon	7	Labour Group Meeting	7.00pm	Locality Board	4:00pm	
	Tues	8					
	Wed	9	Cabinet	6.00pm			
	Thurs	10	Children and Young People Scrutiny Committee	7:00pm	Licensing Committee	7.00pm	
	Mon	14	Labour Group	7.00pm			
	Tues	15	Health Scrutiny Committee	7:00pm			
	Wed	16	COUNCIL	7.00pm	Member Briefing – Bee Network	5:30pm	
	Thurs	17	Youth Cabinet	5.00pm	ELR Trust Board- Rochdale	6.00pm	
	Mon	21	Employment Panel	7.00pm			
	Tues	22	Planning Committee	7.00pm			
	Wed	23	Audit Committee	7.00pm	Member Training (Where do you keep your ketchup)	9-4pm	23 July Schools' Summer Holidays Start
	Thurs	24			Member Training QCQ Training		
	Mon	28					
	Tues	29			Housing Advisory Board	5.00pm	
	Wed	30					
	Thurs	31					Council Recess – No Meetings to be held
Aug	Mon	4					
	Tues	5					
	Wed	6					
	Thurs	8					
	Mon	11					
	Tues	12					
	Wed	13					
	Thurs	14					
	Mon	18					
	Tues	19					
	Wed	20					
	Thurs	21					
	Mon	25	Bank Holiday				
	Tues	26					
	Wed	27					

Thurs	28					
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CYCLE 3 – SEPTEMBER/OCTOBER 2025

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Sept	Mon	1	Locality Board	4.00pm			
	Tues	2	Planning Committee	7:00pm	Corporate Parenting Board	5:00pm	
	Wed	3			Member Training Civil Contingencies	6.00pm	
	Thurs	4	Health and Wellbeing Board	4.30pm			
	Mon	8	Labour Group			7.00pm	
	Tues	9	Overview and Scrutiny Committee	7.00pm			
	Wed	10	Cabinet	6.00pm			
	Thurs	11	Licensing Committee	7.00pm			
	Mon	15	Labour Group	7.00pm			
	Tues	16	Children and Young People Scrutiny Committee	7:00pm			
	Wed	17	COUNCIL	7.00pm			
	Thurs	18	Standards Committee	6.00pm			
	Mon	22					Rosh Hashanah 22 – 24 Sept
	Tues	23	Planning Committee	7.00pm			
	Wed	24	Employment Panel	7.00pm	Member Training – Ketchup Training	18:00	
	Thurs	25	Bury Local Bee Network Forum	6:00pm	Health Scrutiny Committee	7:00pm	
	Mon	29					Lab Party Conf 28-01
	Tues	30			Member Training – Ofsted		Yom Kippur 1 – 2 Oct
Oct	Wed	1	Corporate JCC	5.00pm	H&S JCC	6.30pm	
	Thurs	2			Member Training – Code of Conduct		
	Mon	6	Locality Board	4.00pm	Member Training – Health and Safety		Cons Party Conf 5 – 8
	Tues	7	Member Development Group	6.00pm			Sukkot 6 – 15 Oct
	Wed	8	Teachers JCC	6.00pm			
	Thurs	9	Licensing Committee	7.00pm			
	Mon	13	Locality Board	4.00pm	Labour Group	7.00pm	
	Tues	14	Youth Cabinet	5.00pm			
	Wed	15	Cabinet	6.00pm			
	Thurs	16	Member Training Equality and Diversity Training	5:00pm	ELR Trust Board-Rossendale	6.00pm	
	Mon	20	Audit Committee	7.00pm			
	Tues	21	Planning Committee	7.00pm			
	Wed	22			Member Training - Regulator of Social Housing briefing session	17:30	
	Thurs	23					

CYCLE 4 – NOVEMBER/DECEMBER 2025

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Oct	Mon	27	Labour Group	7.00pm			Schools' Winter Half Term Break
	Tues	28					
	Wed	29					
	Thurs	30	Housing Advisory Board	5.00pm			
Nov	Mon	3	Locality Board	4.00pm	Labour Group	7.00pm	
	Tues	4	Housing Sub-Group	5:00pm			
	Wed	5	Cabinet	6.00pm			
	Thurs	6	Licensing Committee	7:00pm			
	Mon	10	Labour Group	7.00pm			
	Tues	11	Health and Wellbeing Board	4.30pm	Employment Panel	7.00pm	
	Wed	12	COUNCIL	7.00pm	Pre-Council Briefing Session tbc		
	Thurs	13	Children and Young People Scrutiny Committee	7.00pm			
	Mon	17					
	Tues	18	Planning Committee	7.00pm			
	Wed	19					
	Thurs	20	Member Training - Audit/Finance update – All Member session	18:00 To be re-arranged	Believe and Achieve awards	17:00-19:00	
	Mon	24					
	Tues	25	Overview and Scrutiny Committee	7:00pm			
	Wed	26	Standards Committee	6:00pm			
	Thurs	27	Health Scrutiny Committee	7:00pm			
Dec	Mon	1	Locality Board	4.00pm	Labour Group	7.00pm	
	Tues	2	Corporate Parenting Board	5:00pm			
	Wed	3	Cabinet	6.00pm			
	Thurs	4	Bury Local Bee Network Forum	6.00pm			
	Mon	8					
	Tues	9	Youth Cabinet	5.00pm			
	Wed	10	Teachers JCC	6.00pm			
	Thurs	11	Licensing Committee	7.00pm			
	Mon	15					Chanukah 14 – 22 Dec
	Tues	16	Planning Committee	7.00pm			
	Wed	17	Corporate JCC	5.00pm	H&S JCC	6.30pm	
	Thurs	18					
	Mon	22					Schools Holidays – Winter Break
	Tues	23					
	Wed	24					
	Thurs	25	Bank Holiday				

CYCLE 5 – JANUARY/FEBRUARY 2026

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Jan	Mon	29					Schools' Holidays – Winter Break
	Tues	30					
	Wed	31					
	Thurs	1	Bank holiday				
	Mon	5	Locality Board	4.00pm			
	Tues	6	Housing Advisory Board	5.00pm			
	Wed	7	Children and Young People Scrutiny Committee	7.00pm			
	Thurs	8	Member Training – Health and Wellbeing	6:00pm			
	Mon	12	Labour Group	7.00pm			
	Tues	13	Corporate Parenting Board	5:00pm			
	Wed	14	Cabinet	6.00pm			
	Thurs	15	Health and Wellbeing Board	4.30pm			
	Mon	19	Labour Group	7.00pm			
	Tues	20					
	Wed	21	COUNCIL	7:00pm	Pre-Council Drop-in session Pre-Budget Council Finance Training Session	5.30pm	
	Thurs	22	Licensing Committee	7.00pm			
	Mon	26	Labour Group	7.00pm			
	Tues	27	Youth Cabinet	5.00pm	Planning Committee	7.00pm	Holocaust Memorial Day
	Wed	28	Health Scrutiny Committee	7:00pm			
	Thurs	29	No meetings this evening – Holocaust Memorial service				
Feb	Mon	2	Locality Board	4.00pm			
	Tues	3	Employment Panel	7.00pm			
	Wed	4	Corporate JCC	4.00pm	Teachers JCC	6.00pm	
	Thurs	5	Overview and Scrutiny Committee (Budget)	7:00pm			
	Mon	9	Labour Group	7.00pm			
	Tues	10			Member Training – Casework	5:00pm	
	Wed	11	Cabinet (Budget)	6.00pm			
	Thurs	12	Standards Committee	6.00pm			
	Mon	16					Schools' Half Term Break Ramadan start 17 Feb
	Tues	17	Audit Committee	7.00pm			
	Wed	18					
	Thurs	19	Licensing Committee	7.00pm			
	Mon	23	Labour Group	7.00pm			
	Tues	24	Planning Committee	7.00pm			
	Wed	25	COUNCIL (BUDGET)	7.00pm			

