

# Public Document Pack

## Chief Executive

**THE CIVIC MAYOR, CHAIR OF  
COUNCIL BUSINESS AND ALL  
MEMBERS OF THE COUNCIL**

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Date	Date Not Specified

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING** of the Tameside Metropolitan Borough Council to be held on **Tuesday, 28 November, 2017 at 5.00 pm** in the Conference Room, Guardsman Tony Downes House, Droylsden, when the undermentioned business is to be transacted.

Yours faithfully,



**Steven Pleasant  
Chief Executive**



Item No.	AGENDA	Page No
1.	<b>CIVIC MAYOR'S ANNOUNCEMENTS</b>	
	The Civic Mayor to make any appropriate announcements.	
	<b>At this juncture the Civic Mayor will retire from the Chair and the Chair of Council Business shall assume the Chair for the remaining business.</b>	
2.	<b>MINUTES</b>	1 - 6
	That the Minutes of the proceedings of the Meeting of Council held on 10 October 2017 be approved as a correct record and signed by the Chair of Council Business (or other person presiding) (Minutes attached).	
3.	<b>DECLARATIONS OF INTEREST</b>	
	To receive any declarations of interest from Members of the Council.	
4.	<b>COMMUNICATIONS OR ANNOUNCEMENTS</b>	
	To receive any announcements or communications from the Chair of Council Business, the Executive Leader, Members of the Executive Cabinet or the Chief Executive.	
5.	<b>COUNCIL BIG CONVERSATION</b>	
	To consider any questions submitted by Members of the public in accordance with Standing Orders 31.12 and 31.13.	
6.	<b>EXECUTIVE LEADER'S ANNUAL KEYNOTE ADDRESS</b>	
	The Chair of Council Business to invite the Executive Leader, Councillor Kieran Quinn, to give his annual keynote address, following which the Leader of the Opposition Group will be entitled to respond with a final right of reply reserved for the Executive Leader.	
7.	<b>MEETING OF EXECUTIVE CABINET</b>	7 - 12
	To receive the minutes of the Meeting of the Executive Cabinet held on 18 October 2017.	
8.	<b>MEETING OF STANDARDS COMMITTEE</b>	13 - 28
	To receive the minutes of the Meeting of the Standards Committee held on 7 November 2017.	
9.	<b>AMENDMENTS TO CONSTITUTION - SINGLE COMMISSIONING</b>	29 - 38
	To consider the attached report of the Executive Member (Adult Social Care and Wellbeing)/Care Together Programme Director.	
10.	<b>SECTION 48 AGMA GRANTS SCHEME</b>	39 - 42
	To consider the attached report of the Executive Leader/Assistant Director (Stronger Communities).	

## **11. MEMBERSHIP OF COUNCIL BODIES**

To consider any changes to the membership of Council bodies.

## **12. HONORARY ALDERMAN**

To agree that, in recognition of his eminent service he has rendered to the Borough of Tameside, former Councillor Jim Middleton be made an Honorary Alderman of the Borough at the Annual Meeting of Council on 22 May 2018.

## **13. NOTICES OF MOTION**

To consider the following motion:

### **(a) Motion in the name of Councillor Buckley**

*That this Council notes that chronic loneliness is unhealthy and leads to many physical and mental health problems. It can affect anyone at any stage of their life. A disconnected society could be costing the UK economy £32 billion a year and also has a massively negative impact on communities across Tameside.*

*Nine million people, across all ages and social groups, in the UK report themselves lonely all or most of the time – including 43% of 17-25 year olds, 24% of parents and 8 out of 10 carers. Up to 50% of disabled people will be lonely on any given day and 3.6 million people aged over 75 say that television is their main form of company.*

*This Council notes the work of the Jo Cox Commission on Loneliness in tackling this scourge on society. The Commission has, over the course of this year, put a spotlight on a number of sections of society, including older people, refugees, carers and children; not only highlighting the problem, but acting as a call to action. With the message 'Start a Conversation', the Commission is trying to get people talking to one another, whether chatting to a neighbour, visiting an old friend or just making time for the people they meet. It is also targeting businesses and employer organisations to get them to be part of the solution.*

*The Council also notes that Commission will produce a manifesto of recommendations in the new year on how to reduce loneliness, however, it is possible to pledge to start a conversation now at the Commission website ([www.jocoxloneliness.org/pledge](http://www.jocoxloneliness.org/pledge)).*

*This Council resolves that:*

- (i) The Chief Executive will write to the Co-Chairs of the Jo Cox Commission on Loneliness (Seema Kennedy MP and Rachel Reeves MP) to offer the Council's support in their endeavours,*
- (ii) Councillors and officers of the Council will work with local voluntary groups, businesses and Government to reduce loneliness in communities across the borough of Tameside, and,*
- (iii) Councillors and officers of the Council will 'Start a Conversation' and take the time to do something to make someone feel less lonely.*

**14. URGENT ITEMS**

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be dealt with as a matter of urgency.

**15. QUESTIONS**

To answer questions (if any) asked under Standing Order 17.2, for which due notice has been given by a Member of the Council.

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## COUNCIL

10 October 2017

Commenced: 5.00 pm

Terminated: 6.30 pm

**Present:** Councillors Kitchen (Chair), Bowerman (Civic Mayor), Bailey, Bell, Bowden, Bray, Buckley, Buglass, Cartey, Cooney, Cooper, Dickinson, Drennan, Fairfoull, Feeley, P Fitzpatrick, Fowler, Glover, Gwynne, A Holland, B Holland, Homer, Kinsey, D Lane, J Lane, Newton, Patrick, Pearce, Piddington, K Quinn, S Quinn, Ricci, Ryan, Sharif, M Smith, T Smith, Sweeton, Taylor, F Travis, L Travis, Warrington, R Welsh and Wild.

**Apologies for Absence:** Councillors Affleck, Beeley, J Fitzpatrick, Jackson, McNally, Peet, Reid, Robinson, Sidebottom, Ward, K Welsh, Whitehead and Wills.

*Civic Mayor (Councillor Bowerman) in the Chair*

### 29. CIVIC MAYOR'S ANNOUNCEMENTS

The Civic Mayor expressed sincere congratulations to Councillor Eleanor Wills and her husband David on the birth of their baby girl, Enid Lilly. On behalf of all Members, the Civic Mayor extended best wishes to Councillor Wills, David and their family on this very happy occasion.

*Councillor Kitchen, Chair of Council Business, in the Chair*

### 30. MINUTES

#### RESOLVED

**That the Minutes of the proceedings of the meeting of the Extra Ordinary and Ordinary meetings of the Council held on 25 July 2017 be approved as a correct record and signed by the Chair of Council Business.**

### 31. COMMUNICATIONS OR ANNOUNCEMENTS

Councillor K Quinn made reference to the visit of HRH Prince Harry to the Manchester Resilience Hub in Ashton Old Baths, on 4 September 2017. Councillor Quinn explained that the Hub provided a central point for mental health advice and support for those affected by the terrorist attacks in Manchester in May 2017.

Councillor Quinn paid tribute to Councillor Jim Middleton, who had recently retired as a Councillor for health reasons, following 27 years of service. He thanked Councillor Middleton for his long service, dedication and tireless work in the Borough and particularly for the people of Droylsden.

Councillor Quinn then referred to a recent Ipsos Mori report into the attitudes of 18-30 year olds. They found many were concerned about the future. Many believed that their opportunities were constrained when compared with previous generations. He further highlighted the importance of securing the necessary funding to build more affordable homes, improve the standard of education and building safer and stronger communities.

Councillor Quinn made reference to the outcome of the Ofsted inspection of Children's Services in September 2016 and subsequent monitoring visits. He explained that a lot of hard work had been undertaken since the initial findings and that Ofsted had acknowledged progress and had highly rated Tameside's adoption service and children's homes. A recent monitoring visit confirmed sustained improvement at the Hub, improved partnership working, caseloads had started to fall

and timeliness of plans and assessments had improved. Ofsted were also impressed with levels of commitment from social care staff.

It was further explained that it had been recognised that more pace in the improvement journey was required and a number of changes had been made:

- In Councillor Robinson's absence, Councillor J Fitzpatrick had taken a lead role on Children's Services supported by Councillor Taylor and Councillor Gwynne;
- Managerial leadership had been strengthened with the roles of Director of Adults and Children being split into two roles and a new Interim Director of Children's Services had been appointed. Councillor Quinn introduced James Thomas, who had a long and successful career leading excellent children's services and delivering improvement across a range of councils; and
- It was also the intention to further strengthen the Children's Management Team as a means of increasing the pace of the improvement journey.

Councillor Quinn informed Members that 2018 would mark the one hundred year anniversary of the beginning of women in Britain being granted the right to vote. Suffragist Millicent Fawcett called for women to be included in the Bill that would extend voting rights to all men over 21. A significant part of the suffrage movement had its roots in Manchester, with Ashton-under-Lyne MP Hugh Mason, a Stalybridge born mill owner and politician introducing motions supporting the suffrage movement in its earlier days. The Leader announced that a cross party working group would be established, chaired by Councillor Feeley, to look at how Tameside could commemorate the 100 year anniversary and the suffragette movement.

Councillor Warrington informed Members of a recent inspection of Tameside's Learning Disability Service by the Care Quality Commission. They inspected the Supported Housing Service and all areas of the Service received a 'Good' rating with Service Response receiving an 'Outstanding' rating. Councillor Warrington congratulated officers, managers and staff within the Learning Disability Service for their hard work.

Councillor Cooney reported, with sadness, that there had been two fatal road traffic accidents in the Borough recently. He made particular reference to the incident in Droylsden and the very sad loss of the son of a member of Council staff. Councillor Cooney stressed that speed was a key factor in both incidents and stated that the Council were committed to working with partner agencies in order to improve road safety and address the issue of speeding.

Councillor L Travis was pleased to announce that Cromwell School had now re-opened, following a massive fire at the site last year.

Councillor Travis further reported on primary and secondary school results in 2017. In respect of Early Years Foundation Stage, she explained that Tameside had seen an increase of 3% in the percentage of pupils achieving a good level of development. Tameside was 7<sup>th</sup> in Greater Manchester for the percentage of pupils achieving a good level of development. 79% of pupils achieved the expected standard in phonics, which was the biggest increase across Greater Manchester. At Key Stage 1, 72% of pupils achieved the expected standard in reading (7<sup>th</sup> in Greater Manchester), 65% of pupils achieved the expected standard in writing (8<sup>th</sup> in Greater Manchester) and 72% achieved the expected standard in maths (6<sup>th</sup> in Greater Manchester). Despite the improved performance at SK1, the Borough remained below national averages, which in 2017 increased by 2% in reading and writing and 3% in maths. At Key Stage 2, 60% of pupils achieved the expected standard in reading, writing and maths combined at the end of KS2, an increase of 5% on the previous year. Tameside was in line with both national and regional averages and the borough was 6<sup>th</sup> in Greater Manchester.



