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EXECUTIVE CABINET

Day: Wednesday
Date: 25 August 2021
Time: 1.00 pm or at the rise of Strategic Commissioning Board, whichever is the later
Place: George Hatton Hall, Dukinfield Town Hall, Dukinfield

Item No.	AGENDA	Page No
1.	APOLOGIES FOR ABSENCE To receive any apologies for the meeting from Members of the Executive Cabinet.	
2.	DECLARATIONS OF INTEREST To receive any declarations of interest from Members of Executive Cabinet.	
3.	MINUTES	
a)	EXECUTIVE CABINET To consider the Minutes of the meeting of the Executive Cabinet held on 28 July 2021.	1 - 16
b)	STRATEGIC COMMISSIONING BOARD To receive the Minutes of the meeting of the Strategic Commissioning Board held on 28 July 2021.	17 - 24
c)	EXECUTIVE BOARD To receive the Minutes of the meetings of Executive Board held on: 14 July and 4 August 2021.	25 - 42
4.	MONTH 3 INTEGRATED FINANCE REPORT To consider the attached report of the Executive Member, Finance and Economic Growth / Clinical Lead / Director of Finance.	43 - 96
5.	DOMESTIC ABUSE ACT FUNDING PROPOSAL To consider the attached report of Executive Member, Adult Social Care and Health / Director of Population Health / Assistant Director of Operations and Neighbourhoods.	97 - 118
6.	CIVIC EVENTS 2021 To consider the attached report of the Executive Member, Lifelong Learning, Equalities, Culture and Heritage / Assistant Director, Operations and	119 - 128

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

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	Neighbourhoods.	
7.	THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY PROPOSALS	129 - 156
	To consider the attached report of Executive Member, Neighbourhoods, Community Safety and Environment / Assistant Director of Population Health / Assistant Director of Strategic Property.	
8.	GM MINIMUM LICENSING STANDARDS - STAGE 1 (DRIVERS, OPERATORS AND LOCAL AUTHORITY)	157 - 230
	To consider the attached report of Executive Member, Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods.	
9.	URGENT ITEMS	
	To consider any additional items the Chair is of the opinion shall be dealt with as a matter of urgency.	

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

**EXECUTIVE CABINET
28 July 2021**

Commenced: 2.30pm

Terminated: 3.40pm

Present: Councillors Warrington (Chair), Cooney, Fairfoull, Gwynne (part meeting), Ryan and Wills

In Attendance:	Steven Pleasant Sandra Stewart Kathy Roe Steph Butterworth Richard Hancock Ian Saxon Tim Bowman Jeanelle De Gruchy Debbie Watson Caroline Barlow Ian Duncan Ilys Cookson Sarah Threlfall Paul Smith	Chief Executive & Accountable Officer Director of Governance & Pensions Director of Finance Director of Adults Services Director of Children’s Services Director of Operations and Neighbourhoods Director of Education (Tameside & Stockport) Director of Population Health Assistant Director of Population Health Assistant Director of Finance Interim Assistant Director of Finance Assistant Director, Exchequer Services Assistant Director, Policy, Performance and Communication Assistant Director, Strategic Property
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Apologies for absence: Councillors Feeley and Kitchen – Tameside MBC who participated in the meeting virtually
 Councillor Bray – Tameside MBC

19. DECLARATIONS OF INTEREST

Member	Subject Matter	Type of Interest	Nature of Interest
Councillor Gwynne	Agenda Item 11 FOSTER CARER OFFER UPDATE AND IMPLEMENTATION PLAN	Prejudicial	Special Guardianship

20. MINUTES OF EXECUTIVE CABINET

RESOLVED

That the Minutes of the meeting of the Executive Cabinet meeting held on 23 June 2021 be approved as a correct record.

21. MINUTES OF STRATEGIC COMMISSIONING BOARD

RESOLVED

That the Minutes of the meeting of the Strategic Commissioning Board held on 23 June 2021 be noted.

22. MINUTES OF EXECUTIVE BOARD

RESOLVED

That the Minutes of the meetings of Executive Board held on: 9 June and 7 July 2021 be noted.

23. STRATEGIC PLANNING AND CAPITAL MONITORING PANEL

Consideration was given to the minutes of the meeting of the Strategic Planning and Capital Monitoring Panel meeting held on 5 July 2021. Approval was sought of recommendations of the Strategic Planning and Capital Monitoring Panel arising from the meeting.

RESOLVED

- (a) The minutes of the meeting of the Strategic Planning and Capital Monitoring Panel held on 5 July 2021, be noted; and**
- (b) That the following recommendations be approved:**

CAPITAL OUTTURN REPORT 2020/21

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the Capital Programme 2020/21 outturn and approve the re-profiling of capital budgets as set out in Appendix 1.

ADULTS CAPITAL PLAN

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the progress updates and that the budget for Adaptions in 2021/22 be approved at £2.0m, to be funded from Disabled Facilities Grant.

CHILDREN'S SOCIAL CARE CAPITAL SCHEMES UPDATE REPORT

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to:

- (i) Note the 2020/21 Capital Expenditure Outturn position in Appendix 1 and approve the budget slippage.**
- (ii) Approve the repurpose of St Lawrence Road to become the Assessment Unit rather than the Respite Unit as originally planned.**
- (iii) Approve the additional drawdown of £3,800 to allow completion of the St Lawrence Road scheme.**
- (iv) Note the delays in relation to the purchase of the new residential property, which approval is now sought to purchase a property for the respite unit.**
- (v) Approve the utilisation of the approved budget available of £397,327, which was originally to purchase a property for an assessment unit to purchase a property to become a respite unit.**

GROWTH CAPITAL PROGRAMME

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the report and the following be added to the approved Council Capital Programme:

- (i) The Corporate Landlord Statutory Compliance capital expenditure for the period identified in Appendix 4 of £28,956.16.**
- (ii) That additional budget of £0.060m be allocated to the former Two Trees school site clearance scheme to remove previously undiscovered asbestos. The contingent budget to be financed by the approved capital programme.**

EDUCATION CAPITAL PROGRAMME

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the progress set out in the report and approve the following:

- (i) That the 2020/21 Capital Expenditure Outturn position is noted in Appendix 1, 2 and 3.**

- (ii) Budget slippage of (£220,405) and proposed changes of £14,843,100 to the Basic Need Funding as detail in Appendix 1.
- (iii) Budget slippage of £657,755 and proposed changes of £1,516,150 to the School Condition Funding as detail in Appendix 2.
- (iv) Budget slippage of £176,342 to the Special Provision Funding as detail in Appendix 3.
- (v) Budget slippage of £134,000 to the Healthy Pupil's Funding as detail in Appendix 4.

and note that a further report will be drafted to Cabinet to consider:

- (vi) Approval for £264,244 of Devolved Formula Capital grant to be added to the Capital Programme for 2021/22
- (vii) Approval of £1,328,013 of School Condition grant to be added to the Capital Programme for 2021/22.
- (viii) Approval of £1,223,336 of High Need Provision grant to be added to the Capital Programme for 2021/22.
- (ix) Approval of £12,231,816 of Basic Need grant to be added to the Capital Programme for 2021/22.
- (x) Approval of £6,348,338 of Basic Need grant to be added to the Capital Programme for 2022/23.

LEISURE ASSETS CAPITAL INVESTMENT PROGRAMME UPDATE

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the report and that future updates of the Leisure Assets Capital Investment Programme with any further updates be included in the Growth Update report.

CAPITAL PROGRAMME - OPERATIONS AND NEIGHBOURHOODS (MAY 2021)

RESOLVED

That EXECUTIVE CABINET be RECOMMENDED to note the following:

- (i) The progress with regards to the Tameside Asset Management Plan (TAMP) and the Highways Maintenance Programme completed in 2020/2021. The commencement of the works programme was revised due to Covid 19.
- (ii) The progress with regards to Flooding: Flood Prevention and Consequential Repairs.
- (iii) The progress with regard to the Slope Stability Programme and potential additional works required.
- (iv) The progress with regards to the Cemetery Boundary Walls Programme.
- (v) The progress with regards to the replacement of Cremators and Mercury Abatement, Filtration Plant and Heat Recovery Facilities.
- (vi) The progress of capital schemes in section 2.14-2.23, and external grant schemes in section 3 and 4.
- (vii) The progress being made to secure external grant funding in order to deliver a number of walking and cycling infrastructure schemes as set out in section 3 and the requirement to undertake consultation on a number of schemes being developed.

And EXECUTIVE CABINET be RECOMMENDED to approve:

- (viii) The addition of £0.687m to the Council's 2021/22 Capital Programme for the Full Delivery and Activation costs for the Mayor's Challenge Fund schemes at Chadwick Dam, Ashton / Stalybridge and Hill Street, Ashton as set out in section 3.7.
- (ix) The re-phasing of the Mayor's Challenge Fund Walking and Cycling schemes as set out in Appendix 1.
- (x) Subject to GMCA approval on 25 June 2021, £2.415m Highways grant funding be added to the Council's 2021-22 capital programme and £1.500m Pothole and Challenge funding of the same grant be added to the 2021-22 Operations and Neighbourhood's directorate Highways revenue budget as set out in section 4.12.
- (xi) To approve the expenditure of up to £0.400m from the approved project contingency budget to undertake urgent repair works to the steeple at Dukinfield Crematorium. In

addition, undertake further detailed surveys of the steeple and roof to establish a scheme of restoration to be procured through the LEP. The cost of the surveys to be met from the £0.400m contingent budget as set out in section 2.13. Additional works to the steeple and roof will be subject to separate approval by Members

24. ENVIRONMENT AND CLIMATE EMERGENCY WORKING GROUP

RESOLVED

That the Minutes of the meeting of the Environment and Climate Emergency Working Group held on 16 June 2021 be noted.

25. 2021/22 INTEGRATED FINANCE REPORT MONTH 2

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Lead Clinical GP / Director of Finance. The report covered the Month 2 2021/22 financial position, reflecting actual expenditure to 31 May 2021.

It was reported that at Period 2, the Council was forecasting an overspend against budget of £5.8m. Children's Services were still the biggest area of financial concern, with expenditure forecast to exceed budget by £4.717m. The overspend was predominantly due to the number and cost of external placements. There was also a pressure of £198k in the Growth Directorate, resulting from a shortfall in customer and client receipts. A pressure of £891k had been reported for Operations and Neighbourhoods due to a combination of additional costs and non-recovery of income, including an income shortfall on car parks.