	Thurs	26	Member Development Group	6.00pm			
CYCLE 6 – MARCH - MAY 2026							
Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Mar	Mon	2	Locality Board	4.00pm			Purim 2 – 3 March
	Tues	3	Corporate Parenting Board	5:00pm			
	Wed	4	Health Scrutiny Committee	7:00pm			
	Thurs	5			ELR Trust Board (Bury)	6.00pm	
	Mon	9	Labour Group	7.00pm			
	Tues	10	Overview and Scrutiny Committee	7:00pm			
	Wed	11	Cabinet	6.00pm			
	Thurs	12	Children and Young People Scrutiny Committee	7:00pm			
	Mon	16	Labour Group	7.00pm			
	Tues	17	Health and Wellbeing Board	4.30pm	Bury Local Bee Network Forum	6:00pm	
	Wed	18	COUNCIL	7.00pm			Ramadan 17 Feb – 19 March
	Thurs	19	Licensing Committee	7:00pm			
	Mon	23	Member Training - Pre Election Period Guidance / Comms Guidance	5:00pm			
	Tues	24	Member Development Group	6.00pm	Planning Committee	7.00pm	
	Wed	25	Corporate JCC	5.00pm	H&S JCC	6.30pm	
	Thurs	26	Teachers JCC	6.00pm			Pre election period starts ?
	Mon	30					
	Tues	31	Youth Cabinet	5.00pm			
Apr	Wed	1					Passover 1 - 9 April
	Thurs	2					
	Mon	6	Bank Holiday				Schools' Spring Break
	Tues	7					
	Wed	8					
	Thurs	9					
	Mon	13	Labour Group	7.00pm			
	Tues	14	Audit Committee	7.00pm			
	Wed	15	Cabinet	6.00pm			
	Thurs	16	Licensing Committee	7.00pm			
	Mon	20					
	Tues	21	Planning Committee	7.00pm			
	Wed	22					
	Thurs	23					
	Mon	27					

	Tues	28					
	Wed	29	Housing Advisory Board	5.00pm			
	Thurs	30					
May	Mon	4	Bank Holiday				
	Tues	5					
	Wed	6					
	Thurs	7	Local Elections				
	Mon	11					
	Tues	12					
	Wed	13					
	Thurs	14					
	Mon	18					
	Tues	19					
	Wed	20	Annual Council	2.00pm	Mayor Making	4.00pm	
	Thurs	21					
	Mon	25	Bank Holiday				Schools' Half Term Break
	Tues	26					
	Wed	27					
	Thurs	28					

Amendments since approval at March 2025 Council

- Thursday 26th June, ELR Trust Board (Rochdale) moved to Thursday 17th July
- Thursday 17th July, Licensing & Safety Committee moved to Thursday 10th July
- Thursday 10th July, Employment Panel moved to Monday 21st July
- Thursday 11th September, Employment Panel moved to Wednesday 24th September
- Tuesday 8th July, Bury Local Bee Network Forum moved to Thursday 12th June
- Tuesday 14th October, Bury Local Bee Network Forum moved to Thursday 25th September
- Tuesday 20th January, Bury Local Bee Network Forum moved to Thursday 4th December
- Tuesday 28th April, Bury Local Bee Network Forum moved to Tuesday 17th March
- Tuesday 2nd April, Standards Committee, 5th Committee meeting not required

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Classification	Item No.
Open	

Meeting:	Annual Council
Meeting date:	21 st May 2025
Title of report:	Overview and Scrutiny Annual Report
Report by:	Councillor Vernon, Chair, Overview and Scrutiny Committee Councillor FitzGerald, Chair, Health Scrutiny Committee Councillor Boles, Chair, Children and Young People Scrutiny Committee
Decision Type:	Council
Ward(s) to which report relates	All

EXECUTIVE SUMMARY:

This report provides a summary of progress and key outcomes made over the past year by the Council's Scrutiny Committees.

RECOMMENDATIONS:

Option 1 (Recommended)

1. Note the contents of the report and progress made by the Council's Scrutiny Committees over the past year.

Option 2 (Not recommended)

1. Reject the above recommendation

INTRODUCTION

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 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
- Greater Manchester police attended to provide assurances to members

8.0 KEY OUTCOMES

8.1 During 2024/2025 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 WORK OF GREATER MANCHESTER SCRUTINY COMMITTEES

9.1 The report highlights Bury's active involvement in the Greater Manchester Combined Authority, showcasing the diverse contributions of its representatives through their roles on various GMCA scrutiny committees.

10.0 CONCLUSION

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

Community impact/links with Community Strategy

Equality Impact and considerations:

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation

Consultation:

Legal Implications: N/A

Financial Implications: N/A

Report Author and Contact Details:

Josh Ashworth
Senior Scrutiny Officer
Democratic Services
[**J.R.Ashworth@bury.gov.uk**](mailto:J.R.Ashworth@bury.gov.uk)