### **32. COUNCIL BIG CONVERSATION**

The Chair reported that one question had been received in accordance with Standing Orders 31.12 and 31.13, from Mr Paul Broadhurst as follows:

*'Will the community of Tameside see an increase in Council Tax re: the dire situation that the Hospital Trust find themselves in, after it was reported in the media that the Council was to bail out the Trust'?*

Councillor K Quinn, in his response, explained that integrated care was about making changes that improved services and saved money at the same time. The key to achieving this was making sure that every organisation responsible for health and social care in Tameside was working to one plan, and knew their role in that plan. Taking health out of hospitals and into homes, giving people the resources and support they needed to stay well and remain independent. Those basic principles had led to new ways of working and better outcomes. He gave an example of the Digital Health Centre, which had saved £100,000 to date.

### **33. MEETING OF EXECUTIVE CABINET**

Consideration was given to the Minutes of the meeting of Executive Cabinet held on 30 August 2017. It was moved by Councillor K. Quinn, seconded by Councillor Taylor and –

#### **RESOLVED**

**That the Minutes of the meeting of the Executive Cabinet held on 30 August 2017 be received and the recommendations contained therein be approved.**

### **34. OVERVIEW (AUDIT) PANEL**

Consideration was given to the Minutes of the meeting of the Overview (Audit) Panel held on 11 September 2017. It was moved by Councillor Ricci and seconded by Councillor Taylor and –

#### **RESOLVED**

**That the Minutes of the meeting of the Overview (Audit) Panel held on 11 September 2017 be received.**

### **35. LOCAL AUDIT AND ACCOUNTABILITY ACT 2014 – APPOINTMENT OF EXTERNAL AUDITORS**

The Director of Finance submitted a report providing an update on the appointment of the Council's External Auditors following the decision in February 2017 to opt into the Sector Led Procurement for External Auditors arranged by Public Sector Audit Appointments Limited (PSAA).

It was moved by Councillor K Quinn and seconded by Councillor Warrington and -

#### **RESOLVED**

- (i) That Council agrees that it is satisfied with the appointment of Mazars LLP to audit the accounts of Tameside Metropolitan Borough Council for five years from 2018/19 following the procurement process undertaken by Public Sector Audit Appointments Limited (PSAA) and in line with the approval given by Council on the 28 February 2017; and**
- (ii) That Council agrees the appointment of Mazars LLP subject to the conclusion of the Public Sector Audit Appointments Limited (PSAA) process outlined in 4.5 of the report.**

### **36. TRANSPORT FOR THE NORTH – INCORPORATION AS A SUB-NATIONAL TRANSPORT BODY**

A report was submitted by the Borough Solicitor and Monitoring Officer explaining that Transport for the North was making the case for pan-Northern strategic transport improvements, which were needed to support transformational economic growth. This would allow the North to increase its productivity, create more job opportunities and make a greater contribution to the UK economy. It required the delivery of a sustained investment programme across the North to build infrastructure, strengthen skills, harness innovation and encourage smart technology.

It was further explained that Transport for the North was a partnership, bringing together local and combined authorities and business leaders from across the North with Central Government. This body allowed the region to speak with one voice on the transport infrastructure investment needed to boost the North's economy.

In 2016, the Northern Powerhouse Independent Economic Review, commissioned by Transport for the North on behalf of Northern partners, demonstrated how unique capabilities which were present across the north could be harnessed to transform the region, adding almost £97 billion to the UK economy and creating up to 850,000 jobs by 2050.

It was moved by Councillor K Quinn and seconded by Councillor Cooney and –

#### **RESOLVED**

**That the Council approves:**

- (i) The making by the Secretary of State of Regulations under Section 102E of the Local Transport Act 2008 to establish Transport for the North as a Sub-National Transport Body; and**
- (ii) That where the regulations propose to confer on TfN local transport functions consent to include such concurrent powers be agreed subject to the consent of the council as set out in Section 2 of the report.**

### **37. AMENDMENTS TO THE CONSTITUTION**

#### **(a) Statutory and Proper Officer Appointments**

Consideration was given to a report of the Head of Paid Service and Borough Solicitor and Monitoring Officer detailing the Statutory and Proper Officer appointments that had been amended to reflect changes to the Council's Senior Management Structure and explained changes within the leadership team to create additional capacity.

#### **(b) Request for the Council's constitution to be amended to adopt new powers under the Anti-Social Behaviour Crime and Policing Act 2014**

The Assistant Director, Environmental Services, submitted a report providing an update on the Anti-Social Behaviour Crime and Policing Act 2014 and sought support for new powers contained under the Act to be adopted within the Council's Terms of Reference and Scheme of Delegation.

It was moved by Councillor K Quinn and seconded by Councillor Glover and –

#### **RESOLVED**

- (a) That the Council agrees the changes to the Statutory and Proper Officer appointments as set out on the attached document to reflect changes to the Council's senior management team.**
- (b) That the Council agrees to adopt new powers contained under the Anti-Social Behaviour Crime and Policing Act 2014 into the Council's Terms of Reference and Scheme of Delegation.**

### 38. NOTICE OF MOTION

Consideration was given to the following motion received in accordance with Standing Order 16.1, which was proposed by Councillor Sweeton and seconded by Councillor Fairfoull:

*'That this Council notes the announcement on 20 July 2017 by Conservative Transport Secretary Chris Grayling MP that the electrification of the Sheffield, Kettering, Oxenholme-Windermere and Cardiff-Swansea railway lines will not take place and the Transport Secretary's comments as part of this announcement that full electrification of the Manchester-Leeds railway line may be too difficult.*

*Council further notes the announcement on 24 July 2017 of the approval of the £30 billion Crossrail 2 scheme in London.*

*Northern Powerhouse rail, an investment programme which included the now cancelled electrifications and the electrification of the Manchester-Leeds line, was pledged on page 24 of the Conservative Party manifesto for the 2017 General Election. Crossrail was not featured at all in the Conservative Party manifesto.*

*This Council supports the electrification of the east-west transpennine railway between Manchester and Leeds. Council recognises the benefits that the electrification of this line, which passes through the Borough of Tameside, would deliver for local people.*

*This Council is further asked to note that whilst Chancellor Phillip Hammond's has announced at the Conservative Party conference in Manchester this week that an allocation of £300m of investment will be made in Northern rail connectivity he failed to recommit to the electrification across the Pennines, which was originally promised in 2011 and the travelling public in the North is having to put up with sub-standard rail services right now and deserve a better answer on when Manchester to Leeds services will improve.*

*Council resolves to:*

- (i) Ask the Chief Executive to write to Transport Secretary Chris Grayling setting out our support for the full electrification of this line; and*
- (ii) Call on our three MPs to lobby the government to deliver the planned electrification as promised.'*

Upon being put to the vote, the Motion was carried and it was therefore –

#### **RESOLVED**

**That this Council notes the announcement on 20 July 2017 by Conservative Transport Secretary Chris Grayling MP that the electrification of the Sheffield, Kettering, Oxenholme-Windermere and Cardiff-Swansea railway lines will not take place and the Transport Secretary's comments as part of this announcement that full electrification of the Manchester-Leeds railway line may be too difficult.**

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**Council resolves to:**

- (i) Ask the Chief Executive to write to Transport Secretary Chris Grayling setting out our support for the full electrification of this line; and**
- (ii) Call on our three MPs to lobby the government to deliver the planned electrification as promised.**

### **39. QUESTIONS**

The Chair reported no questions had been received in accordance with Standing Order 17.2.

### **40. URGENT ITEMS**

The Chair reported that there were no urgent items of business for consideration at this meeting.

**CHAIR**

## MEETING OF EXECUTIVE CABINET

18 October 2017

Commenced: 2.00 pm

Terminated: 3.05 pm

**Present:** Councillor K. Quinn (Chair)  
Councillors Cooney, J. Fitzpatrick, Gwynne, Taylor, L Travis and Warrington.

**Apologies for Absence:** Councillor Robinson.

<b>In Attendance:</b>	Steven Pleasant	Chief Executive
	Sandra Stewart	Director (Governance and Pensions)
	Angela Hardman	Director of Population Health
	Kathy Roe	Director (Finance)
	Sarah Dobson	Assistant Director (Policy, Performance and Communications)
	Alan Dow	CCG Chair
	Tom Wilkinson	Assistant Director (Finance)
	Ian Saxon	Assistant Director (Environmental Services)
	Emma Varnam	Assistant Director (Stronger Communities)
	Sandra Whitehead	Assistant Director (Adult Services)

### 25. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by Members of the Executive Cabinet.

### 26. MINUTES

#### (a) Executive Cabinet

Consideration was given to the Minutes of the meeting of Executive Cabinet held on 30 August 2017.

#### RESOLVED

That the Minutes of the meeting of Executive Cabinet held on 30 August 2017 be taken as read and signed by the Chair as a correct record.

#### (b) Strategic Planning and Capital Monitoring Panel

Consideration was given to the Minutes of the meeting of Strategic Planning and Capital Monitoring Panel held on 9 October 2017.

#### RESOLVED

That the Minutes of the meeting of Strategic Planning and Capital Monitoring Panel held on 9 October 2017 be received and the following recommendations approved:

#### Capital Investment Programme 2017/2020

- (i) That the changes to the existing programme (Table 2 in the report) and the revised Capital Investment Programme (Table 5 in the report) for 2017/18 to 2019/2020 be approved;
- (ii) That the allocation of funds to additional schemes (Table 4 in the report) be agreed in principle, subject to full business cases for each scheme;

- (iii) That the Chief Finance Officer provide regular updates on the funding sources proposed for the Capital Investment Programme and the affordability of the programme; and
- (iv) That all additional schemes (Table 4 in the report) submit a business case for consideration by Strategic Planning and Capital Monitoring Panel, prior to full approval by Executive Cabinet.

#### **Vision Tameside Phase 2 Progress Update**

- (v) That the progress with the delivery of the overall Vision Tameside Phase 2 programme be noted;
- (vi) That the emerging risk associated with the delay in securing an appropriate funding package for the Streetscape Improvement project, be noted;
- (vii) That the budget variations and virements identified in Section 7 of the report, be approved;
- (viii) That the progress being made to drawdown the £4 million Skills Funding Agency Capital Funding, be noted.

#### **Corporate Asset Management Plan Update**

- (ix) That the list of disposals identified in Appendix 1 to the report be approved subject to further discussion on land at Staley Hill Drive;
- (x) That the capital scheme on Heginbottom Mill detailed in the section 3.1 of the report - £125,000, be approved; and
- (xi) That the capital schemes on corporate buildings detailed in Section 3.2 of the report - £13,873.69, be approved.