It was further reported that CCG was reporting an overspend of £194k, this related to reimbursable Covid expenses for which a future allocation should be received. A financial envelope for the first 6 months of the year had been agreed at a Greater Manchester level, from which the CCG had been allocated £221.3m of resource. It was not yet clear what the financial regime would look like in the second half of the year. As such it was difficult to estimate what the full year allocation would ultimately become.

Members were advised that the Council had recently received notification of grant allocations for Capital Investment in Schools. Members were asked to note the Education Capital Grants and approve the inclusion of these amounts on the Capital Programme for the financial years 2021/22 and 2022/23, as follows:

- £264,244 of Devolved Formula Capital grant for 2021/22
- £1,328,013 of School Condition grant for 2021/22
- £1,223,336 of High Needs Provision Capital grant for 2021/22.
- £12,231,816 of Basic Need grant for 2021/22
- £6,348,338 of Basic Need grant for 2022/23.

RESOLVED

- (i) That the forecast outturn position and associated risks for 2021/22 as set out in Appendix 1 to report, be noted;**
- (ii) That the indicative 2021-22 Integrated Commissioning Fund be approved and the roll forward of the existing Section 75 Agreement and Financial Framework which has been to reflect the transition year of the CCG, be agreed; and**
- (iii) That the recent notifications of Education Capital Grants be noted and the inclusion of the amounts set out in paragraph 4.1 on the Capital Programme for the financial years 2021/22 and 2022/23, be approved.**

26. ENGAGEMENT UPDATE

Consideration was given to a report of the Executive Leader / T&G CCG Co-chairs / Assistant Director for Policy, Performance and Communications, providing an update on the delivery of engagement and consultation activity in 2020/21.

It was stated that much of the Engagement work had been undertaken jointly, coordinated through the Tameside and Glossop Partnership Engagement Network (PEN) – by NHS Tameside and Glossop Clinical Commissioning Group, Tameside Council and Tameside and Glossop Integrated Care NHS Foundation Trust. Each of the three agencies undertook work individually where necessary and appropriate for the purposes of specific projects.

It was further explained that the onset of the Covid-19 pandemic had also meant that different ways to engage local communities had to be identified. The report sets out some examples of the ways in which this had been achieved, including the establishment of both the Community Champions programme and the Inequalities Reference Group.

The Assistant Director Policy, Performance and Communications highlighted the key headlines from June 2020 to date:

- Facilitated 32 thematic Tameside and/or Glossop engagement projects
- Received 4,186 engagement contacts (excluding attendance at virtual events)
- Supported 27 engagement projects at the regional and Greater Manchester level
- Promoted 33 national consultations where the topic was of relevance to and/or could have an impact on Tameside and/or Glossop
- Established the Community Champions Network to provide residents and workforces with the coronavirus information they need to lead the way in their community, with over 250 members now registered
- Established the Tameside & Glossop Inequalities Reference Group in response to how the coronavirus pandemic, and the wider governmental and societal response to this, has brought equalities (and indeed inequalities) into sharp focus
- Delivered two virtual Partnership Engagement Network (PEN) conferences attended by over 150 delegates in total
- Delivered four virtual Partnership Engagement Network sessions focusing on the impact of COVID-19 and how we can build back better. These were attended by over 50 participants.
- Held a virtual engagement session with young people to understand the impact of the pandemic on them and how they feel things can be done differently in the future.
- Undertook the third joint budget conversation exercise for Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group
- Achieved 'Green Star' top rating for public and patient engagement as part of the CCG Improvement and Assessment Framework (IAF). Tameside and Glossop CCG attained the highest score possible, one of only 40 out of 195 areas in the country to do so *

RESOLVED

That the content of the report be noted and future engagement and consultation activity with the communities of Tameside and Glossop, as detailed in the report, be supported.

27. PROPOSALS FOR THE USE OF THE RING-FENCED GRANT TO HELP THOSE WITH OBESITY TO LOSE WEIGHT

Consideration was given to report of the Executive Member for Adult Social Care and Population Health / Clinical Lead for Long Term Conditions / Assistant Director of Population Health, outlining the proposals to spend the £209,741 provided to Tameside Council as part of the Government's Adult Weight Management Tier 2 services grant fund 2021/22. The report also provided information on a recent bid to expand weight management services for children and families.

It was reported that the investment was one-off funding in the financial year 2021/22. Following advice received from STAR procurement, it was proposed that the Be Well tier 2 service expansion be delivered via a contract variation with Pennine Care NHS Trust. Further, it was proposed that Active Tameside should be awarded a grant to expand the tier 2 Live Active provision, this was allowed within the terms of the grant.

It was explained that Be Well Tameside provided the current self-referral tier 2 weight management service. The grant funding would be used to increase the 1:1 support they provided for people in the community.

Members were advised that, based on the grant criteria, Tameside Council had submitted an application of £153,468 to support healthy weight in children and families via extended brief intervention and Tier 2 weight management services.

RESOLVED

That the content of the report be noted and the proposals outlined in the report be agreed.

28. PERFORMANCE SCORECARD

A report was submitted by the Assistant Director, Policy, Performance and Communications, giving details of the Corporate Plan scorecard, as attached to the report, which provided evidence to demonstrate progress towards the achievement of the Corporate Plan and improving the services provided to residents, businesses and key stakeholders within the locality.

It was explained that, supporting the corporate scorecards were thematic scorecards which were monitored by services to inform their ongoing delivery and improvement work. The thematic scorecards were:

- Corporate
- Health and care (incl. adult care)
- Children and family
- Inclusive economic growth (incl. planning and transport)
- Community and culture
- Environment and place

It was noted that the Corporate Plan scorecard would be reported on a regular basis to the Overview Panel and the Strategic Commissioning Board / Executive Cabinet, and then subsequently to the two Scrutiny Panels to inform their work programmes.

RESOLVED

That the content of the scorecard, as attached to the report, be noted and reported on a regular basis to the Overview Panel and the two Scrutiny Panels – Place and External Relations; and Integrated Care and Wellbeing – to inform their work programmes.

29. SAVINGS DELIVERY 2021/22

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Finance, which provided Members with an update on the savings monitoring exercise for delivery of 2021/22 savings, and highlighted any risks or delays to delivery.

Members were reminded that if savings of £8.930m were delivered in 2021/22 and a further £4.921m of savings delivered in 2022/23, the Council still faced a forecast budget gap of more than £14m in 2022/23. It was therefore important that the Council embarked on early forward planning for 2022/23 and beyond. In order to meet the challenges of the 2022/23 financial year it was vital that all the proposed savings for 2021/22 be delivered.

It was stated that progress on the delivery of proposed savings as part of the 2021/22 budget process was being monitored on a monthly basis, with a proportion of schemes reviewed in detail at different points during the year.

RESOLVED

That the progress report and risk areas for delivery in 2021/22 and future years' savings, be noted.

30. REVIEW OF FINANCIAL REGULATIONS AND PROCEDURES

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Finance. The report sought approval of the updated Council's Financial Regulations and Procedures.

Members were advised that the revised format was intended to allow easy navigation of the regulations so that quick reference could be made and so that the reader could fully understand the importance and reason for the regulations in safeguarding the finances of the Council. This should be particularly helpful to new officers to the Council. The Financial Regulations and Procedures covered all areas of the financial management of the Council's affair. The updated Financial Regulations were attached to the report at Appendix 1.

RESOLVED

That Executive Cabinet RECOMMENDS to Full Council: that the updated Financial Regulations and Procedures be approved and formally adopted by Full Council.

31. COUNCIL TAX SUPPORT SCHEME 2022-2023

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Assistant Director, Exchequer Services detailing the procedural requirement in deciding if changes were required to the Council Tax Support scheme (CTS).

Members were advised that additional monies were made available to all Local Authorities by MHCLG in April 2020 in response to the COVID 19 pandemic. The additional monies had to be used primarily on reducing CTS claimants Council Tax liability by £150 for the 2020/2021 financial year with remaining monies supporting Council Tax payers suffering hardship. In total £2m assisted 12,691 all working age CTS claimants and £344k supported non-CTS claimants with a Council Tax liability.

Further additional monies had been made available in the current financial year by MHCLG in respect of COVID and which could be used towards Council Tax Support for 2021/22. The total monies for Tameside were £2.025m. Unlike last year there was no clear stipulation on how this money had to be used however, guidance stated that the money was aimed directly at supporting councils to meet the anticipated additional costs of providing Local Council Tax support in 2021-22, resulting from increased unemployment".

Members were further advised that caseloads fluctuated throughout the year and on a daily basis and last year a total of 12,691 claimants of CTS at some point in the year benefitted from the reduction. The report detailed matters that had to be taken into consideration in terms of how the grant monies could be best used in the context of a potential shortfall on the Council Tax collection fund at the end of the year.

It was explained that there was a need to balance the needs of those already claiming CTS and managing to pay and those who were just above the CTS threshold and in financial difficulty. There was generally less overall cost to the Councils budget to support such claimants by the award a one off Section 13a Hardship Policy payment than to claim CTS longer term.

A number of options had been considered and £1,012,500m grant monies was proposed to be used to directly support Council Tax Support claimants and financially vulnerable households as follows:

Claimant support	Cost	Notes
£50 awarded to each CTS claimant	634k	£378k remaining for further new claims and hardship cases under Section 13a Hardship Policy

The above struck the balance between benefitting existing and new Council Tax Support claimants and those just above the threshold and were experiencing significant financial hardship and unable to pay Council Tax. The remaining £1.012m grant money would contribute to the overall Council budget and which may be used to offset a shortfall in Council Tax collection.

RESOLVED

- (i) That the Council Tax Support scheme for 2022/23 in principle remains the same scheme as that set effective from April 2019, subject to annual benefit uprating as detailed in the scheme and any further guidance which may be issued by MCHLG; and**
- (ii) That the Local Council Tax Support grant monies for 2021/22 be used to award £50 to each existing and new Council Tax Support claimant, subject to the conditions set out in Section 3.16 of the report, with remaining monies supporting hardship cases considered on a case by case basis under Section 13a Hardship Policy.**

At this juncture, Councillor Gwynne left the meeting during consideration of the following item of business, having declared a prejudicial interest, and took no part in the discussion nor decision thereon.