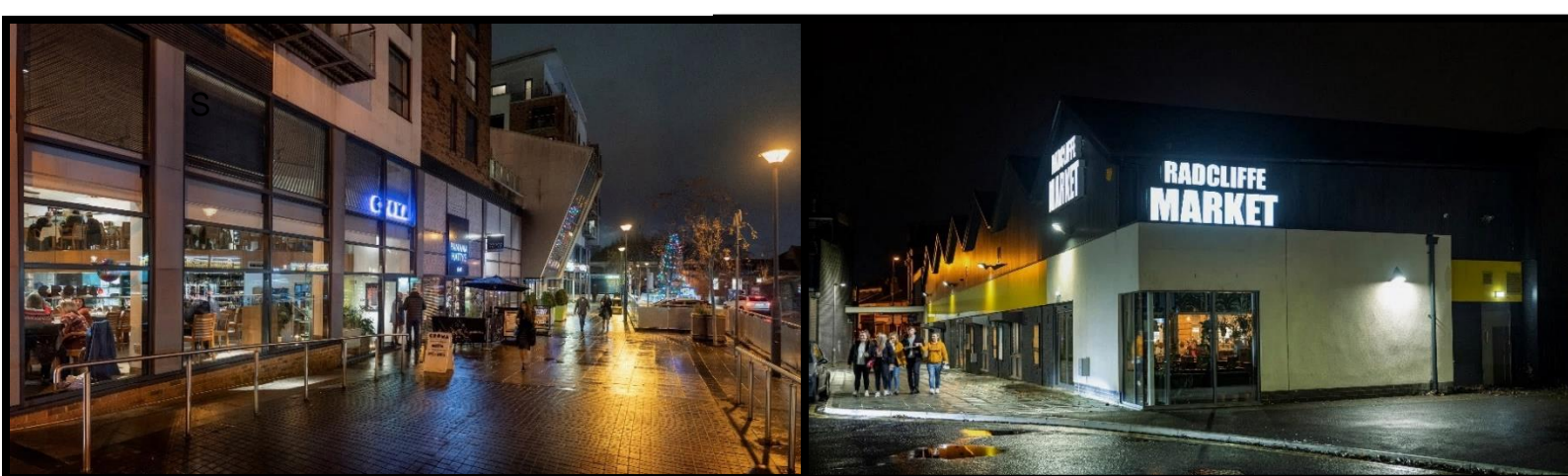
SCRUTINY ANNUAL REPORT

2024-2025



CONTENTS

Page 3	FOREWORD BY THE CHAIR'S
Page 6	BACKGROUND
Page 6	OVERVIEW AND SCRUTINY IN BURY
Page 7	OVERVIEW AND SCRUTINY COMMITTEE
Page 9	HEALTH SCRUTINY COMMITTEE
Page 10	CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE
Page 10	OVERVIEW AND PROJECT GROUPS
Page 12	KEY OUTCOMES
Page 13	DECISIONS CALLED IN
Page 14	SCRUTINY CHAIR BRIEFINGS
Page 15	SCRUTINY TRAINING
Page 16	FURTHER WORK OF THE COMMITTEES
Page 21	WORK OF GREATER MANCHESTER SCRUTINY COMMITTEES
Page 22	NEXT STEPS
Page 24	CONCLUSION
Page 25	APPENDIX 1 – FORWARD PLAN



FOREWORD

Bury Council's Scrutiny Committees have continued their 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, to monitoring and holding departments accountable for aspects of service provision, including Ofsted findings and regeneration work, and gathering information from Departments about their work and resources.

Over 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 established a Housing Subgroup to facilitate the transition of Six Town Housing to an internal housing service within the Council. They have also provided effective scrutiny of the Cabinet Member for Strategic Growth during the development of the Regeneration Plans, demonstrating the Committee's role in holding the Cabinet Member accountable in real time on issues important to the public.

The Children and Young People Scrutiny Committee established two standing items to regularly monitor improvement within the Children and Young People Directorate: SEND and the Improvement Plan. This has provided the committee with assurances as to the Council's actions to monitor, review and improve services for the people of Bury.

The Health Scrutiny Committee has emphasized collaboration and information sharing between Greater Manchester-wide committees and Bury. Sessions with the GMCA HS and NCA committees highlight Bury's integration within a broader system. Key themes for the Care Quality Commission (CQC) include Population Health and Access to health care services..The Overview and Scrutiny Committee has continued to be involved

in Strategy development and received regular updates with regards to regeneration in the Borough.

Throughout the year, steps have been taken to encourage greater collaborative working across the three Scrutiny Committees. A dedicated meeting for the three Scrutiny Chairs has been continued and embedded. An example of the good practice achieved is the invitation extended to the Children and Young People Scrutiny Committee to attend Health Scrutiny to discuss the Locality Plan. Additionally, the Chairs of both the Children and Young People Scrutiny Committee and the Health Scrutiny Committee attended the Overview and Scrutiny (Budget) Committee. This enabled all committees to work collaboratively. Along with the chair of Health Scrutiny attending Children and Young peoples Scrutiny and vice versa.

Furthermore, Will Blandamer, Executive Director for Health and Adult Care, and Councillor Tamoor Tariq, Cabinet Member for Health and Adult Care, have been actively participating in the Children and Young People Scrutiny Committee. This collaborative approach has significantly enhanced the effectiveness of the scrutiny process, ensuring that all relevant perspectives are considered.

Thanks are extended to the Elected Members, Education representatives, and Co-opted Members of all the Scrutiny Panels and Commissions and the Sub-Groups, as well as 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 Ciaran 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 highlights some of the key achievements of the past year.

Throughout the year, the Overview and Scrutiny Committees have tackled a wide and varied work programme. They have engaged with Cabinet Members and other external partners prior to decisions being taken, holding them accountable for service areas and policy development.

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:

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- To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and all 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 policy areas with a view to making recommendations that will ultimately result in service improvements.

During the municipal year the Overview and Scrutiny Committee established a Housing Subgroup to support the crossover from Six town Housing being welcomed into the council's internal services. The group is responsible for doing in-depth scrutiny of Housing services 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.



KEY OUTCOMES

During 2024/2025 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.

Housing Sub Committee

This was established by the Overview and Scrutiny Committee in March 2024. Members of the group supported by Strategic Leads within the Department have met on five occasions and the areas of focus were as follows:

- Housing transition updates
- Housing allocations policy
- Housing services performance report (*This went to all the meetings as a standard item demonstrating the overall 'health' of the housing service for each individual month and included updates on the Springs Estate*)
- Quarterly performance booklet
- Anti-social behaviour
- Complaints
- Mock inspection report (By Altair)
- Homelessness

Members were provided with reports and presentations at the meetings and offered constructive scrutiny of performance and delivery within the Council's housing sector. At each meeting, Members asked several questions and could also relate to real-life casework enquiries from residents who accessed the housing service.

Feedback from the Housing Sub-Group was particularly valuable. The Sub-Group's efforts have led to several improvements, and it has been decided that the Sub-Group will continue its work to ensure ongoing enhancements in housing services.

In addition to the above, the Overview and Scrutiny Committee invited Detective Superintendent Stuart Brown to inform the Committee on Crime and Disorder within the Borough including plans for tackling continued issues within local area. Along with the Children's Scrutiny Committee inviting Detective Superintendent Kirsty Oliver the Bury District Commander to attend to discuss the Child First Policing policy and to discuss the MASH (Multi-Agency Safeguarding Hub) team in Bury.

The Chairs of both the Overview and Scrutiny Committee and the Health Scrutiny Committee played an active role in the housing inspection and mock CQC inspections. Their involvement provided valuable oversight and ensured a robust and transparent evaluation process.

DECISIONS CALLED IN 2024/25

Under the Council's Constitution, the Overview and Scrutiny Committee, Children and Young People's Scrutiny Committee, and Health Scrutiny Committee can call in decisions made by the Cabinet, individual Cabinet Members, and key decisions made by officers. This ensures decisions are carefully reviewed and accountable.

In 2024/25, no decisions were called in by any of the Scrutiny Committees. This shows that the scrutiny process has been effective. By thoroughly reviewing proposed decisions, the committees have ensured that all actions taken by the Cabinet and officers meet the Council's goals and legal requirements.

The committees have conducted detailed reviews, consultations, and discussions, addressing any concerns before final decisions are made. This initiative-taking approach has eliminated the need for formal call-ins, highlighting the committees' dedication to transparency, accountability, and good governance within the Council.

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 2024/25 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 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 2024/25 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 Committees 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.

In 2025, the Local Government Association (LGA) will host a session for all scrutiny members, including both existing and new committee members. The session will cover key topics such as roles and responsibilities, best practices, legislative updates, and case studies. It will also include interactive workshops and networking 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:

Regeneration Updates:

The committee regularly receives updates on the various regeneration projects across the borough. These updates provide assurance that the projects are progressing well and highlight the diligent efforts of officers in ensuring the success of these initiatives.

By displaying the exciting ventures, listed below, the updates keep the community informed and engaged. They also foster transparency and accountability, building trust among residents and stakeholders.

Overall, these updates are crucial for maintaining momentum and ensuring that all plans are well-coordinated and delivering the intended benefits to the borough.