#### **Engineering Capital Programme 2017/2018**

- (xii) The allocation of Highways Challenge Fund grant funding and the schemes detailed in Section 1.4, Table 1 of the report, be approved;
- (xiii) That the Engineering Maintenance Block Allocation, with specific reference to the Highways Structural Maintenance Programme for 2017/18 and the increased investment of £0.250 million to £3 million via the Transport Asset Management Plan, be approved and the planned profiled spend noted; and
- (xiv) That the Department for Transport Safer Roads Fund bid be noted and supported.

#### **Financing Arrangements for Guardsman Tony Downes House**

- (xv) The payment of £7.0 million to Greater Manchester Pension Fund, subject to the Fund agreeing:
  - (a) To the payment of an annual rent with effect from the 1 January 2017 to the Council of £384,250 per annum, with upward annual reviews linked to RPI, plus service charges for the running of the building and for cyclical maintenance of plant and equipment; and
  - (b) That in the event that the Fund vacates the building before the expiry of 25 years, it will pay the Council a sum equivalent to the total annual passing rent for the period beginning on the date of vacation of the building to the 25<sup>th</sup> anniversary of the date the Council 'purchased' the building (currently assumed to be 1 January 2043).
- (xvi) That the payment be financed from the earmarked reserve for Capital Investment;
- (xvii) That the building be taken on to the Council's balance sheet; and
- (xviii) That a further report be requested on the proposed use of the ground floor of Guardsman Tony Downes House and the associated financial implications.

#### **(c) Single Commissioning Board**

Consideration was given to the Minutes of the meeting of the Single Commissioning Board held on 29 September 2017.

## **RESOLVED**

**That the Minutes of the meeting of the Single Commissioning Board held on 29 September 2017 be received.**

### **(d) Carbon and Waste Reduction Panel**

Consideration was given to the Minutes of the meeting of the Carbon and Waste Reduction Panel held on 7 September 2017.

## **RESOLVED**

**That the Minutes of the meeting of the Carbon and Waste Reduction Panel held on 7 September 2017 be received.**

## **27. REGIONAL ADOPTION AGENCY**

Consideration was given to a report of the First Deputy (Performance and Finance)/Assistant Director (People and Workforce Development) seeking endorsement for Tameside Council to become a formal and constituent member of the Adoption NoW Regional Adoption Agency (Regional Adoption Agency) with effect from 6 November 2017, resulting in Adoption NoW becoming responsible for the delivery of the Council's statutory obligations with regard to adoption services. It was explained that Adoption NoW was a partnership arrangement between Tameside, Bolton, Rochdale, Oldham, Bury and Blackburn Councils along with Caritas Care and Adoption Matters, and was in line with the Government's Education and Adoption Act 2016 which required local authority adoption services to regionalise by 2020, with planning to have started by 2017.

By way of background, it was explained that in January 2013 the Coalition Government outlined a vision of a new adoption system where there were fewer organisations recruiting and assessing adopters with most of these organisations operating at a much greater scale. The Education and Adoption Act 2016 required local authority adoption services to regionalise where they were not making voluntary plans to do so by 2020, with the expectation that planning was to have started by 2017, with entry into a regional adoption agency being completed by 2020.

This resulted in a partnership emerging now branded as the Adoption NoW Regional Adoption Agency and a successful bid was submitted, with funding provided by the DfE totalling £390,000 to promote the development of the Regional Adoption Agency, devolved over a two year period. This was set up funding only and would cease at the point that the Regional Adoption Agency became operational.

Development work had been on-going by the Adoption NoW Regional Adoption Agency Board members to design the overall vision, aims and principles for the Regional Adoption Agency arrangement, with Bolton Council being determined as Host for the arrangements. More recent developments had produced a Hub and Spoke preferred delivery operating model, with the proposal that existing staff across the six local authority adoption teams be placed in the Regional Adoption Agency through a secondment arrangement.

The initial two years of the Regional Adoption Agency arrangement would focus on improving quality and as such there would be no intention to achieve savings from the formation of the Regional Adoption Agency, with each local authority committing to maintain staffing levels and operational budgets during this period of time.

The future governance arrangements proposed were a Regional Adoption Agency Steering Committee being established to oversee and monitor the development and progress of the Regional Adoption Agency. The Steering Committee would comprise of one representative from each Voluntary Adoption Agency (Caritas Care and Adoption Matters) and the Lead Member for Children's Services from each Local Authority (or their designated deputy). The Steering

Committee would meet quarterly and the Regional Adoption Agency Board would provide progress reports to the Committee on all aspects of the Regional Adoption Agency.

A legal agreement had been developed which the Council would be expected to sign up to on an individual basis, should it agree to the Regional Adoption Agency proposals, setting out the arrangements for the provision of Tameside Council adoption services in the Regional Adoption Agency.

Ofsted's position was that it would not be inspecting Regional Adoption Agencies in their own right and that adoption services would continue to be inspected through the eyes of each local authority.

Staff consultation had commenced on 25 July 2017 with council staff affected by the Regional Adoption Agency arrangements. The consultation period was due to close mid October 2017. The main issues identified to date during staff consultation at a local level covered the areas of increased travelling costs, car parking and pay parity. Responses had been provided to staff.

It was proposed that the Regional Adoption Agency would 'Go Live' with effect from Monday 6 November 2017, on an initial two year basis, with annual reviews of both the Regional Adoption Agency outcomes and the secondment arrangements taking place.

**RESOLVED:**

- (i) That approval be given to Tameside Council becoming a formal and constituent member of the Adoption NoW Regional Adoption Agency (Regional Adoption Agency) with effect from 6 November 2017 and that affected staff be supported to second into the Regional Adoption Agency. Executive Members acknowledged the additional financial implications for the Council by endorsing such arrangement.**
- (ii) That a programme of review against progress be agreed and presented to Executive Board members to ensure the Adoption NoW Regional Adoption Agency partnership arrangement remained fit for purpose for Tameside Council families, children and adopters.**

## **28 NOTIFICATION OF CQC RATING FOR LEARNING DISABILITY SERVICE**

Consideration was given to a report of the Executive Member (Adult Social Care and Wellbeing) / Assistant Director (Adult Services), which reflected on the recently published Care Quality Commission rating for the Learning Disability Service (Supported Accommodation) following the inspection in July 2017. Members were informed that there had been very positive feedback and examples given in the Care Quality Commission inspection report, attached as Appendix 1 to the report, regarding the care and support provided by and to staff.

The service had received an overall rating of 'Good' with one domain, 'Responsive', being rated as 'Outstanding'. The Executive Cabinet was pleased that the hard work and focus on providing person-centred services to deliver great outcomes for people with learning disabilities had been recognised and acknowledged in the inspection findings.

**RESOLVED:**

**That the recent Care Quality Commission 'Good' rating for the Learning Disability Service (Supported Accommodation) be noted.**

## **29. GUIDE TO EMPOWERING COMMUNITIES – CHRISTMAS 2017**

Consideration was given to a report of the Deputy Leader and the Assistant Director (Stronger Communities) explaining that all Christmas events, apart from the Tameside lantern parade celebration, would be organised either by a local community group, town team or town council.



In order to support organisers, meetings had been set up to support them going through the process of setup up a Christmas event and ensuring that an event notification form was submitted to the Council and all local organisers had identified an event manager. This person and other key local representatives had been in conversation with the Council appointed external event manager to ensure that they fully understood what was required of them.

The report set out the dates, initial plans and issues of what each local switch-on would entail as well as an overview of the annual corporate lantern parade.

It was noted that organising teams were now required to fully fund their own events through sponsorship or grant funding. The Executive Cabinet discussed that for parity across the borough, all Town Councils would make a contribution to the funding of the lighting and installation of the Christmas lights. It was requested that future reports on the planning of Christmas events be submitted for consideration earlier in the year and identification of any potential issues.

**AGREED**

**That the approach set out in the report be noted and agreed including the dates and plans which would remain in place and not be subject to further change.**

**CHAIR**

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## STANDARDS COMMITTEE

7 November 2017

Commenced: 4.00 pm

Terminated: 5.30 pm

Present:

Mrs Valerie Bracken (Chair)

Councillors Bell, M Smith and J Lane, Town Councillor Lesley Bill and Mrs J Barnes.

Also in attendance:

Sandra Stewart, Director of Governance and Pensions (Monitoring Officer), Tracy Brennand, Assistant Director (People and Workforce Development), Wendy Pool, Head of Risk Management and Audit Services, and Alison Williams, Workforce Development and Engagement Manager.

Apologies for absence:

Councillors Kitchen and S Quinn and the Chief Executive Tameside MBC / Accountable Officer NHS Tameside and Glossop Clinical Commissioning Group.

### 1. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by members of the Standards Committee.

### 2. MINUTES

The Minutes of the proceedings of the Standards Committee held on 4 April 2017 were taken as read and signed by the Chair as a correct record.

Reference was made to Minute 3 – Code of Conduct for Campaigners: Electoral Registration, Postal Voting, Proxy Voting and Polling Stations – and the Monitoring Officer was pleased to advise on the successful administration of the Greater Manchester Mayoral Election in May 2017 and the Parliamentary Election in June 2017.

In respect of Minute 4 – Mayoral Protocol – the Monitoring Officer reported that the current Civic Party had signed the declaration and associated discussions on the Protocol had provided an opportunity for the Civic Party to raise questions regarding their role and responsibilities for their year in office.

### 3. ELECTED MEMBER DEVELOPMENT UPDATE AND FUTURE DELIVERY PLAN

The Assistant Director (People and Workforce Development) presented a report detailing the achievements made during the last three years, outlining the development courses, events, activities undertaken by Elected Members and attendance figures over this period. It also included proposed courses, activities and budget for the next eighteen months.

The Elected Member Development Strategy, attached as Appendix 2 to the report had been revised for 2017-19, recognising that in order for Tameside to embrace the period of austerity, Elected Members must be able to take on the challenges the Council would face with rigour. It was proposed that the essential evening sessions continued to follow the same format of 6.00 pm to 7.30pm at Dukinfield Town Hall. All of these essential evening sessions would be deemed mandatory for Elected Members to attend to ensure they were all receiving the most up to date training and development. The propose schedule for the remainder of 2017/18 was detailed in the report.

It was intended that Continued Professional Development would be strengthened through personal development sessions and role specific training. All Elected Members would be required to undertake a mandatory 24 hours of Continued Professional Development in addition to attendance at the mandatory essential evening sessions.

It was reported that the Elected Member Development Forum had met quarterly throughout the year. The Forum, chaired by Councillor John Taylor (Deputy Executive Leader), discussed Elected Member Development to ensure that the delivery plan was robust and flexible enough to accommodate emerging themes for both Elected Members and the Council.

Reference was made to an Elected Member development skills audit questionnaire, attached to the report at Appendix 1, to be used during all one-to-one's with Elected Members before the end of December 2017 asking Elected Members to identify any particular learning and development needs, plus any suggestions they might have around future learning and development. One-to-one discussions would take place with a member of the Workforce Development team and the outcomes of the audit would be utilised to shape the programme and offer for the next 16 months (January 2018 – April 2019) and to evaluate the programme from the previous 12 months.

