

**Lynne Ridsdale**  
**Chief Executive**

*Our Ref* C/RE  
*Date* 12 May 2026  
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**TO: All Members of Council**

**Councillors :** A Arif, S Arif, N Bayley, C Birchmore, C Boles, A Booth, A Chaudhry, P Davies, D Duncalfe, U Farooq, E FitzGerald, I Gartside, R Gold, D Green, S Haroon, M Hayes, D Hill, J Hook, C Hunt, K Hussain, B Ibrahim, J Lancaster, G Martin, G McGill, C Morris, E O'Brien, T Pilkington, A Quinn, D Quinn, T Rafiq, M Rahimov, I Rizvi, J Roith, M Rubinstein, J Rydeheard, L Ryder, S Shamim, J Sheppard, K Simpson, L Smith, M Smith, J Southworth, J Southworth, G Staples-Jones, T Tariq, S Thorpe, D Vernon, M Walsh, Y Wright and S Zaman

Dear Member/Colleague

**Council**

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

<b>Date:</b>	Wednesday, 20 May 2026
<b>Place:</b>	Council Chamber - Town Hall
<b>Time:</b>	2.00 pm
<b>Briefing Facilities:</b>	If Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
<b>Notes:</b>	

## **AGENDA**

The Agenda for the meeting is attached.

The Agenda and Reports are available on the Council's Intranet for Councillors and Officers and also on the Council's Website at [www.bury.gov.uk](http://www.bury.gov.uk)

**Yours sincerely**

A handwritten signature in cursive script, appearing to read "W. D. D. D. D.", positioned below the "Yours sincerely" text.

**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 ELECTION OF CHAIR**

1. To elect the Mayor for the Municipal Year 2026/2027
2. To elect a Deputy Mayor for the Municipal Year 2026/2027

### **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 - 8)**

Minutes attached

### **5 MAYORAL COMMUNICATIONS AND ANNOUNCEMENTS**

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

### **6 ANNUAL CONSTITUTION UPDATE REPORT (Pages 9 - 92)**

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

### **7 ANNUAL SCRUTINY REPORT (Pages 93 - 116)**

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

### **8 ANNUAL AUDIT REPORT (Pages 117 - 124)**

A report from the Audit Committee is attached.

### **9 ANNUAL APPOINTMENTS 2026/2027 (Pages 125 - 158)**

A report from the Leader of the Council is attached

### **10 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:** 18 March 2026

**Present:** The Worshipful the Mayor (Councillor N Bayley, 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, I Gartside, R Gold, D Green, J Grimshaw, S Haroon, J Harris, M Hayes, J Hook, K Hussain, B Ibrahim, J Lancaster, G Marsden, 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, S Walmsley, M Walsh and Y Wright

**Apologies for Absence** D Vernon

**Public Attendance:** 2 members of the public attended the meeting.

**C. 61 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Dene Vernon

**C. 62 DECLARATIONS OF INTEREST**

There were no declarations of interest made at the meeting.

**C. 63 MINUTES**

The minutes of the meeting held on 25 February 2026 were approved as a correct record and signed by the Mayor.

**C. 64 PUBLIC QUESTION TIME**

No questions had been submitted in advance

Questions without notice:

Questioner	Topic	Responding
Greg Keeley	By-election in Tottington	O'Brien

**C. 65 RECOMMENDATIONS OF CABINET AND COUNCIL COMMITTEES**

**(i) Audit Committee, 8 December 2025 - Anti fraud and corruption strategy**

It was moved by Councillor Thorpe and seconded by Councillor O'Brien, with all members voting for and the Mayor abstaining that, Council approves:

- Members to approve the Anti-Fraud & Corruption Strategy
- Members to approve the Whistleblowing (Confidential Reporting) Policy
- Members to approve the Fraud and Corruption Prosecution Policy
- Members to approve the Anti Bribery Policy
- Members to approve the Anti Money Laundering Policy

**(ii) Licensing and Safety Committee, 19 February 2026 - HMO Licensing Policy and Updated Standards and Amenity documents**

It was moved by Councillor O'Brien and seconded by Councillor Cummins, with all members voting for and the Mayor abstaining that, Council approves:

- That the Committee approves the HMO Licensing Policy and the updated Standards and Amenities Guidance, and delegates authority to the Assistant Director for Public Protection and Resilience to make any necessary amendments arising from consultation, as well as any future amendments required to reflect new or amended legislation

**(iii) Democratic Arrangement Forum, 23 March 2026 / Cabinet meeting 11 March 2026 - Appointment of Deputy Mayor for the municipal year 2026/27**

It was moved by Councillor O'Brien and seconded by Councillor S Arif, with all members voting for that, Council approves:

- To appoint Councillor Mike Smith as Deputy Mayor for the municipal year 2026/27

**(iv) Democratic Arrangement Forum, 23 March 2026 - Approval of meetings timetable 2026/27**

It was moved by Councillor O'Brien and seconded by Councillor Moss, with all members voting for and the Mayor abstaining that, Council approves:

- To approve the meetings timetable for the municipal year 2026/27

**(v) Cabinet meeting, 11 March 2026 - Business Rates and Council Tax Discretionary Policy**

It was moved by Councillor Thorpe and seconded by Councillor O'Brien, with all members voting for and the Mayor abstaining that, Council approves:

- That Cabinet makes a recommendation to Council to approve the new Business Rates and Council Tax Discretionary policy from 1st April 2026.
- That Cabinet note that adoption of the policy must be made by Full Council.

**(vi) Cabinet meeting, 11 March 2026 - Write Off Policy 2026**

It was moved by Councillor Thorpe and seconded by Councillor O'Brien, with all members voting for and the Mayor abstaining that, Council approves:

- That Cabinet approve the new policy and relevant changes to the constitution being forwarded to Full Council for ratification
- That Cabinet note that adoption and constitution changes must be by Full Council

**THE WORSHIPFUL THE MAYOR**

**(Notes:** The meeting started at 6.00pm and ended at 6.35pm)

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

<b>Meeting:</b>	Annual Council
<b>Meeting date:</b>	20th May 2026
<b>Title of report:</b>	Bury Council Annual Constitution Update Report
<b>Report by:</b>	The Monitoring Officer
<b>Decision Type:</b>	<b>Council</b>
<b>Ward(s) to which report relates</b>	<b>All</b>

#### **EXECUTIVE SUMMARY:**

The Council's constitution was reviewed and updated during the municipal year 2020/21. 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 2025/26 and sets out the priority areas for review in 2026/27.

#### **RECOMMENDATIONS:**

Members of Council are asked to -

1. Approves the recommendation from the Licensing and Safety Committee dated 19<sup>th</sup> March 2026 that in the interest of public safety to delegate suspension and revocation of licenses to the Deputy Licensing Officer (Appendix 1 – Report of Licensing and Safety Committee)
2. Approves the updated Corporate Core Scheme of Delegation
3. Approves the updated Probity in Planning guidance
4. Note the revised Member Safety guidance
5. Note the selections reviewed during the 2025/26 municipal year; and
6. Note the selections proposed for review during the 2026/27 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>

### **Matters reviewed during 2025/26**

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. The Monitoring Officer would like to thank the Standards Committee for their work in relation to the annual review of the code of conduct, the revision of the Member Officer protocol and the public participation guidance.

#### **1. Public Participation Guidance**

Council on the 21<sup>st</sup> January 2026 approved revised public participation guidance following detailed consideration by the Standards Committee on 26<sup>th</sup> November 2025.

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). The guidance was reviewed taking into account the variety of different ways the Council now engages with its residents.

The updated guidance now provides citizens with further detail of how they can actively participate in the Borough. The revised guidance sets out details of how the Council approaches consultation and how it communicates with citizens. A healthy democracy depends on active citizenship.

The Council's Public Participation Guidance sets out how residents can:

Attend and observe meetings.

- Ask questions at public meetings.

- Submit petitions.
- Engage through consultations and community networks.
- Access information about decisions. Participate in planning and scrutiny processes.
- Vote in elections and volunteer locally.

Councillors play a key role in enabling participation, ensuring transparency, and representing community views, the roles of Councillors and Officers is set out in the guidance.

## Key Elements of Public Participation

### 1. Attending Meetings

Public encouraged to attend Council and committee meetings in person or online. Meetings of Council and Cabinet are live-streamed. Agendas and papers published at least five working days in advance. Social media reporting permitted if it does not disrupt proceedings. Filming allowed with prior notice to the Chair or Democratic Services Officer.

### 2. Asking Questions

Questions can be asked at Full Council, Cabinet, Health & Wellbeing Board, Licensing & Safety, Scrutiny Committees, and Locality Boards. Anyone living, working, or studying in Bury may submit questions. Notice required: by midday two working days before the meeting. One question per person, plus one supplementary question allowed. Responses may be oral or written within 10 working days.

### 3. Petitions

Petitions welcomed on matters within Council powers. Must include a clear statement, names, and addresses of signatories (minimum 50). Online submission preferred. Petitions with 2,500+ signatories can be presented at Full Council.

### 4. Consultation and Engagement

Consultation ensures community views inform decisions. Engagement is ongoing dialogue through neighbourhood teams, thematic forums (e.g., Circles of Influence for young people), and PACT meetings. Live consultations published on Council website.

### 5. Communications Channels

Website, social media, local media, newsletters, community networks, and face-to face events. The guide set out the overriding principles that our communication is clear, accurate, timely, accessible, and two-way.

### 6. Other Participation Routes

Planning: Comment on applications; speak at Planning Committee. Scrutiny: Suggest topics for review; submit evidence. Voting: Register and vote in local and national elections.

Volunteering: Opportunities include community groups, school governors, befriending schemes ([buryvcfa.org.uk](http://buryvcfa.org.uk)). Represent ward and borough interests.

## 7. Role of the Councillor

Facilitate community engagement and respond to residents' concerns, by asking questions, speaking at Committees, presenting petitions or motions.

- Be contacted to discuss your problem or ideas to improve the ward or borough
- Help you if you need information or are dissatisfied with a Council service by advising or directing you to someone who can help sort out your problem, and can sometimes progress the case on your behalf as a community leader, put forward proposals to improve the ward they represent which may include bringing together different community groups to develop a case for change
- Work with partners and officers to shape policy and services. The proposed revised guidance also contains the following amendments which if adopted will require further constitutional changes –
- Ability of citizens to ask questions at the Bee Network forum  
Expansion of those who can ask questions at meeting from residents of Bury to include and those studying in Bury The public participation

## 2. Corporate Governance Review

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.

Annual council in May 2025 requested that standards committee review the Council code of corporate governance this considered and approved by the Standards Committee on 1 July 2025. The code now operates in the Council's governance framework and the Annual Governance Statement.

## 3. Review the proposals to develop a Mayoral Development Corporation

During 2025/26, the Council played a key role in the establishment of the Northern Gateway Mayoral Development Corporation. Cabinet approved the draft governance and operational arrangements, including the draft Mayoral Development Corporation Constitution, on 9 July 2025. Following the completion of statutory processes, the Corporation was formally established as a legal entity on 16 January 2026 by Order of the Secretary of State. The MDC is responsible for the adoption of its constitution.

#### **4. Officer Member protocol**

The review of the Officer Member protocol was part of the 2025-2026 constitution annual review plan and also included on the Standards Committee work programme for this Municipal year.

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 any revisions. Members are asked to consider the current constitution, Part 5 The Codes and Conduct, Section 3, Protocol on Member and Officer relations. <https://councildecisions.bury.gov.uk/documents/s45700/Section%203%20%20Protocol%20on%20Member%20and%20Officer%20Relations.pdf>

This Protocol sets clear expectations for how elected Members and Officers work together in the public interest. It promotes mutual respect, impartiality and effective decision making, and provides practical rules for day-to-day interactions, including hybrid and digital working, media handling, safeguarding, equality, and the pre-election (“purdah”) period.

The Standards Committee considered the revised protocol in February 2026, the revised protocol now reflects hybrid working, safeguarding, revised equality matters and media handling. The protocol aligns to the updated Local Government Association Guidance.

#### **5. Other changes to the constitution during the municipal year 2025/26**

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

- **Democratic arrangements forum – Motions**

Council in January 2026 agreed to constitutional changes which had been considered by the Democratic Arrangements Forum on 30<sup>th</sup> October 2025.

It was agreed that the constitution was amended to state that the ruling group and the main opposition group for Bury Council would each be guaranteed one motion per Council meeting. The remaining Groups would alternate for the third motion.

The constitution was amended to limit the number of written questions with the order of questions to be politically proportionate and limited to six for the ruling group, five for the opposition group and four for all other groups. All changes were adopted from March 2026 Council meeting.

- **Employee code of conduct - Workforce policy review**

In January 2026 Council agreed a recommendation from the Employment Panel who had met on 24<sup>th</sup> November 2025. Council approved a revised form of employee code of conduct. The refreshed code provided for a refreshed facilities time agreement, a revised capability procedure, an updated grievance procedure, revisions to appeals and hearing procedures, updated social media policy and an updated Chief Officer Job evaluation scheme guidance.

- **Housing Advisory Board terms of reference**

In July 2025 the Terms of Reference were amended; to reflect that the Board will meet every two months and to allow four Tenant advisory appointments at least two of which should be members of the tenant voice panel and two Independent Members – one of who should bring skills and experience related to housing, tenancy management and customer service and the other to bring skills and experience related to asset management, repairs and building safety.

- **Local Bee Network terms of reference**

Following a review by the Democratic Arrangement Forum in July 2025 Council agreed to changes to the Local Bee Network terms of reference. It was updated to accommodate public questions on the Forum agenda for a duration of 30 minutes and that a young person representative from the Youth Council sit on the forum.

- **Probity in planning**

Members are asked in this meeting to approve minor technical changes to the probity in planning protocol.

- **Corporate Core Scheme of delegation**

Members are asked in this meeting to approve amendments to the updated scheme; this has been completed as part of the annual review process.

### **SELECTION FOR REVIEW DURING 2026/27**

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

- **Financial Regulations**

Financial regulations will be reviewed with oversight from the S151 Officer. This work is currently underway as part of the unit 4 transformation programme and changes to

the procurement team’s delivery model. A revised scheme will consider all relevant legislative requirements. A report will be brought to Audit committee in June with recommended changes.

- **Proposed legislative changes – Hybrid meetings, proxy voting**

The standards committee will continue to review the proposed legislative changes to meetings, subject to the legislative provisions there will be changes required to the constitution including meeting procedure rules this will be monitored throughout the year. Any changes will require Council approval.

- **Code of conduct – Annual review & legislative proposals to changes to the standards regime**

Standards committee will carry out an annual review of the code of conduct alongside reviewing any legislative changes regarding the standards regime. The Government has indicated following consultation legislation will be brought forward these changes will require revisions to the Member code of conduct.

- **Licensing Committee delegations**

A review will take place of the delegations of the Licensing and Safety Committee in relation to Hackney carriage and private hire licence drivers.

- **Council procedure rules**

Following feedback from Mayor officers will review the Council procedure rules and consider whether a free standing procedure for budget Council is required.