- Local Plan
- Northern Gateway
- Regeneration Updates
 - Radcliffe Hub
 - Prestwich Village
 - Bury Mill Gate
 - Bury Market and 'Flexi Hall'
 - Housing Development

Communities Updates:

The committee received a positive update from Greater Manchester Police (GMP) regarding community safety. This briefing allowed the committee to scrutinize both the cabinet member responsible for community safety and GMP itself, providing assurances about GMP's efforts in maintaining a safe community.

Key points from the update included GMP's crime reduction initiatives, technological advancements, and collaborative efforts with local organizations. The committee's engagement ensured accountability and transparency, highlighting the importance of oversight in public safety initiatives.

- Community Safety Update
- Anti-Poverty Strategy
- Crime and Disorder

Housing Updates

The committee has been given a housing update which has been

- 12 Month Housing update
- Housing Subgroup update to the Committee

Finance Updates:

- Year End/Quarter Four Corporate Plan Performance Report 2023/24 and submission of the productivity plan
- Budget Update Report
- Year End Outturn Financial Position
- Quarter 2 Finance Report
- Housing Revenue Account Budget
- Medium Term Financial Plan and Revenue Budget
- Council Tax Base and Resolution and Collection Fund Surplus Deficit Report
- 2025-26 Treasury Management Strategy
- 2025-26 to 2027-28 Capital Strategy
- Dedicated Schools Grant
- Budget 2025.26 EQIA
- Chief Finance Officer Statement
- Savings Templates

Corporate Updates:

- Health and Safety Annual Report
- Corporate Plan

PERFORMANCE MONITORING

In its ongoing performance monitoring role, the Overview and Scrutiny Committee, together with the Housing Sub-Group, has consistently received comprehensive and insightful reports concerning Housing Services. These reports have provided detailed analyses across key areas, including Corporate Performance, Financial Monitoring, and Corporate Core departmental performance indicators. They have also addressed critical aspects of Council Tax collection and arrears recovery, with a particular emphasis on housing-related challenges such as tenant arrears, housing benefit overpayments, and the overall effectiveness of housing support services.

The valuable input and expertise of council officers have been instrumental in shaping these reports. Their thorough preparation, clarity of presentation, and responsiveness to member queries have significantly enhanced the Sub-Group's understanding and oversight capabilities. The Housing Sub-Group would like to extend its sincere thanks to all officers involved for their continued dedication and professionalism. Their contributions have been greatly appreciated and were very well received by members, reinforcing the collaborative spirit that underpins effective scrutiny and service improvement.

HEALTH SCRUTINY

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

- Health and Care Update
- Elective Care Updates
- Health Inequalities Strategy Updates
- Workforce Updates
- Urgent Care and Winter Preparedness
- Adult Social Care Provider Workforce Support Updates
- Bury ICP Locality Performance Updates
- Health Inequalities Strategy updates

- Updates from Bury Healthwatch
- Adult Social Care Updates
- Women's Health update
- Local Government Association Update
- Your Medicines Matter Update
- Locality Plan Update
- Pharmacy First Update

The Chair of the Health Scrutiny Committee emphasised the strong collaboration between the GMCA Overview & Scrutiny Committee and the GM Joint Health Scrutiny Committee, particularly in their joint review of NHS finances at the Greater Manchester level.

She also shared valuable insights from external meetings she attended, including the Health and Wellbeing Board, the Northern Care Alliance (NCA) Joint Health Scrutiny meeting, and the GMCA Health Scrutiny Committee. These updates reassured members about the breadth of work being undertaken beyond Bury and highlighted Bury's strong performance against national benchmarks.

To support effective scrutiny, pre-meetings were held with officers ahead of formal committee sessions. These provided an opportunity to explore complex issues in more depth and enhance members' understanding. The Chair expressed her thanks to officers for their efforts in making reports and presentations more accessible, user-friendly, and easier to follow.

Throughout the year, additional meetings were convened to address specific issues, such as a dedicated session on adult ADHD services. This was supported by a public engagement initiative (February–March 2024) to inform the review of ADHD service provision across Greater Manchester.

A joint session between the GMCA Overview & Scrutiny Committee and the GM Joint Health Scrutiny Committee further enabled coordinated oversight of service reconfiguration and financial planning. These efforts were strengthened by the strategic input of Will Blandamer, Deputy Place-Based Lead for NHS Greater

Manchester, who provided system-wide insights into transformation and benchmarking through the NCA.

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

The Children and Young People Scrutiny Committee requested updates from the relevant Cabinet Members on various Council services and themes, including:

- Early Help and Social Care Improvement Journey Update
- Bury Local Area SEND Inspection Report
- Bury Priority Impact Plan
- EHCP Monitoring and Provisions
- Improvement Plan Updates
- Youth Justice Plan
- SEND Improvement Plan
- School Results Update
- Changing School Landscape
- Unvalidated Outcomes of Attainment
- Detailed Report on Complex Safeguarding and Missing Response
- Early Years and Provision
- Youth Justice
- Child First Policing Strategy

The Committee has greatly benefited from regular updates and strong collaboration with the health sector, thanks to the ongoing involvement of Will Blandamer, Executive Director for Health and Adult Care, and Councillor Tamoor Tariq, Cabinet Member for Health and Adult Care. Their consistent attendance and support particularly on matters relating to Special Educational Needs and Disabilities (SEND) have been invaluable. Their contributions have significantly

enriched discussions, especially given the overlap between Health and Children's Services.

The inclusion of two standing agenda items, SEND and the Improvement Plan has further strengthened the Committee's ability to monitor progress. These additions have provided clear, ongoing evidence of improvement and have reassured members about the nature and impact of the changes being implemented.

The Committee also welcomed Detective Kirsty Oliver, District Commander for Greater Manchester Police, who provided an insightful update on the Multi-Agency Safeguarding Hub (MASH) and the Child First Policing policy. Her attendance was particularly well received, offering valuable reassurance about the role and performance of GMP in Bury. This marked the first time the police have attended the Committee, and their involvement was seen as a highly positive and welcome development.

WORK OF GREATER MANCHESTER SCRUTINY COMMITTEES

For the second consecutive year, Councillors Imran Rizvi and Russell Bernstein have served on the GMCA Overview & Scrutiny Committee. In its new format, this Committee provides oversight and challenges the decisions made by the Greater Manchester Combined Authority, while also advising on policy development for issues affecting the entire region. Over the past year, the Committee has been particularly focused on integrating all aspects of the latest devolution deal, including opportunities for post-16 technical skills and the Housing First initiative. Members have also contributed to setting priorities for temporary accommodation, digital inclusion, and the GMCA's culture fund.

Representatives from Bury Council have had the opportunity to participate in regular briefings on every aspect of the GMCA's work, enhancing their knowledge and

enabling them to be effective in their scrutiny roles. They serve as a vital link between local and sub-regional scrutiny, actively shaping the Committee's work programme based on the issues faced by residents not only in Bury but across Greater Manchester.

Councillor Liz Fitzgerald was appointed Vice Chair of the GM Joint Health Scrutiny Committee last June, after serving on the Committee for two years. Her leadership has been invaluable, especially as the Committee's remit significantly expanded at the start of this municipal year. Meeting twice as often as before, the Committee now plays a crucial role in determining the required consultations for substantial service changes, providing feedback to the Integrated Care Board (ICB) on project-specific engagement and consultation approaches, suggesting implementation methods, and ensuring the delivery of agreed engagement and consultation plans.