North West Employers had collaborated with Birmingham University following some key research around the required skills and knowledge of an effective '21st Century Councillor' which had been incorporated into the Elected Member development strategy.

The North West Employers Elected Member Development Network helped facilitate the sharing of good practice, advice and highlighted local and national drivers. The Network was open to both Elected Members and Officers supporting and / or had an interest in Elected Member Development. Currently, an officer from the Workforce Development Team attended the networking sessions and it was proposed that an Elected Member be identified to take a lead role in championing learning and development for Elected Members and also to attend the sessions to represent Tameside. Additionally, North West Employers provided a Councillor Development Programme and Elected Members would continue to be offered opportunities to attend these sessions throughout 2017/18 and 2018/19.

Reference was made to the North West Charter for Elected Members that was launched by North West Employers Organisation in 2000 and a declaration of commitment in supporting in Elected Member development. The Council currently held the Member Development Charter Level 1 and Level 2 Exemplar for Community Budgets. Level 1 was due to re-assessment in during 2018 and the evidence that would need to be provided for the Level 1 Review and what areas would need to be developed in order to achieve the award were detailed in the report.

It was further reported that as a result of continued austerity and reducing budgets within the public sector, a greater number of reforms were taking place across all areas of service delivery. In particular, Standards Committee discussed the integration of Health and Social Care which was of key importance both nationally and locally. Tameside was leading the way on the integration of the Council, Integrated Care Foundation Trust and Clinical Commissioning Group to provide better services for local residents. Elected Members would therefore be increasingly asked to work across partnerships and with changing Constitutions to ensure the integration agenda was a success and through a culture of ongoing learning and continuous improvement, Elected Members would continue to lead the Council and the borough forward.

The Standards Committee commented favourably on the programme and proposals designed to ensure that Elected Members were provided with sufficient support and training to develop the necessary skills in a very challenging environment.

## **RESOLVED**

- (i) That the Elected Member Development Forum be reviewed to ensure that it remained effective and continued to drive Elected Member Development forward.**

- (ii) That the actions identified for development and review in order to maintain the North West Charter for Elected Members be progressed.
- (iii) That opportunities for further development through in house training, and also with partner organisations be further utilised.
- (iv) That the annual budget for 2017/18 and 2018/19 detailed in the report be agreed.
- (v) That an Elected Member be identified to take the lead on identifying future learning and development and attend the quarterly North West Employers networking sessions.
- (vi) That all Elected Member evening development sessions be made mandatory to ensure attendance to receive important information and updates and, in addition, all Elected Members be required to complete 24 hours of Continued Professional Development each year.
- (vii) That the Elected Member Development Strategy for 2017-19 be approved.
- (viii) That all Elected Members be asked to complete the refreshed Elected Member Development Skills Audit Questionnaire.

#### **4. PROPOSAL FOR MANAGING CONFLICTS OF INTEREST IN THE SINGLE COMMISSION**

The Monitoring Officer made reference to discussions during the previous item regarding the integration agenda and presented a report proposing an approach for the management of conflicts of interest for the Single Commissioning Board, the joint Committee between Tameside MBC and the NHS Tameside and Glossop Clinical Commissioning Group, with the aim of providing assurance as to its decision-making processes.

The Standards Committee heard that a national working group was established in summer 2016 and was tasked with producing guidance intended to be helpful for those economies which were establishing such joint commissioning arrangements. The Monitoring Officer advised that unfortunately, the working group had not yet reported back and there was currently no known timescale by which any such guidance was intended to be published. In the absence of any national guidance she considered it necessary that the locality proceed with making its own arrangements to ensure continuing compliance with the law.

She explained that as a formal part of Tameside MBC's governance, the Single Commissioning Board was subject to the legislation governing local authorities within the Local Government Act 1972 as amended by the 2000 Act. This legislation provided details of what would be considered as direct and indirect pecuniary interests for a member and how these could be managed during the decision-making process. The Tameside MBC Constitution sets out within its Procedural Standing Orders at Part 4a, section 35, the definitions of a prejudicial interest and the process for managing these which were detailed in the report.

She then advised on NHS England guidance, which must be followed by Clinical Commissioning Groups including the arrangements for the management of conflicts of interest. This guidance recognised that Clinical Commissioning Groups were subject to certain inherent conflicts within their essence by being clinically-led organisations. The General Practitioners were leading the commissioning of local health and care services whilst also being a significant part of the provider landscape. The Clinical Commissioning Groups Accountable Officer and its Lay Member for Governance were required to sign a quarterly declaration to NHS England to confirm that the Clinical Commissioning Group had robust processes in place for the management of conflicts of interest which followed the published guidance. The current NHS England guidance setting out the processes for the management of actual or perceived conflicts of interest was highlighted in the report.

In noting that there was a considerable amount of congruence between the two approaches outlined, the Monitoring Officer explained that the key differences between the two frameworks was that the guidance issued by NHS England placed greater discretion upon the Chair of the committee whereas the local authority framework was more absolute in its statements for example by stating

that *'where a member has a prejudicial interest in any business of the authority....s/he must withdraw from the room or chamber where a meeting considering the business was being held'* (section 35.3.1.1.).

It was therefore proposed that the Single Commissioning Board should adopt the framework as set out within the Tameside MBC Constitution for the reasons that:

- This ensured that proceedings were taking place in accordance with local government statute under which the joint committee was governed.
- This approach was aligned to the options set out within the NHS England guidance and therefore would enable the Accountable Officer and Lay Member for Governance to make the required quarterly assurance return to NHS England.

In order to support the above approach it was also proposed that a single Register of Interests was maintained for the members of the Single Commissioning Board and published on the website. This would enable those present, including members of the public, to have assurance in the processes in place at the Single Commissioning Board to manage conflicts of interest.

## **RECOMMENDED**

**That Council agree:**

- (i) **That the Single Commissioning Board adopt the framework as set out within the Tameside MBC Constitution for the reasons that:**
  - a. **This ensured proceedings were taking place in accordance with local government statute;**
  - b. **This approach was aligned to the options set out within NHS England guidance and therefore will enable the Accountable Officer and Lay Member for Governance to make the required quarterly assurance return to NHS England.**
- (ii) **In order to support the above approach a single Register of Interests be maintained for the Members of the Single Commissioning Board and published on the website.**

## **5. SOCIAL MEDIA USE: RESPONSIBLE CONDUCT POLICY**

Consideration was given to a report of the Borough Solicitor advising that the Social Media Use Responsible Conduct Policy had been refreshed and updated to take on board learning and best practice since the Policy was last approved as part of the Information Governance Framework which was presented to the Standards Committee in October 2013.

It was explained, that as an organisation, the Council encouraged communication among employees, residents, customers, partners and others. The purpose of the updated guidance was to outline the responsibilities of employees using social networking websites and other online forums and formed part of the Council's existing ICT and E-mail Security Policy and the Council's employee Code of Conduct. It was not intended to stop Council employees from conducting legitimate activities on the Internet, but would serve to flag-up those areas in which conflict could arise. Residents and partner audiences needed to be confident that the outside / private activities of employees did not undermine the Council's reputation and that its actions were not perceived to be influenced by any commercial or personal interests.

Members welcomed the revised guidelines designed to protect staff and the reputation of the Council commenting that the Policy was not meant to restrict genuine and work related use of what was an important method of communication and engagement.

## **RECOMMENDED**

**That Council adopt the refreshed and updated Social Media Use Responsible Conduct Policy attached at Appendix 1.**

**5. REGISTER OF INTERESTS AND GIFTS AND HOSPITALITY**

The Monitoring Officer advised that the Register of Interests and Register of Gifts and Hospitality were available at the meeting for inspection.

**6. URGENT ITEMS**

The Chair advised that there were no urgent items for consideration at this meeting.

**7. DATE OF THE NEXT MEETING**

It was noted that the next meeting of the Standards Committee will be held on 3 April 2018.

**CHAIR**

# **Social Media Use: Responsible Conduct Policy**

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**November 2017**



## **SOCIAL MEDIA USE: RESPONSIBLE CONDUCT POLICY**

**This policy covers all employees, agency workers and consultants representing the Council.**

### **CONDUCT**

As an organisation, we encourage communication among our employees, residents, customers, partners, and others - and Web logs (blogs), social networks, discussion forums, wikis, video, and other social media - such as Twitter - can be a great way to stimulate conversation and discussion. They are also an invaluable tool to share information and consult.

The Internet provides a number of benefits in which Tameside council employees may wish to participate. From rediscovering old school friends on *Facebook* to keeping up with other people's daily lives on *Twitter* or helping to maintain open access online encyclopaedias such as *Wikipedia*. Even if your social media activities take place completely outside of work, as your personal activities should, what you say can have an influence on your ability to conduct your job responsibilities, your work colleagues' abilities to do their jobs, and Tameside's business interests.

Accordingly, where an employee is clearly identifiable as being an employee of the Council and/or discusses their work, they are expected to behave appropriately when on the Internet, and in ways that are consistent with the Council's values and policies. This guidance note sets out the principles which Council employees are expected to follow when using the Internet and gives interpretations for current forms of interactivity. It applies to blogs, to microblogs like *Twitter* and to other personal web space. The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed.

The intention of this guidance is not to stop Council employees from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

Tameside Council's reputation for impartiality, objectivity and fairness is crucial. The public must be able to trust the integrity of Tameside councillors, employees and its services. Our residents and partners audiences need to be confident that the outside/private activities of our employees do not undermine the Council's reputation and that its actions are not perceived to be influenced by any commercial or personal interests.

To this end employees/agency workers and consultants:

- Should NOT engage in activities on the Internet which might bring the Council into disrepute;
- Should NOT conduct themselves in a way that is detrimental to the Council;  
Should NOT use the Internet in any way to send or post abusive, offensive, hateful or defamatory messages, especially those which concern members of the public, councillors, customers/service users, employees, agency staff, consultants or the Council;
- Should Not 'like' a comment of this nature;
- Should NOT post derogatory or offensive comments on the Internet;
- Should NOT act in a way which could reputationally damage the council;
- Should NOT act in a way that damages the Council's or the public's trust and confidence in an employee's fitness to undertake their role;
- Should act in a transparent manner when altering online sources of information;
- Should NOT post information that could constitute a breach of copyright or data protection legislation;
- Employees (including agency workers and consultants) should only use their work email addresses for official Council business;
- Should NOT use the Council's ICT Systems for party political purposes or for the promotion of personal financial interests; and

- Should take care not to allow interaction on these websites that could cause damage to working relationships between councillors, employees (including agency workers and consultants) and the public.

Individuals in politically restricted posts (usually over salary scale point 44), those that provide regular advice and support to committees and panels or speak with the press and those that work in politically sensitive areas should not be seen to support any political party or cause. Any online activities associated with work for the Council should be discussed and approved in advance by a senior council manager.