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

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

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

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

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### **Assessment of Risk:**

The following risks apply to the decision:

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

Group Leaders and the Mayor at the Democratic Arrangements Forum

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**Legal Implications:**

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

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

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

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

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

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**Financial Implications:**

There are no financial implications arising from this report.

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**Report Author and Contact Details:**

Jacqui Dennis, Monitoring Officer

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**List of Appendices:**

**Report of Licensing and Safety Committee March 2026**

**Member safety Policy**

**Corporate core scheme of delegation**



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

<b>Meeting:</b>	Licensing and Safety Committee
<b>Meeting date:</b>	Licensing and Safety Committee 19 <sup>th</sup> March 2026 Full Council 20 <sup>th</sup> May 2026
<b>Title of report:</b>	Request for an additional Officer Delegation to immediately Suspend or revoke Public / Private Hire Driver Licences in the interests of Public Safety
<b>Report by:</b>	Executive Director (Corporate Core)
<b>Decision Type:</b>	Council
<b>Ward(s) to which report relates</b>	All

### **Executive Summary**

This report requests that the Committee approve a further delegation to the Deputy Licensing Officer to immediately suspend or revoke a Hackney Carriage and Private Hire Drivers Licences following consultation with the Chair of the Licensing and Safety Committee in the interests of Public Safety. The Head of Public Protection and the Licensing Unit Manager have already been authorised to take this action.

### **Options & Recommended Options**

1. To delegate to the Deputy Licensing Officer to immediately suspend or revoke a Hackney Carriage and Private Hire Drivers Licences following consultation with the Chair of the Licensing and Safety Committee in the interests of Public Safety.
2. To reject the delegation outlined above

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### **Key considerations**

This is a Council Function that is delegated to the Licensing and Safety Panel by the Council's Constitution.

This paper is in the public domain.

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**Community impact / Contribution to the Bury 2030 Strategy**

Not applicable

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**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 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.*

*The Licensing Service have considered the Equality Act 2010 and due to each application being dealt with on its own merits there is no positive or negative on any of the protected characteristics.*

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**Assessment of Risk:**

The following risks apply to the decision:

<b>Risk / opportunity</b>	<b>Mitigation</b>
Not Applicable	.

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**Consultation:**

Not applicable

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**Legal Implications:**

Under the legislation the Council is required to determine representations. The report is in accordance with the appropriate legislation.

The costs of the licensing function are funded through the fees and charges levied by the Council. There may be additional costs if appeals are lodged with the Magistrates and Crown Courts.

Members are advised that Licences are regarded as possessions within the terms of the Human Rights Act 1998. Under the Act everyone is entitled to the peaceful enjoyment of one's possessions and so actions interfering with those possessions must be lawful, reasonable and proportionate. It is lawful to impose reasonable conditions as a way of protecting the safety of the travelling public, so long as it is not out of proportion. It is a balancing act between the public interest and the individual's rights.

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**Financial Implications:**

There are no specific issues from the report other than potential costs/risks associated with legal appeals.

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**Report Author and Contact Details:**

Mr M Bridge  
Licensing Office  
3 Knowsley Place  
Duke Street  
Bury  
Telephone No: 0161 253 5209  
Email: m.bridge@bury.gov.uk

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**Background papers:**

Licensing and Safety Committee Report and Minutes 8 June 2025  
**Please include a glossary of terms, abbreviations and acronyms used in this report.**

Term	Meaning
None	

**1.0 Background**

1.1 Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 states that the Council may suspend or revoke or refuse to renew the licence of a driver of a private/public hire vehicle on any of the following grounds:

1.2 a) that he has since the grant of the licence: -

- (i) been convicted of an offence involving dishonesty, indecency or violence; or
  - (ii) been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or this Act; or
  - b) any other reasonable cause.
- 1.3 The Act also confers a right of appeal to the Magistrates Court and provides that an individual can continue to drive a hackney carriage/private hire vehicle during the period when an appeal can be lodged and if an appeal is lodged until the appeal is dismissed or withdrawn or fails for want of prosecution. Section 52 of the Road Safety Act, provides Licensing Authorities with a power to suspend or revoke a Hackney or Private Hire driver licences with immediate effect where they are of the opinion that the interests of public safety require such a course of action.
- 1.4 Members will be aware that the Council's Constitution states under the Licensing and Safety Committee terms of reference: -

*To authorise the revocation or suspension of any Licence which falls within the purview of the Licensing and Safety Committee except in circumstances involving risk to the public safety in which case authority be delegated to the Head of Service (Public Protection) and/ or the Unit Manager (Licensing) after consultation with the Chair of the Committee to revoke or suspend a Licence with immediate effect subject to a report to the next Committee meeting.*

## **2.0 Proposal**

- 2.1 The Licensing Service seek an additional delegation from the Licensing and Safety Committee to also include the Deputy Licensing Officer in the Council's constitution.

## **3.0 Conclusion**

- 3.1 Members are requested to consider the report.

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

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
<b>1.Communication and Engagement</b>				
1.	To act on behalf of the council to brief the media, issue media releases and respond to media enquiries and any other related activities as outlined in the Media Policy.	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

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

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

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

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

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
3.	To implement and lead on actions to support the Communications Strategy	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 servicelead, with direct delegation in an emergency situation.	O
5.	Authorise changes or create suitable alternative content for the council corporate website, in both proactive and reactive situations.	Assistant Director Digital, Data and Technology	Designated website pages to individual leads.	O
<b>2. Information Governance</b>				
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	Director of Law & Governance, Monitoring Officer (SIRO)		C

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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 (FO/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

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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
<b>3. Information Technology</b>				
20.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Assistant Director Digital, Data and Technology	In accordance with Finance Procedure rules and Contract Procedure Rules.	O
21.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Digital, Data and Technology		O

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

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

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

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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		
<b>7. Registration of Birth Deaths and Marriages</b>				
57	<p>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</p>	<p>Registration Service Manager            (Superintendent Registrar)             Deputy Registration Manager</p>		
58	<p>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</p>	<p>Registration Service Manager            (Superintendent Registrar)             Deputy Registration Manager</p>		
	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
<b>8. Human Resources</b>				

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	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
70	Approval of new post	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Head of Human Resources  Chief Officer and Deputy Chief Officer posts to be approved by Employment Panel  Posts with remuneration packages of £100,000 or greater to be approved by Council	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.	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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		

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
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	Payments under £20,000 – Director of Law & Governance on the recommendation of the Executive Director (Strategy & Transformation) and Head of Human Resources  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  Payments over £100,000 – Council	In line with agreed guidance See: Special severance payments guidelines	
<b>9. Emergency Response and Resilience</b>				

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.	
<b>10. Communities</b>				
98	Communities	Executive Director (Strategy & Transformation)	VCFA contracts and other Community Grants and Funding	

**Public Protection Service**

	What the function/power is <sup>1</sup>	• Who may carry it out <sup>2</sup>	– Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
99	To exercise all the Council's responsibilities, functions, duties and powers under all legislation in relation to environmental and public protection services.	<ul style="list-style-type: none"> <li>• Assistant Director (Public Protection &amp; Resilience)</li> <li>• Head of Public Protection</li> <li>• Chief Inspector of Weights &amp; Measures</li> <li>• Licensing Unit Manager</li> <li>• Unit Managers</li> <li>• Environmental Health Officers</li> </ul>	– In accordance with the officers' legislative authorisation	C

<p>Administer a caution when investigating any possible criminal offences and to appear in any proceedings before a Court.</p>	<ul style="list-style-type: none"> <li>• Graduate Environmental Health Officers</li> <li>• Public Protection Officers</li> <li>• HMO and Enforcement Officers</li> <li>• Principal Technical Officer</li> <li>• Senior Technical Officers</li> <li>• Principal Trading Standards Officers</li> <li>• Trading Standards Officers</li> <li>• Principal Community Protection Officer</li> <li>• Trading Standards Officers</li> <li>• Trading Standards Practitioners</li> <li>• Senior Enforcement Officers</li> <li>• Enforcement Officers</li> <li>• Fly Tipping Enforcement Officers</li> <li>• Apprentice Enforcement Officers</li> <li>• ASB Officer</li> <li>• Apprentice Enforcement Officers</li> <li>• Senior Animal Health &amp; Welfare Officer</li> <li>• Animal Health &amp; Welfare Officers</li> <li>• Licensing Officers</li> <li>• Licensing Advisors</li> </ul>		
<p>Issue verbal warnings, penalty warning notices, fixed penalty notices, infringement advice notices and officer written warnings.</p>			
<p>Issue formal written warnings</p>			
<p>Authorise entry search warrants.</p>	<p>Assistant Director (Public Protection &amp; Resilience)  Head of Public Protection  Unit Managers  Principal Trading Standards Officers,  Environment Health Officers  Licensing Officers  All Enforcement Officers</p>		
<p>Sign any licence/registration documents or tenancy/pitch agreement on behalf of the council.</p>			
<p>Authorise closure of premises  Issue and sign closure notice – Sections 76 and 77 of the</p>	<p>Assistant Director (Public Protection &amp; Resilience)  Head of Public Protection  Unit Managers</p>	<p>In accordance with the officers' legislative authorisation</p>	

	<p>Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Authorise any RIPA application on behalf of the Council</p> <p>Act as the informant on behalf of the council.</p> <p>Suspend or revoke any hackney carriage or private hire drivers licence with immediate effect under the Road Safety Act 2006.</p>	<p>Senior / Environmental Health Officers Senior / Trading Standards Officers ASB Caseworkers ASB Officers</p> <p>Assistant Director (Public Protection &amp; Resilience)</p> <p>Assistant Director Assistant Director (Public Protection &amp; Resilience)</p> <p>Assistant Director (Public Protection &amp; Resilience) The Head of Public Protection Licensing Unit Manager Deputy Licensing Officer</p>	<p>In conjunction with the Deputy Solicitor for the Council</p> <p>With the exception of weights and measures legislation where only the Head of Public Protection/Chief Inspector of Weights &amp; Measures can act as the informant.</p>	
100	<p><b><u>In addition:</u></b> Trading Standards and Consumer Protection Legislation is regularly updated and circulated by TSNW.</p> <p></p> <p>List of Legislation for Authorisations (tracke</p>			

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"> <li>• Assistant Director (Public Protection &amp; Resilience)</li> <li>• Head of Public Protection</li> <li>• Licensing Unit Manager</li> </ul>	<p>Applications are assessed by the Licensing Service and undergo a consultation period, with various interested parties. Should the Licensing Unit Manager not wish to exercise their delegated powers, the matter will be referred to the Licensing &amp; Safety Committee for the decision.</p>	
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Housing

Service	Section	Officer's Job Title	List Nature of Delegation/Authorisation (General or Specific)
Housing Operations	ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014		
	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	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			

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

	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.79 granting secure tenancies Housing Act 1985.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.54. S.260, S.340: Entry of Premises.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.83 and 83ZA Housing Act 1985- to serve Notice of Seeking Possession or Notice of seeking Demotion of a tenancy.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.327: Relating to the institution of legal proceedings in relation to occupier causing or permitting overcrowding.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.330: Relating to the grant of a licence authorising a number in excess of the permitted number to sleep in a dwelling.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.339: Relating to the enforcement of Part X of the act (overcrowding)
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.341: Relating to the authorisation of instigation of legal proceedings for the offence of obstruction

HOUSING ACT 1996 As Amended by HOMELESSNESS ACT 2002 and HOMELESSNESS REDUCTION ACT 2017 and DOMESTIC ABUSE ACT 2021		
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S124 Housing act 1996 - granting Introductory Tenancies.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.125A Housing Act 1996 - Notice to extend the term of Introductory Tenancy.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.128 Housing Act 1996 - Notice of Possession Proceedings
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.143E Housing Act 1996 - Notice of Possession Proceedings for demoted tenancies.
	<b>Homelessness &amp; Housing Options; Head of Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Homelessness and Housing Options Managers Housing &amp; Neighbourhoods Manager</b>

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

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

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

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

## Section 7 - Probity in planning code of conduct

### 1. Purpose of the code

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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 Planning Enforcement, the development plan, listed buildings, conservation areas and heritage, 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 10<sup>th</sup> 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 adopted statutory development plan (in Bury's case, currently the Places for Everyone Joint Development Plan (PfE); the saved policies of the Unitary Development Plan (UDP) and the Greater Manchester Joint Minerals and Waste Plans) 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. Members of Local Planning Authorities also have a duty to take into account representations made to the Council as a result of consultation with interested bodies 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 officer report and considered by the Planning Control Committee or as otherwise delegated.

- 1.6 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.
- 1.7 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 fulfil 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.
- 1.8 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.
- 1.9 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 of relevant material planning considerations.
- 2.2 In reaching planning decisions, 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 planning 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 within the Council's Constitution.

- 2.5 Officers 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 Director of Place.

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

### **3. Compiling the Development Plan**

The statutory development plan is vital to the development management and planning 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.

- 3.1 The arrangement for reviewing or replacing the development plan must be agreed by the Executive and set out details of any working groups / processes etc. that will be adopted to help the project.
- 3.2 Where known, any representations received from current (or ex) officers and members should be copied to the Monitoring Officer by the Assistant Director (Strategy, Planning and Regulation) / Place. This will ensure an objective evaluation of the comments before they are included in any formal reports for Members.
- 3.3 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 their 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 Councillor's 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, group 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 particular 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 to improperly 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 maybe 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](mailto: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 shall 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 (Strategy, Planning and Regulation) / Place.
  - (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 (Strategy, Planning and Regulation) / Place 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 themselves.

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 the Local Planning Authority 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**

7.1 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 this is subject to the Chair's discretion.

## **8 Disclosure of information**

8.1 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 in preparing proposals.

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

~~Referral for public comments~~ prior to the determination of the application and Council processes should follow clear adopted procedures.

## **9 Development proposals submitted by Councillors and Officers and the Council's own development**

9.1 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.

9.2 In such cases, the following should apply:

- (a) Serving Councillors who act as agents for people pursuing a planning matter within their own Local 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 and they should take no part in its processing.
- (b) The Council's Monitoring Officer should be informed of such proposals.
- (c) Proposals should be reported to the Planning Control Committee as main agenda items and not dealt with by officers under delegated powers.
- (d) 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.

9.3 Certificates of Lawful Development or Prior Approvals are not planning applications but instead are confirmations on whether planning permission is required or would otherwise comply with regulations set out within the Town & Country Planning (General Permitted Development)(England) Order 2015. These are subject to very specific considerations and have compressed timeframes, otherwise they are deemed approved. As such, determination will not sit comfortably with the Planning Control Committee cycles and require a quicker decision framework. Where Councillors or officers submit these specific types of proposals, delegated decisions would be required to determine them and must be signed off by the Executive Director (Place).

## **10 Pre-application discussions**

10.1 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.

10.2 Pre-application proposals are subject to the Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOI). The default position is one of disclosure where requests are made about information. However, it is acknowledged that pre-application proposals and some elements of planning applications will be exempt from disclosure subject to assessment of the particular regulations and nature of the information involved.