32. FOSTER CARERS OFFER UPDATE AND IMPLEMENTATION PLAN

Consideration was given to a report of the Deputy Executive Leader / Assistant Director for Children's Services providing a detailed review of the Foster Carer Offer that was a commissioned piece of work as part of the 7 Looked after Children sustainability projects.

Members were advised that in house foster care was widely recognised to provide the best option for the majority of children who required care from their Local Authority. It enabled children to remain local to their family, friends, home community and services such as schools and health and represented by far the best value for money, at significantly less than half the cost per placement when compared to independent (private) fostering providers.

It was explained that unfortunately over recent years the fostering service had not been given the attention required in order to grow its size or maintain or improve its performance and as a result the proportion of the cared for children who were placed with Independent Fostering Agencies (IFAs) had grown disproportionately and was now at close to 50%. The ambition of the investment proposal, which sat alongside an ambitious three year recruitment strategy, was to make it more attractive to become an in-house foster carer for Tameside Council, helping to ensure that children were able to be placed with local foster carers wherever possible by initially stabilising the fostering cohort and then to expand. To do nothing would most likely lead to further reductions in capacity and an increased reliance on IFAs, children being more often placed out of Borough and the associated increased costs of both.

It was explained that it had to be recognised that the Council were operating in an increasingly difficult context in terms of recruiting and retaining foster carers, as Local Authorities and IFAs competed for a largely finite resource of individuals who wished to foster against a nationally increasing number of children who required these placements. Whilst it was recognised the Council could not compete like for like with independent fostering agencies in terms of fees paid, there could be better rates when compared to other Local Authorities and to compete with IFAs for those families who wanted to foster locally but for whom the difference in rates currently made it unaffordable. The

ambition was to eventually realign the figures from a 50/50 split figures to the optimum provision of 85% in-house fostering placement capacity.

It was reported that a financial uplift in level 2 skills payments of £30 per week per child would shift Tameside into the top half of GM median entry level skill payments to approved foster carers and to increase Level 3 skill payments by 10% (£15 per week per child). This would also apply to the existing foster carers giving a much better chance of retaining those carers. The estimated costs of this uplift alongside a number of other improvements foster carers had told us would make Tameside a more attractive recruiter, the proposed investment for the revised fostering offer is £686,072. It was highlighted that in order to cover the increased costs of in-house fostering allowances a transfer of 27 children from the Independent Fostering Agencies into in-house fostering care would cover the increased costs represented in this proposal, or 3 children from residential care into in-house fostering at the average cost.

Members were further advised that there would also be a corresponding increase in payments to Special Guardianship Order (Special Guardianship) carers as a result of the Council's non-detriment policy, for foster carers who converted to Special Guardianship carers. This was estimated to be £475,800. Therefore the total cost of this initiative was £1,161,872. The cost in the current year was recommended to be financed from the central contingency provision.

RESOLVED

- (i) That the proposals for the foster carer offer be approved for consultation as set out in the report;**
- (ii) That prior to any final decision being made as to the Foster Care Offer an implementation delivery plan be presented to Cabinet together with the consultation feedback and an equality impact assessment; and**
- (iii) The cost in the current year be financed from the central contingency provision.**

33. WELCOME BACK FUNDING ALLOCATION

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Growth / Assistant Director of Investment, Development and Housing seeking approval to sign the Grand Funding Agreement, manage the programme of work and procure in line with criteria and procurement rules, state aid and the council's standing orders, items up to but not exceeding the allocation of £200,741.

Members were advised that the Welcome Back Fund allocation was designed to follow on and back up the work already carried out under RHSF and help Build Back Better from the pandemic. The funding built on the Reopening High Street Safely Fund (RHSSF) allocated to councils on 1 June 2020. It formed part of wider support government was providing to communities and businesses with the aim of protecting jobs, supporting the most vulnerable businesses and people in the community.

The Welcome Back Fund would enable the Council to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies reopened and began to welcome back visitors. The impact of Covid-19 on the local economy had been significant and the fund could therefore be used for the Council to develop action plans for responding to these impacts.

A Grant Activity Plan (GAP) would be required which would enable the CLGU to sense check the work for eligibility and gave CLGU an idea of the type of activities, from the draft action plans, that would be undertaken. The main aim was to ensure eligibility of the expenditure submitted in subsequent grant claims. The GAP would be used to form the amended Grant Funding Agreement.

RESOLVED

It be agreed:

- (i) The Draft Grant Action Plan at Appendix 1 to the report;**

- (ii) **Any necessary funding variances on the activity detailed in the Draft Grant Action Plan (Appendix 1), within the funding envelope of £0.201m (together with any remaining balance of the £0.210m Reopening the High Street Safely Funding) to ensure all the funding is spent by 31 March 2022;**
- (iii) **In principle entering into the grant funding agreement subject to the necessary due diligence being undertaken in advance;**
- (iv) **Entering into the necessary contracts to deliver the works detailed in the Draft Grant Action Plan (Appendix 1);**
- (v) **That it is agreed expenditure on some projects will initially be funded from 2021/22 Operations & Neighbourhoods revenue budget and retrospectively claimed via the grant once the Grant Funding Agreement is signed; and**
- (vi) **That delivery against the grant funding obligations/milestones is reflected in the monthly financial reporting arrangements.**

34. PERMANENTLY EXCLUDED YOUNG PEOPLE AT RISK OF NEET

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Director of Education, explaining the exacerbated risk of a cohort of young people becoming Not in Education, Employment or Training (NEET) and set out the proposed support programme developed by Education, Growth and Policy.

Members were advised that Young people in Alternative Provision (AP) to mainstream education were often at higher risk of becoming NEET (Not in Education, Employment or Training). The impact of COVID and lockdown periods on attendance had exacerbated this risk. As at May 2021 12.2% of Tameside young people aged 16-24 years were claiming out of work benefit, according to the Office of National Statistics, this show an increase of 7.2% from April 2018 and highlighted the significant impact of the pandemic. This was above the Northwest average of 9.4% and national rate of 8.3%. It was explained that a group of 46 young people both with a Social Worker and on roll in AP had been highlighted as presenting a significantly high risk due to poor/non-attendance. 22 of these young people were Looked After Children. It was further explained that 25 of these young people were in Year 11 presenting a short time period to engage and move into education, apprenticeship or employment.

It was explained that funding was needed to create the support programme for the 25 identified young people in Year 11 at risk of NEET. Members were advised that whilst not all would have employment as their preferred route this was costed at the maximum to ensure all were able to access this route should they wish to do so. Remaining funding could be utilised to support other young people including a focus on the Leaving Care cohort. Total funding requested was £285,880 to allow National Living Wage (NLW), based on previous YES placements for 16-24 year olds the average payment per 6 month period was £6,000 which could create an underspend of £58,500 or the opportunity to create additional job roles for other NEET or at risk of NEET young people

RESOLVED

- (i) **That a Budget allocation of a maximum of £285,880 from the COVID budget to support this programme, be approved;**
- (ii) **That it be noted that this initial project would act as a proof of concept for future support to those young people who had been permanently excluded from mainstream education. Further reports would be prepared for Cabinet to measure the success to date and consider the longer-term proposals following the timetable shown.**

35. PLACES FOR EVERYONE

Consideration was given to a report of the Executive Member for Housing, Planning and Employment / Director of Growth / Interim Assistant Director of Planning, which sought approval to publish the Places for Everyone (Pfe) Publication Plan 2021 and recommended that Full Council approve the

submission of PfE to the Secretary of State following the period of public consultation. The report also sought delegation to make minor or non-material amendments to the plan and background documents prior to publication for consultation and recommended the publication of an updated Local Development Scheme (LDS).

Members were advised that in 2014, the Council resolved to work collaboratively with those in Greater Manchester to prepare jointly a strategic planning document for the city region, the GMSF. It was explained that while recent decisions meant this was now a joint plan of nine boroughs, Places for Everyone 2021 was considered to have substantially the same effect as GMSF 2020, as previously presented to Members for consideration. It was proposed, therefore, to proceed to publish the plan at the next consultation stage, which represented a move towards the culmination of the plan making process, prior to submission to the Secretary of State for independent examination.

The plan, alongside thematic policy content, identified three strategic sites in Tameside for growth and twelve sites for further protection as additions to the designated Green Belt. Alongside this, it also sought to provide the borough with an up to date housing target, the strategic context for the borough's Local Plan and updated development management policies to be used in the determination of planning applications.

RESOLVED

It was noted that on the 20 July 2021 the Council had approved the submission of the Places for Everyone Publication Plan 2021 to the Secretary of State for independent examination following the period for representations and :

- (i) Approved Publication of the Places for Everyone Publication Plan 2021, including strategic site allocations and green belt boundary amendments, and reference to the potential use of compulsory purchase powers to assist with site assembly, and the supporting background documents, pursuant to Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a period for representations of 8 weeks, commencing no earlier than 9 August 2021;**
- (ii) Authorised the Director of Growth, in consultation with the Executive Member (Housing, Planning and Employment), to approve relevant Statement of Common Ground(s) required on this and other planning matters, pursuant to the National Planning Policy Framework 2019;**
- (iii) Delegated authority to the GMCA Portfolio Lead Chief Executive, for Housing, Homelessness & Infrastructure, in consultation with the GMCA Portfolio Leader for Housing, Homelessness & Infrastructure, to agree any minor amendments or non-material amendments to the Places for Everyone Publication Plan 2021 and background documents prior to the consultation beginning; and**
- (iv) Approved the updated timetable for the production of the Places for Everyone Publication Plan 2021, as presented to and agreed by the Joint committee, and Tameside Local Plan by publishing and bringing into effect in accordance with the date of this decision the updated Local Development Scheme (LDS) as at Appendix 1 to the report.**

36. FORMER HATTERSLEY DISTRICT CENTRE

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Growth, which proposed the disposal of Council owned land in Hattersley to Onwards Homes Ltd to facilitate a wider development scheme.

It was explained that Onward Homes owned adjoining land which would be included in the development. The disposal would enable Onward to develop the site via £28m of external funding.

It was stated that the overall scheme would be unviable without the inclusion of the Council land. Supporting the proposals would generate much needed inward investment to this area of the community.

It was further explained that the purchase price would be £1 (one pound); with a separate overage provision of £350,000 benefitting the Council, in the event of future disposals of properties identified within the overall development.