In addition to these responsibilities, the Committee ensures that the ICB and all GM health providers are held accountable by our local communities. Members have chosen to scrutinise issues such as elective care wait times, access to primary care, and the introduction of digital solutions, among other topics. Through Councillor Fitzgerald, members of Bury's Health Scrutiny Committee are actively engaged in the Committee's work and have selected topics for their own further consideration.

NEXT STEPS

Moving into the new municipal year of 2025/26, several new or improved processes will be implemented to enhance the transition into a new Committee year and ensure members are well briefed on scheduled items.

Firstly, LGA training for the whole committee will be introduced to provide comprehensive development opportunities for all members, ensuring they are well-equipped to handle their responsibilities effectively.

Secondly, Chairs, lead officers, and the respective Cabinet Members of all three committees will be invited to participate in forward planning meetings for each

Committee. This initiative aims to avoid duplication and encourage collaborative working across different committees.

Thirdly, agendas and papers will be sent to all Scrutiny Chairs to keep them informed about upcoming discussion items, fostering better preparation and engagement.

Additionally, more Committee-specific training will be opened to all Committees and their respective members to support networking and shared learning. This will include targeted sessions to address specific needs and challenges faced by each Committee.

Housing collaboration meetings will be held across all committees to ensure a unified approach to housing issues, promoting consistency and shared objectives.

Efforts will be made to align the Cabinet and Corporate Plan forward plans, ensuring that Committee work is in sync with broader organizational goals.

A section around policy briefings will be introduced to align with national headlines, keeping members updated on relevant policy changes and their implications.

Sub-group continuation will alternate between housing and performance, allowing for focused discussions and actions in these critical areas.

Finally, there will be a strong focus on the audit improvement plan, which has been a statutory recommendation. This will involve regular reviews and updates to ensure compliance and continuous improvement.

Work programmes at the start of the municipal year will be developed to outline what needs to be scheduled, ensuring a well-organized and efficient approach to Committee work throughout the year.

CONCLUSION

The Scrutiny function in Bury has a strong foundation, demonstrated by numerous examples of thorough reviews and effective partnership working. The Scrutiny Committees will continue to operate with a thematic focus, concentrating on specific areas of interest to enhance and provide effective scrutiny.

All Scrutiny Chairs have reflected on the relationships among the three Scrutiny Committees and have endorsed the continuation of the Chairs of the Health Scrutiny Committee and the Children and Young People Scrutiny Committee being members of each other's Committees. This approach fosters cross-working between the Health and Children and Young People directorates, promoting a collaborative environment. Additionally, the inclusion of all Chairs at the Overview and Scrutiny Budget meeting has been recognized as beneficial, ensuring comprehensive oversight and coordination.

The Scrutiny functions are continually evolving, with ongoing improvements and strengthened relationships. This dynamic approach ensures that the Scrutiny Committees remain effective and responsive to the needs of the community, driving positive change and accountability.

Appendix 1 - Children and Young People Scrutiny Committee – Work Programme 2024/25

Appendix 2 - Health Scrutiny - Work Programme 2024/25

Appendix 3 – Overview and Scrutiny – Work Programme 2024/25

Appendix 5 - Overview and Scrutiny – Housing Subgroup Work Programme 2024/25

Appendix 6 - Overview and Scrutiny – Housing Subgroup Highlight Report 2024/25

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Classification	Item No.
Open	

Meeting:	Annual Council
Meeting date:	21 st May 2025
Title of report:	Leader's Annual State of the Borough Report 25 - 26
Report by:	Leader of the Council
Decision Type:	Council
Ward(s) to which report relates	All

EXECUTIVE 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.

RECOMMENDATIONS:

2. To note the content of this report.

INTRODUCTION

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.

Community impact/links with Community Strategy

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

Equality Impact and considerations:

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

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
N/A	N/A

Consultation:

N/A

Legal Implications:

None

Financial Implications:

None

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List of Appendices:

None



STATE OF THE BOROUGH 2025

Prepared by

EAMONN O'BRIEN

Prepared for

ANNUAL COUNCIL

**MAY
2025**

Bury
Council

PREFACE: THE COUNCIL PERSPECTIVE

Over the past decade and a half, councils have seen funding per person drop sharply, with the most deprived councils seeing funding fall by 35%, councils across the UK have been forced to make some £24.5 billion worth of cuts since 2010/2011, and are yet still facing funding shortfalls.

With grant funding from central government slashed, rising need across services, and increases in the prices of goods, almost all councils have had to increase council tax to fill the financial gap. Here in Bury we've experienced a 29% cut in real terms to core spending power since 2010, and where councils like Camden have £1,333 to spend on every resident, Bury has just £792. Over the next 3 years we are looking at a funding gap of nearly £30m. We simply cannot go on like this.

For 2025/26 we set a budget of £238 million, responding to rising demand across social care and children's services, which together make up over 60% of our total spend. We've closed a structural deficit of £14m by making £17m in savings and drawing on £5m of our reserves. However pressures remain, and we have a projected gap of £11.57m for 2027/2028.

This challenge is not insurmountable, we have a plan, and with a new government in place since our last State of the Borough we are reiterating our Let's Fix it Together campaign, where over 1500 residents joined us in calling on the government to implement it's review of council funding, guarantee us a multi-year funding plan, and to bring Bury into line with the national average, securing us an extra £14m a year to spend on vital services and ensuring we can continue our valuable work across our borough.

Councils are vital to the fabric of our nation, and crucial to the lives of so many, whilst we work hard to deliver for the borough, we need government's help to undo the years of austerity and give power back to local communities to rebuild the services they rely on.

16.4%

Cut to real
spending power
compared to
2010/2011

LGA Spending Review
Submission 2025

£54B

UK Council
Funding shortfall
to 2030

CCN Budget and Spending
Review Submission 2025

33%

Of councils at risk
of bankruptcy
when higher
needs override
ends in 2026

National Audit Office Local
Government Financial Sustainability
Report

TABLE OF CONTENTS

01 Foreword from the Leader Cllr E. O'Brien	06 Cabinet Member for Corporate Affairs and HR Cllr. T Rafiq
02 Cabinet Member for Strategic Growth Cllr. E O'Brien	07 Cabinet member for Communities and Inclusion Cllr. S Walmsley
03 Cabinet member for Adult Care, Health and Wellbeing Cllr. T Tariq	08 Cabinet Member for Finance and Transformation Cllr. S Thorpe
04 Cabinet Member for Children and Young People Cllr. L Smith	09 Cabinet Member for Culture Economy and Skills Cllr. C Morris
05 Cabinet Member for Environment, Climate change and Operations Cllr. A Quinn	10 Cabinet Member for Housing Services Cllr. C Cummins

FOREWORD FROM THE LEADER



Cllr Eamonn O'Brien **Leader of Bury Council**

A lot has happened over the past 12 months in Bury, the UK and around the world. There is a lot that will be on our minds and much that will impact our lives in different ways. As ever, within all of this will be opportunities to make the most of and challenges to overcome. In response to this, we must remain focused on our priorities to improve children's lives, tackle inequalities and deliver inclusive and sustainable growth. Through these priorities we can contribute towards getting our local services on a financially sustainable footing and deliver on our vision to grow the borough and reduce deprivation at the same time.

Doing this will not be easy. We have had 14 years of significant cuts to the Council and wider public services, the economy has stagnated, wages flatlined and poverty increase. With a new Government, we hope to see this change and we will continue to put our residents first by maintaining our campaign for fairer funding. To truly have a borough where everyone can share in success, we need more funding and a greater focus on prevention and early intervention.