All employees (including agency workers and consultants) should be mindful of the information they disclose on social networking sites. Where they associate themselves with the Council (through providing work details or joining a council employee network) they should act in a manner which does not bring the Council into disrepute. Employees (including agency workers and consultants) need to be mindful that even though they do not associate themselves with the Council, others on the social networking site may be able to identify them and make the association.

Employees will be aware that use of the internet at work is provided primarily for business use. However the Council recognises that many employees use the internet for personal purposes and that many employees participate in social networking on websites such as Facebook, Twitter, Myspace, Bebo and Friendster (this list being for illustrative purposes only). Alongside such social networking sites the internet also offers employees the opportunity to access and post on blogs, twitter, wikis and other online forums.

The purpose of this guidance is to outline the responsibilities of employees using social networking websites and other online forums. It forms part of the Council's existing Information Governance Framework and the Councils Employee Code of Conduct.

### **Personal use of the internet at work**

The Council has devoted time and effort into developing the ICT Systems to assist you with your work. The Council does, however, recognise that there are times when you may want to use the ICT Systems for non-work related purposes, and in recognising this need the Council permits you to use the ICT Systems for responsible personal use.

You must not use the ICT Systems for personal use during working hours. If you work flexible hours then personal use must be at a time when you are not working and outside core time. You must not allow personal use of the ICT Systems to interfere with your day- to-day duties or of others.

If you choose to use the Council's ICT Systems to access social networking sites and/or other online forums, blogs etc. you must do so in a responsible and appropriate manner. There is no unconditional right for an Employee to access such sites and the Council reserves the right to restrict access to the internet (or certain websites) for particular employees if there is cause for concern over their use.

Employees should be aware that social networking websites are a public forum, particularly if the employee is part of a "network". Employees should not assume that their entries on any website will remain private.

### **Personal conduct whilst in work or outside the workplace**

The Council respects an employee's right to a private life. However, the Council must also ensure that confidentiality and its reputation are protected.

Employees are reminded of the unique way in which information posted on the internet can be quickly disseminated and control over such information can be rapidly lost. As such, employees should think about what information they are posting and how this could reflect on them and the

Council especially in light of the difficulty they may encounter in trying to remove such information. Where comments are removed there is no guarantee that removing the source comment removes it from all websites.

Employees (including agency workers and consultants) using social networking websites and/or online forums outside of work are requested to:

- Refrain from commenting on any aspect of the Council's business, on any Council policy issue or issues at work. Adding a disclaimer that the views are your own and not those of the Council, will not protect you from potential disciplinary action should concerns be raised or reported;
- Ensure that they do not conduct themselves in a way that is detrimental to the Council;
- Never send or post abusive, offensive, hateful or defamatory messages about members of the public, councillors, other employees (including agency workers and consultants), customers, service users or the Council; and
- Take care not to allow interaction on these websites that could cause damage to working relationships between councillors, employees (including agency workers and consultants), customers, service users and/or members of the public.

### **Monitoring of online access at work**

You should note that, in order to protect its legitimate business interests and its ICT Systems, the Council monitors internet use in accordance with the provisions set down in the ICT Security Policy and the Email, Communications and Internet Acceptable Use Policy, and unacceptable levels of use could lead to disciplinary action.

### **Inappropriate Posting**

If an employee is found to have posted inappropriate material in any format on the internet, they are required to assist in any way to ensure such material is removed without delay. Failure to assist in removing such material in a timely fashion could lead to disciplinary action being taken against that employee.

### **Disciplinary Implications**

If the Council finds that an employees' internet use is not in accordance with the ICT Security Policy and the Email, Communications and Internet Acceptable Use Policy or this guidance, access to the internet may be withdrawn.

Employees are reminded they should never send or post inappropriate, abusive or defamatory messages on the internet either whilst in work or outside the workplace. Any messages which are abusive, offensive or defamatory could cause damage to the council's reputation and distress and anxiety to others in the workplace and employees are reminded of their obligations under the Council's Code of Conduct, Equalities Policy and Data Protection Policy.

Employees must be aware that if such matters do come to light, disciplinary action may be taken in line with the Council's Disciplinary Procedure if deemed sufficiently serious, this could result in dismissal.

### **Security and identity theft**

Employees are reminded to be security conscious and take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites and online forums allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords.

Employees must take care when posting such information, in order that it does not allow a breach of security within the Council, or raise the possibility of the employee's identity being stolen.

In addition, employees should:

- Ensure no information is made available that could provide a person with unauthorised access to the Council and/or any confidential information belonging to the Council, councillors, other employees and/or members of the public; and
- Refrain from recording any confidential information regarding the Council, councillors other employees and/or members of the public on any social networking website.

## WHAT IS SOCIAL MEDIA?

Facebook, Twitter, blogs, YouTube, Wikipedia and networking sites such as LinkedIn are all examples of social media. The term covers anything on the internet where content is created and adapted by the people who use the site and which allows two-way conversations.

The Tameside **Social media use: responsible conduct policy** applies to:

- All blogs, wikis, forums, and social networks hosted or sponsored by Tameside;
- Your personal blogs that contain postings about Tameside's business, councillors, employees, residents, customers, or partners;
- Your postings about Tameside's business, councillors, employees, residents, customers, or partners, on any external blogs, wikis, discussion forums, or social networking sites such as Twitter; and
- Your participation in any video related to Tameside's business, councillors, employees, residents, customers, or partners; whether you create a video to post or link to on your blog, you contribute content for a video, or you appear in a video created either by another Tameside employee or by a third party.

## WHY DO LOCAL COUNCILS NEED SOCIAL MEDIA?

Local authorities and other public sector agencies are increasingly looking to social media to engage with their audiences for two broad reasons:

1. **The audience is changing** - People also expect to 'talk back' when official bodies communicate with them and they expect that those agencies will in turn respond and do so in appropriate language. New media enables that kind of interaction to happen in a more efficient manner than, for instance, arranging regular public meetings. Also our audience is becoming fragmented and diverse in so many ways. The traditional ways of communicating where budget is invested into a newsletter or another form of mass communication that contains one standard message and assumes this will be effective for everybody is increasingly losing impact. Information needs to be provided in a variety of formats so each target audience can choose how to access it. Photographs can tell a thousand words and videos are very accessible for a wide audience.
2. **Pressure from Central Government** - We all know that public funds are being squeezed from the centre as the focus becomes much tighter on how money is spent, especially on communications. **There** is also an ethos in some areas of Whitehall that egovernment needs to be incentivised and **encouraged**. For these reasons, central government is looking more closely at the degree to which local authorities are using new media to talk to their audiences and this is becoming an increasing factor in the awarding of funds/grants.

## WHAT ARE THE BENEFITS OF USING SOCIAL MEDIA?

Used carefully, social media can bring people together over common interests; can be useful for consulting people and getting feedback and publishing information that other media may ignore. However, you must treat social media with respect. Always remember any information or comments you publish on any site (internal or external):

- May stay public for a long time;
- Can be republished on other websites;
- Can be copied, used and amended by others;
- Could be changed to mis-represent what you said; and
- Can attract comments and interest from other people/the media.

Always be aware of the standards, conditions of use and guidelines for posting laid down by the owner of any site or network and make sure you comply with them.

## USING SOCIAL MEDIA

This policy applies to you participating in any on-line social media (whether listed here or not), whether privately or as part of your role with the Council and sets out the standards of behaviour the Council expects of all its employees.

You are permitted to use social media from a Council computer at work, provided you comply with the Council's Email, Communications and Internet Acceptable Use Policy and this guidance, and ensure that you use it in a reasonable manner, unless you are specifically using it to undertake Council business e.g. consultation with the public, that you only engage in such social interaction in your own time.

You must make sure any on-line activity does not interfere with your job, your colleagues, your responsibilities and duties as a Council employee, our commitment to customers, is legal and does not bring the Council into disrepute. If you are found to be in breach of any of these policies, then you may face disciplinary action.

## STAY LEGAL

You must stay within the law at all times. Be aware that fair use, financial disclosure, libel, defamation, copyright and data protection laws apply on-line just as in any other media. Remember that colleagues and customers may see your online information (e.g. Facebook). Whether you identify yourself as an employee of Tameside Council or not, think carefully about how much personal information you want to make public and make sure your profile and the information you post reflects how you want them to see you both personally and professionally.

Never give out personal details like home addresses, phone numbers, financial information or full date of birth to prevent identity theft.

In addition, a person that posts grossly offensive or indecent matter may be found guilty of an offence under the Communications Act 2003 and could be sentenced to up to 6 months imprisonment and/or be fined up to £5,000.

## KEEP IT PRIVATE AND DECENT

**Remember your obligations** to residents, service users, partners, suppliers and colleagues and to protecting the Council's reputation. Never give out details of or divulge dealings with colleagues, customers or partners without their explicit consent. Check with your manager if you are not sure

what is and isn't confidential.

**Never make offensive comments** about any customer, supplier, partner or any of their employees or your Council colleagues. Don't use ethnic slurs, personal insults, obscenity or behave in ways that would not be acceptable in the workplace. That could bring the Council into disrepute, break the law and leave you open to prosecution and/or disciplinary action.

**Don't pick fights**, be the first to correct your mistakes and don't alter previous posts without indicating that you have done so.

**Don't be afraid to be yourself**, but be considerate about other people's views, especially around 'controversial' topics such as politics and religion. You can challenge without being abusive.

**Be credible, be accurate, fair and thorough** and make sure you are doing the right thing.

**Share useful information** that you gain from using social media with others, where appropriate.

**Speaking for the Council**, you should not 'speak for the Council' (disclose information, publish information, make commitments or engage in activities on behalf of the Council) unless you are specifically authorised to do so in writing. If you have not been authorised, then please speak to your line manager and the Council's communications team before taking any action.

**Remember** you are personally liable for what you publish online.

If you are unsure please contact your line senior council manager in the first instance or:

- Sarah Dobson – Assistant Director of Policy, Performance and Communications
- Sandra Stewart – Director of Governance and Pensions (Borough Solicitor/Monitoring Officer)
- Aileen Johnson – Head of Legal Services

## **GIVING YOUR PERSONAL VIEWS**

1. Be professional, responsible and honest and try to add value to any debate. Remember that if people know your **links** with the Council you will be seen as representing the whole Council (even if you are not speaking on our behalf) so be careful.
2. If you are discussing or publishing any information on a website about the Council or council/work related matters, you must make it clear that you are speaking for yourself and not on behalf of Tameside Council. The easiest way to do this is to write in the 'first person' (I think, my view is.) and use a disclaimer, however, this will not protect you from potential disciplinary action should concerns be raised or reported.
4. Be aware that you may attract media interest in you as an individual, so be careful whenever you use social media for personal or business reasons. If you have any doubt, speak to your line manager and the Council's Communications Team before you go on-line.
5. If the media do contact you about something posted on-line, politely ask for their contact details, say you will get back to them and take advice from the Council's Communications Team before any response is given.