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

- a) It will be made clear at the outset that discussions will not bind a Council to making a particular decision and that only professional personal and provisional views, based upon the development plan, can be given.
- b) 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.
- c) Advice should be consistent and based upon the development plan and material planning considerations with consistent interpretation of planning policies between planning officers.
- d) All meetings with applicants will be arranged by officers who will ensure that the Council's guidance is followed.
- e) For high profile or contentious meetings not involving Members, more than one officer should attend.
- f) Wherever possible meetings should be held in the Council Offices rather than in the developer's premises.
- g) A follow-up letter re-emphasising the non-binding nature of discussions should be sent for major or contentious applications.
- h) 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.

10.4 To maintain impartiality, it is preferable for Members to not 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.

## **11. Views of consultees**

11.1 The Assistant Director (Strategy, Planning & Regulation) / Place must ensure that:

- a) All requests for comments from consultees should be logged within the respective case file.
- b) Responses from individuals should also be logged.
- c) Consultees' comments and objections shall be set out in reports submitted to the Committee or the respective scheme of delegation for consideration.
- d) Consultees comments (where they are relevant to planning) are material considerations in the planning balance and must have appropriate weighting in the decision making process.

## **12. Officer reports to the Planning Control Committee**

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

12.2 The reports of officers to Members must be accurate and cover all relevant points.

12.3 Members are equally expected to make appropriate time to read reports thoroughly before arriving at the meeting and can seek clarification on any issues prior to the meeting or at the pre-meeting briefing prior to the main meeting taking place.

12.4 Officer 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 those who have been consulted or notified or responded
- c) incorporate a written recommendation for Members' consideration. Oral reporting (except to update a report) should be 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 by or discussed with the applicant.

### **13. Public speaking at Committee**

- 13.1 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.
- 13.2 Members of the public are invited to attend the meeting and take part by speaking, explaining their concerns, either for or against, a proposal, or simply by 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.
- 13.3 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 and wishes to speak, they will be asked to agree on designating a single spokesperson. Exceptionally, more than one person may be able to speak but at the discretion of the Chair. The Chair should say at the end of each presentation that another speaker for or against is permitted to speak but can only raise items that have not been covered by the earlier speaker. (NB. Ward Councillors not on the Committee may speak on applications affecting their Ward at meetings for no more than three minutes and may attend site visits) but they should not address any Members of the Planning Control Committee during the visit.

13.4 Each speaker has 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.

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

14.1 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).

14.2 Applications where the Committee intend to approve items as departures from the development plan will have been advertised as such and be identified in the officer report. Where necessary the matter may be the subject of referral to the appropriate Secretary of State.

14.3 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 officers attending the Committee meeting should also be given the opportunity to explain the implications of a contrary decision.

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

**15. Committee Site Visits**

15.1 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, additional costs and should only be used exceptionally where the expected benefit is substantial. A valid planning reason needs to be given if an application is deferred for a site visit at the Planning Committee meeting and any visit should be voted on by the Committee members.

15.2 Site visits should:

- be used exceptionally 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 16.1);
- a) be made only for planning reasons;
- b) focus on factors exclusively relevant to the application and subsequent planning decision;

- c) 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 representations from members of the public or the applicant (this being a matter for when Committee formally sits);
- d) not be used an opportunity to defer consideration or determination of an application;
- e) should involve the whole Committee, though it is recognised that this may not always be possible;
- f) always involve officer representation;
- g) be carefully conducted in order that there can be no accusation of bias,
- h) re-determination or other impropriety against Members of the Committee;
- i) be monitored in terms of costs and impact on planning decisions;
- j) 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.

15.3 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.

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

## **16. Regular review of decisions**

16.1 On an annual basis ideally, 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 where Members undertake with site visits of outcomes and includes examples from a broad range of categories of development such as major and minor development, permitted departures, upheld appeals, listed building works and enforcement cases.

16.2 The Planning Control Committee should formally consider this review

and decide whether it gives rise to review any existing policies or practices.

## **17. Complaints and record keeping**

- 17.1 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.
- 17.2 Details of the Complaints Procedure and copies of complaint forms are available online or from the Main Council Reception, Town Hall, Knowsley Street. Complaints disagreeing with a formally issued planning decision is exempt from the complaints process as formal decisions can only be legally challenged.

## **18. Sanctions**

- 18.1 The purpose of this Code is to provide guidance to general Members, and Members of the Planning Control Committee in particular and officers, in relation to the functioning 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.
- 18.2 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.

## **19. The Local Government Ombudsman**

- 19.1 Although the Local Government Ombudsman will not investigate the balanced 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 an 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 or new procedures. 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.

## **20. Appeals to the Secretary of State**

- 20.1 An applicant who has been refused planning permission or a condition attached to a proposal that they disagree with, has a right of appeal to the Secretary of State. Any decision issued on behalf of the Secretary of State is made away from the Council and considers each case in line with published regulations, guidance and policy surrounding appeals processes. 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. Otherwise, an appointed Inspector will decide an appeal and may agree or disagree with the original decision based upon the planning merits.
- 20.2 Appeal decisions are monitored by the Secretary of State. This includes overturns, the numbers of and types of appeal decisions. This is discussed more in 23 below.

## **21. Judicial Review**

- 21.1 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 and matters into account, they may apply for judicial review of the decision, which might result in the decision being quashed. In such circumstances, where a claim is upheld, it would be normal for the costs to be awarded against the Council.

## **22. Powers of the Secretary of State**

- 22.1 The Secretary of State possesses a range of powers that 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 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:-

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

22.2 Where the specific performance measures are considered to be failing over the relevant 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. Planning fees would be paid directly to PINS, whilst the administrative processing would still be borne by the Council. This effectively removes the decision making power away to PINS.

22.3 The Local Planning Authority would then be required to devise and deliver a performance improvement plan in aimed at addressing shortfalls against specific measures. Close monitoring by PINS would then ensue until there is confidence that the issues have been addressed long term.

22.4 Under the Government's Planning Guarantee, Local Planning Authorities are required to issue timely decisions on all applications, reflecting timescales set out in regulations. Processing of applications including when decisions are made outside of the expected timeframes and not within agreed period of time, can result in fees being required to be refunded. Determination dates set out in officer reports and are therefore critical to note.

## Appendix 1

### Protocol for Site Visits

- 1.1 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 job/department titles of Council and officers shall include successors in title and/or general functions):
- 1.2 Site visits shall, in accordance with its usual protocols, only be held following either:-
  - a) a majority resolution of the Planning Control Committee whom, on hearing the application and representations there to, by majority consider that a visit will for planning reasons be of substantial benefit to the decision making process; or
  - b) 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 a significant number of objections, or is unusual in its nature to warrant a visit by Members of the PCC in the opinion of the said officers.
- 1.3 An arranged site visit should not take place until the Agenda of the Planning Control Committee and the reports have been published. Following publication of the Agenda, the site visit may take place at any reasonable time during the working day (including the day of Committee) before the Committee formally convenes to decide upon the related application.
- 1.4 A written record of the decision to attend or not attend a site visit should be formally recorded by Democratic Services.
- 1.5 Site visits are to be attended by appointed Members of the Planning Control Committee along with the appropriate Council officers. Where other ward members do attend, they shall not address members during the site visit.
- 1.6 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 site visit, 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 of the site visit.

- 1.7 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.

## **2. Procedure at the Site Visit**

2.1 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

### 1 Helping Constituents to oppose or support Planning Applications

- 1.1 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 lending their support or opposition to a planning application.
- 1.2 Any Planning Control Committee Member who does support or oppose an application cannot then take part in or vote on this matter, including should it be considered by a Council Planning Control Committee at a later date.
- 1.3 In any event, Members may find the following tips and information useful in helping to advise and work with constituents on planning applications.

- Anyone can comment on an application.
- Plans and supporting information can be inspected on the Council's website.
- Technical Officer advice is available by contacting the case officer.
- All written comments must be made to the Assistant Director (Strategy, Planning & Regulation) Place in order that they can report them to Committee.
- 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 property values
  - Views
  - Private Rights of Way/civil matters
- 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

1.4 Officer reports will cover relevant material planning considerations within the item report. Always seek clarification on any matters that are considered to be complex or not understood, so that decision making is fair, transparent and fully informed and justified.

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## Member Development – Bury Council

# Personal safety guidance for Elected Members

# Member Safety Guidance

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## Background

This guide has been co-produced by Officers working alongside Members appointed to the Member Development Group. A pressing concern facing those in public office is the increasing levels of intimidation, harassment and abuse they are experiencing. While debate and expressing different views is all part of a healthy representative democracy, these unacceptable behaviors undermine the key democratic principles of free speech, debate and engagement, and sometimes pose a risk to councillors' safety.

Bury Council adopts a zero tolerance approach to abuse, intimidation, harassment, and threatening behaviour towards Elected Members. Healthy debate is welcome, but abusive conduct online or offline will not be tolerated and will be escalated through appropriate channels, including GMP under Operation Ford where applicable.

Councillors, their peers, political parties, council officers and, when necessary, the police, all have a role to play in addressing harassment, abuse, and intimidation. Members are encouraged to reflect upon their safety and use this guide accordingly.

## 1. Introduction

All Elected Members deal with residents' concerns sometimes by phone or email and sometimes face to face. Those individuals can feel upset and angry and in extreme circumstances may lead to Members feeling concerned about their safety.

Detailed below are some suggested actions that Members may wish to consider to mitigate and alleviate some of their safety concerns. If Members remain concerned, please do not hesitate to contact Democratic Services and/or the Council's Monitoring Officer.

## 2. Roles and Responsibilities

**Elected Members:** Plan activities, assess risks, follow this guidance, report incidents promptly, and use council-approved systems.

**Democratic Services:** Maintain records of reported incidents, provide advice, coordinate support (including wellbeing), and manage publication of surgery details.

**Monitoring Officer:** Advise on vexatious complainants and legal considerations; coordinate with GMP and relevant services when appropriate.

**Community Safety Partnership / GMP Liaison:** Provide advice on personal safety and security; receive and act on incident reports as required.

**Communications & IT:** Support with social media protocols, privacy settings, technical controls, and use of council-approved platforms.



## 3. Core Guidance

### Key Principles for Member Safety

The Council's approach to Member safety is based on the following principles:

- Zero tolerance of abuse and intimidation
- Clear, simple reporting routes
- Strong partnership working with GMP, the Force Elected Official Adviser (FEOA), and community partners
- Member wellbeing as a priority
- Supportive processes for managing risk and de-escalation

### Ward Surgeries

When holding ward surgeries, it is important to prioritise both safety and accessibility. Councillors should choose their venue carefully, selecting a busy, well used location such as a community centre or library where other people are present. Surgeries should not take place in isolated or empty buildings, nor in rooms where you could be locked in or left without immediate support.

You should plan and schedule your surgeries in advance and notify Democratic Services, who can add the details to your Councillor page on the Council website. Once advertised, it is important to maintain consistency by sticking to the agreed dates and times so that constituents know when and where you will be available. It is also good practice to inform a family member or someone from your Political Group of your whereabouts and the duration of your surgery.

Room layout should be arranged with personal safety in mind. Ensure entrances and exits remain clear, and position yourself so that you sit nearest to the door, with constituents seated across a table from you. Always keep your mobile phone fully charged and easily accessible during the session.

Finally, you should avoid conducting ward surgeries alone. Wherever possible, hold them jointly with other ward councillors, or with representatives from organisations such as GMP or local community groups. Having another person present enhances safety and provides additional support, particularly when complex or sensitive matters arise.

## Making Home Visits

When undertaking home visits, councillors should be aware that they are not obliged to carry them out, and visits should always be avoided if there are any concerns about personal safety. Wherever possible, consider alternative arrangements such as encouraging constituents to meet in a public place, bringing a colleague with you, or booking a meeting room at the Town Hall in advance.

It is important to keep an accurate record of any scheduled home visit. Your diary or electronic calendar entry should include the constituent's name, address, and telephone number, as well as the date and time of the appointment. Before the visit, ensure you understand the reason for the meeting and, where appropriate, seek background information from Officers. This helps make the meeting more productive and may also highlight any previous safety concerns or relevant context.

When travelling to the visit, think carefully about where and how you park your car. If possible, park close to the property, under a streetlight if visiting in the evening, and in a position that allows you to leave easily at the end of the meeting. You should also use a system, formal or informal, that ensures someone knows where you are and what time you expect to return.

During the home visit itself, always position yourself so that you are seated nearest to the door through which you entered. This simple measure provides an additional level of safety and ensures you are able to exit quickly if needed.

## Lone Working Protocols

Lone working arrangements should always be supported by the dedicated Lone Working appendix, which must be read alongside this guidance. The appendix outlines how Members should use council approved applications or systems to complete wellbeing checkins, share their itineraries, and raise alerts where necessary. This approach also aligns with the ongoing review of council spaces to ensure that safe and secure meeting locations are available for Members.

Members should use council approved lone working or wellbeing applications to record their start and end times, their locations, and any scheduled checkins throughout their activities. Before undertaking surgeries, home visits, or canvassing, Members are expected to share their itinerary, including time, location, and expected duration with Democratic Services or their Group Whip. Wherever possible, Council buildings or preapproved community venues should be used, as these locations offer staff presence, clearer safety arrangements, and established security procedures.

To further support personal safety, Members should identify a "buddy" who agrees to check in with them if they have not confirmed safe completion of their activity by a prearranged time. Members should always carry a fully charged phone and, during higher risk activities, ensure that location sharing is enabled within council approved applications. If a lone working alert is triggered, the escalation process must be followed in the correct order: first contacting the nominated buddy, then Democratic Services, and escalating to Security or GMP where appropriate.

## Receiving Personal Callers

Constituents should be discouraged from coming to your home, as this can compromise personal safety and blur the boundaries between public responsibilities and private life. If

someone does arrive unexpectedly, keep your diary or phone with you so that you can arrange an alternative appointment at a safer venue or, if more appropriate, offer to contact them by phone instead. It is important to maintain a reasonable physical distance and manage the interaction calmly and professionally.

Councillors should remember that, despite their public role, they are fully entitled to a private personal life and do not need to receive callers at their home. If you have any concerns about your home address being published, the Town Hall address can be used instead. Democratic Services can support you with this and make the necessary updates where required.

## Receiving abusive phone calls and social media posts

If you receive an abusive or distressing phone call, remember that you always have the option to end the call immediately. If you decide to continue speaking, you may find it useful to listen for any details that could help identify the caller, such as their gender or accent. After the call, you should try using 1471 to see whether the number is available, and it is good practice to make contemporaneous notes of anything said.

Where abuse comes through emails, texts, or social media messages and causes you concern for your safety, the matter must be logged with GMP in the first instance so that a case number can be created. If there is an immediate threat to life or property, you should contact 999; for nonurgent concerns, use 101. Democratic Services should also be notified so the incident can be recorded and support or advice can be provided if required.