RESOLVED

That the disposal of the Freehold interest in the land areas, which includes the Hattersley District centre shaded green and blue on the drawing 18-012/02 attached to the report at Appendix 1 for £1, be approved, subject to an overage provision in favour of the Council of £350,000 together with a contractual obligation for the Council to receive Nomination Rights in respect of a completed development for less than the best price reasonably obtainable on the basis it will promote or improve the economic, social or environmental well-being of the Borough.

37. GM CLEAN AIR FINAL PLAN

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods setting out the proposed Greater Manchester Final Clean Air Plan and policy following a review of all of the information gathered through the GM CAP consultation and wider data, evidence and modelling work which was to be agreed by the ten Greater Manchester local authorities.

It was reported that the proposed final GM CAP policy, which was summarised in the report, was attached at Appendix 1. In relation to the Clean Air Zone (CAZ), it covered the operation and management of the GM CAZ. The anticipated implementation date of the charging CAZ was Monday 30 May 2022 when the charges would apply to non-compliant buses, HGVs, and Hackney Carriages and Private Hire Vehicles licensed outside of Greater Manchester. Non-compliant LGVs, minibuses and coaches, and GM-licensed Hackney Carriages and Private Hire Vehicles would be subject to the charges from 1 June 2023 when a temporary exemption expired.

It was explained that feedback from the consultation and consideration of the impact of COVID-19 on Greater Manchester had been used to better understand the requirements of those businesses, individuals and organisations who most needed the support to upgrade. It was therefore proposed to amend the support funds from those consulted upon. The final proposed policy increased the funding per vehicle for Private Hire Vehicles, coaches, HGVs and vans whilst remaining the same for other vehicle types. There were also more options for replacement and retrofit for hackney carriages, PHVs, minibuses and vans.

RESOLVED

- 1. That the progress of the Greater Manchester Clean Air Plan be noted;**
- 2. That the progress in the distribution of Bus Retrofit funding be noted;**
- 3. That Ministers' agreement to include the sections of the A628/A57 in Tameside which form part of the Strategic Road Network within the Greater Manchester's Clean Air Zone (CAZ) and their request for Tameside MBC, TfGM and Highways England to establish the most appropriate solution for the charging mechanism to be applied on this section of the Strategic Road Network (SRN), be noted;**
- 4. That the GM Clean Air Plan Policy, at Appendix 1 to the report, be approved, noting that the policy outlines the boundary, discounts, exemptions, daily charges of the Clean Air Zone as well as the financial support packages offered towards upgrading to a compliant vehicle, including the eligibility criteria to be applied.**
- 5. That the Equalities Impact Assessment, as set out at Appendix 2 to the report, be agreed;**
- 6. That the AECOM Consultation Report, as set out at Appendix 3 to the report, be agreed;**
- 7. That the proposed Response to the Consultation at Appendix 4 to the report, which has been prepared by TfGM on behalf of the ten GM local authorities, be agreed;**
- 8. That the Impacts of COVID-19 Report, as set out at Appendix 5 to the report, be agreed;**
- 9. That the Modelling report of the final CAP package, as set out at Appendix 6 to the report, be agreed, and in particular that the modelling outputs of the final plan scheme show the**

- achievement of compliance with the legal limits for Nitrogen Dioxide in the shortest possible time and by 2024 at the latest as required by the Ministerial Direction;
10. That the economic implications of the CAP Report, as set out at Appendix 7 to the report, be agreed;
 11. That the update on the GM Minimum Licensing Standards, set out in section 3.1 of the report, be noted, and in particular that licensing conditions will not be used to support delivery of the GM Clean Air Plan;
 12. That a 6-week public consultation on the inclusion of motorhomes classified as MSP1 in the GM Clean Air Zone and on the inclusion of the A575 and A580 at Worsley commencing on 1 September 2021 and delegate authority to the Executive Member (Neighbourhoods, Community Safety and Environment) to approve the consultation materials, be approved;
 13. It be noted that the GM Clean Air Charging Authorities Committee has the authority to make the Charging Scheme Order which establishes the GM Charging Scheme in line with the agreed GM Clean Air Plan Policy;
 14. It be noted that the GM Charging Authorities Committee has the authority to vary the Charging Scheme Order if this is established as the most appropriate charging mechanism to be applied on sections of the A628/A57 part of the Strategic Road Network (SRN) in Tameside;
 15. It be noted that the Air Quality Administration Committee has the authority to agree the final form of the Operational Agreement for the Central Clean Air Service, and to authorise the making of the Agreement, on behalf of the ten GM local authorities;
 16. It be noted that the Air Quality Administration Committee has the authority to:
 - (a) establish and distribute the funds set out in the agreed GM Clean Air Plan policy;
 - (b) approve the assessment mechanism agreed with JAQU to ensure that Clean Air Funds can be adapted if necessary;
 - (c) keep the use of the funds under review and to determine any changes in the amounts allocated to each and their use and
 - (d) Monitor and evaluate the joint local charging scheme.
 17. That the reallocation of funding from the Try Before You Buy scheme to provide additional electric vehicle charging points dedicated for use by taxis, be approved;
 18. That authority be delegated to the GM Charging Authorities Committee to determine the outcome of the consultation on both the inclusion of motorhomes classified as MSP1 within the scope of Clean Air Zone charges and on the inclusion in the GM Clean Air Zone of the A575 and A580 at Worsley following the conclusion of that consultation;
 19. That the Clean Air Zone ANPR and signage locations, as set out at Appendix 10 to the report, be agreed;
 20. That delegation be given to the Director of Operations and Neighbourhoods to approve the submission of the Interim Full Business Case if required and Executive Member (Neighbourhoods, Community Safety and Environment) the Full Business Case (FBC) to the Government's Joint Air Quality Unit to support the GM Clean Air Plan and any supplementary information to that Unit.

38. A REVIEW OF WASTE SERVICES

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods. The report proposed a pilot scheme to evaluate the viability of adjusting the collections frequency of the paper and cardboard and co-mingled recycling bins from two weekly to three weekly.

The report provided a detailed plan of the pilot scheme and corresponding consultation process and to seek approval for its commencement.

The Director of Operations and Neighbourhoods advised Members that the pilot areas had been chosen as they will provide invaluable information due to the varied housing stock, illustrative of the borough, and varied population demographics. Residents would be engaged in the process by way of a public consultation and by the services following a detailed Communications Plan.

It was explained that both the operational results from the pilot areas and the feedback from the consultation process would be evaluated to inform the suitability of a wider rollout of the scheme. A further report detailing these findings would be presented for the consideration of Members at a later date.

The report further outlined the proposal to charge for all wheeled bins and provided details of why that was proposed and what steps were being taken to mitigate against any hardship this could potentially cause. Exemptions to the proposed charges were also provided.

Discussion ensued with regard to the proposals and Members suggested that, given the size of the sample areas and types of properties/bin service provided, Richmond Park, Dukinfield be removed from the pilot scheme.

RESOLVED

(i) That the following areas for the pilot scheme be approved:

- Ridge Hill – Stalybridge
- Hyde Central – Hyde
- Haughton Green – Denton

The collections frequency of the paper and cardboard (blue) and co-mingled (black) recycling bins in these areas will be adjusted from two weekly to three weekly collections for a duration of 12 weeks. The impact and viability of the trial will then be reviewed;

(ii) It be noted that a future report evaluating the pilot scheme's suitability for a wider rollout across the borough will be presented to Members at a later date; and

(iii) That the commencement of a consultation process be approved, that will run in parallel with the 12 week trial pilot period; to review the wider Waste Services offer to residents, via the Waste Policy and Enforcement Strategy, which includes the charging for all wheeled bins and the potential collection frequency change for blue and black bins across the borough.

39. SEND CAPACITY RECOVERY PROPOSAL

Consideration was given to a report of the Director of Education Tameside and Stockport providing an overview of the demands on Tameside's Statutory Assessment team and a request for additional capacity, to mitigate the risks this posed.

Members were advised that Tameside maintained 1780 Education Health and Care Plans (EHCPs). The number of plans maintained had been rising steadily since 2017. The number of EHCPs in Tameside had more than doubled since 2017, when the Local Authority maintained 828 plans. Tameside was now in line with statistical neighbours. The Director of Education explained that it would be confidently concluded that the growth in EHCP's was appropriate and necessary. However, increased and continuing growth in this area could present a significant financial risk to the authority

It was further explained that whilst a short term investment would not provide a sustainable long term solution, it would address the most pressing immediate issues of statutory compliance and increasing costs. A long term solution to these capacity challenges would be investigated as part of the transformation and collaboration work with Stockport MBC. This was proposed as it would afford time to ensure that opportunities for economies of scale were maximised and to assess the actual level of future demand, as recent intelligence showed that requests for new assessments were slowing down. By 2023-4 it was projected that the number of assessment requests would have dropped significantly, allowing more capacity within the team to manage and respond to other demands.

RESOLVED

That the capacity challenges currently experienced by the SEND team be noted and the

proposal to make a short term investment to support increased staffing at an estimated cost of £280,091, be agreed, to be funded by the Education Reserve.

40. AMENDMENTS TO SCHOOL ADMISSION ARRANGMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Director of Children's Services, which detailed the determination following a referral to the School Adjudicator and the implications for the school admission arrangements for community and voluntary schools.

Members were advised that the admission arrangements for community and voluntary controlled schools were determined on an annual basis and the Executive Cabinet last considered them at the January 2021 meeting for admission in September 2022. Subsequent to that meeting and following school budget planning, the Council was approached by Buckton Vale Primary School who were making plans to avoid a potential budget deficit that was being projected for future years due to falling numbers coming into the school.

It was explained that, in order to address the issue of a potential future funding gap, the school requested that the published admission number be reduced to 30 from September 2022. This was supported to avoid the potential for significant budget deficit in future years.

Members were further advised that as part of the process of considering the proposal, the School Adjudicator reviewed the council's guidance in relation to schools admissions and raised a number of issues, set out in this report for the council to address to ensure that its admission arrangements were as clear as possible as required under the School Admission Code.

The amendments proposed in this report were intended to address those issues to ensure that the process is as clear as it can be for those seeking admission for children. It also ensures that the council has confidence in its processes which were fair and robust against potential challenge.

It was reported that the Department for Education has notified admission authorities that there would be a new School Admissions Code from September 2021 subject to parliamentary approval. All admission authorities were required to amend their admission arrangements to comply with the new mandatory elements of the Code. The report set out the amendments that had been made to the in-year transfer section of the admission arrangements.