## **GUIDELINES FOR BLOGGING/BLOGGERS**

1. Please see the "Keep it private and decent" section
2. If you already have a personal blog or website which shows in any way that you work at Tameside Borough Council you must tell your manager. You should include a simple and visible disclaimer such as "The views expressed here are my own and don't necessarily represent the views of Tameside Borough Council"

3. If you want to start blogging, and your blog/website will say that you work for Tameside Council you should tell your manager and use the disclaimer.
4. If you think something on your blog or website may cause a conflict of interest or have concerns about impartiality or confidentiality, speak to your manager. If in any doubt, don't talk about what you do at work – particularly if you work in sensitive areas (such as social work) or on high profile, controversial projects. The Council has to be seen as honest, transparent, fair and impartial at all times. You must not undermine that.
5. If someone offers to pay you for blogging this could cause a conflict of interest and you must inform your manager.

## **GUIDELINES FOR SOCIAL NETWORKS, DISCUSSION FORUMS, WIKIS ETC**

1. Please see the "Keep it private and decent" section
2. Use your best judgment. Remember that there are always consequences to what you publish.
3. Don't use your work email account or your email or work number in on-line discussions unless you have been authorised to speak for the Council.
4. It is not a good idea to invite customers to become your friends on social networking sites. There may be a conflict of interest, security and privacy issues
5. Make sure any wiki entries, articles or comments are neutral in tone, factual and truthful.
6. Never post rude or offensive comments on any online encyclopaedias
7. Before editing an online encyclopaedia entry about the Council, or any entry which might cause a conflict of interest or adding links, check the house rules of the site. You may also need permission from the relevant wiki editor and your line manager.
8. If you edit online encyclopaedias whilst using a work computer, the source of the correction may be recorded as a Tameside Borough Council IP address. That means it may look as if the Council itself has made the changes. If this is correcting an error about the Council, that's fine – we should be open about our actions. In other circumstances be careful that you do not bring the Council into disrepute through this. If in any doubt, ask the Council's communications team before taking action.
9. We should respond to legitimate criticism with facts but please speak to the Council's communications team for advice before responding; a poor response could make matters worse. Never remove criticism of the Council or derogatory or offensive comments. Report them to the site administrator for them to take action.

## **GUIDELINES FOR 'MEDIA' SHARING (VIDEO, PHOTOS, PRESENTATIONS)**

1. Make sure all video and media is safe to share, does not contain any confidential or derogatory information, and is not protected by any copyright or intellectual property rights.
2. If the content is official Tameside Council content then it must be labelled and tagged as such.
3. Individual work must be labelled and tagged as such. Use a disclaimer where appropriate: "This is my personal work and does not necessarily reflect the views of Tameside Borough Council." Please note that a disclaimer will not protect you from potential disciplinary action should concerns be raised or reported.

## **USE OF COUNCIL COMPUTER EQUIPMENT**

1. Make sure you have read, understood and signed the Council's ICT Security Policy and the Email, Communications and Internet Acceptable Use Policy. This sets out very clearly what you can and cannot do.
2. You must protect the security of our network and information at all times.
3. Do not install any application.
4. Do not open emails from people you don't know and trust, particularly if they have attachments. Do not forward these within the council unless you know they are virus free.
5. Remember online activity can be traced back to the Council and you. Don't do anything online

that breaches the ICT Security Policy and the Email, Communications and Internet Acceptable Use Policy and this guidance.

6. Do not reveal any details of the Council's ICT systems and services, including what software we use for email, internet access and virus protection to minimise the risk of malicious attack.
7. If you use secure systems, such as GovConnect email or to process financial transactions, never log onto social networking sites while connected to those systems. If you have used a social networking site, please restart your computer before logging onto the secure system to clear any information in the computer's memory cache.

## **LEGAL ISSUES**

### **Libel**

If you publish an untrue statement about a person which is damaging to their reputation they may take a libel action against you. This will also apply if you allow someone else to publish something libellous on your website if you know about it and don't take prompt action to remove it. A successful libel claim against you will result in an award of damages against you.

### **Copyright**

Placing images or text from a copyrighted source (e.g. extracts from publications, photos etc.) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission in advance. Breach of copyright may result in an award of damages against you.

### **Data Protection**

Avoid publishing the personal data of individuals unless you have their express written permission.

### **Bias and Pre-determination**

If you are involved in planning or licensing application or other quasi-judicial decisions, avoid publishing anything that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.

### **Obscene material**

It goes without saying that you should avoid publishing anything that people would consider obscene. Publication of obscene material is a criminal offence.

## **GUIDELINES FOR MANAGERS**

Please make sure you and your employees (including agency workers and contractors) are aware of and working within these guidelines. Please speak to the Assistant Director of Policy, Performance and Communications, Legal, ICT or Human Resources if you have any questions or concerns about interpreting this policy.

Managers are responsible for deciding what is appropriate, bearing in mind concerns about impartiality, confidentiality, conflicts of interest or commercial sensitivity.

If you believe any employee is breaching these guidelines or is spending too much time on the internet/social media), ask ICT to activate internet monitoring for that employee. It is your responsibility as a manager to ensure your employees (including agency workers and consultants) are not abusing Council ICT facilities.



## **FINALLY....**

These guidelines are to protect you and the reputation of the Council. They are not meant to restrict your genuine and work related use of what is an important method of communication and engagement. By its nature though, it is fast and responsive so when a mistake is made it can rapidly get out of control.

If you think social media may help your service you should contact the Assistant Director of Policy, Performance and Communications who can support you and ensure your proposal is supported by the other work being done as part of the corporate communications strategy.

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<b>Report To:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	18 October 2017
<b>Executive Member/Reporting Officer:</b>	Councillor Brenda Warrington, Executive Member (Adult Social Care and Wellbeing) Jessica Williams, Care Together Programme Director
<b>Subject:</b>	<b>GOVERNANCE OF THE SINGLE COMMISSION</b>
<b>Report Summary:</b>	To propose some revisions to the governance arrangements for the Single Commissioning Board to enhance the governance of strategic commissioning in the context of changes to the clinical commissioning leadership structure to drive improvements in provision across the life course, determine the required population outcomes, reduce health inequalities, and to hold providers to account for delivery.
<b>Recommendations:</b>	Council is recommended to agree: the proposed changes to the Terms of Reference of the Single Commissioning Board set out in Section 4 and <b>appendix 1</b> and to note the changes to CCG governance arrangements.
<b>Links to Community Strategy:</b>	The purpose of this report is to improve the commissioning decisions upon how the Integrated Commissioning Fund is utilised to improve services for the public and patients of Tameside and Glossop by strengthening the clinical expertise and the political leadership of the Single Commissioning Board.
<b>Policy Implications:</b>	<p>The Council recognises the strength of its integrated commissioning arrangements with the Clinical Commissioning Group. It is through these arrangements that the two statutory organisations come together in the Single Commissioning Board to make joint decisions over the allocation of the Integrated Commissioning Fund (which for 2017/18 is currently £483 million).</p> <p>This report aims to build upon the current excellent joint working between these two organisations and to improve their effectiveness.</p>
<b>Financial Implications:</b> <b>(Authorised by the Section 151 Officer)</b>	<p>The historic cost of clinical governance &amp; leadership in the CCG was £1,098k p.a. The recommendations set out in the report would cost £970k. Therefore if accepted a recurrent QIPP saving of £128k would be made.</p> <p>This saving assumes that the other posts which are due for review will not be required in the future. Should the review determine that the current clinical leads need to be retained in addition to implementing the new structure, there would be an additional cost of £223k making the proposed structure more expensive than current arrangements.</p>
<b>Legal Implications:</b> <b>(Authorised by the Borough Solicitor)</b>	Only Council can change the terms of the Single Commissioning Board although clearly given this is a joint arrangements it would not do so unless there was agreement on those changes.

**Risk Management:**

There is the risk that, if they were not routinely reviewed, the joint commissioning arrangements between the Council and the Clinical Commissioning Group might cease being supportive of the collaborative relationship.

The terms of reference remain valid until such time as there is a need to implement revised governance arrangements.

**Access to Information:**

The background papers relating to this report can be inspected by contacting Paul Pallister, Assistant Chief Operating Officer, NHS Tameside and Glossop CCG, on:



Telephone: 07342 056010



e-mail: [paul.pallister@nhs.net](mailto:paul.pallister@nhs.net)

## **1. BACKGROUND**

- 1.1 In January 2016 the Interim Single Commissioning Board was established as a shadow joint committee between Tameside Metropolitan Borough Council (TMBC) and NHS Tameside and Glossop Clinical Commissioning Group (CCG). In April 2016 these arrangements became substantive and, since that date, the Single Commissioning Board (SCB) has been the body responsible for making commissioning decisions funded by the largest element of the Integrated Commissioning Fund as held within the section 75 agreement between the two organisations. The Integrated Commissioning Fund also contains TMBC and CCG Aligned Funds; the SCB makes recommendations to the statutory body regarding commissioning proposals to be funded from these aligned monies.
- 1.2 This report provides information regarding recent decisions by the CCG's Governing Body pertaining to its own governance. It is recognised that some aspects of these changes would impact upon TMBC due to the close working relationship of the two organisations. From this perspective the report concludes with a request that TMBC considers some proposed changes to the Single Commissioning Board.

## **2. INTRODUCTION**

- 2.1 Over the past 18 months the Tameside and Glossop locality has implemented a comprehensive single health and social care commissioning system. This has involved the creation of a single decision-making structure with the introduction of a Single Commissioning Board, the appointment of a single substantive Accountable Officer, a single leadership team, and an Integrated Commissioning Fund currently at £483 million for 2017/18. These extensive developments have shown how strong relationships and clear leadership can drive integration and also have enabled the locality to meet stringent contract deadlines for 2017/18 despite an extremely challenging financial position.
- 2.2 The next step is to incorporate wider public sector commissioning roles and ensure alignment of health and social care into Place-based provision. This will move the locality further towards an accountable care system where a variety of providers can work together to take responsibility for improving population health outcomes, enable care and support to be accessed closer to home, and reduce health inequalities.
- 2.3 Strategic commissioning requires clear, consistent and effective governance structures and clinical leadership which is innovative, provides appropriate challenge to public services, and is able to work with and influence the whole economy. This report proposes some revisions to the joint committee to enhance the governance of strategic commissioning in the context of changes to the clinical commissioning leadership structure to drive improvements in provision across the life course, determine the required population outcomes, reduce health inequalities, and to hold providers to account for delivery. The proposals also include the strengthening of democratic accountability by increasing the elected representation on the SCB as well as including attendance by both a representative from Derbyshire County Council and from High Peak Borough Council.
- 2.4 This report marks an exciting time for the development of Place-based commissioning in the locality. It is recognised across Greater Manchester that Tameside and Glossop is leading the localities in its development of the Single Commission. It is hoped that the proposals set out within this report will support the strengthening of the partnership working between the two statutory organisations. By the further combining of clinical expertise and political leadership we will continue to build upon our successes to deliver excellent care to the residents of Tameside and Glossop.