With more devolution on the table, we also need to keep playing our part in Greater Manchester. Whether it is fixing the NHS, integrating public transport or giving everyone the skills they need, devolution is a huge part of the solution, and we must remain at the forefront of this agenda.

Despite the challenges, both historic and present, let us also be confident and optimistic about our borough's future. Let's Do It!

20,000

New jobs expected to be created through the Northern Gateway Project

£100 million

In regeneration projects on track for delivery

100%

Of local childcare providers judged 'Good' or 'Outstanding'

CABINET MEMBER FOR STRATEGIC GROWTH



**Cllr.
Eamonn O'Brien**
Portfolio Holder

Over the past 12 months we have seen enormous progress made on the delivery of our ambitious £250 million regeneration plans across the whole of our borough.

The new Flexi-Hall and Outdoor Market improvements in Bury are well underway, phase one of the Prestwich Regeneration plan has started on-site, and Radcliffe is seeing the numerous aspects of the strategic regeneration framework start to take shape. For Whitefield and Ramsbottom we have used the past year to develop and update specific Town Plans for each and crucially, started to work up a funding strategy to get the money in place to deliver them as soon as we can.

With our brownfield-first approach to new housing, we are now on track to significantly increase our housing supply and start to meet the growing demand for a whole range of housing options, including affordable housing. Getting Bury building again is a top priority because it's how we create opportunities for a better life and deliver on our vision to make sure everyone can share in success.

We must also have the right infrastructure in place to support this growth and with our Transport Strategy in place, draft Local Plan out for consultation and strategic planning policies agreed we are giving our borough the clarity it needs to truly deliver inclusive and sustainable growth.



Radcliffe Regeneration

The Radcliffe Hub and Market Chambers project is now under construction following extensive design, planning and consultation. This £48m transformational scheme—jointly funded by the Government's Levelling Up Fund, Sport England and Bury Council—is due for completion in Summer 2026.

The new Hub will feature a modern swimming and leisure facility, improved public realm, a new library, space for community activities, and an innovative 'Clip & Climb' centre for adventurous residents. The Market Chambers will see the full refurbishment of a historic building, creating space for retail, leisure and community use, while also enhancing the popular Radcliffe Market.

The project is already delivering social value for local residents, including the creation of a skills centre to support access to employment and training.

Radcliffe's regeneration is guided by the Strategic Regeneration Framework adopted in 2021—the most comprehensive plan of its kind in the borough.

This scheme underpins wider activity including new homes at School Street, Green Street and East Lancs Papermill, a modern high school, pocket park, enterprise centre, and improved infrastructure.

24

Young people trained through the Vinci Community Skills Centre

£10k

Raised for Prostate Cancer UK by Vinci Teams

12

Community Engagement activities undertaken

CABINET MEMBER FOR ADULT CARE, HEALTH & WELLBEING



Cllr.
Tamoor Tariq
Portfolio Holder

This year, I'm proud of the leadership we've shown in turning Adult Social Care around. The LGA peer review — which I requested — described our model as one of the best examples of Health and Care integration nationally. That's down to clear political leadership and strong partnership working. We've cut assessment delays, improved hospital discharges, strengthened quality assurance, and our care homes now rank in the top 10 in England.

On public health, we've focused on practical action: boosting MMR vaccine uptake after an outbreak, tackling screening inequalities, and supporting people at risk of heart disease through GP practices. This is how we reduce health inequalities — aligned with our ambition to become a Marmot Town.

Looking ahead, I'm focused on preparing for CQC and other inspections, linking adult social care into the wider Bury system, and scaling up public service reform so no community in Bury feels left behind.

Adult Care

In 2024/25, the Adult Social Care Department focused on six key priorities, aligned with our LET'S strategy:

- Transforming Learning Disability Services
- Delivering Excellent Social Work
- Providing Superb Intermediate Care
- Making Safeguarding Everyone's Business
- Ensuring a Local and Enterprising Care Market
- Connecting Unpaid Carers to Quality Support

We've seen strong progress. Our learning disability progression model is fully embedded in social work teams and will extend to commissioned services. Social work vacancies are at a record low, with just 4 posts unfilled.

Intermediate care supported 85% of people to improve and reduce their needs. Our Rapid Response Service is the busiest in Greater Manchester, and the virtual ward now supports 70 people at home each day.

New discharge processes with the Northern Care Alliance won an HSJ award. Care home quality ranks in the top 10 nationally, and provider staff vacancies have dropped by 5%.

A Q4 LGA peer review praised our integration and the dedication of our staff.

Public Health

We have made significant progress in a number of areas. This includes seeing a reduction in overweight and obesity levels in reception age children and a stabilising of levels in year 6. We now have lower levels of overweight and obesity in reception and year 6 when compared to both national and regional levels. This is largely down to the focused work we have done with schools and early years settings to support physical activity and promote healthy eating.

We have made significant progress in reducing smoking prevalence and are now down to 10.5% lower than the national level and the lowest rates ever recorded. Achieved through targeted work through live well service. They have done a range of activities including outreach in a range of large employers in Bury along with the setup and implementation of the 'swop to stop' campaign.

CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE



Cllr.
Lucy Smith
Portfolio Holder

We have continued our improvement across our services this year with a more stable workforce in children's to improve quality practice and a revised local offer for SEND children and young people.

The rolling out of our First 1001 days of life programme is making sure families are supported at the earliest opportunity and giving our kids the best start in life.

This year we have continued a real focus on our corporate parenting duties- with champions on every committee and every elected member pledging to do more. Our new care leavers housing has receiving national recognition and we launched our new hub The Next Chapter.

Our support for employment has increased through the Council award winning apprenticeships and increased business engagement. I am proud we are leading the way with our membership of the Care Leaving covenant.

As we continue to drive through our corporate priority of Improving Children's Lives we will look for a whole Team Bury approach to make a difference, ensuring no child is left behind.

Children's Services

In 2024/25, Children's Services focused hard on improving local services for children with special educational needs and their families, with the plan for improvement being agreed with central government in June 2024 and positive progress on delivery being noted in the DfE's stocktake in December.

Through the year, we have continued to improve our care and support for vulnerable children and families, implementing the nationally recognised Family Safeguarding model of social work practice, enabling families to be supported by multi-disciplinary teams focused on the whole family's needs.

Important achievements during the year include the launch of enhanced support for foster carers looking after children in care through two Mockingbird constellations (a collaborative group, with an experienced lead carer, providing support and guidance).

The stability of homes for children in care is a key strength:

- Three quarters of children in long term care have lived in the same home for the past 2 years; and
- 95% of children cared for by family and friends foster carers (kinship care) have been in their current home for at least 2 years.

More widely, we have continued to build back early intervention and support services for families, using our Family Hub and Children's Centres as bases to support children and families, with Midwives and other agencies providing drop-ins and clinics. Our Family Help offer to families has been transformed, providing parenting programmes to support local families and linking with local schools.

We will seek to develop our neighbourhood-based services further in the coming year.

Finally, we have made our support for care experienced older young people more accessible, with a Hub base in the centre of Bury enabling young people to get support as and when they need it. This is one strand of an overhaul of our support, with changes in their priority for local housing and dedicated homes for care experienced young people in new housing developments due to be completed in the next 5 years.

95%

Of children cared for by friends and family have been in their home for over 2 years

75%

Of children in long term care have lived in the same home for the past 2 years.