Once abusive contact has been received, you should cease all communication with the individual and seek advice on how to block their number or account. Depending on the seriousness of the situation, you should inform Democratic Services, your Group Leader, your Group Whip, and/or the police so that the incident can be properly documented and escalated where necessary.

### **Indicators requiring immediate escalation to GMP:**

- Threats of violence
- Fixation behaviour
- Repeated unwanted contact
- Discriminatory abuse (racist, misogynistic, homophobic etc.)
- Publication of private information not already public (doxing)

## Social Media Harassment

Where possible, you should always use your council email account when corresponding with members of the public or officers, and you should avoid publishing any personal details or engaging in direct correspondence with individuals through public social media channels. This helps to maintain appropriate boundaries and reduces the risk of personal information being misused.

If you encounter harassment on social media, you should follow the agreed escalation process. This involves capturing evidence such as screenshots, URLs and timestamps, then reporting the content directly to the platform. You should also inform the Communications team and log the incident with GMP, using 999 if there is an immediate threat or 101 for nonurgent cases. Taking these steps ensures the issue is formally recorded and the appropriate support or action can be taken.

You should regularly review your privacy settings on all social platforms—ideally on a quarterly basis—to control who can view your posts, tag you or send messages, and to ensure that geotagging or location-sharing features are disabled. As part of good data minimisation practices, councillors should avoid posting personal phone numbers, home addresses, daily routines or any information relating to family members.

When managing your online presence, official correspondence should always be conducted using your council email address. Personal accounts should not be linked to councillor pages, and multifactor authentication should be enabled wherever possible. You may also wish to ask IT to assist with security controls such as password managers, device encryption and the blocking or filtering of unwanted contacts, along with ensuring that your profiles are as secure as possible.

Finally, the Communications team can support you in navigating challenging online interactions by advising on tone, helping you determine when it is appropriate not to engage, and preparing holding statements where necessary. Their input can be particularly valuable during periods of heightened public attention or when dealing with particularly persistent online harassment.

## Election & Campaign Period Safety

During election and campaign periods, Members and campaigners typically undertake increased public activity, including canvassing and attending events, which can create additional safety considerations. It is important to follow established safety measures and reflect best practice from across Greater Manchester authorities to ensure that campaign activity is carried out responsibly and safely.

Wherever possible, canvassing should not be conducted alone. Pairing with a colleague provides both support and an additional layer of security, and it is sensible to agree a buddy checkin system so that someone is aware of your movements and expected return time. Your party office should always be informed of your intended routes, the areas you plan to visit, and the times you expect to be there. If plans change while you are out, you should share live updates so that your whereabouts remain known.

When working in the evenings or at times when visibility may be low, you should ensure you carry appropriate items such as photo ID, a fully charged mobile phone, and a small torch or sufficient lighting. You should avoid entering homes while canvassing; instead, if a resident needs a further conversation, arrange a followup meeting in a public venue or Council building where it is safer to hold discussions.

Be observant when approaching properties. Signs such as “No cold callers” or anything indicating hostility should be respected, and you should move on promptly if you encounter them. Dress in a way that prioritises safety, opting for suitable shoes and weather appropriate clothing, and avoid wearing valuables or prominent party branding in areas where tensions may be heightened.

If at any point you are confronted, feel threatened, or believe you are being followed, you should leave the area immediately.

For any immediate threat to your safety or that of others, call 999. For nonurgent but concerning situations, contact 101 and ensure the incident is reported to your party office and Democratic Services.

During campaign periods, candidate details may be shared with GMP's FEOA to enable proactive security advice. Candidates must ensure they provide up to date contact details to the Returning Officer. As part of Operation Ford Candidates will be contacted by the Police and offered a safety briefing, it is strongly recommended by the Council that members attend this training and offer of support.

Finally, it is essential to maintain good data protection practices throughout campaigning. Do not record sensitive personal data on your own devices, and use only approved systems and secure storage methods provided by the Council or your party.

## Responding to Misinformation

**Debate Not Hate reports that more than half of councillors have experienced misinformation campaigns. Members experiencing misinformation or false statements online should:**

- Notify the Communications Team for advice
- Capture evidence (screenshots, URLs)
- Avoid direct engagement where escalation is likely
- Report coordinated harassment to GMP (as Operation Ford incidents)
- Request a holding statement or factual correction if appropriate

## Hybrid/Online Meeting Risks

Hybrid and online meetings are increasingly used by elected members as a flexible and efficient way to engage with residents, officers, and partner organisations. When organising or attending these meetings, it is important to apply appropriate safeguarding and data protection measures. This includes ensuring that, where recordings are required, explicit consent is obtained in advance. Meetings should always be hosted on council approved platforms, which offer secure features such as waiting rooms or lobbies to control public access, and ensure that software remains up to date.

If a meeting is to be recorded, explicit consent must be obtained from all participants, and any recordings should be stored securely on council systems in line with the relevant retention policies. Technical controls should be enabled so that attendees cannot share their screens by default, and file transfers should be restricted. Private chat functions should be limited or disabled where necessary, and a moderator should be appointed to manage the meeting, particularly when a large or mixed group of participants is expected.

Access to online meetings should be managed carefully. Where appropriate, require registration, display a meeting code of conduct, and remove participants who behave disruptively, ensuring that any incidents are recorded. Members should also consider their own privacy by using blurred or neutral backgrounds, checking what is visible on camera, and avoiding showing personal surroundings.

Safeguarding responsibilities are especially important when meetings involve young people. An appropriate officer should always be present during youth sessions, and all DBS and consent requirements must be followed. Under no circumstances should 1:1 unsupervised virtual meetings be held with under18s. These measures help ensure that online engagement remains safe, professional, and compliant with council and statutory requirements.

## Youth Engagement Safety

When engaging with under18s, such as members of the Youth Cabinet or care leavers, it is essential that all safeguarding expectations are met. An officer or responsible adult must always be present during these engagements, and councillors should not hold onetoone meetings with young people unless appropriate safeguarding measures and formal consent are in place. Ensuring a safe and suitable venue is also crucial; interactions should take place in Council buildings or other approved venues that operate safeguarding policies and have appropriate facilities.

Parental or guardian consent must be obtained in writing for participation, and where relevant, for any photography or recording that may take place. Councillors should also consider whether their role or the activity requires a DBS check. Where a DBS check is necessary—whether enhanced or standard—it must be completed before any engagement goes ahead, and advice should be sought from HR or Democratic Services if there is any uncertainty.

All conduct should remain professional and age appropriate. Councillors should avoid sharing personal contact details and should communicate only through council email addresses and platforms. If any safeguarding concerns arise during or after the interaction, they must be recorded immediately and reported to the Designated Safeguarding Lead and Democratic Services. Serious concerns, or those suggesting a risk of harm, should be escalated without delay to GMP or Children’s Services in line with statutory safeguarding responsibilities.

## Reporting & Escalation

When reporting any crime or safety concern to the police, Members must clearly state that the incident relates to their role as an elected councillor and should be recorded as an “Operation Ford incident.” This ensures appropriate triage, intelligence sharing, and security response through the Force Elected Official Adviser (FEOA).

GMP has appointed a dedicated **FEOA** to coordinate threat assessments, provide personal security advice, and share intelligence relevant to councillor safety. Contact details will be provided to all Members and included in induction materials.

1. **Emergency:** Call 999 and state **Operation Ford incident**
2. **Nonemergency:** Call 101 and state **Operation Ford incident**
3. Notify Democratic Services
4. Retain evidence and record the incident
5. Where appropriate, inform your Group Leader/Group Whip and the Monitoring Officer.
6. Retain evidence: emails, messages, call logs, photos/screenshots, and any notes.

Town Hall security presence: Security staff are present at all public meetings held at the Town Hall.

Wellbeing support: The Council operates a wellbeing system for staff; contact Democratic Services to access it.

Vexatious complainants: Seek advice from the Monitoring Officer on managing persistent complainants

## Wellbeing After Incidents

Members who experience abuse or intimidation may access confidential wellbeing support. A wellbeing referral can be made through Democratic Services. Councillors have access to the Council's employee wellbeing offer on Vivup which provides access to expert support and counselling 24/7, 365 days a year: [Employee Assistance Programme](#).

<h3>In The Moment Support</h3>  <p>A type of counselling or support that is provided in real-time, at the very moment when a person is experiencing a particular issue, emotional distress, or crisis</p> <p>Need to talk? Call us on <b>0330 380 0658</b> ▶</p>	<h3>24/7 Telephone Support</h3>  <p>Speak in confidence to fully qualified counsellors and support specialists 24/7, 365 days a year to discuss any emotional, personal or work-related issues.</p> <p>Need to talk? Call us on <b>0330 380 0658</b> ▶</p>
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## Appendices

### Appendix A:

#### **Lone Working Protocol**

This Lone Working Protocol applies to all situations in which councillors may be undertaking activities alone, including ward surgeries, home visits, canvassing, and any other circumstances where they may be meeting residents or members of the public without direct support. Its purpose is to ensure personal safety, maintain good safeguarding practice, and provide a clear framework for managing and escalating concerns.

Before beginning any loneworking activity, councillors should complete a simple itinerary that includes the planned time, location, and expected duration of the activity. This information should be shared with Democratic Services or the relevant Group Whip, and clear checkin times should be agreed in advance. Where council approved lone working systems or wellbeing applications are in place—such as those offering location sharing, checkin prompts, or panic alert functionality—these should be used in line with Council policy and best practice.

A buddy system must be established for all loneworking activities. A designated buddy should be informed of the planned activity and expected timings, and should be responsible for checking in if the councillor does not confirm their safety at the agreed times. The buddy also plays a key role in the escalation process if a checkin is missed.

Where a faceto face meeting is taking place, councillors should carry out a basic venue check to ensure it is suitable. Staffed venues are always preferable, and councillors should confirm that access and exit routes are clear and that there is a safe waiting area if required. This is particularly important for evening work or visits in less familiar locations.

At the conclusion of any loneworking activity, councillors must confirm their safe completion by notifying their buddy or closing the activity within the approved system. Any concerns, unusual interactions, or incidents must be reported promptly to Democratic Services so they can be recorded and followed up where necessary.

If a planned checkin is missed, the escalation process should be followed immediately. The buddy should first attempt to contact the councillor by phone or text. If contact cannot be made, Democratic Services must be notified without delay. Should there be continued inability to make contact, or any reason to believe the councillor may be at risk, the matter should be escalated to Council Security or /Greater Manchester Police as appropriate.

### Appendix B:

#### **Risk Assessment Checklist – Surgeries & Visits**

*Councillors are encouraged to display Respect & Civility signage at surgeries and events, signalling expected standards of behaviour.*

- Venue is staffed and open to the public; reception/security present.
- Room layout provides clear lines of sight; you are seated nearest the exit.
- Entrances/exits are clear and unlocked; emergency routes identified.

- Lighting is adequate inside and outside; parking is well-lit and close.
- Mobile phone fully charged; emergency contacts accessible.
- Lone-working app/system active; itinerary shared; buddy assigned.
- Another Member/colleague present where possible.
- Accessibility needs considered (step-free access, hearing loops, accessible toilets).
- Data protection in place (no personal papers left unattended; devices secured).
- Incident recording materials available (notes template, secure storage).
- Safeguarding considerations addressed (no 1:1 with under-18s; officer present).
- Equality and respect signage/code of conduct displayed if appropriate.
- Contingency plan if the meeting becomes confrontational (exit strategy, security contact).

## Appendix C:

### **Virtual Meetings Safeguarding Checklist**

- Council-approved platform used; latest version installed.
- Waiting room/lobby enabled for public sessions.
- Recording consent obtained and recorded; storage on council systems only.
- Screen sharing disabled for attendees; moderator assigned.
- Chat moderated; private messaging restricted if appropriate.
- Participant code of conduct shared at start; disruptive participants removed.
- Neutral/blurred background used; personal information not visible.
- Officer present for sessions involving under-18s; DBS checked where required.
- Incident reporting route documented; evidence captured if needed.

## Appendix D:

### **Youth Engagement Protocol & DBS Guidance**

- Activities involving under-18s require safeguarding oversight and, where appropriate, DBS checks (standard or enhanced).
- Ensure an officer or responsible adult is present; avoid unsupervised 1:1 engagements.
- Obtain parental/guardian consent for participation and for any recording/photography.
- Use council email and approved platforms; do not share personal contact details.
- Follow data protection guidance when handling young people's information (minimise collection; secure storage).
- Report safeguarding concerns immediately to the Designated Safeguarding Lead; escalate to Children's Services/GMP where necessary.

## Further information

If you would like further information in relation to the Council Procedure Rules or additional information in respect of the Constitution, please contact:

Jacqui Dennis, Council Monitoring Officer – [J.Dennis@bury.gov.uk](mailto:J.Dennis@bury.gov.uk) or Rachel Everitt, Governance, Elections and Land Charges Manager – [R.Everitt@bury.gov.uk](mailto:R.Everitt@bury.gov.uk)

This report should be read in conjunction with the Council Member Social Media guidance.

### **Key Contacts**

- Democratic Services: [democratic.services@bury.gov.uk](mailto:democratic.services@bury.gov.uk)
- Communications Team: [communications@bury.gov.uk](mailto:communications@bury.gov.uk) / 0161 253 5120
- IT Service Desk: [servdesk@bury.gov.uk](mailto:servdesk@bury.gov.uk) / 0161 253 5050
- GMP (Greater Manchester Police): Emergency 999 / Non-emergency 101
- Security (Town Hall): [emergencycontrol@bury.gov.uk](mailto:emergencycontrol@bury.gov.uk) / 0161 253 6606

This guidance will be presented to Full Council and reviewed annually. Feedback from Members and Officers is welcomed.



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# SCRUTINY ANNUAL REPORT

2025-2026



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## FOREWORD

As Chair of Bury Council's Overview and Scrutiny Committee, it is my pleasure to present the Annual Scrutiny Report for 2025/26. This report provides a comprehensive overview of the work undertaken by the Overview and Scrutiny, Health Scrutiny and Children and Young People Scrutiny.

Scrutiny remains a cornerstone of effective local governance at Bury Council, enabling non-executive councillors to hold the Executive to account, examine the development of policy, monitor service performance, and contribute constructively to improving outcomes for residents.

During 2025/26, the Committee delivered a robust and wide-ranging work programme, balancing in-depth thematic reviews with regular performance monitoring and pre-decision scrutiny. A significant focus throughout the year was the ongoing financial challenge facing the Council. Members scrutinised the 2025/26 Revenue Budget, the Medium-Term Financial Strategy (including updates covering 2026/27 to 2028/29), the Housing Revenue Account, the Treasury Management Strategy, the Capital Strategy, and quarterly finance reports. This work ensured strong democratic oversight of some of the most complex and high-risk issues facing the authority.

The Committee also maintained a strong emphasis on housing and regeneration. The Housing Sub-Group continued its oversight role, scrutinising the transition of housing services in-house, allocations policy, service performance, anti-social behaviour, complaints, and homelessness pressures. In addition, regular updates on major regeneration schemes enabled Members to scrutinise progress in real time and to hold the relevant Cabinet Member to account on matters of significant public interest.