RESOLVED

That the admission arrangements for Tameside primary, junior and secondary community and voluntary controlled schools be amended as set out in Appendices 2, 3 and 4 to the report, be approved.

41. STALYBRIDGE CIVIC HALL ROOF REPLACEMENT

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director for Growth / Assistant Director for Strategic Property, providing an update on the status Stalybridge Civic Hall Roof project and sought approval for an additional budget of £1,138,721.

Members were advised that following inspection of the site by Robertson surveyors and specialist contractors, a number of additional items had been identified and added to the scope of works and were subsequently included in Robertson's indicative price. This included replacement of existing roof lights/ windows, replacement of the roof access and fall arrest systems which had deteriorated beyond safe reuse, and new cast iron guttering to two of the external slopes.

Inclusive of the revised scope, the indicative price now stood at £1,697,671, Appendix 1 to the report detailed a breakdown of the indicative price. It was explained that following approval the Council

would instruct the LEP to commence design and tendering work, confirm a programme and to submit a request for Listed Building Consent.

RESOLVED

That approval be given to an additional budget of £1,138,721 be allocated to the Stalybridge Civic Hall roof replacement project (Stalybridge High Street Heritage Action Zone scheme) and added to the approved capital programme.

42. URGENT ITEMS

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

CHAIR

STRATEGIC COMMISSIONING BOARD

28 July 2021

Commenced: 1.00pm

Terminated: 2.20pm

Present: Dr Ashwin Ramachandra – NHS Tameside & Glossop CCG (Chair)
Councillor Brenda Warrington – Tameside MBC
Councillor Gerald P Cooney – Tameside MBC
Councillor Bill Fairfoull – Tameside MBC
Councillor Allison Gwynne – Tameside MBC
Councillor Oliver Ryan – Tameside MBC
Councillor Eleanor Wills – Tameside MBC
Steven Pleasant – Tameside MBC Chief Executive & Accountable Officer
Dr Christine Ahmed – NHS Tameside & Glossop CCG
Dr Kate Hebden – NHS Tameside & Glossop CCG
Dr Vinny Khunger – NHS Tameside & Glossop CCG
Carol Prowse – NHS Tameside & Glossop CCG

In Attendance: Sandra Stewart Director of Governance & Pensions
Kathy Roe Director of Finance
Richard Hancock Director of Children's Services
Steph Butterworth Director of Adults Services
Ian SaxonJeanelle Director of Operations and Neighbourhoods
De Gruchy Director of Population Health
Tim Bowman Director of Education (Tameside & Stockport)
Caroline Barlow Assistant Director of Finance
Ian Duncan Interim Assistant Director of Finance
Debbie Watson Assistant Director of Population Health
Ilys Cookson Assistant Director – Exchequer Services
Sarah Threlfall Assistant Director, Policy Performance & Communications
Paul Smith Assistant Director, Strategic Property
Pat McElvey Head of Mental Health and Learning Disabilities – Tameside & Glossop CCG
Gill Gibson Director of Nursing, Quality & Safeguarding Tameside & Glossop Strategic Commission

Apologies for absence: Councillors Feeley and Kitchen – Tameside MBC who participated in the meeting virtually
Councillor Bray – Tameside MBC
Asad Ali – NHS Tameside & Glossop

Further to the decision of Tameside Metropolitan Borough Council (Meeting of 25 May 2021), to enable the Clinical Commissioning General Practitioners to take part in decisions of the Strategic Commissioning Board, whilst they continue to support the NHS in dealing with the pandemic that all future meetings of the SCB remain virtual until further notice with any formal decisions arising from the published agenda being delegated to the chair of the SCB taking into the account the prevailing view of the virtual meeting and these minutes reflect those decisions.

10. CHAIR'S INTRODUCTORY REMARKS

The Chair welcomed everyone to the meeting and explained that to enable the Clinical Commissioning General Practitioner to take part in decisions of the Strategic Commissioning Board, whilst they continued to support the NHS in dealing with the pandemic, the meeting would be a hybrid of remote and physical presence.

As a physical presence is required to formally take decisions, any formal decisions arising from the published agenda have been delegated to the Chair, taking into the account the prevailing view of the virtual meeting.

The only people in the room were the Executive Members, the Chief Executive and Accountable Officer, Monitoring Officer, Democratic Services Officer and the Chair.

The Chair announced that Dr Kailash Chand, OBE and Tameside GP, had very sadly passed away on Monday 26 July 2021. On behalf of the Strategic Commissioning Board, he extended sincere condolences to the family, friends and colleagues of Dr Chand, who would be sadly missed. Members then stood and observed a minutes silence in memory of Dr Chand.

The Chair was pleased to announce the following shortlisted nominations for the LGC Awards 2021:

- Community Involvement – Tameside & Glossop Partnership Engagement Network (PEN)
- Outstanding Individual Contribution (Dr Jane Harvey)
- Public Health (Vaccination Rollout)

The Chair and Members congratulated all involved for this national recognition of hard work/initiatives in Tameside & Glossop.

11. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by Board members.

12. MINUTES OF THE PREVIOUS MEETING

RESOLVED

That the minutes of the meeting of the Strategic Commissioning Board held on 23 June 2021 be approved as a correct record.

13. MINUTES OF THE EXECUTIVE BOARD

RESOLVED

That the Minutes of the meetings of the Executive Board held on: 9 June 2021 and 7 July 2021, be noted.

14. CONSOLIDATED 2021/22 REVENUE MONITORING STATEMENT AT 31 MAY 2021

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Lead Clinical GP / Director of Finance. The report covered the Month 2 2021/22 financial position, reflecting actual expenditure to 31 May 2021.

It was reported that at Period 2, the Council was forecasting an overspend against budget of £5.8m. Children's Services were still the biggest area of financial concern, with expenditure forecast to exceed budget by £4.717m. The overspend was predominantly due to the number and cost of external placements. There was also a pressure of £198k in the Growth Directorate, resulting from a shortfall in customer and client receipts. A pressure of £891k had been reported for Operations and Neighbourhoods due to a combination of additional costs and non-recovery of income, including an income shortfall on car parks.

It was further reported that CCG was reporting an overspend of £194k, this related to reimbursable Covid expenses for which a future allocation should be received. A financial envelope for the first 6 months of the year had been agreed at a Greater Manchester level, from which the CCG had been

allocated £221.3m of resource. It was not yet clear what the financial regime would look like in the second half of the year. As such it was difficult to estimate what the full year allocation would ultimately become.

Members were advised that the Council had recently received notification of grant allocations for Capital Investment in Schools. Members were asked to note the Education Capital Grants and approve the inclusion of these amounts on the Capital Programme for the financial years 2021/22 and 2022/23, as follows:

- £264,244 of Devolved Formula Capital grant for 2021/22
- £1,328,013 of School Condition grant for 2021/22
- £1,223,336 of High Needs Provision Capital grant for 2021/22.
- £12,231,816 of Basic Need grant for 2021/22
- £6,348,338 of Basic Need grant for 2022/23.

RESOLVED

- (i) **That the forecast outturn position and associated risks for 2021/22 as set out in Appendix 1 to report, be noted;**
- (ii) **That the indicative 2021-22 Integrated Commissioning Fund be approved and the roll forward of the existing Section 75 Agreement and Financial Framework which has been to reflect the transition year of the CCG, be agreed; and**
- (iii) **That the recent notifications of Education Capital Grants be noted and the inclusion of the amounts set out in paragraph 4.1 on the Capital Programme for the financial years 2021/22 and 2022/23, be approved.**

15. PROPOSALS FOR THE USE OF THE RING-FENCED GRANT TO HELP THOSE WITH OBESITY TO LOSE WEIGHT

Consideration was given to report of the Executive Member for Adult Social Care and Population Health / Clinical Lead for Long Term Conditions / Assistant Director of Population Health, outlining the proposals to spend the £209,741 provided to Tameside council as part of the Government's Adult Weight Management Tier 2 services grant fund 2021/22. The report also provided information on a recent bid to expand weight management services for children and families.

It was reported that the investment was one-off funding in the financial year 2021/22. Following advice received from STAR procurement, it was proposed that the Be Well tier 2 service expansion be delivered via a contract variation with Pennine Care NHS Trust. Further, it was proposed that Active Tameside should be awarded a grant to expand the tier 2 Live Active provision, this was allowed within the terms of the grant.

It was explained that Be Well Tameside provided the current self-referral tier 2 weight management service. The grant funding would be used to increase the 1:1 support they provided for people in the community.

Members were advised that, based on the grant criteria, Tameside Council had submitted an application of £153,468 to support healthy weight in children and families via extended brief intervention and Tier 2 weight management services.

RESOLVED

That the content of the report be noted and the proposals outlined in the report be agreed.

16. SUBSTANCE MISUSE SERVICE CONTRACT NOVATION TO CGL SERVICES LTD

Consideration was given to a report of the Executive Member for Adult Social Care and Population Health / Clinical Lead / Consultant in Public Health / Director of Population Health, providing background information on the borough's substance misuse service, provided by Change Grow Live

(CGL), and the proposal to novate the existing contract from CGL to CGL Service Ltd, part of the same organisation.

It was stated that the proposal was to novate the contract held with Change Grow Live (CGL) to its wholly owned, non-charitable, trading subsidiary, Change Grow Live Services Ltd (CGL Services). This would mean that CGL Services was then able to charge VAT on all supplies and charges. This would include the contract they held with the council, resulting in approx. £613k annual VAT charged, but this would be fully recoverable by the council, and therefore cost neutral to Tameside MBC. CGL Services would need to pay HMRC VAT they charged but would also be able to reclaim VAT charged by their suppliers, resulting in a financial benefit of approx. £50k pa. This would allow CGL to divert all the reclaimed funds into the service contract and focus spend on areas that improved service delivery and met demands, rather than paying unnecessary VAT.

It was explained that this process would ensure the best use of the public funds allocated to CGL for frontline service delivery. In considering this approach to meet the financial challenges facing CGL, and ensuring the most effective use of public funds, we had sought advice from VAT experts (LAVAT), finance team and Legal team throughout this process.

It was further explained that the amount of VAT to be reclaimed would be variable, however based upon the service invoice amount and ongoing use of supplies, the financial benefit was estimated at around £50,000 per annum. These savings would only be realisable within the duration of the existing contract.

RESOLVED

That approval be given for the novation of the contract for Drug and Alcohol treatment 'My Recovery Tameside' from CGL to CGL services Limited.