### 3. GOVERNANCE OF THE STRATEGIC COMMISSION

#### Changes to the CCG's Governance

3.1 At its meeting on 26 July 2017 the CCG's Governing Body considered a report proposing revisions to its governance. The main driver for the review was the recognition that the governance arrangements for the Single Commission are becoming more embedded and mature and this provides an opportunity for reflection. There is the opportunity to consider if the existing structures continue to be fit for purpose, if the clinical leadership is appropriate for each constituent part, and if it is delivering value for taxpayers' money. Also it has previously been noted that at times it felt to Governing Body members and officers alike that there were two systems running in parallel and it was hoped that this review could help to remove aspects of duplication.

3.2 The Governing Body supported the following recommendations:

'The Governing Body **agreed** the following key proposals within the intended governance structure which include:

- Introduction of a Stakeholder/Partners Strategic Engagement Forum, to be held quarterly and chaired by the Executive Member for Health and Social Care
- Monthly meetings of the Strategic (to be renamed from Single) Commissioning Board, Finance Committee, Primary Care Committee, and Health and Care Advisory Group
- Introduction of a new Quality, Performance, and Assurance Group to meet bi-monthly and to be chaired by the CCG's Governing Body Nurse
- Audit Committee moves to five times a year and the Governing Body to quarterly. The Remuneration and Terms of Service Committee will continue to meet at least annually
- Proposed new Chair arrangements included for the majority of committees.

3.3 The Governing Body **agreed** the following recommendations in relation to the clinical leadership:

- Chair of the Single Commissioning Board/CCG Governing Body to continue the leadership role within the GM HSCP Primary Care Reform programme or other programme as appropriate, as well as within the locality
- Four new leadership GP roles are created with explicit responsibilities to support the Chair, provide clinical input into strategic commissioning decisions, and bring wider GP perspectives to Place-based public services
- Three of these GP leadership roles will drive commissioning of the Starting, Living, and Ageing Well public sector agenda. They will be accountable to the Chair of the SCB and be expected to work across organisational boundaries to support delivery of new models of care. For example, the Living Well agenda could be developed and led by a lead GP, with a senior commissioning manager, employment specialist, public health consultant, finance manager, and business intelligence lead collectively working to identify population outcomes which support a new method of commissioning mental health services, employment support, Active Tameside etc.
- The fourth GP leadership role will provide clinical support for General Practice and Primary Care
- One of the posts will need to be elected by the Governing Body membership as Clinical Vice-chair
- An additional clinical role is created as a Post-CCT Fellowship to cement Tameside and Glossop as an innovative place for training and development and also to aid succession planning within the strategic clinical commissioning leadership. The specific responsibilities for the post will be agreed with the successful candidate and according to their interests
- The role of Chair of the SCB/CCG GB moves to six sessions per week

- Four GP clinical leadership posts at three sessions per week with the Fellowship currently costed as two days per week
- Each of the leadership clinicians will need to take specific commissioning responsibility for a Neighbourhood and link to the corresponding ICFT Neighbourhood Leads
- An advert to be drafted to recruit three Governing Body GPs (from 1 April 2018) and to be employed by the CCG subject to clarification of the Employment Status of the Governing Body GPs
- The Chair ensures clarity on the deliverables required in each leadership area on an annual basis
- Each lead will be a member of the Strategic Commissioning Board and of the CCG Governing Body. Other statutory committees will not require representation from all and, collectively, the GP clinical leads will allocate responsibilities and determine best coverage and use of time
- The previous five CCG Neighbourhood Leads posts transferred to the ICFT on 1 April 2017. This arrangement needs to be formalised to provide the ICFT with £228,150 to support these sessions. Should the ICFT wish to increase the number of sessions, the additional funding will be a matter for the ICFT
- The Named GP for Children's Safeguarding remains with one session per week to ensure the continued focus in this area
- The Chief Finance Officer, Lay Members, and Governing Body Nurse costs all remain as agreed in the opening budget for 2017/18
- All other posts within the commissioning clinical leadership structures will be reviewed to determine future need for these roles and, if clear objectives remain, whether it is more appropriately a SC or ICFT role.

3.4 The Governing Body was of the opinion that these recommendations strengthen the clinical leadership within the Strategic Commission and Clinical Commissioning Group, reduce some capacity back into the system through a reduction in the frequency of some meetings, and represent good value for the public purse. It is noted that the introduction of the post-CCT Fellowship Governing Body role is highly innovative and will help to evidence how Tameside and Glossop is a dynamic place in which to work as a GP.

3.5 In line with the CCG's Constitution these recommendations were put to the wider GP membership of Tameside and Glossop by an email from Dr Alan Dow on 7 August 2017. The feedback received by the stated deadline of 31 August 2017 was overwhelmingly positive.

3.6 The key next steps taking place during September 2017 are as follows:

- The five GP Neighbourhood Groups are recording in the minutes of their September meetings that they have reviewed and supported the recommendations. This will provide useful evidence of the CCG's membership support when applying to NHS England for the Constitution changes
- Dr Alan Dow was invited to the 11 September meeting of the Local Medical Committee to explain the proposals to this GP representative group and these were supported
- At its meeting on 27 September the Governing Body meeting will receive a report summarising the membership responses and seeking formal support to approach NHS England in order to make the formal changes to the Constitution
- From October 2017 work will be undertaken in preparation for the anticipated approval from NHS England.

3.7 The Governing Body is proposing that the Professional Reference Group is replaced by a Health and Care Advisory Group that will consider commissioning proposals to ensure that they are aligned to clinical best practice and are predicated upon a sound clinical evidence base. It is proposed that the Health and Care Advisory Group is chaired by the CCG's Secondary Care Consultant Governing Body Member. The HCAG is a CCG body, not a

strategic commissioning body and its operating arrangements will be determined by the CCG.

#### **4. PROPOSED CHANGES TO SINGLE COMMISSIONING BOARD**

- 4.1 It is recognised that the changes listed in the section above will impact upon the joint working between TMBC and the CCG. It is anticipated that these impacts will be positive as the CCG's governance will now be better aligned to the governance of the Single Commission.
- 4.2 The most significant aspect of this is the proposed changes to the Single Commissioning Board, the joint committee of the two statutory organisations. The report invites the Council to consider the following changes to the Terms of Reference of the Single Commissioning Board:
- A name change to Strategic Commissioning Board (which will mirror the Single Commission moving into being a strategic commissioner with operational commissioning moving to the Integrated Care Foundation Trust)
  - That the CCG's membership of the SCB increases to being all of its Governing Body GPs plus the Lay Member for Commissioning
  - A requirement to ensure democratic accountability and balance the membership with an equal number of Elected Members
  - The membership changes will drive a need to revisit quoracy as the total number of members will have increased. The intention will be to retain the requirement of there being at least one representative from both TMBC and the CCG and it is now stated that this requirement is not met by the Single Accountable Officer
  - Confirming that the SCB has decision-making powers over the pooled funds, and that it makes recommendations to the relevant statutory body regarding commissioning proposals to be funded from the aligned funds
  - Clarifying that approval of the Terms of Reference lies with the statutory bodies.

The draft Terms of Reference are appended to this report.

#### **5. RECOMMENDATIONS**

- 5.1 As set out on the front of the report



## Strategic Commissioning Board

### Terms of Reference

#### Context

1. On 23 September 2015 the three Care Together partner organisation Boards met together to establish a set of principles for the development of the Integrated Care Foundation Trust and for the establishment of a single commissioning function. It was agreed that the Integrated Care Foundation Trust would be established from 1 April 2017, and that the Single Commission would be established from 1 April 2016 with interim arrangements in place from 1 January 2016 and these arrangements became permanent in April 2016.
2. The following document sets out the Terms of Reference for the Strategic Commissioning Board (SCB).

#### Statutory Framework

3. The Strategic Commissioning Board is not a statutory body. It is not intended to replace any of the existing statutory bodies in the locality; instead it is a joint committee of the two statutory organisations (Tameside Metropolitan Borough Council and NHS Tameside and Glossop Clinical Commissioning Group). The SCB has decision-making powers as have been delegated to it by the two statutory organisations.

#### Role of the Strategic Commissioning Board

4. The Strategic Commissioning Board has been established to enable members to make decisions on the design, on the commissioning, and on the overall delivery of health and care services including the oversight of their quality and performance.
5. In performing its role the Strategic Commissioning Board will exercise its functions in accordance with the Tameside and Glossop Locality Plan.
6. Members of the Strategic Commissioning Board have a collective responsibility for its operation. In undertaking its role clinical and democratic accountability will be implicit within all decisions as will respect for all professional areas of knowledge and expertise.

#### Geographical Coverage

7. The responsibilities of the Strategic Commissioning Board will cover the same geographical area as of NHS Tameside and Glossop CCG (that is fully coterminous with Tameside Metropolitan Borough Council and the Glossop locality of Derbyshire County Council).

#### Membership

8. The Strategic Commissioning Board shall consist of the following members:
  - The Chair of the CCG (Chair)
  - The five CCG Governing Body GPs
  - The CCG Governing Body Lay Member with responsibility for Commissioning
  - The Single Accountable Officer of the local authority and of the CCG
  - The Council's Executive Leader

- The Council's Executive Member for Adult Social Care and Wellbeing (Deputy Chair)
- The Council's Executive Member for Children and Families
- The Council's Executive Member for Healthy and Working
- Three further TMBC elected members.

In the event of the Chair being unavailable for a meeting the CCG's Clinical Vice-Chair will assume the chairing of the Board meeting to maintain the meeting being clinically-led. In the event that both the Chair and the Clinical Vice-Chair are conflicted regarding an agenda item and leave the meeting then the Deputy Chair will assume the chairing of the meeting.

The following will have a standing invitation to attend the meetings of the Strategic Commissioning Board:

- Single Leadership Team;
- The Chair and Programme Director of the Care Together Programme;
- A representative of Derbyshire County Council;
- A representative of High Peak Borough Council.

### **Meetings and Voting**

9. The Strategic Commissioning Board will give no less than five clear working days' notice of its meetings. This will be accompanied by an agenda and supporting papers and sent to each member no later than five days before the date of the meeting.
10. Each member of the Board shall have one vote. The aim of the Board will be to achieve consensus decision-making wherever possible. However, should a vote be required it will be by a simple majority of members present but, if necessary, the Chair has a second or casting vote.

### **Conflict Of Interest**

10. As a statutory Joint Committee formed by the two statutory organisations when making decisions as the Strategic Commissioning Board all members must comply with the standards set by the Local Government Act 2000 as set out in Part 5(a) of the Council's Constitution.
11. Members of the Board will be asked at each meeting to declare any conflicts of interest for any items of business for that meeting. In addition a Single Register of Interest will be maintained for the members of the Single Commissioning Board and published on the Council and CCG websites.