CABINET MEMBER FOR ENVIRONMENT, CLIMATE CHANGE AND OPERATIONS



Cllr.
Alan Quinn
Portfolio Holder

It's been a good year, and I'm very proud of the progress that has been made across my portfolio

I'm very proud of the new 3G pitch that was recently opened at the Redbank in Radcliffe. It has been used by over 70 teams, and more than 700 people. The £1.8m grant given from the Football Foundation to construct the pitch was the largest ever given in England.

I'm delighted with the strides made by the Labour Government, reintroducing Beavers into the wild, boosting biodiversity in our waterways.

Back in Bury I'm proud to say that all new buildings will have Swift nesting bricks, ensuring a home for the endangered birds.

Climate Change and Operations

It has been a positive year in the portfolio and we have seen excellent forward movement across our areas.

Over the past year we have resurfaced and repaired 35km of our roadways, repairing a massive 16,000 potholes across the borough across the past year.

We continue to focus on our core services and our bin collection averages at 97% one of the highest across all the Greater Manchester councils.

On transport, we're introducing more cycle and pedestrian friendly roads in the borough with more cyclops junctions and pedestrian crossings to keep our children safe. A new Interchange is on the way and all Metrolink stations on the Bury line will be upgraded with Heaton Park as a priority

However, climate change continues to affect us here in Bury, major weather events cause floods, bring down trees, impact our roads and disrupt our travel. There will be more rainfall, temperatures will increase. We need to be aware and prepare the best we can.

To combat this, we will continue to plant more trees with our friends from City of Trees, we will increase biodiversity net gain at our 6 receptor sites, and soon all new buildings in Bury will have Swift nesting bricks. Our regeneration plans will see more Sustainable Drainage, more nature friendly buildings with carbon reduction a main priority.

16,000

Potholes filled across the borough in 2024/25

13

Green flag awarded parks invested in

2

New 3G pitches delivered in Radcliffe and Ramsbottom

CABINET MEMBER FOR CORPORATE AFFAIRS AND HR



**Cllr.
Tahir Rafiq**
Portfolio Holder

This year, I'm most proud of the huge strides we've made in staff engagement, employee reviews, and recognition for inclusive recruitment.

We've delivered award-winning workforce development and apprenticeship programmes, with Bury Council shortlisted for several Workforce Change Awards and the GM Health & Care Awards for Inclusive Recruitment.

We've implemented strategies to support local employment and improve workforce diversity, while also steering the organisation through complex restructures. A key milestone was our successful delivery of the Real Living Wage to all directly employed staff and those working for commissioned providers — fulfilling our 2021 pledge.

A standout moment was our staff awards ceremony, recognising the dedication and excellence of our people.

Looking ahead, I'm excited to keep improving the working environment, strengthen communication, and continue working in partnership with our Trade Unions.

Corporate Affairs

In 2024/25, the HR & OD service delivered wide-ranging improvements, supporting transformation across the organisation. Over 1,700 contractual amendments were processed, alongside 689 new starters and 597 leavers. Workforce stability improved, with turnover and absence rates both below the national local government average, and employee review completion was the highest in Greater Manchester.

Mandatory training completion now averages 80%, and over 350 managers completed the award-nominated Management Development Programme. Our apprenticeship strategy achieved 83 starts — our highest yet — and we made nationally recognised progress in supporting care-experienced young people.

We've also updated numerous corporate policies, strengthened health and safety practices, and seen improved staff attendance.

HR also supported the transfer of 1,044 staff through TUPE, aligned with major changes in housing and schools. £290K was saved from workforce costs, and over £500K through organisational design.

A new intranet, risk assessment portal, and incident reporting system are live, while 100% compliance was achieved on key safety checks. Over 1,600 staff participated in the LET'S Challenge, driving values-led culture change.

83

Apprentices in training - our highest ever as a council

350

Managers completed our award winning development Programme

£500,000

Saved through organisational changes

CABINET MEMBER FOR COMMUNITIES AND INCLUSION



**Cllr.
Sandra Walmsley**

Portfolio Holder

The Communities and Inclusion team has worked hard this year to deliver the updated Community Safety Plan (CSP). In partnership with GMP and other organisations, we've focused on key priorities: protecting children, preventing serious violence, tackling domestic abuse, and supporting cohesive communities.

In September, Council agreed a motion to strengthen community safety, cohesion and resilience—reinforcing our CSP work and aligning with our Armed Forces Covenant commitments to support veterans.

We've implemented our new Equality, Diversity and Inclusion (EDI) Strategy, reaffirming our commitment to inclusive practice across the borough. Our Domestic Abuse Safe Accommodation Strategy is also now in place, informed by the voices of those with lived experience, to ensure safe spaces for survivors.

The completion of our new Social Value Strategy will help the Council maximise the benefits of its contracts and partnerships for local people, places and businesses.

Finally, our revised agreement with Bury's voluntary, community and faith sector infrastructure organisation will further strengthen the sector and improve outcomes for residents.

Communities and Inclusion

Over the past year, Bury has continued to be one of the safest boroughs in Greater Manchester, thanks to a refreshed Community Safety Strategy shaped by extensive community engagement. This sets out a partnership-led approach to building strong, resilient communities where everyone can thrive, safe from harm.

Action has included expanding CCTV coverage, joint patrols and training through Safer Streets funding, and targeted interventions like Operation VARDAR to tackle antisocial behaviour in Whitefield. We've also supported communities in responding to cohesion challenges—facilitating community roundtables and improving access to protective security for places of worship.

Bury's diversity remains one of its greatest strengths. Over the past year, we've celebrated this through events like Bury Pride, Bury Mela and Holocaust Memorial Day, as well as marking national days of significance for key communities. We've also deepened ties with Ukraine through work on town twinning and launched the Bury Women & Girls Commission, building on our International Women's Day activity.

Support for the Armed Forces community has continued through the Bury Armed Forces Covenant Steering Group—improving access to education, health and housing support, while strengthening remembrance activity through civic commemorations of D-Day 80 and VE Day.

We've invested in the voluntary, community, faith and social enterprise sector with a recurring £100k Bury Fund, support for 68 groups via the LET's Value Volunteering fund, and a renewed agreement with the Bury VCFA to strengthen infrastructure support.

Finally, in response to cost of living pressures, we hosted a borough-wide summit, targeted Household Support Funding, expanded Citizen Advice capacity and launched neighbourhood pension credit sessions—forming part of our long-term approach through the Neighbourhub initiative to build financial resilience.

68

Local groups supported through the LET's Value Volunteering Fund

£100k

Invested yearly into the Bury Fund to support local communities

BURY

Recognised as one of the safest boroughs in Greater Manchester

CABINET MEMBER FOR FINANCE AND TRANSFORMATION



**Cllr.
Sean Thorpe**
Portfolio Holder

Over the past year, I'm most proud of delivering a legal budget that not only made real progress in reducing our deficit but also laid the foundation for greater financial stability. This achievement reflects the strength of our financial management team and the benefit of a more favourable funding settlement from the new Labour government.

In my role leading Transformation, the focus has been on improving how we work to better serve residents, ensuring resources are deployed effectively, and making a measurable impact. By tackling complexity and clarifying our priorities, we've built a strong platform for lasting change.

A standout moment has been seeing the momentum build on our major regeneration projects in Radcliffe, Prestwich, and Bury Market. These developments are critical to our ambition for inclusive economic growth and offer real hope in challenging national conditions.