17. DEVELOPMENT OF AN INTEGRATED CARE SYSTEM IN TAMESIDE & GLOSSOP

Consideration was given to a report of the Executive Member for Adult Social Care & Population Health / Co Chair for T&G CCG / Director of Commissioning, which articulated the work programme, underway to deliver the required changes in T&G in response the development of local NHS Integrated Care Systems.

It was explained that the next stage of the transformation would be the response to the recent White Paper "Integration and Innovation – working together to improve H&SC for all" which set out legislative proposals for changes to the health and care system including a duty to collaborate across the NHS, social care and public health systems. The report detailed the initial response to the White Paper and outlined the work programme at this early stage, for the development of local NHS Integrate Care Systems.

The report sought approval for the draft terms of reference for the T&G Integrated Care Transition Board attached at Appendix 1. Members were advised that the ICTB was the system-wide accountable group to oversee the transition into the GMICS. This involved building on current locality arrangements to establish a new locality operating model as part of the establishment of a statutory GMICS. The ICTB would take place prior to the Strategic Commissioning Board and would be chaired by the Co-chair of T&G CCG.

Discussion ensued in respect of the content of the report and the Chair and Members reflected on the complex nature of the work undertaken to date, whilst acknowledging that this was a work in progress. The Chair thanked the Team for their hard work during very difficult circumstances, whilst dealing with the pandemic.

RESOLVED

That the content of the report be noted and the Draft Terms of Reference, (as appended to the report) for the T&G Integrated Care Transition Board, be approved. Further it be

recognised that this work programme is progressing at pace despite the lack of final legislation and that this creates associated risk.

18. PREVENTION AND PROMOTION FUND FOR BETTER MENTAL HEALTH – GRANT FUNDING

Consideration was given to a report of the Executive Member for Health, Social Care and Population Health / Director of Population Health / Assistant Director of Population Health, outlining proposals to spend the £317,623.00 provided to Tameside Council as part of the government's 'Prevention and Promotion Fund for Better Mental Health 2021/22' grant. The proposals were one off schemes due to the non-recurrent nature of the grant from government.

It was reported that on 27 March 2021 the Department of Health and Social Care announced the COVID-19 Mental Health and Wellbeing Recovery Action Plan for 2021 to 2022 to mitigate and respond to the impact of the COVID-19 pandemic on mental health. The government announced a Prevention and Promotion Fund for Better Mental Health of £15 million to be distributed to the most deprived (IMD) upper tier local authorities in England to preventing mental ill health and promoting good mental health. The Prevention and Promotion Fund for Better Mental Health Grant was a one-off contribution for the 2021/22 financial year and was made under Section 31 of the Local Government Act 2003.

Members were advised that the report proposed spending £295,000 on five mental health initiatives, plus £20,000 in evaluation costs. The total cost was fully funded by an external grant of £317,623 from the Department of Health and Social Care (DHSC), and there would be no overall budget impact to the Council. £75,000 of the costs would be internal to the Council, with the remainder disbursed to third-sector partners co-ordinated by the CCG.

RESOLVED

That the Strategic Commissioning Board be recommended to approve the spending proposals outlined in the report.

19. TAMESIDE AND GLOSSOP CHILDREN AND YOUNG PEOPLE'S EMOTIONAL AND MENTAL WELLBEING COMMUNITY OFFER – CONTRACT AWARD

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Director of Commissioning, summarising the progress to date and the outcomes of the process following the awarding of the contract for the Children and Young Peoples Emotional and Wellbeing Community Offer.

The Head of Mental Health and Learning Disabilities, Tameside & Glossop CCG, advised that the refreshed Tameside and Glossop Children and Young People's Emotional Wellbeing and Mental Health Transformation Plan was approved at the Strategic Commissioning Board in April 2020, with one of the priorities being to develop a new co-produced Children and Young People's Emotional and Mental Wellbeing Community Offer. The commissioning and procurement approach for the Children and Young People's Emotional and Mental Wellbeing Community Offer was taken through Strategic Commissioning Board (SCB) in September 2020 and an update in January 2021 to outline progress, including the co-designed model, principles and specification.

It was reported that Tameside and Glossop Single Commission had co-produced the new Emotional Wellbeing and Mental Health Community Offer with children, young people, families and stakeholders since summer 2020. Tameside and Glossop Clinical Commissioning Group (CCG) was the lead commissioner with Tameside Council being associate commissioner, as the budget for the Offer were pooled together. The contract awarded would be a 3+2 year contract at £250,000 per annum. The Offer would be live from 1 December 2021.

Discussion ensued with regard to the content of the report and Members commended everyone involved in developing the Offer. Members further acknowledged Pat McKelvey, Head of Mental Health and Learning Disabilities – Tameside & Glossop CCG, who was retiring at the end of August. They thanked Pat for her dedicated work with Children and Young People in the locality and across Greater Manchester over many years and wished her well for the future.

RESOLVED

- (i) That the robust procurement process undertaken and extensive co-production to develop the Offer, be acknowledged;**
- (ii) That the contract award report at appendix 1 to the report, be approved; and**
- (iii) That the delay in awarding the contract be acknowledged and the extension of the existing community contracts/grants by 3 months to enable appropriate mobilisation, be approved.**

20. ENGAGEMENT UPDATE

Consideration was given to a report of the Executive Leader / T&G CCG Co-chairs / Assistant Director for Policy, Performance and Communications, providing an update on the delivery of engagement and consultation activity in 2020/21.

It was stated that much of the Engagement work had been undertaken jointly, coordinated through the Tameside and Glossop Partnership Engagement Network (PEN) – by NHS Tameside and Glossop Clinical Commissioning Group, Tameside Council and Tameside and Glossop Integrated Care NHS Foundation Trust. Each of the three agencies undertook work individually where necessary and appropriate for the purposes of specific projects.

It was further explained that the onset of the Covid-19 pandemic had also meant that different ways to engage local communities had to be identified. The report sets out some examples of the ways in which this had been achieved, including the establishment of both the Community Champions programme and the Inequalities Reference Group.

The Assistant Director Policy, Performance and Communications highlighted the key headlines from June 2020 to date:

- Facilitated 32 thematic Tameside and/or Glossop engagement projects
- Received 4,186 engagement contacts (excluding attendance at virtual events)
- Supported 27 engagement projects at the regional and Greater Manchester level
- Promoted 33 national consultations where the topic was of relevance to and/or could have an impact on Tameside and/or Glossop
- Established the Community Champions Network to provide residents and workforces with the coronavirus information they need to lead the way in their community, with over 250 members now registered
- Established the Tameside & Glossop Inequalities Reference Group in response to how the coronavirus pandemic, and the wider governmental and societal response to this, has brought equalities (and indeed inequalities) into sharp focus
- Delivered two virtual Partnership Engagement Network (PEN) conferences attended by over 150 delegates in total
- Delivered four virtual Partnership Engagement Network sessions focusing on the impact of COVID-19 and how we can build back better. These were attended by over 50 participants.
- Held a virtual engagement session with young people to understand the impact of the pandemic on them and how they feel things can be done differently in the future.
- Undertook the third joint budget conversation exercise for Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group
- Achieved 'Green Star' top rating for public and patient engagement as part of the CCG Improvement and Assessment Framework (IAF). Tameside and Glossop CCG attained the highest score possible, one of only 40 out of 195 areas in the country to do so *

RESOLVED

That the content of the report be noted and future engagement and consultation activity with the communities of Tameside and Glossop, as detailed in the report, be supported.

21. PERFORMANCE SCORECARD

A report was submitted by the Assistant Director, Policy, Performance and Communications, giving details of the Corporate Plan scorecard, as attached to the report, which provided evidence to demonstrate progress towards the achievement of the Corporate Plan and improving the services provided to residents, businesses and key stakeholders within the locality.

It was explained that, supporting the corporate scorecards were thematic scorecards which were monitored by services to inform their ongoing delivery and improvement work. The thematic scorecards were:

- Corporate
- Health and care (incl. adult care)
- Children and family
- Inclusive economic growth (incl. planning and transport)
- Community and culture
- Environment and place

It was noted that the Corporate Plan scorecard would be reported on a regular basis to the Overview Panel and the Strategic Commissioning Board / Executive Cabinet, and then subsequently to the two Scrutiny Panels to inform their work programmes.

RESOLVED

That the content of the scorecard, as attached to the report, be noted and reported on a regular basis to the Overview Panel and the two Scrutiny Panels – Place and External Relations; and Integrated Care and Wellbeing – to inform their work programmes.

22. URGENT ITEMS

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

CHAIR

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BOARD

14 July 2021

Present: **Elected Members** **Councillors Warrington (In the Chair), Bray, Cooney Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills**
 Borough Solicitor **Sandra Stewart**
 Assistant Director of **Caroline Barlow**
 Finance Deputy
 Section 151 Officer

Also in Attendance: **Tim Bowman, Stephanie Butterworth, Ilys Cookson, , Jeanelle de Gruchy, Ian Duncan, Richard Hancock, Dr Ashwin Ramachandra, Ian Saxon, Jayne Traverse, Debbie Watson, and Sandra Whitehead.**

53 **DECLARATIONS OF INTEREST**

Member	Subject Matter	Type of Interest	Nature of Interest
Councillor Gwynne	Agenda Item 4m: FOSTER CARER OFFER	Prejudicial	Special Guardianship

54 **MINUTES OF PREVIOUS MEETING**

The minutes of the Board meeting on the 10 July 2021 were approved as a correct record.

55 **2021/22 INTEGRATED FINANCE REPORT MONTH 2**

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Lead Clinical GP / Director of Finance. The report covered the Month 2 2021/22 financial position, reflecting actual expenditure to 31 May 2021.

It was reported that at Period 2, the Council was forecasting an overspend against budget of £5.8m. Children's Services were still the biggest area of financial concern, with expenditure forecast to exceed budget by £4.717m. The overspend was predominantly due to the number and cost of external placements. There was also a pressure of £198k in the Growth Directorate, resulting from a shortfall in customer and client receipts. A pressure of £891k had been reported for Operations and Neighbourhoods due to a combination of additional costs and non-recovery of income, including an income shortfall on car parks.

It was stated that CCG was reporting an overspend of £194k, this related to reimbursable Covid expenses for which a future allocation should be received. A financial envelope for the first 6 months of the year had been agreed at a Greater Manchester level, from which the CCG had been allocated £221.3m of resource. It was not yet clear what the financial regime would look like in the second half of the year. As such it was difficult to estimate what the full year allocation would ultimately become.