As we look ahead, the Committee will seek to build on these solid foundations, responding to emerging priorities while maintaining high standards of accountability, transparency and improvement. I commend this

report to Council and look forward to another year of constructive challenge and positive influence on behalf of the people of Bury.

Bury Council's Scrutiny Committees have continued to play a vital role in reviewing the work of the Executive and scrutinising the services delivered by the Council and its partners. Activity throughout the year ranged from pre-scrutiny of emerging policy proposals to ongoing monitoring of performance, improvement activity and responses to external inspection, including Ofsted findings, major regeneration programmes and broader corporate responsibilities.

Over the past 12 months, the Council's three Scrutiny Committees undertook thematic and in-depth reviews which strengthened policy development, supported service improvement and provided meaningful, evidence-based challenge. For example, the Overview and Scrutiny Committee established a Housing Sub-Group to oversee the transition of Six Town Housing into an in-house Council service, while also providing sustained scrutiny of regeneration proposals through direct engagement with the Cabinet Member for Strategic Growth.

The Children and Young People Scrutiny Committee maintained a strong focus on service improvement within the directorate, introducing standing agenda items on SEND and the Improvement Plan. This approach ensured consistent oversight and assurance on progress to strengthen services for children, young people and families across Bury.

The Health Scrutiny Committee emphasised the importance of system-wide working and effective integration between local scrutiny arrangements and Greater Manchester structures. Engagement with GMCA Health Scrutiny and the Northern Care Alliance supported a broader understanding of system pressures and preparedness for Care Quality Commission (CQC) inspection themes, including population health and equitable access to services. Alongside this, the Committee retained a clear focus on the Locality Plan and the performance of the Bury Integrated Care Partnership.

Positive progress was made during the year to strengthen collaborative working across the three Scrutiny Committees. A notable example was a joint

session between the Health Scrutiny Committee and the Children and Young People Scrutiny Committee to examine maternity services and the development of neurodiversity pathways. This joint approach enabled Members to consider cross-cutting issues from both health and children's services perspectives, supporting a more holistic understanding of service interdependencies and shared priorities.

In addition, Members of the Children and Young People Scrutiny Committee were invited to attend Health Scrutiny meetings to contribute to discussions on the Locality Plan, reflecting the value of cross-committee engagement where issues span the whole family journey. Chairs of both the Health Scrutiny and Children and Young People Scrutiny Committees also contributed to the Overview and Scrutiny (Budget) Committee, ensuring alignment across all scrutiny bodies on financial pressures, risks and long-term planning. This approach has further strengthened the coherence and effectiveness of the Council's scrutiny arrangements.

Thanks are extended to all Elected Members, Education Representatives and Co-opted Members who have contributed to the work of the Council's Scrutiny Committees, Panels and Sub-Groups over the past year. Appreciation is also expressed to Directors, officers, internal and external partners, and community representatives whose openness, expertise and engagement have supported rigorous, informed and constructive scrutiny. Their continued commitment has been vital to the success of scrutiny in 2025/26, and the Committees look forward to the challenges and opportunities the year ahead will bring.



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 provides an overview of the activity and impact of the Council's Scrutiny Committees over the past municipal year, including the Overview and Scrutiny Committee, Health Scrutiny Committee and Children and Young People Scrutiny Committee. It highlights key areas of challenge, oversight and achievement and is presented to Council to promote transparency and accountability, demonstrate how scrutiny has contributed to improved governance and decision-making, and provide assurance to Members, partners and the public that effective scrutiny arrangements are in place across all areas of the Council's responsibilities and partnerships.

Throughout the year, the scrutiny committees have delivered a wide-ranging and purposeful work programme, examining strategic priorities, service performance and major policy developments across core council services, health and wellbeing, and outcomes for children, young people and families. Members have engaged constructively with Cabinet Members, senior officers and external partners, including NHS colleagues, at an early stage in the decision-making process. This has ensured that proposals are subject to informed and proportionate challenge before decisions are taken. Through this role, scrutiny has acted as a critical friend, holding decision-makers to account, testing assumptions, and helping to shape policy development and service improvement in a way that supports better outcomes for residents.

By bringing this report to Council, Members are provided with a clear and consolidated summary of how scrutiny activity across all committees has supported the Council's wider objectives, strengthened partnership working, and reinforced a culture of respectful challenge, openness and continuous improvement. The report also offers an opportunity to reflect on learning from the year and to set out how scrutiny arrangements will continue to evolve and strengthen in the year ahead, ensuring the scrutiny function remains effective, responsive and aligned to the Council's strategic priorities.

## OVERVIEW AND SCRUTINY IN BURY

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

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

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

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

### **POLICY DEVELOPMENT**

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

## OVERVIEW AND SCRUTINY COMMITTEE

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

- To review and scrutinise the decisions made, or actions taken in connection with the discharge of any of the Council's functions.
- To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and all 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

During the 2025/26 municipal year, the Overview and Scrutiny Committee met on six occasions, providing members with regular opportunities to scrutinise key strategic and financial matters. Cabinet engagement formed an important part of this work, with attendance from the Leader and Cabinet Member for Strategic Growth, Councillor Eamonn O'Brien, the Cabinet Member for Finance and Transformation, Councillor Sean Thorpe, and the Cabinet Member for Communities and Inclusion, Councillor Sandra Walmsley. Their participation enabled detailed discussion and constructive challenge on matters within their respective portfolios, supporting effective accountability and informed decision-making. Agendas, reports and approved minutes for all Overview and Scrutiny meetings can be accessed online via the following link:

[Overview and Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

## 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

During the 2025/26 municipal year, the Committee met on six occasions, with the Cabinet Member for Adult Care, Health and Public Service Reform, Councillor Tamoor Tariq invited. His attendance supported challenge and support across the LA areas and especially around the Adult Social Care, the CQC Assessment and Public Health. Alongside other contributions from NHS colleagues and other external partners, reflecting the Committee's commitment to effective partnership working, Healthwatch were invited to attend all meetings even when they weren't on the agenda so the committee had the opportunity to ask questions about the patient experience and so Healthwatch could understand the work of the committee. This collaborative approach provided Members with valuable insight into service pressures, performance and transformation activity, and supported informed challenge and assurance around the delivery of health and care services for Bury residents. Agendas, reports and approved minutes for all Health Scrutiny Committee meetings are published on the Council's website and can be accessed online via the following link:

[Health Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

## 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

During the 2025/26 municipal year, the Children and Young People Scrutiny Committee met on five occasions, with the Cabinet Member for Children and Young People, Councillor Lucy Smith, regularly attending meetings to support the Committee's work programme. Councillor Smith's engagement enabled detailed and constructive scrutiny of matters within her portfolio and supported open dialogue on service performance, improvement activity and key challenges facing children, young people and families in Bury. This direct involvement strengthened accountability and ensured Members were able to provide informed challenge and assurance on priority issues, including education, SEND and wider improvement activity. Agendas, reports and approved minutes for all Children and Young People Scrutiny Committee meetings are available on the Council's website and can be accessed via the following link:

[Children and Young People Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

## 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 carried on the Housing Subgroup but adapted this to span both housing and performance this was 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 and performance 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 2025/2026 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 and performance Sub Committee**

This was established by the Overview and Scrutiny Committee in March 2024 but carried on into 2025 incorporating. Members of the group supported by Strategic Leads within the Department have met on four 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 chief superintendence Kirsty Oliver to inform the Committee on Crime and Disorder within the Borough including plans for tackling continued issues within local area.

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 2025/26**

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 2025/26, 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 TRAINING**

The Scrutiny Committees participated in multiple training sessions over the course of the municipal year. Members attended Scrutiny-specific training delivered by the Local Government Association (LGA), which covered key areas such as roles and responsibilities, best practice, legislative updates, and practical case studies. The programme also included interactive elements and opportunities for members to share learning and develop skills.

Further training opportunities will be arranged for the next municipal year to continue building members' knowledge and supporting effective scrutiny.

## FURTHER WORK OF THE COMMITTEE

### OVERVIEW AND SCRUTINY COMMITTEE

The Overview and Scrutiny Committee received a wide range of updates from Cabinet Members throughout the year, enabling Members to maintain strong oversight of key Council priorities, major regeneration programmes, financial performance, and wider corporate activity.

#### **Development Updates**

The Committee received regular, detailed updates on development and regeneration projects across the borough. These reports provided assurance that schemes are progressing effectively and reflect the significant efforts of officers in driving forward transformational change.

Members emphasised the importance of robust pre-scrutiny, with all major plans and frameworks reviewed by the Committee prior to Cabinet consideration. This ensures transparency, strengthens accountability, and helps guarantee that proposals are well-coordinated and supported by appropriate governance.

Updates were received on:

- Local Plan
- Northern Gateway
- Development Frameworks
- Walshaw
- Simister and Bowlee
- Elton Reservoir
- Regeneration Updates
- Radcliffe Hub
- Prestwich Village

- Bury Mill Gate
- Bury Market and 'Flexi Hall'
- Housing Development

### **Communities Updates**

The Committee received a constructive update from Greater Manchester Police (GMP) concerning community safety across the borough. This session offered an opportunity to scrutinise both the Cabinet Member and GMP, providing assurance around local policing activity, crime reduction initiatives, technological developments, and partnership working. These updates helped reinforce accountability and ensured a clear line of oversight of community safety priorities.

Topics scrutinised included:

- Community Safety Update
- Crime and Disorder

### **Finance Updates**

The Committee continued to play a key role in reviewing the Council's financial planning, performance, and long-term sustainability. Members scrutinised a range of financial reports, offering challenge and gaining assurance on budget management and the Council's overall financial position.

Reports considered included:

- Budget Update Report
- Year End Outturn Financial Position
- Quarter 2 Finance Report
- Annual HRA Budget 2026/27 & Rent Setting
- 2026/27 Revenue Budget and Medium-Term Financial Strategy (2027/28–2028/29)
- Council Tax Base and Collection Fund Surplus/Deficit Report
- 2026–27 Treasury Management Strategy

- 2026–27 to 2028–29 Capital Strategy
- Dedicated Schools Grant
- 2026/27 Budget EQIA
- Chief Finance Officer Statement

### **Corporate Updates**

The Committee also considered updates on key corporate issues to support oversight of organisational performance, risk management, and strategic planning. These included:

- Health and Safety Annual Report
- Corporate Plan

Agendas, reports and approved minutes for all Overview and Scrutiny meetings can be accessed online via the following link:

[Overview and Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

### **HEALTH SCRUTINY COMMITTEE**

The Health Scrutiny Committee received regular updates from Cabinet Members and officers on a wide range of key service areas and system priorities, including:

- Health and Care Update
- NHS Structural Changes
- Elective Care
- Health Inequalities Strategy
- Workforce Updates
- Urgent Care and Winter Preparedness
- Adult Social Care Provider Workforce Support
- Bury ICP Locality Performance
- Updates from Bury Healthwatch

- Adult Social Care
- Food and Health Strategy
- Hospice Services
- Palliative and End of Life Care
- Women's Health
- Local Government Association Activity
- Your Medicines Matter
- Locality Plan
- Pharmacy First
- Neurodiversity Pathways
- Maternity Services

The Committee also received regular feedback from system-wide meetings, including the Health and Wellbeing Board, the Northern Care Alliance (NCA) Joint Health Scrutiny meeting, and the GMCA Health Scrutiny Committee. These updates provided assurance on activity beyond the borough and highlighted Bury's strong comparative performance.

To support effective scrutiny, pre-meetings were held with officers to explore complex issues in greater depth. Officers were thanked for their continued efforts in improving the clarity, accessibility, and usefulness of reports provided to Members.

A joint meeting was held with the Children and Young People Scrutiny Committee to consider maternity services and the development of neurodiversity pathways. This well-received session enabled Members to explore cross-cutting issues, providing valuable insight and assurance.

Agendas, reports and approved minutes for all Health Scrutiny Committee meetings are published on the Council's website and can be accessed online via the following link:

[Health Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

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

The Children and Young People Scrutiny Committee received updates on a broad range of service areas and improvement priorities, including:

- Early Help and Social Care Improvement Journey
- Bury Local Area SEND Inspection Report
- Bury Priority Impact Plan
- EHCP Monitoring and Provision
- Improvement Plan Updates
- SEND Improvement Plan
- School Results
- Changing School Landscape
- Unvalidated Attainment Outcomes
- Complex Safeguarding and Missing Response
- Early Years and Provision
- Family Hubs and Better Start
- Education and Inclusion Strategy
- School Transport Update

It has been a productive and successful year for the Committee. Members engaged with an extensive programme of updates and reports, which strengthened oversight of key services and ongoing improvement activity across the directorate. The Committee extends its thanks to the Cabinet Member for Children and Young People and to all officers who provided detailed reports, open discussion, and ongoing support. Their contribution has been invaluable in enabling effective and informed scrutiny throughout the year.

Agendas, reports and approved minutes for all Children and Young People Scrutiny Committee meetings are available on the Council's website and can be accessed via the following link:

[Children and Young People Scrutiny Committee meetings, agendas and minutes – Bury Council](#)

**WORK OF GREATER MANCHESTER SCRUTINY COMMITTEES**

For the third consecutive year, Bury has been represented on the GMCA Overview & Scrutiny Committee by Councillor Imran Rizvi, with Councillor Russell Bernstein serving alongside him until August 2025. During this period, the Committee continued to provide rigorous oversight of the Greater Manchester Combined Authority, challenging decision-making and contributing to policy development across a wide range of strategic agendas.

Across the year, Members examined several major programmes shaping Greater Manchester's long-term ambitions. Early meetings focused on the refreshed Greater Manchester Strategy, the Integrated Settlement Outcomes Framework, and the development of the Bee Network, including patronage trends, active travel, safety concerns, particularly for women and girls, and the future of the Local Transport Plan. As the year progressed, scrutiny expanded to include the Interim Recycling and Waste Plan, the Greater Manchester Strategy Delivery Plan, and the draft Transport Strategy 2050. Members also reviewed the Good Growth Fund proposals, seeking clarity on governance, equitable investment, and the integration of social value and climate commitments.

Bury's representatives have taken part in regular briefings and informal sessions covering the breadth of GMCA activity, enabling them to engage effectively in scrutiny and bring local insight to regional discussions.

Councillor Elizabeth FitzGerald was appointed Chair of the GM Joint Health Scrutiny Committee for the 2025/26 municipal year, having already served on the Committee for two years and as Vice-Chair during 2024/25. Her leadership has been instrumental as the Committee's remit has significantly expanded, with meetings now taking place twice as often to manage the increased volume of work. Under her leadership, the Committee has continued to play a key role in determining when formal consultation is required for substantial service changes, providing feedback to

the Integrated Care Board (ICB) on engagement and consultation approaches, proposing implementation options, and monitoring how agreed plans are delivered.

Alongside these statutory functions, the Committee has strengthened its oversight of issues that matter most to residents, including elective care waiting times, access to primary care, and the introduction of digital pathways.