### **Quorum**



11. The quorum will be three of the fourteen members to include both a member from the CCG and a member from the Council who is not the Single Accountable Officer.

### **Frequency of meetings**

12. It is anticipated that the Strategic Commissioning Board will routinely meet at monthly or six-weekly intervals.
13. The meetings of the Strategic Commissioning Board shall be held in public:
  - a) subject to any exemption provided by law as set out under 13(b)
  - b) the Strategic Commissioning Board may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated

in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by both the Public Bodies (Admission to Meetings) Act 1960 (as amended or succeeded from time to time) and the Local Government Act 1972.

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<b>Report To:</b>	<b>COUNCIL</b>
<b>Date:</b>	28 November 2017
<b>Executive Member/Reporting Officer:</b>	Councillor Kieran Quinn – Executive Leader Emma Varnam – Assistant Director (Stronger Communities)
<b>Subject:</b>	<b>OUTCOME OF CONSULTATION ON CLOSURE OF AGMA SECTION 48 GRANTS PROGRAMME</b>
<b>Report Summary:</b>	To inform Members of the outcome of the consultation exercise into the proposed closure of the AGMA run Section 48 grants fund. To seek Members agreement to the closure of the scheme and to note that it will be replaced by the Greater Manchester Combined Authority (GMCA) Cultural and Social Impact Programme.
<b>Recommendations:</b>	That Council agree to close the Section 48 Grants scheme on the basis that it will be replaced by the GMCA Culture and Social Impact Programme.
<b>Links to Community Strategy:</b>	The proposals will improve economic and social opportunities and contribute to a prosperous economy
<b>Policy Implications:</b>	There are no policy implications for the Council
<b>Financial Implications:</b> <b>(Authorised by the Section 151 Officer)</b>	There are no financial implications for the Council.
<b>Legal Implications:</b> <b>(Authorised by the Borough Solicitor)</b>	If closure is agreed by all (or in the absence of agreement a majority of) the constituent Councils then, due to the legislative requirements relating to the closure of a scheme established under Section 48 of the 1985 Act, the closure of the scheme would not occur until the end of the financial year after that in which the decision to close the scheme was made.
<b>Risk Management:</b>	There are no risks for the Council.
<b>Access to Information:</b>	The background papers relating to this report can be inspected by contacting Emma Varnam, Assistant Director (Stronger Communities)  Telephone: 0161342 3337  e-mail: <a href="mailto:emma.varnam@tameside.gov.uk">emma.varnam@tameside.gov.uk</a>

## **1. BACKGROUND**

- 1.1 The Greater Manchester Grants Scheme, known as Section 48, was established in 1986. Over that period, priorities and criteria for the scheme have changed, but its core purpose - to support organisations to deliver cultural, social or community activity and services across the ten districts of Greater Manchester has remained. Between 2015/16 and 2017/18 AGMA invested £9.9m in the Grants programme.
- 1.2 In early 2016, Greater Manchester Leaders indicated that they wished to review options to move the Section 48 scheme to the GMCA, such a move being consistent with wider reviews and changes arising since the establishment of the GMCA and subsequent devolution deals. At that time the option favoured was closure of the Section 48 scheme in conjunction with the establishment of a new programme for culture under the GMCA in 2018/19 after year 3 of the current funding cycle of the AGMA scheme closes in 2017/18.
- 1.2 In December 2016, Joint GMCA and AGMA Executive Board agreed to undertake a consultation on the formal closure of the Section 48 AGMA Grants programme and the development of a new funding programme for culture under GMCA.

## **2. CONSULTATION**

- 2.1 Over summer 2017, Greater Manchester's ten local authorities authorised GMCA to consult on the potential closure of the AGMA Section 48 Grants programme, alongside a consultation on its replacement by a new Culture and Social Impact scheme under GMCA.
- 2.3 In August, 2017, GMCA received approval from the 10 Greater Manchester districts to consult on the possible closure of the AGMA Section 48 grants programme. In September 2017, GMCA agreed potential criteria, subject to consultation, for a new Culture and Social Impact scheme. As the both the potential closure of Section 48 and a new GMCA fund are interlinked, both consultations were aligned and opened on 9 August 2017.
- 2.4 A targeted consultation process was followed where recipients of the fund and members of the AGMA Statutory Functions Committee were contacted as were lead cultural officers in all ten LAs asking them to respond and forward through their networks. This communication was followed up by further targeted communication from GMCA who also promoted the survey through voluntary and third sector networks in Greater Manchester. Consultation took the form of an online questionnaire and four open events.
- 2.5 The online consultation was in two parts: a six week consultation for the closure of the AGMA Section 48 grants programme, ended on 20 September (20 responses received); and a four week consultation for the new Culture and Social Impact Programme, ending on 16 September (29 responses received).
- 2.6 In late August and early September 2017, GMCA officers also arranged and facilitated four consultation events giving attendees the opportunity to feedback in person on the proposals. Almost 50 people attended the events in total, a mixture of current recipients, cultural officers, GM Councillors and cultural and social impact organisations not currently in receipt of Section 48 funding. Additionally five email responses were received.
- 2.2 On 27 October 2017, the Joint GMCA/AGMA Board recommended that the Greater Manchester local authority districts should agree to close the Section 48 Grants programme, noting it will be replaced by a new GMCA Culture and Social Impact Fund from April 2018.

## **3. CONSULTATION RESPONSE – SECTION 48**

- 3.1 Of the 20 online responses to the question *“what are your views on the proposed closure of Section 48 and the opening of a new GMCA-run culture and social impact fund”*, 16 are supportive, stating that the move is sensible and welcome; three positive with reservations; and just one stating categorically that Section 48 should not close without wider consultation.

- 3.2 This general support was replicated in the consultation events, with the majority supportive of the closedown of Section 48 and a move to a GMCA Cultural and Social Impact Fund as long as transition was carefully handled and the impact of any change to the funding landscape is properly considered. Respondees asked that GMCA be mindful of the impact, on staff and participants to currently funded organisations if funding levels are reduced or not awarded under any new scheme.
- 3.3 Other responses focussed on the relative strengths and weaknesses of the existing fund and how delivery might be improved if the launch of a new fund was approved.
- 3.4 Respondees were largely happy with the Section 48 application form, noting improvement since the previous iteration. Several responses, both online and at events, noted that the application form could be quite off-putting for smaller, more diverse organisations who might not have capacity to collect and analyse data in the same way as larger organisations and asked that in appraisal of projects coming through a new GMCA funding programme, the level of detail required should be proportionate to the level of funding requested.
- 3.5 When asked about previous funding decisions, responses were again mixed, with some stating that 'the funding supports a strong cultural offer for the region and brings significant additional resource to Greater Manchester.' Other responses referenced the perceived lack of 'churn' in the portfolio, noting that 'the fund seems to go to the same recipients every time'. This tension, between protecting the current cultural infrastructure across GM, and genuinely 'opening up' the new fund to new applicants, was particularly acute at the consultation events.
- 3.6 When asked about perceptions of the impact of Section 48 there was a general split between the views of current recipients and those not in receipt, both online and at the events. Those respondents in receipt of Section 48 grant, with a more in-depth understanding of the scheme were much more positive about the impact of the fund. Those not in receipt or connected in some way knew very little about activity funded by Section 48 indicating the need for much clearer, more regular communication about the excellent work funded across GM.
- 3.7 When asked what successful elements of Section 48 should be carried into the new fund, respondents noted the need for GM-wide impact across the portfolio. There was much discussion about the value in local delivery (across more than one district, but not necessarily across all ten) with general agreement that geography was one of the most important balancing criteria, but that depth of impact should be treated as equally important as breadth.
- 3.8 Consultation respondents were asked specifically about any equality and diversity implications to the proposed closure of Section 48. Both online and at the events, respondents noted the importance of diversity as a balancing criteria. There was also discussion about the need to bring smaller, more diverse organisations into the portfolio and the need to simplify the new GMCA Cultural and Social Impact Fund application process to allow this to happen.

#### **4. CONSULTATION SUMMARY AND RESPONDING ACTIONS**

- 4.1 There is general support for closure of the AGMA Section 48 grants, as long as it is replaced by a suitable alternative. Consultees considered the proposed GMCA Culture and Social Impact Programme to be a suitable alternative.
- 4.2 If closure of Section 48 is agreed the impact of this closure will be largely dependent on the funding decisions made in relation to the new GMCA Culture and Social Impact Fund. Care has been taken to manage expectations but also to ensure the call window and application process are clear and transparent that they address any concerns raised during the consultation process.

- 4.3 Consultees put forward a number of suggestions on process in order to identify the most successful elements of Section 48 and changes to processes that don't work as well.
- 4.4 Consultation responses were closely considered in the drafting of the new Culture and Social Impact Fund application form and applicant guidance. These were then tested with potential applicants of various size, art-form and a mixture of current Section 48 recipients and potential applicants to the new GMCA fund. Feedback on these sessions was overwhelmingly positive, with many welcoming the opportunity to feed in at the development stage, noting the consultative nature of the process and feeding back positive comments on the new form and guidance.
- 4.5 Now the call for projects to the GMCA Cultural and Social Impact Fund is live, three sessions have been held throughout October to further explain the fund and application process to applicants, one in Tameside, one in Rochdale and one in Salford.
- 4.6 The appraisal process was designed in tandem with the application form. The most important next step is to develop a balancing process that recognises the challenges within this process and empowers GMCA Leaders to deliver a funding portfolio that provides the greatest possible impact for residents across GM.
- 4.7 Project appraisal will be conducted using a simplified and updated scoring matrix similar to previous Section 48 scoring, amended to reflect the level of detail required during application proportionate to the funding amount requested.
- 4.8 There is no separate equality impact of the decision to close this scheme per se as it is being replaced by a similar scheme, and all current recipients/projects funded under the current scheme could potentially be funded under the new scheme (subject to funding decisions). Therefore an equality impact assessment will be undertaken as part of the decision making on funding with the new GMCA scheme.
- 4.9 A communication plan for the fund will be further developed for communication to successful and unsuccessful applicants. As part of this process, GMCA officers will investigate how to best support unsuccessful applicants, drafting a plan to manage implications of funding decisions.
- 4.10 It should be noted that that if closure is agreed by all (or in the absence of agreement, a majority of) the constituent Councils, that due to the legislative requirements relating to the closure of a scheme established under Section 48 of the 1985 Act, the closure of the scheme would not occur until the end of the financial year AFTER that in which the decision to close the scheme was made.
- 4.11 This means there would be a need for a further year beyond the current AGMA S48 2015/18 funding cycle in which the AGMA Section 48 scheme would remain in existence, in line with the legislative requirements concerning closure of the scheme. However, as the replacement GMCA Culture and Social Impact Fund will be in place from April 2018, it is possible to zero fund the final year of the Section 48 scheme so as to avoid any overlap in provision.

## **5. RECOMMENDATIONS**

- 5.1 The recommendations can be found at the front of this report