AGREED

That Executive Cabinet and Strategic Commissioning Board be recommended to:

- (i) Note the forecast outturn position and associated risks for 2021/22 as set out in Appendix 1.**
- (ii) Approve the indicative 2021-22 Integrated Commissioning Fund and agree the roll forward of the existing Section 75 Agreement and Financial Framework which has been to reflect the transition year of the CCG.**

- (iii) **To note the recent notifications of Education Capital Grants and approve the inclusion of the amounts set out in paragraph 4.1 on the Capital Programme for the financial years 2021/22 and 2022/23.**

56 SAVINGS DELIVERY 2021/22

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Finance, which provided Members with an update on the savings monitoring exercise for delivery of 2021/22 savings, and highlighted any risks or delays to delivery.

Members were reminded that if savings of £8.930m were delivered in 2021/22 and a further £4.921m of savings delivered in 2022/23, the Council still faced a forecast budget gap of more than £14m in 2022/23. It was therefore important that the Council embarked on early forward planning for 2022/23 and beyond. In order to meet the challenges of the 2022/23 financial year it was vital that all the proposed savings for 2021/22 be delivered.

It was stated that progress on the delivery of proposed savings as part of the 2021/22 budget process was being monitored on a monthly basis, with a proportion of schemes reviewed in detail at different points during the year. Members were advised that Appendix 1 and 2 provided further detail on the current status of savings to be delivered during 2021.

AGREED

That Executive Cabinet note the progress report and risk areas for delivery in 2021/22 and future years savings.

57 REVIEW OF FINANCIAL REGULATIONS AND PROCEDURES

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Finance. The report sought approval of the updated Council's Financial Regulations and Procedures.

Members were advised that the revised format was intended to allow easy navigation of the regulations so that quick reference could be made and so that the reader could fully understand the importance and reason for the regulations in safeguarding the finances of the Council. This should be particularly helpful to new officers to the Council. The Financial Regulations and Procedures covered all areas of the financial management of the Council's affair. The updated Financial Regulations were attached to the report at Appendix 1.

AGREED

That Executive Cabinet be recommended to approve the updated Financial Regulations and Procedures and refer them to Full Council for formal adoption.

58 COUNCIL TAX SUPPORT SCHEME 2022-2023

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Assistant Director for Exchequer Services. The report detailed the procedural requirement in deciding if changes were required to the Council Tax Support scheme (CTS).

Members were reminded that additional monies were made available to all Local Authorities by MHCLG in April 2020 in response to the COVID 19 pandemic. The additional monies had to be used primarily on reducing CTS claimants Council Tax liability by £150 for the 2020/2021 financial year with remaining monies supporting Council Tax payers suffering hardship. In total £2m assisted 12,691 all working age CTS claimants and £344k supported non-CTS claimants with a Council Tax liability.

Further additional monies had been made available in the current financial year by MHCLG in respect of COVID and which could be used towards Council Tax Support for 2021/22. The total monies for Tameside were £2.025m. Unlike last year there was no clear stipulation on how this money had to be used however, guidance stated that the money was aimed directly at supporting councils to meet the anticipated additional costs of providing Local Council Tax support in 2021-22, resulting from increased unemployment”.

Members were advised that caseloads fluctuated throughout the year and on a daily basis and last year a total of 12,691 claimants of CTS at some point in the year benefitted from the reduction. The report detailed matters that had to be taken into consideration in terms of how the grant monies could be best used in the context of a potential shortfall on the Council Tax collection fund at the end of the year.

It was explained that there was a need to balance the needs of those already claiming CTS and managing to pay and those who were just above the CTS threshold and in financial difficulty. There was generally less overall cost to the Councils budget to support such claimants by the award a one off Section 13a Hardship Policy payment than to claim CTS longer term.

The report detailed 2 options to be considered:

- Option A considered using 75% of £2.025m to support residents and 25% into budget
- Option B considered using 50% of £2.025m and 50% in the budget

The Assistant Director of Exchequer Services presented the Board with the preferred options which struck a balance between benefitting existing and new Council Tax Support claimants and those just above the threshold and were experiencing significant financial hardship and unable to pay Council Tax.

- Option A Proposal 3, 75% of the £2.025m would be allocated for Council Tax Support claimants and the financially vulnerable. There would be £75 for each CTS claimant at an estimated cost of 951k. It was estimated that this proposal would leave £567k remaining for further new claims and hardship cases.
- Option B Proposal 2, 50% of the £2.025m for Council Tax Support claimants and the financially vulnerable. There would be £50 for each CTS claimant at an estimated cost of £634k. It was estimated that £3678k would remain for further new claims and hardship cases.

AGREED

That Executive Cabinet be recommended to agree that:

- (i) The Council Tax Support scheme for 2022/23 in principle remains the same scheme as that set effective from April 2019, subject to annual benefit uprating as detailed in the scheme and any further guidance which may be issued by MCHLG.**
- (ii) The Local Council Tax Support grant monies for 2021/22 should be used as set out at the preferred variation of Option B as detailed at section 3.13 of the report.**

59 PERFORMANCE SCORECARDS

Consideration was given to a report of the Executive Leader / Co-chairs of T&G CCG / Director of Governance and Pensions / Assistant Director for Policy Performance and Communications. The report detailed two corporate scorecards which, provided evidence to demonstrate progress towards the achievement of the Corporate Plan and improving the services provided to residents, businesses and key stakeholders within the locality.

It was stated that the Corporate Plan outcomes scorecard attached at Appendix 1, followed the structure of the Corporate Plan, and contained indicators focused on long term outcomes across the plan's priorities. The scorecard had been reviewed and a number of additional measures related to the Covid-19 pandemic had been included; the new measures acted as proxy indicators for some of those issues related to the pandemic which would take significantly longer to be

reflected in the other, longer term measures. Further, the corporate health scorecard attached at appendix 2, contained a range of measures for tracking the short to medium term health and activity of the organisation.

AGREED

That Executive Cabinet be recommended to agree that the two scorecards attached are reported on a regular basis to the Overview Panel, the two Scrutiny Panels and the Strategic Commissioning Board / Executive Cabinet.

60 ENGAGEMENT UPDATE

Consideration was given to a report of the Executive Leader / T&G and CCG Co-chairs / Assistant Director for Policy, Performance and Communications. The report provided an update on the delivery of engagement and consultation activity in 2020/21,.

It was stated that much of the Engagement work had been undertaken jointly, coordinated through the Tameside and Glossop Partnership Engagement Network (PEN) – by NHS Tameside and Glossop Clinical Commissioning Group, Tameside Council and Tameside and Glossop Integrated Care NHS Foundation Trust. Each of the three agencies undertook work individually where necessary and appropriate for the purposes of specific projects. The Assistant Director for Policy and Communications highlighted the key headlines from June 2020 to date:

- Facilitated 32 thematic Tameside and/or Glossop engagement projects
- Received 4,186 engagement contacts (excluding attendance at virtual events)
- Supported 27 engagement projects at the regional and Greater Manchester level
- Promoted 33 national consultations where the topic was of relevance to and/or could have an impact on Tameside and/or Glossop
- Established the Community Champions Network to provide residents and workforces with the coronavirus information they need to lead the way in their community, with over 250 members now registered
- Established the Tameside & Glossop Inequalities Reference Group in response to how the coronavirus pandemic, and the wider governmental and societal response to this, has brought equalities (and indeed inequalities) into sharp focus
- Delivered two virtual Partnership Engagement Network (PEN) conferences attended by over 150 delegates in total
- Delivered four virtual Partnership Engagement Network sessions focusing on the impact of COVID-19 and how we can build back better. These were attended by over 50 participants.
- Held a virtual engagement session with young people to understand the impact of the pandemic on them and how they feel things can be done differently in the future.
- Undertook the third joint budget conversation exercise for Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group
- Achieved 'Green Star' top rating for public and patient engagement as part of the CCG Improvement and Assessment Framework (IAF). Tameside and Glossop CCG attained the highest score possible, one of only 40 out of 195 areas in the country to do so *

AGREED

That the Strategic Commissioning Board and Executive Cabinet be recommended to note the contents of the report and support future engagement and consultation activity with the communities of Tameside and Glossop.

61 GM CLEAN AIR FINAL PLAN

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods. The report set out the proposed Greater Manchester Final Clean Air Plan and policy following a review of all of the

information gathered through the GM CAP consultation and wider data, evidence and modelling work which is to be agreed by the ten Greater Manchester local authorities.

It was stated that the proposed final GM CAP policy, which was summarised in the report, was attached at Appendix 1. In relation to the Clean Air Zone (CAZ), it covered the operation and management of the GM CAZ. The anticipated implementation date of the charging CAZ was Monday 30 May 2022 when the charges would apply to non-compliant buses, HGVs, and Hackney Carriages and Private Hire Vehicles licensed outside of Greater Manchester. Non-compliant LGVs, minibuses and coaches, and GM-licensed Hackney Carriages and Private Hire Vehicles would be subject to the charges from 1 June 2023 when a temporary exemption expired.

It was explained that feedback from the consultation and consideration of the impact of COVID-19 on Greater Manchester had been used to better understand the requirements of those businesses, individuals and organisations who most needed the support to upgrade. It was therefore proposed to amend the support funds from those consulted upon. The final proposed policy increased the funding per vehicle for Private Hire Vehicles, coaches, HGVs and vans whilst remaining the same for other vehicle types. There were also more options for replacement and retrofit for hackney carriages, PHVs, minibuses and vans.