## NEXT STEPS

Moving into the 2026/27 municipal year, a number of new and enhanced processes will be introduced to strengthen scrutiny arrangements, improve member preparation, and support a smooth transition into the new committee year.

Firstly, a structured annual training programme will be introduced for all scrutiny members. This will include mandatory core training for each scrutiny committee, covering roles and responsibilities, effective challenge, and governance frameworks, as well as committee-specific development sessions tailored to the remit of Overview and Scrutiny, Health Scrutiny, and Children and Young People Scrutiny. This approach will ensure members are consistently equipped with the knowledge and skills required to discharge their scrutiny responsibilities effectively.

Secondly, formal forward-planning meetings will be established for each scrutiny committee involving the Chair, lead officers and the relevant Cabinet Members. These meetings will take place at the start of the municipal year and periodically thereafter, with the specific purpose of agreeing work programme priorities, avoiding duplication across committees, and promoting coordinated and collaborative scrutiny activity where issues cut across remits.

Thirdly, all scrutiny agendas and report packs will be shared with Scrutiny Chairs across the three committees, ensuring Chairs are sighted on forthcoming items being considered elsewhere and enabling better alignment, advance preparation and collective awareness of emerging issues.

In addition, committee-specific training sessions will be opened up to members from all scrutiny committees, where appropriate. This will support networking, shared learning and a consistent approach to scrutiny, particularly in areas such as finance, performance management and partnership working where issues overlap.

Further work will be undertaken to align the Cabinet Forward Plan with the Council's Corporate Plan, ensuring scrutiny activity is planned alongside key strategic decisions and performance priorities, and that committees are engaged at the most appropriate stage of policy development.

During the previous municipal year, the Audit Committee provided oversight of the Council's improvement plan. It has now been agreed that improvement activity will be embedded within the Corporate Plan, which will be subject to scrutiny by the Overview and Scrutiny Committee, ensuring continued democratic oversight and clarity of accountability.

Finally, scrutiny work programmes will be developed at the start of the municipal year for each committee, clearly setting out scheduled items, review activity and anticipated Cabinet decisions. This will support a structured, forward-looking and efficient approach to scrutiny work throughout the year. The agreed forward plans are appended to this report for transparency and reference.

## CONCLUSION

This year saw strengthened and increasingly effective collaboration between the Health Scrutiny Committee and the Children and Young People Scrutiny Committee. Recognising that many issues affecting children, young people, and families cut across both health and education/social care systems, the Committees worked together to ensure a more coordinated and holistic approach to scrutiny.

Joint sessions were convened to consider key cross-cutting areas, including maternity services, early years provision, and the development of new neurodiversity pathways. These topics were selected due to their significant impact on both childhood outcomes and wider population health. Bringing both Committees together ensured that Members could explore these issues from different professional and service perspectives, enabling richer discussions and more informed questioning.

This collaborative approach also helped identify shared priorities, highlight gaps or inconsistencies between services, and ensure that children's needs were reflected in broader health and care developments. Officers commented positively on the value of having joint Member feedback at an early stage, which supported clearer planning and alignment across departments and partner organisations.

Members noted that the joint scrutiny arrangements strengthened whole-system oversight, improved understanding of how services interact, and resulted in more comprehensive recommendations. The collaborative model has been recognised as good practice and will continue to be used for future areas of shared interest, particularly where early intervention, prevention, and family-centred services are concerned.

Appendix 1 - Children and Young People Scrutiny Committee – Work Programme 2025/26

Appendix 2 - Health Scrutiny - Work Programme 2025/26

Appendix 3 – Overview and Scrutiny – Work Programme 2025/26

Appendix 5 - Overview and Scrutiny – Housing Subgroup Work Programme 2025/26

Audit Committee Annual  
Report  
2025/2026

20 May 2026

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## **FOREWORD BY CHAIR:**

I am pleased to present this Annual Report outlining the work of the Audit Committee over the past 12 months. This has been a demanding and important period for the Council, and the Committee has played a vital role in providing independent assurance on governance, risk management, financial reporting, audit and ethical standards.

Throughout the year, the Committee has worked constructively with officers, internal and external audit and independent members to strengthen arrangements, respond to external audit findings and support the Council's ongoing improvement journey.

This report sets out the background to the Committee's work, summarises key activity and decisions, and identifies priorities for the year ahead.

## **BACKGROUND:**

The Audit Committee is a key component of the Council's corporate governance framework. Its purpose is to provide independent assurance to Members on the adequacy and effectiveness of the Council's governance, risk management and internal control arrangements, together with oversight of internal audit, counter-fraud, external audit, risk management, information governance and financial reporting.

This report covers activity considered at Audit Committee meetings held in July 2025, October 2025, December 2025, February 2026 and April 2026 and reflects matters formally reported to, challenged by and agreed by the Committee in accordance with its Terms of Reference (approved in February 2026 and adopted by the Council in March 2026).

## **ROLE OF THE AUDIT COMMITTEE:**

In discharging its responsibilities during the year, the Audit Committee provided oversight and independent challenge in relation to:

- The Council's governance arrangements and overall framework of assurance
- The effective identification and management of corporate risks
- The performance, independence and resourcing of Internal Audit and Counter-fraud arrangements
- External audit findings, value for money judgements and audit recovery
- The preparation, consideration and approval of the Statement of Accounts and the Annual Governance Statement

The Committee met regularly, was appropriately quorate at all meetings and benefited from the contribution of its independent members, who provided professional insight and effective challenge.

## **GOVERNANCE AND COUNCIL IMPROVEMENT:**

A significant focus of the Committee's work during the year was its oversight of the Council Improvement Plan, which was developed in response to a statutory recommendation from the external auditor. The proposed action plan was endorsed by the Committee at a special meeting in January 2025 prior to approval by Council for adoption and inclusion on the work plan for the Audit and Overview and Scrutiny Committees respectively ensuring Member oversight of delivery of the action plan.

The Committee received regular progress updates at each meeting and scrutinised delivery across key themes including financial resilience, finance capacity and transformation, governance and compliance, leadership arrangements and estate management. Members challenged progress, capacity and sustainability, and sought assurance that improvements were being embedded. The Leader, Finance Portfolio Holder and Chief Executive also attended several of the Committee meetings to provide additional assurance, for example, with regard to the work of the Member Assurance Group which met weekly throughout the year to discuss progress on key improvement activities.

At the February 2026 Committee noted that the majority of improvement actions had been achieved, or were on track, and endorsed the proposal to align future improvement monitoring with established corporate planning and performance arrangements, allowing the Committee to refocus on broader audit and risk activity.

## **RISK MANAGEMENT:**

The Committee maintained consistent oversight of the Corporate Risk Register throughout the year.

Members scrutinised the identification, scoring and mitigation of key risks, challenged the quality of risk narratives and sought assurance where risks were currently being managed outside the corporate register but had the potential to escalate.

Particular areas of focus included workforce capacity, children's services, financial sustainability, infrastructure and highways, and staff and member safety.

The Committee approved the closure of mitigated risks where appropriate and endorsed updates to the Risk Management Strategy, including clearer recognition of the Audit Committee's role.

## **INTERNAL AUDIT:**

In line with its Terms of Reference, the Committee approved the Internal Audit Charter, Strategy and risk-based Annual Audit Plan for 2026/27, ensuring alignment with the new Global Internal Audit Standards.

The Committee received regular internal audit progress reports and considered the Internal Audit Annual Report for 2024/25 and approved the 2025/26 Internal Audit Plan. Delivery of the approved 2025/26 Internal Audit Plan was reviewed each quarter by the Committee, enabling Members to monitor progress against the plan, consider emerging findings, approve amendments to the plan where required and seek assurance that audit activity remained aligned to the Council's key risks.

In addition, the Committee received and discussed the quarterly performance measures and target information, to support oversight of the effectiveness and delivery of the internal audit service and progress of the Internal Audit Development Plan for the year was monitored.

The Committee also received and considered all internal audit reports and follow-up reports issued during the quarter, providing Members with the opportunity to scrutinise findings in detail, challenge management responses and seek assurance on the implementation of agreed actions. Where appropriate, confidential reports on investigations and whistleblowing's were considered in private session, allowing Members to discharge their responsibilities while safeguarding sensitive information. Members also sought assurance that lessons learned from investigations (if applicable) were being embedded across the organisation.

## **COUNTER FRAUD:**

During the year, the Audit Committee undertook work to oversee and provide assurance on the Council's Counter Fraud arrangements, recognising this area as critical to protecting public funds and maintaining public trust.

The Committee approved the Anti-Fraud and Corruption Strategy, alongside a suite of supporting policies including the Whistleblowing Policy, Anti-Bribery Policy, Anti-Money Laundering Policy and the Fraud and Corruption Prosecution Policy. In approving these documents, Members provided challenge to ensure that the policies were current, proportionate, legally compliant and clearly articulated expectations for staff, Members, contractors and partners.

The Committee received a mid-year performance update of the Annual Counter Fraud Plan, receiving assurance on investigative activity, prevention work, referrals and outcomes and approved the Counter Fraud Plan for 2026/27.

## **INFORMATION GOVERNANCE:**

Information Governance was a distinct and regular area of assurance for the Committee during the year. Members received detailed reports on the Council's performance in responding to Freedom of Information (FOI) and Subject Access Requests (SARs), compliance with GDPR training requirements, and the management and reporting of data breaches.

The Committee noted improvements in several performance measures while also recognising increasing demand and capacity pressures. Members challenged timeliness, training compliance – including for agency staff – and the effectiveness of controls and escalation processes. The Committee also supported proposals to procure new case management systems to improve resilience, operational efficiency and risk management.

In recognition of the significance of this area, the Committee agreed that Information Governance should remain a standing area of assurance, with six-monthly update reports to support ongoing oversight.

## **EXTERNAL AUDIT:**

The Committee maintained close oversight of its relationship with the Council's external auditors, Forvis Mazars.

Members received and considered audit progress reports, the Auditor's Annual Report for year ending 31 March 2025, value for money commentary and the implications of statutory backstop arrangements and disclaimed audit opinions.

The Committee provided sustained challenge on audit readiness, organisational capacity and the actions required to rebuild assurance over future years.

## **FINANCIAL REPORTING:**

The Committee reviewed the unaudited draft 2024/25 Statement of Accounts and Annual Governance Statement in October 2025 and, in February 2026, approved the audited accounts and supporting statements in line with the statutory backstop requirements.

## **COMMITTEE EFFECTIVENESS:**

The Committee prioritised member development supported training with two Audit Committee specific training sessions provided by the Local Government Association during the year and being well attended. The Committee also reviewed and endorsed updated Terms of Reference prior to submission to Council.

Throughout the year, the Committee demonstrated a strong commitment to effective governance through constructive challenge, informed debate and engagement with senior officers and auditors.

The introduction of the independent members onto the Committee in February 2025 has provided invaluable contributions over the year.

## **NEXT STEPS FOR THE FORTHCOMING YEAR:**

During the coming year, the Audit Committee will continue to build on the work undertaken and will focus on:

- Ongoing oversight of governance, risk management and assurance arrangements.
- Monitoring progress in rebuilding audit assurance and improving financial reporting timeliness.
- Scrutiny of key corporate risks, emerging areas of concern and recommence deep dives into specific risks included within the Corporate Risk Register.
- Continued oversight of internal audit delivery and implementation of recommendations.
- Maintaining effective counter-fraud and information governance arrangements.

The Committee will also keep its own effectiveness under review to ensure it continues to add value and provide robust independent assurance to Council.

## **CONCLUSION:**

Over the past 12 months, the Audit Committee has played a central role in supporting the Council through a period of focused and sustained improvement.

Through sustained scrutiny, challenge and assurance across governance, risk, audit, and financial reporting, the Committee has discharged its responsibilities in line with its Terms of Reference and has contributed positively to transparency, accountability and organisational resilience.

This report is based solely on matters formally considered by the Audit Committee during the period covered.





Classification	Item No.
Open	

<b>Meeting:</b>	Council
<b>Meeting date:</b>	20 <sup>th</sup> May 2026
<b>Title of report:</b>	<b>ANNUAL APPOINTMENTS</b>
<b>Report by:</b>	<b>Leader of the Council</b>
<b>Decision Type:</b>	<b>Council</b>
<b>Ward(s) to which report relates</b>	<b>All</b>

### Executive Summary:

The report sets out:

- a) The Executive arrangements to be adopted by the Council;
- b) The notification of Political Group Leaders and Deputy Leaders, the allocation of Portfolios to Cabinet Members, Deputy Cabinet Members and Shadow Cabinet Members; 2026/2027 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 2026/2027 Municipal Year; (Appendix C)
- d) The appointment of bodies not covered or exempted from the Political Balance Rules for the 2026/2027 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 2026/2027.
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, Deputy Cabinet Members and Shadow Cabinet Members for the 2026/2027 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 2026/2027 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 2026/2027 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 2026/2027 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 2026/2027 Municipal Year, set out in Appendix F to the report, be approved.
8. That the appointments to outside bodies for the 2026/2027 Municipal Year as set out in Appendix G to the report, be approved.
9. That the Member Allowance as agreed in 2025 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 2026/2027 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.

## **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)**

##### **1 Vacant Seat (Moorside)**

Labour: 30  
Radcliffe First: 6  
Reform UK: 6  
Conservative: 3  
Together for Bury: 2  
Workers Party of Britain: 1  
Independent: 2

#### **Joint opposition parties**

Members are asked to note that from the 15<sup>th</sup> May 2026 both Radcliffe First and Reform UK hold the same number of seats. The constitution does not provide a position for how two opposition parties will be treated, the Monitoring Officer has been asked to advise members on this matter and this will be reported through to Democratic Arrangements Forum, in the interim the Members Allowance scheme sets out the treatment of allowances, this will be followed whilst the constitutional position is considered. The election for the vacant Moorside seat will take place on the 18<sup>th</sup> June 2026.

#### **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.

	Labour	Radcliffe First	Reform UK	Conservative	Together for Bury	Workers Party of Britain	Others
Members	30	6	6	3	2	1	2
Percentage	58.82%	11.76%	11.76%	5.88%	3.92%	1.96	3.92%

Achieving Political Balance:

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

Committee Size	Labour	Radcliffe First	Reform UK	Conservative	Together for Bury	Workers Party of Britain	Others
5 member committee	3 2.94	1 0.58	1 0.58	0 0.29	0 0.19	0	0
9 member committee	6 5.29	1 1.05	1 1.05	1 0.52	0 0.35	0	0
11 member committee	7 6.47	2 1.29	2 1.29	0 0.64	0 0.43	0	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 will have a nominated Corporate Parenting Champion; they will receive training from Childrens Services and will be responsible for advocating for Corporate Parenting matters in each committee. Champions will be appointed at a future Children and Young People Scrutiny 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.

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

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

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

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

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

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**Consultation:**

Group Leaders and Unaligned Members

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**Legal Implications:**

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

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**Financial Implications:**

The proposals outlined in this report can be contained within the existing Member Allowance budget.