Looking ahead, I'm focused on continuing our financial reform—especially through the new Financial Management System and a council-wide effort to harmonise budgeting. These improvements may be behind the scenes, but they're vital to delivering better outcomes for our residents and ensuring value for every pound we spend.

Finance overview

The 2024/25 budget was set with a £15m funding gap supported by reserves, with the forecast future years funding gap then increasing to over £30m by 2026/27.

Detailed service budget review and challenge activity resulted in £17.251m of savings proposals being identified and agreed for delivery over the lifetime of the medium term financial strategy and alongside a more favourable funding settlement than anticipated this resulted in the 2025/26 budget being set with a much reduced requirement from reserves of £5.858m compared to the £25.7m originally forecast.

The agreed savings include £1.7m to be delivered recurrently by 2027/28 through the finance transformation programme linked to the upgrade of the Unit 4 finance system and the implementation of the new finance and procurement operating models.

Whilst a forecast funding gap of £11.5m remains by 2027/28, this represents a much improved position from that previously reported and a detailed 2026/27 budget timetable has been agreed setting out the approach, workstreams and timelines supporting production of proposals to address the remaining structural funding gap.

This will build on the agreed strategy and involve a zero based budget review of all council services and identification of proposals that will enable a balanced budget to be set without recourse to reserves over the current medium term financial strategy.

£17M

Saved through detailed budget review and challenge activity

£11.5M

Gap in funding, significantly down on the first estimated £30m

New

Zero Based budgeting system and finance management system being deployed

CABINET MEMBER FOR CULTURE, ECONOMY & SKILLS



Cllr.
Charlotte Morris

Portfolio Holder

Over the past year, I'm incredibly proud of the real impact we've made through our culture fund and grant schemes—supporting creatives and bringing arts, music and community activity right into the heart of our neighbourhoods. From the Radcliffe music festival to new cultural spaces, we've backed culture as a driver of pride and belonging in our towns.

We've also launched ambitious new Economic Development and Skills Strategies—because everyone deserves access to opportunity. Our focus on fair work and good business is already paying off, with new jobs, better training pathways, and stronger local economies.

One key achievement that often goes under the radar is our work with GMP on licensing enforcement. Through Operation Avro, we've cracked down on illicit activity, making our streets safer and protecting legitimate businesses.

A standout highlight has been breaking ground on the Bury Market Flexi Hall. Bury Market means so much to so many—and despite the challenges since the closure of the indoor market, it continues to thrive. Our support for traders and the exciting new Flexi Hall are symbols of resilience and regeneration.

And for the year ahead? More of the same—delivering pride, prosperity and opportunity for every part of our borough

Culture

Launched the Bury Cultural Strategy, securing budgets and funding to support the Arts and culture in the borough along with vital capital works funding Bury Art Museum and Ramsbottom Library. Successful delivery of Culture Events programme funded by UKSPF and securing further funding has been secured for 2025, and we are engaging with emerging creative industries to develop this sector

Economy

Economic Strategy Delivery Plan completed its first 12 months delivery as work progresses across the 3 pillars of People, Place, Economy and Growth. UKSPF funding was delivered and reported as spent with most outcomes and outputs achieved. Local Growth and Place Flexible Grant was awarded which will assist in the delivery of our Town Centres Regeneration, Cultural offer support and boost our communications across the portfolio with a dedicated post.

Skills

Bury Councils All-Age Work and Skills Strategy launched to articulate our work and skills ambitions for Bury's residents. It outlines our commitment to embed an integrated work and skills system that supports greater innovation and productivity in our economy. WorkWell Service was launched in Bury, designed to help local residents who struggle to stay in work due to health-related challenges. The Bury Regen Expo - A Networking event showcasing the regeneration activity that is transforming our townships and sharing future aspirations such as the Atom Valley Mayoral Development Zone.

644

Volunteer opportunities supported through UKSPF funding

£500k

UKSPF funding allocated to deliver Bury's Culture Strategy

£447k

Secured in Arts Council Funding for Bury

CABINET MEMBER FOR HOUSING SERVICES



Cllr. Clare Cummins Portfolio Holder

In our second year since bringing housing management services back in-house in 2024, I am proud of the progress we have made in delivering better outcomes for tenants. Having direct control has strengthened accountability, improved service standards, and deepened our relationship with residents.

We've built a stronger, more responsive housing service following the successful transition from the ALMO, kept services running smoothly while placing greater emphasis on tenant voice and neighbourhood support and aligned with the principles of Bury's Let's Do It strategy.

A standout moment this year was the success of our community days across Bury, where residents, councillors, and officers came together to tackle local priorities, celebrate achievements, and shape future plans.

I look forward to delivering more affordable, energy-efficient homes, embedding service improvements, and continuing to put communities at the heart of everything we do as part of our commitment to Let's Do It.

Housing Transformation

This has been housing services first full year back in the council and a lot has been achieved to improve services for Council tenants in Bury.

We have significantly improved our property compliance ensuring we are compliant with the 'big six' compliance areas of gas, electrical safety, asbestos, legionella, fire safety and lift safety. This ensure that our tenants are living in safe homes.

We have also completed stock condition surveys for 87% of our properties allowing us to understand the condition of homes and develop an improvement program to ensure our homes are well maintained. This includes continuing to deliver our successful energy projects to prove the energy efficiency of homes. Works including extraction degraded cavity wall insulation and refill more thermally efficient wall insulation, loft insulation top up to 400mm, new double glazing and thermally efficient composite doors, ventilation upgrade and solar PV.

We carried out a successful mock inspection to identify any areas of weakness, putting in place an action plan to improve. We have established a Housing Advisory Board to ensure that tenants are involved in decision making and are able to influence our services and we have introduced our estate action days to increase visibility of the team on our housing estates.

Our Homeless and Housing Advice services continues to deliver high quality services despite the high demand facing the service. GMCA carried out a review of our homelessness services and found a highly resilient and motivated team despite overwhelming demand and significant resource constraints. They found that the right functions, ambitions, values and cultures were in place and the service was able to meet the challenges it faced.

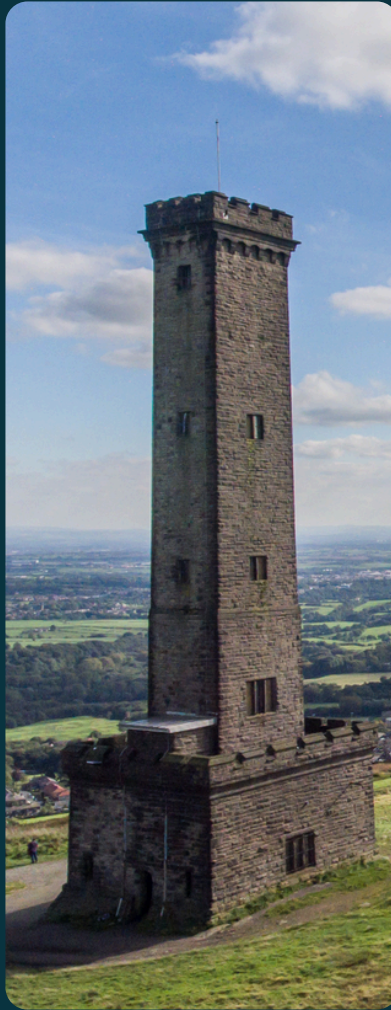
87%

Properties reviewed
as part of an
improvement
programme

Homeless Services

Recognised by GMCA as
being highly resilient and
motivated

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