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**Report Author and Contact Details:**

Jacqui Dennis, Council Solicitor and Monitoring Officer

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**APPOINTMENT OF POLITICAL GROUP LEADERS/DEPUTY LEADERS FOR  
2026/2027**

<b>Group/Position</b>	<b>Appointments 2026/27</b>
<b>Labour Group</b>	
Leader	Eamonn O'Brien
Deputy Leader and Statutory Deputy	Lucy Smith
Deputy Leader	Sean Thorpe
<b>Radcliffe First Group</b>	
Leader	Carol Birchmore
Deputy Leader	Des Duncalfe
<b>Reform Group</b>	
Leader	Jack Rydeheard
Deputy Leader	Jerome Roith
<b>Conservative Group</b>	
Leader	Shahbaz Arif
Deputy Leader	Iain Gartside
<b>Together for Bury Group</b>	
Leader	Dene Vernon
Deputy Leader	Jo Lancaster

**APPOINTMENT OF THE CABINET FOR 2026/2027**

<b>Position</b>	<b>Appointees</b>
Leader	Cllr Eamonn O'Brien
Deputy Leader, Environment, Climate Change and Operations	Cllr Lucy Smith
Deputy Leader, Finance and Corporate Services	Cllr Sean Thorpe
Adult Care, Health and Public Service Reform	Cllr Tamoor Tariq
Communities and Inclusion	Cllr Richard Gold
Regeneration and Growth	Cllr Charlotte Morris
Culture, Economy and Skills	Cllr Gavin McGill
Housing Services	Cllr Ayesha Arif
Children and Young People	Cllr Lucy Smith (interim)

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

**APPOINTMENT OF DEPUTY CABINET MEMBERS FOR 2026/2027**

<b>Position</b>	<b>Appointees</b>
Environment, Climate Change and Operations	Cllr Gareth Staples Jones Cllr Jodie Hook
Finance and Corporate Services	Cllr Miriam Rahimov
Adult Care, Health and Public Service Reform	Cllr Charlotte Hunt Cllr Tom Pilkington
Communities and Inclusion	Cllr Imran Rizvi
Culture, Economy and Skills	Cllr Michael Rubinstein
Housing Services	Cllr Elizabeth Fitzgerald
Children and Young People	Cllr Lynn Ryder

**APPOINTMENT OF SHADOW CABINET FOR 2026/2027**

<b>Position</b>	<b>Appointees</b>
Leader, Regeneration and Growth	Cllr C Birchmore
Deputy Leader, Communities and Inclusion	Cllr D Duncalfe
Adult Care, Health and Public Service Reform	Cllr K Simpson
Children and Young People	Cllr J Sheppard
Environment, Climate Change and Operations	Cllr D Duncalfe
Finance and Corporate Services	Cllr M Smith
Culture, Economy and Skills	Cllr J Sheppard
Housing Services	Cllr M Walsh

## APPENDIX C

## APPOINTMENT OF POLITICALLY BALANCED COMMITTEES AND SUB-COMMITTEES OF THE COUNCIL FOR 2026/2027

Committees	No of Seats		Seat Allocations and Appointments 2026/2027
	Cllr	Co-Opted	
<b>1. Planning Control Committee</b>	<b>11</b>	<b>0</b>	<p><b>Lab (7) Rad First (2) Reform (2)</b></p> <p><u>Cllr Gareth Staples Jones (Chair) (Lab)</u>  Cllr Martin Hayes (Lab)  Cllr Ciaran Boles (Lab)  Cllr Debbie Quinn (Lab)  Cllr Michael Rubinstein (Lab)  Cllr Ummrana Farooq (Lab)  Cllr Babar Ibrahim (Lab)</p> <p>Cllr D Duncalfe (RF)  Cllr M Walsh (RF)</p> <p>Cllr Jerome Roith (Reform)  Cllr David Hill (Reform)</p>
<b>1a. Joint Planning Control Committee</b>	<b>5</b>	<b>0</b>	<p><b>Lab (3) Rad First (1) Reform (1)</b></p> <p><u>Cllr Gareth Staples-Jones (Chair) (Lab)</u>  Cllr Babar Ibrahim (Lab)  Cllr Debbie Quinn (Lab)  Sub – Martin Hayes (Lab)</p> <p>Cllr Des Duncalfe (RF)  Cllr Mary Walsh (Sub)</p> <p>Cllr Jerome Roith (Reform)  Cllr David Hill (Sub)</p>

Committees	No of Seats		Seat Allocations and Appointments 2026/2027
	Cllr	Co-Opted	
<b>3. Employment Panel</b>	<b>9</b>	<b>0</b>	<p><b>Lab (6) Rad First (1) Reform (1) Con (1)</b></p> <p><u>Cllr Sean Thorpe (Chair) (Lab)</u>  Cllr Debra Green (Lab)  Cllr Tamoor Tariq (Lab)  Cllr Lucy Smith (Lab)  Cllr Ayesha Arif (Lab)  Cllr Alan Quinn (Lab)</p> <p>Cllr Mary Walsh (RF)</p> <p>Cllr David Hill (Reform)</p> <p>Cllr Khalid Hussain (Con)</p>
<b>3a. Individual Panels/ Boards</b>	<b>(3) or (5)</b>	<b>(0)</b>	<p>3 or 5 Members of the Panel selected to form Employment Panel dealing with:-</p> <ul style="list-style-type: none"> <li>• Shortlisting and Appointment of Staff</li> </ul> <p>Membership to comprise the Cabinet Member for Human Resources or nominated representative (who will act as Chair)</p>
<b>2. Licensing and Safety Committee</b>	<b>11</b>	<b>0</b>	<p><b>Lab (7) Rad First (2) Reform (2)</b></p> <p><u>Cllr Babar Ibrahim (Chair) (Lab)</u>  Cllr Imran Rizvi (Lab)  Cllr Debbie Quinn (Lab)  Cllr Debra Green (Lab)  Cllr Jodie Hook (Lab)  Cllr Alan Quinn (Lab)  Cllr Martin Hayes (Lab)</p> <p>Cllr Mary Walsh (RF)  Cllr Ken Simpson (RF)</p> <p>Cllr Jack Rydeheard (Reform)  Cllr David Hill (Reform)</p>

<b>4. Overview and Scrutiny Committee</b>	<b>11</b>		<p><b>Lab (7) Rad First (2) Reform (2)</b></p> <p>Cllr John Southworth (Lab)  Cllr Miriam Rahimov (Lab)  Cllr Tom Pilkington (Lab)  Cllr Lynn Ryder (Lab)  Cllr Adnan Chaudhry (Lab)  Cllr Noel Bayley (Lab)  Cllr Shaheena Haroon (Lab)</p> <p>Cllr Judi Sheppard (RF)  <u>Cllr Carol Birchmore (Chair) (RF)</u></p> <p>Cllr Jack Rydeheard (Reform)  Cllr Jerome Roith (Reform)</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><b>Overview Project Groups</b></p> <p><b>Set up as required with membership drawn from all non-Cabinet Members. Overview and Project Groups will appoint Co-opted Members as required.</b></p>
<b>4a. Overview &amp; Scrutiny Sub – Committee</b>  Alternate between Housing & Performance for 2026-27	<b>5</b>		<p><b>Lab (3) Rad First (1) Reform (1)</b></p> <p>Vacant (Lab)  Vacant (Lab)  Vacant (Lab)</p> <p>Cllr Judi Sheppard (Rad First)</p> <p>Cllr Jerome Roith (Reform)</p>
<b>5. Children and Young People’s Scrutiny Committee</b>	<b>11</b>	<b>2</b>	<p><b>Lab (7) Rad First (2) Reform (2)</b></p> <p>Cllr Ciaron Boles (Chair) (Lab)  Cllr Ummrana Farooq (Lab)  Cllr Shaheena Haroon (Lab)  Cllr Elizabeth FitzGerald (Lab)  Cllr Charlotte Hunt (Lab)  Cllr John Southworth (Lab)  Cllr Julie Southworth (Lab)</p> <p>Cllr Judi Sheppard (RF)  Cllr Des Duncalfe (RF)</p>

		<p>Cllr George Martin (Reform) Cllr Paul Davies (Reform)</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>Education Representatives – (Voting)*</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Representing</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>* Invited to Committee meetings where education matters are being considered</p> <p>Co-opted - Independent Member</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Representing</th> </tr> </thead> <tbody> <tr> <td>1. Helen Chadwick</td> <td>Union Representative</td> </tr> <tr> <td>2. Violet Eadington</td> <td>Youth Representative</td> </tr> </tbody> </table> <p><b>Overview Project Groups</b></p> <p>Set up as required with membership drawn from all non-Cabinet Members. Overview and Project Groups will appoint Co-opted Members as required.</p>	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																			
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2. Violet Eadington	Youth Representative																			

Committees	No of Seats		Seat Allocations and Appointments 2026/2027
	Cllr	Co-Opted	
<b>6. Health Scrutiny Committee</b>	11	0	<p><b>Lab (7) Rad First (2) Reform (2)</b></p> <p><u>Cllr Elizabeth Fitzgerald (Chair) (Lab)</u>  Cllr Shaheena Haroon (Lab)  Cllr Ciaron Boles (Lab)  Cllr Lynn Ryder (Lab)  Cllr Michael Rubinstein (Lab)  Cllr Debra Green (Lab)  Cllr Julie Southworth (Lab)</p> <p>Cllr Des Duncalfe (RF)  Cllr Ken Simpson (RF)</p> <p>Cllr Dr Shadman Zaman (Reform)  Cllr George Martin (Reform)</p> <p>(Cabinet Members not to be members of the Committee.)</p> <p>(Lead Members not to be a Member of a Committee dealing with an area in which they have an involvement or an influence).</p>
<b>7. Audit Committee</b>	9	2	<p>Guidance from the external auditor is that Cabinet Members should not be members of Audit Committee</p> <p><b>Lab (6) Rad First (1) Reform (1) Con (1)</b></p> <p><u>Cllr Jodie Hook (Chair) (Lab)</u>  Cllr Michael Rubinstein (Lab)  Cllr Debra Green (Lab)  Cllr Adnan Chaudhry (Lab)  Cllr Noel Bayley (Lab)  Cllr Imran Rizvi (Lab)</p> <p>Cllr Mike Smith (RF)</p> <p>Cllr David Hill (Reform)</p> <p>Cllr Iain Gartside (Con)</p>
<b>8. Standards Committee</b>	9		<p><u>The Mayor (<b>Councillor Tahir Rafiq</b>) will chair the Committee</u></p> <p><b>Lab (6) Rad First (1) Reform (1) Con (1)</b></p>

			<p>Cllr Martin Hayes (Lab) Cllr Tahir Rafiq (Lab) Cllr Miriam Rahimov (Lab) Cllr Debbie Quinn (Lab) Cllr Jodie Hook (Lab) Cllr Sean Thorpe (Lab)</p> <p>Cllr Mike Smith (RF)</p> <p>Cllr David Hill (Reform)</p> <p>Cllr Shahbaz Arif (Con)</p> <p>(The Leader of the Council cannot be a Member of the Standards Committee)</p> <p>(One Member may be appointed from the Cabinet but they cannot Chair the Committee.)</p> <p>Independent Person(s): Craig Ainsworth Stuart Birtwell 1 Vacancy</p>
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**APPOINTMENT OF NON-POLITICALLY BALANCED COMMITTEES OF THE COUNCIL  
FOR 2026/27**

**Membership as per Terms of Reference**

**\*Indicative Balance calculations are provided**

<p><b>1. Health &amp; Wellbeing Board</b></p>		<p><b>Councillors:</b></p> <p>Cabinet Member for Health and Wellbeing (Chair)  Cabinet Member Children and Young People  Additional Labour Cabinet member – Cllr Ayesha Arif  Deputy Cabinet for Health and Wellbeing Cllr Tom Pilkington and Cllr Charlotte Hunt</p> <p>Radcliffe First Group Leader</p> <p>An additional 2 Deputy Cabinet Members will be invited to attend; for this municipal year, this will be Cllrs Lynn Ryder and E FitzGerald.</p> <p><b>Core Voting Members:</b></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>
<p><b>2. Locality Board</b></p>	<p><b>3</b></p>	<p>The voting members reflect senior clinical, political, managerial, and NHS non- executive and executive leadership from across the Bury Integrated Care 12 Partnership. The voting rights for each decision will be dependent on the budget under discussion.</p>

			<p>Voting Members</p> <p>Leader of the Council</p> <p>Executive Member of the Council for Health and Wellbeing</p> <p>Executive Member of the Council for Children and Young People</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 &amp; Place Based Lead, Bury Council &amp; 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 Chief Officer, Bury VCFA</p> <p>Executive Director of Health and Care &amp; Deputy Place Based Lead, Bury Council &amp; 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, Radcliffe First*</p> <p>Opposition Leader, Reform*</p> <p>*if the party holds 5 or more seats</p>
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## GMCA &amp; AGMA Nominations and Appointments - Local Authority 2026/27

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	<b>Appointment</b> of 1 member and 1 substitute from each Local Authority  Substitute member from each District – to be the opposite gender to the member to assist with gender balance	1 year	Monthly	Cllr Eamonn O'Brien (Lab) Cllr Lucy Smith (Lab)
GM Waste & Recycling Committee  Appointed by GMCA	15 members	<b>Nomination</b> of 2 members and 2 substitutes from each Local Authority (with the exception of Wigan)  Ideally those with portfolio responsibility for environment / waste  Chair of the committee to be agreed by the GMCA following recommendation from the Waste & Recycling Committee.	Up to June Annual Meeting	Quarterly	Cllr Alan Quinn (Lab) Cllr Jodie Hook (Lab) Sub – Cllr Lucy Smith (Lab) Sub – Cllr Gareth Staples-Jones (Lab)
GMCA Audit Committee  Appointed by GMCA	4 members	<b>Nomination</b> of 1 member and 2 substitute members from each Local Authority, if they wish to do so  Cannot be GMCA Members.	Up to June Annual Meeting	Quarterly	Cllr Jodie Hook (Lab)

Bee Network Cttee  Appointed by each Local Authority	10 members	<b>Appointment</b> 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	Cllr Lucy Smith (Lab) Cllr Gareth Staples-Jones (sub) (Lab)
GM Culture & Social Impact Fund Cttee  Appointed by GMCA	10 members	<b>Nomination</b> of 1 member and 1 substitute member from each Local Authority  Recommended membership to replicate the AGMA Statutory Functions Cttee	Up to June Annual Meeting	X2 per year	Cllr Gavin McGill (Lab) Cllr Michael Rubinstein (sub) (Lab)
GM Work & Skills Forum  Appointed by GMCA	10 members	<b>Nomination</b> of 1 member from each Local Authority  Ideally those with portfolio responsibility for work and skills	Up to June Annual Meeting	Quarterly	Cllr Gavin McGill (Lab)
Integrated Care Partnership  Appointed by each Local Authority	10 members	<b>Appointment</b> of 1 member and 1 substitute member from each Local Authority	Up to June Annual Meeting	Quarterly	Cllr Tamoor Tariq (Lab) Cllr Eamonn O'Brien (sub) (Lab)

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	<b>Nomination</b> of 1 member from Local Authorities, if they wish to do so	1 year (May)		Vacant
Transport for the North Audit & Governance Cttee  Appointed by the GMCA	1 member & 1 substitute member invited from across GM	<b>Nomination</b> of 1 member and 1 substitute member from Local Authorities, if they wish to do so	1 year (May)		Vacant
Transport for the North – Scrutiny Committee  Appointed by the GMCA	1 member & 1 substitute member invited from across GM	<b>Nomination</b> of 1 member and 1 substitute member from Local Authorities, if they wish to do so	1 year (May)		Vacant
Transport for the North General Purposes Cttee	1 member & 1 substitute member invited	<b>Nomination</b> of 1 member and 1 substitute member from Local Authorities, if they wish to do so	1 year (May)		Vacant

Appointed by the GMCA	from across GM,				
GMCA Overview & Scrutiny Committee  Appointed by GMCA.	20 members	<p><b>Nomination</b> of 6 members – 4 from ruling group and 2 from opposition group, order of preference if possible</p> <p>Cannot be member of the Bee Network Committee or the GMCA</p> <p>Recommend elected members who have previously been appointed to the GMCA Overview &amp; Scrutiny Committee or those with a local scrutiny interest.</p>	2 years where possible (but no limit on the length of term)	Monthly	<p>4 from ruling group and 2 from opposition group, order of preference if possible.</p> <p>I Rizvi M Hayes Vacancy (sub) Vacancy (sub)</p> <p>Cllr Carol Birchmore (RF) Cllr Judi Sheppard – Sub (RF)</p>
Air Quality Administration Committee  Appointed by Local Authority	10 members	<p><b>Appointment</b> of 1 member &amp; 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>Cannot be a member of the Clear Air Scrutiny Committee</p>	Up to June Annual Meeting	As and when required	<p>Cllr Lucy Smith Cllr Gareth Staples-Jones (sub)</p>

Clean Air Scrutiny Committee	10 members	<b>Appointment</b> of 1 member plus 1 substitute member from each Local Authority	Up to June Annual Meeting		Cllr Noel Bayley (Lab)
Appointed by Local Authority		Cannot be a member of the Clean Air Administration or Clean Air Charging Cttees			
GM Homelessness Programme Board	10 members	<b>Nomination</b> of 1 member from each Local Authority	Up to June Annual Meeting	Monthly	Cllr Ayesha Arif (Lab) Cllr Elizabeth Fitzgerald (sub) (Lab)
Appointed by the GMCA		Ideal those with portfolio responsibility for homelessness			
GM Children's Board	10 members	<b>Nomination</b> of 1 member from each Local Authority	Up to June Annual Meeting	Monthly	Cllr Lucy Smith (Lab)
Appointed by the GMCA		Ideally those with portfolio responsibility for Children			
Green City Region Board	10 members	<b>Nomination</b> of 1 member from each Local Authority	Up to June Annual Meeting	Quarterly	Cllr Gareth Staples Jones (Lab)
Appointed by the GMCA		Ideally those with portfolio responsibility for Low Carbon			

AGMA Nominations and Appointments 2026/27					
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 (Plus GM Mayor)	<b>Appointment</b> of 1 member and 1 substitute from each Local Authority  Ideally the same appointments as the GMCA member and substitute	Up to June Annual Meeting	X2 a year	Cllr Eamonn O'Brien (Lab) Cllr Lucy Smith (sub) (Lab)
Statutory Functions Committee  Appointed by AGMA	10 members	<b>Nomination</b> of 1 member & 1 substitute member from each Local Authority  Ideally the membership to replicate the GM Culture & Social Impact Fund Committee.	Up to June Annual Meeting	X2 per year	Cllr Gavin McGill (Lab) Cllr Michael Rubinstein (sub) (Lab)
Police, Crime & Fire Panel  Appointed by Local Authority	10 members	<b>Appointment</b> of 1 member & 1 substitute member from each Local Authority  Cannot be GMCA Member or Substitute GMCA Member	Up to June Annual Meeting	At least 6 times per year	Cllr Richard Gold (Lab) Cllr Imran Rizvi (sub) (Lab)
Police & Crime	10 members	<b>Appointment</b> of 1 member from each Local Authority	Up to June	Bi-Monthly	Cllr Richard Gold (Lab)

AGMA Nominations and Appointments 2026/27					
Steering Group		Cannot be GMCA Member	Annual Meeting		
Appointed by Local Authority					
GM Health Scrutiny Committee	10 members	<b>Appointment</b> 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 (Lab) Vacancy (sub) (Lab)
Appointed by Local Authorities					
Regional Flood & Coastal Committee	3 members invited from across GM	<b>Nomination</b> of 1 member and 1 substitute from each Local Authority, if they wish to do so  Automatically also made a member for Housing First, Planning Infrastructure Commission	Up to June Annual Meeting	<b>Quarterly (includes a number of sub committees also requiring attendance)</b>	Cllr Alan Quinn (Lab) Cllr Gareth Staples Jones (sub) (Lab)
Appointed by AGMA					
Housing First, Planning, Infrastructure Commission	10 members	<b>Nomination</b> of 1 member from each Local Authority	Up to June Annual Meeting	Quarterly	A Arif E Fitzgerald(sub)

AGMA Nominations and Appointments 2026/27					
Appointed by AGMA		Ideally those with portfolio responsibility for Planning & Housing			
GM Pensions Fund Management Panel  Appointed by Local Authorities	9 members  Lead Authority - (Tameside) appoints its member	<b>Appointment</b> of 1 member	Up to June Annual Meeting	Quarterly  Sub-groups may also require attendance	Cllr Sean Thorpe (Lab)
Halle  Appointed by AGMA	1 member invited from across GM	<b>Nomination</b> of 1 member from Local Authorities, if they wish to do so	Up to June Annual Meeting		Vacancy
Peoples History Museum  Appointed by AGMA	1 member invited from across GM  Charity Trustee role	<b>Nomination</b> of 1 member from Local Authorities, if they wish to do so	Up to June Annual Meeting	Quarterly	Vacancy
Christie Hospital NHS foundation Trust  Appointed by AGMA	1 member invited from across GM	<b>Nomination</b> of 1 member from Local Authorities, if they wish to do so	3 years		2026/2027 Not required.

Internal Body	Composition and Allocation	Appointment 2026/2027
Fostering Panels	3 Members 2 Lab 1 RF	D Quinn (Lab) Vacancy (Lab)  Cllr Mary Walsh (RF)
Community Safety Partnership	Cabinet or deputy cabinet member	Cllr Richard Gold (Lab)
Corporate Parenting Board	11 Members: Lab (7) Reform (2) Rad First (2)  Chair - Cabinet Member for Children and Families 10 members based on political balance  <b><u>Corporate Parenting Champions 26-27</u></b> Corporate parenting Champions will be appointed at a future Children and Young People Scrutiny meeting.	Cllr Lucy Smith (Co-Chair) (Lab) Cllr Debbie Quinn (Lab) Cllr Sean Thorpe (Lab) Cllr Eamonn O'Brien (Lab) Cllr Lynn Ryder (Lab) Cllr Julie Southworth (Lab) Cllr Charlotte Hunt (Lab)  Cllr Mike Smith (RF) Cllr Ken Simpson (RF)  Cllr George Martin (Reform) Cllr Jack Rydeheard (Reform)
Corporate JCC	10 Members: 6 Lab 2 Rad First 2 Reform	Cllr Sean Thorpe (Lab) Cllr Alan Quinn (Lab) Cllr Eamonn O'Brien (Lab) Cllr Martin Hayes (Lab) Cllr Babar Ibrahim (Lab) Cllr Miriam Rahimov (Lab)  Cllr Carol Birchmore (RF) Cllr Ken Simpson (RF)

Internal Body	Composition and Allocation	Appointment 2026/2027
		Cllr Dr Shadman Zaman (Reform) Cllr Paul Davies (Reform)
Democratic Arrangements Forum	Leader or Dep Leader Chair of Standards Opposition Leaders	Cllr Eamonn O'Brien/L Smith (sub) (Lab) Cllr Tahir Rafiq (Lab) Cllr Carol Birchmore (RF) Cllr Jack Rydeheard Ref Cllr Shahbaz Arif (Con) Cllr Dene Vernon (TfB)
Housing Advisory Board	6 Members including the Cabinet Member for Housing  3 tenant representatives  2 Independent members	Cllr Ayesha Arif (Lab) Cllr Elizabeth Fitzgerald (Lab) Cllr Debra Green (Lab) Cllr Babar Ibrahim (Lab) Cllr Mary Walsh (RF) Cllr Jerome Roith (Reform)  Vacancy Julie Momen Stephen Walker  Vacancy Vacancy
Joint Consultative Committee Health and Safety	4 Members: 1 Reform 2 Lab 1 Rad First	Cllr Sean Thorpe (Lab) Cllr Martin Hayes (Lab)  Cllr Carol Birchmore (RF)  Cllr Dr Shadman Zaman (Reform)
JCC with Teachers and JCC with Lifelong Learning Staff	8 Members: 4 Lab	Cllr Lucy Smith (Lab) Cllr Lynn Ryder (Lab)

Internal Body	Composition and Allocation	Appointment 2026/2027
	2 Reform 2 Rad First	Cllr Gavin McGill (Lab) Cllr Tamoor Tariq (Lab)  Cllr Des Duncalfe (RF) Cllr Judi Sheppard (RF)  Cllr Dr Shadman Zaman (Reform) Cllr Paul Davies (Reform)
Local Access Forum	2 Members Cabinet Members for Environment/Leisure/ Tourism/Culture - Deputy Cabinet Members as substitutes	Cllr Lucy Smith (Lab) Cllr John Southworth (Lab) Cllr Gareth Staples Jones (sub) (Lab)
Member Development Group	Group Leaders where possible and Lead Member for Human Resources/member development (Invite party Group whips)	Cllr Sean Thorpe (Lab) Cllr Miriam Rahimov (Lab)  Cllr Jack Rydeheard (Reform)  Cllr Carol Birchmore (RF)  Cllr Shahbaz Arif (Con)  Cllr Dene Vernon (TfB)
Older People/Ageing Well Partnership Board	1 Labour	Cllr Julie Southworth
Persona (Shareholder panel)	2 Cabinet Members	Cllr Eamonn O'Brien Cllr Tamoor Tariq
Persona Board	1 Member	Vacancy (Lab)

Internal Body	Composition and Allocation	Appointment 2026/2027
Standing Advisory Council on Religious Education (SACRE)	3 Members: 2 Lab 1 RF	Cllr Martin Hayes (Lab) Vacancy (Lab)  Cllr Mary Walsh (RF)
Youth Cabinet	7 Members: 4 Lab 2 RF 1 Reform	Cllr Lucy Smith Cllr Shaheena Haroon Cllr Debra Green Cllr Lynn Ryder  Cllr Mike Smith (RF) Cllr Des Duncalfe (RF)  Cllr George Martin (Reform)
Adult Learning Advisory Group	One Member from each township, and one other with an expertise in this subject area	Cllr Gavin McGill (Chair) Cllr Sean Thorpe Cllr Charlotte Morris Cllr Noel Bayley  Cllr Carol Birchmore (RF)

<b>Internal Body</b>	<b>Composition and Allocation</b>	<b>Appointment 2026/2027</b>
Bury Local Bee Network Forum	5 Members: 3 Lab 1 Reform 1 RF	Cllr Gareth Staples-Jones (Chair) Cllr Umranna Farooq Cllr John Southworth  Cllr Paul Davies (Reform)  Cllr Judi Sheppard (RF)

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2026/2027**

**APPENDIX G**

<b>Outside Body</b>	<b>Entitlement and Allocation</b>	<b>Nomination (Councillor) 2026/2027</b>
Citizens Advice Bury and Bolton	1 member	J Hook
Team Bury Partnership	1 Member: 1 Lab (Other Group Leaders invited)	E O'Brien
Bury Metro Arts Association (Executive)	3 Members: 2 Lab 1 RF	Cllr Charlotte Morris Cllr Gavin McGill Cllr Des Duncalfe (RF)
Bury Music Service Ltd	3 Members: 2 Lab 1 RF	Cllr Debbie Quinn Cllr Gavin McGill Cllr Mary Walsh (RF)
Bury Society for the Blind and Partially Sighted	3 Members: 1 RF 2 Lab	Cllr Debbie Quinn VACANCY Cllr Mary Walsh (RF)
East Lancashire Railway Trust Board of Management	3 Members: 1 RF 2 Lab	Cllr Charlotte Morris Cllr Gavin McGill Cllr Mike Smith (RF)
Hollins Institute Educational Fund	3 Members from Unsworth Ward	Cllr Tahir Rafiq Cllr Jodie Hook

Outside Body	Entitlement and Allocation	Nomination (Councillor) 2026/2027
Local Government Association – General Assembly	Leader, Deputy Leader Opposition Group Leaders	Cllr Eamonn O’Brien (Lab) Cllr Lucy Smith (Lab) Cllr Carol Birchmore (Radcliffe First) Cllr Jack Rydeheard (Reform) Cllr Shahbaz Arif (Con) Cllr Dene Vernon (TfB)
LGA - Special Interest Group of Municipal Authorities (SIGOMA)	Portfolio holder for finance or Leader of the Council	Cllr Eamonn O’Brien
Manchester, Bolton and Bury Canal Restoration Partnership	2 Members	Cllr Alan Quinn Cllr John Southworth
Manchester Mesivta Grammar School Governing Body	1 Member: 1 Lab	Cllr Alan Quinn
North West Local Authorities’ Employers Organisation	1 Member plus substitute 1 Lab	Cllr Tamoor Tariq
Parking And Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1 Member	
Pennine Care NHS Trust Joint Health Scrutiny Committee	3 Members: 1 RF 2 Lab	Cllr Tom Pilkington Lab Vacancy Cllr Ken Simpson (RF)
Northern Care Alliance Joint Health Scrutiny Committee	3 Members 1 RF 2 Lab	Cllr Elizabeth Fitzgerald Cllr Charlotte Hunt Cllr Ken Simpson (RF)

Outside Body	Entitlement and Allocation	Nomination (Councillor) 2026/2027
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: 1 Lab	Cllr Sean Thorpe
Greater Manchester Forests Partnership	2 Members plus reserve: 2 Lab RF reserve	Cllr Alan Quinn Cllr Gareth Staples-Jones Cllr Des Duncalfe (RF)
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	Cllr Ayesha Arif
Yorkshire Purchasing Organisation Management Committee	1 Member plus Deputy 1 Lab	Cllr Sean Thorpe
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	Vacant
Northern Gateway Mayoral Development Corporation Council nominee for the Northern Gateway Mayoral Development Corporation	1 member	Cllr Dene Vernon (TfG)