AGREED

That Executive Cabinet be recommended to:

- 1. Note the progress of the Greater Manchester Clean Air Plan;**
- 2. Note the progress in the distribution of Bus Retrofit funding;**
- 3. Note Ministers' agreement to include the sections of the A628/A57 in Tameside which form part of the Strategic Road Network within the Greater Manchester's Clean Air Zone (CAZ) and their request for Tameside MBC, TfGM and Highways England to establish the most appropriate solution for the charging mechanism to be applied on this section of the Strategic Road Network (SRN);**
- 4. Approve the GM Clean Air Plan Policy, at Appendix 1 noting that the policy outlines the boundary, discounts, exemptions, daily charges of the Clean Air Zone as well as the financial support packages offered towards upgrading to a compliant vehicle, including the eligibility criteria to be applied.**
- 5. Agree the Equalities Impact Assessment, as set out at Appendix 2;**
- 6. Agree the AECOM Consultation Report, as set out at Appendix 3;**
- 7. Agree the proposed Response to the Consultation at Appendix 4 which has been prepared by TfGM on behalf of the ten GM local authorities;**
- 8. Agree the Impacts of COVID-19 Report, as set out at Appendix 5;**
- 9. Agree the Modelling report of the final CAP package, as set out at Appendix 6, and in particular that the modelling outputs of the final plan scheme show the achievement of compliance with the legal limits for Nitrogen Dioxide in the shortest possible time and by 2024 at the latest as required by the Ministerial Direction;**
- 10. Agree the economic implications of the CAP Report, as set out at Appendix 7;**
- 11. Note the update on the GM Minimum Licensing Standards, set out in section 3.1, and in particular that licensing conditions will not be used to support delivery of the GM Clean Air Plan;**
- 12. Approve a 6-week public consultation on the inclusion of motorhomes classified as MSP1 in the GM Clean Air Zone and on the inclusion of the A575 and A580 at Worsley commencing on 1 September 2021 and delegate authority to the Executive Member (Neighbourhoods, Community Safety and Environment) to approve the consultation materials;**
- 13. Note that the GM Clean Air Charging Authorities Committee has the authority to make the Charging Scheme Order which establishes the GM Charging Scheme in line with the agreed GM Clean Air Plan Policy;**
- 14. Note that the GM Charging Authorities Committee has the authority to vary the Charging Scheme Order if this is established as the most appropriate charging mechanism to be applied on sections of the A628/A57 part of the Strategic Road Network (SRN) in Tameside;**

15. **Note that the Air Quality Administration Committee has the authority to agree the final form of the Operational Agreement for the Central Clean Air Service, and to authorise the making of the Agreement, on behalf of the ten GM local authorities;**
16. **Note that the Air Quality Administration Committee has the authority to:**
 - (a) **establish and distribute the funds set out in the agreed GM Clean Air Plan policy;**
 - (b) **approve the assessment mechanism agreed with JAQU to ensure that Clean Air Funds can be adapted if necessary;**
 - (c) **keep the use of the funds under review and to determine any changes in the amounts allocated to each and their use and**
 - (d) **Monitor and evaluate the joint local charging scheme.**
17. **Approve the reallocation of funding from the Try Before You Buy scheme to provide additional electric vehicle charging points dedicated for use by taxis;**
18. **Delegate to the GM Charging Authorities Committee the authority to determine the outcome of the consultation on both the inclusion of motorhomes classified as MSP1 within the scope of Clean Air Zone charges and on the inclusion in the GM Clean Air Zone of the A575 and A580 at Worsley following the conclusion of that consultation;**
19. **Agree the Clean Air Zone ANPR and signage locations, as set out at Appendix 10;**
20. **Agree a delegation to the Director of Operations and Neighbourhoods to approve the submission of the Interim Full Business Case if required and Executive Member (Neighbourhoods, Community Safety and Environment) the Full Business Case (FBC) to the Government's Joint Air Quality Unit to support the GM Clean Air Plan and any supplementary information to that Unit .**

62 REVIEW OF WASTE SERVICES

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods. The report proposed a pilot scheme to evaluate the viability of adjusting the collections frequency of the paper and cardboard and co-mingled recycling bins from two weekly to three weekly. The report provided a detailed plan of the pilot scheme and corresponding consultation process and to seek approval for its commencement.

The Director of Operations and Neighbourhoods advised Members that the pilot areas had been chosen as they will provide invaluable information due to the varied housing stock, illustrative of the borough, and varied population demographics. Residents would be engaged in the process by way of a public consultation and by the services following a detailed Communications Plan.

It was explained that both the operational results from the pilot areas and the feedback from the consultation process would be evaluated to inform the suitability of a wider rollout of the scheme. A further report detailing these findings would be presented for the consideration of Members at a later date.

AGREED

That Executive Cabinet be recommended to:

- (i) **Approve the chosen areas for the pilot scheme as detailed in section 2. The collections frequency of the paper and cardboard (blue) and co-mingled (black) recycling bins in these areas will be adjusted from two weekly to three weekly collections for a duration of 12 weeks. The impact and viability of the trial will then be reviewed.**
- (ii) **Note that a future report evaluating the pilot scheme's suitability for a wider rollout across the borough will be presented to Members at a later date.**
- (iii) **Approve the commencement of a consultation process that will run in parallel with the 12 week trial pilot period; to review the wider Waste Services offer to residents, via the Waste Policy and Enforcement Strategy, which includes the charging for all wheeled bins and the potential collection frequency change for blue and black bins across the borough.**

63 PERMANENTLY EXCLUDED YOUNG PEOPLE AT RISK OF NEET

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Director of Education. The report explained the exacerbated risk of a cohort of young people becoming Not in Education, Employment or Training (NEET) and set out the proposed support programme developed by Education, Growth and Policy.

The Director of Education advised Members that Young people in Alternative Provision (AP) to mainstream education were often at higher risk of becoming NEET (Not in Education, Employment or Training). The impact of COVID and lockdown period's on attendance had exacerbated this risk. As at May 2021 12.2% of Tameside young people aged 16-24 years were claiming out of work benefit, according to the Office of National Statistics, this show an increase of 7.2% from April 2018 and highlighted the significant impact of the pandemic. This was above the Northwest average of 9.4% and national rate of 8.3%.

It was explained that a group of 46 young people both with a Social Worker and on roll in AP had been highlighted as presenting a significantly high risk due to poor/non attendance, 22 of these young people are Looked After Children. It was further explained that 25 of these young people were in Year 11 presenting a short time period to engage and move into education, apprenticeship or employment.

The Director of Education stated that Funding was needed to create the support programme for the 25 identified young people in Year 11 at risk of NEET. Members were advised that whilst not all would have employment as their preferred route this was costed at the maximum to ensure all were able to access this route should they wish to do so. Remaining funding could be utilised to support other young people including a focus on the Leaving Care cohort. Total funding requested was £285,880 to allow National Living Wage (NLW), based on previous YES placements for 16-24 year olds the average payment per 6 month period was £6,000 which could create an underspend of £58,500 or the opportunity to create additional job roles for other NEET or at risk of NEET young people

AGREED

- (i) That Executive Cabinet be recommended to approve a Budget allocation of a maximum of £285,880 from the COVID budget to support this programme;**
- (ii) That Members note that this initial project would act as a proof of concept for future support to those young people who had been permanently excluded from mainstream education. Further reports would be prepared for Cabinet to measure the success to date and consider the longer-term proposals following the timetable shown.**

64 STALYBRIDGE CIVIC HALL ROOF REPLACEMENT

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director for Growth / Assistant Director for Strategic Property. This report provided an update on the status Stalybridge Civic Hall Roof project and sought approval for an additional budget of £1,138,721.

Members were advised that following inspection of the site by Robertson surveyors and specialist contractors, a number of additional items had been identified and added to the scope of works and were subsequently included in Robertson's indicative price. This included replacement of existing roof lights/ windows, replacement of the roof access and fall arrest systems which had deteriorated beyond safe reuse, and new cast iron guttering to two of the external slopes.

Inclusive of the revised scope, the indicative price now stood at £1,697,671, Appendix 1 detailed a breakdown of the indicative price. It was explained that following approval the Council would instruct the LEP to commence design and tendering work, confirm a programme and to submit a

request for Listed Building Consent. An Executive Decision Notice would then be prepared for approval to enter into a contract.

AGREED

That Executive Cabinet be recommended to approve an additional budget of £1,138,721 to be allocated to the Stalybridge Civic Hall roof replacement project (Stalybridge High Street Heritage Action Zone scheme) and added to the approved capital programme.

65 AMENDMENTS TO SCHOOL ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Director of Children's Services. The report detailed the determination following a referral to the School Adjudicator and the implications for the school admission arrangements for community and voluntary schools.

Members were reminded that the admission arrangements for community and voluntary controlled schools were determined on an annual basis and the Executive Cabinet last considered them at the January 2021 meeting for admission in September 2022. Subsequent to that meeting and following school budget planning, the Council was approached by Buckton Vale Primary School who were making plans to avoid a potential budget deficit that was being projected for future years due to falling numbers coming into the school.

It was explained that in order to address the issue of a potential future funding gap, the school requested that the published admission number be reduced to 30 from September 2022. This was supported to avoid the potential for significant budget deficit in future years.

Members were advised that as part of the process of considering the proposal, the School Adjudicator reviewed the council's guidance in relation to schools admissions and raised a number of issues, set out in this report for the council to address to ensure that its admission arrangements were as clear as possible as required under the School Admission Code.

The amendments proposed in this report were intended to address those issues to ensure that the process is as clear as it can be for those seeking admission for children. It also ensures that the council has confidence in its processes which were fair and robust against potential challenge.

It was reported that the Department for Education has notified admission authorities that there would be a new School Admissions Code from September 2021 subject to parliamentary approval. All admission authorities were required to amend their admission arrangements to comply with the new mandatory elements of the Code. The report set out the amendments that had been made to the in-year transfer section of the admission arrangements.

AGREED

That Executive Cabinet be recommended to approve the admission arrangements for Tameside primary, junior and secondary community and voluntary controlled schools be amended as set out in Appendices 2, 3 and 4

66 SEND CAPACITY RECOVERY PROPOSAL

Consideration was given to a report of the Director of Education Tameside and Stockport. The report provided an overview of the demands on Tameside's Statutory Assessment team and a request for additional capacity, to mitigate the risks this posed.

Members were advised that Tameside maintained 1780 Education Health and Care Plans (EHCPs). The number of plans maintained had been rising steadily since 2017. The number of EHCPs in Tameside had more than doubled since 2017, when the Local Authority maintained 828 plans. Tameside was now in line with statistical neighbours. The Director of Education explained that it would be confidently concluded that the growth in EHCP's was appropriate and necessary. However, increased and continuing growth in this area could present a significant financial risk to the authority

It was explained that whilst a short term investment would not provide a sustainable long term solution, it would address the most pressing immediate issues of statutory compliance and increasing costs. A long term solution to these capacity challenges would be investigated as part of the transformation and collaboration work with Stockport MBC. This was proposed as it would afford time to ensure that opportunities for economies of scale are maximised and to assess the actual level of future demand, as recent intelligence shows us that requests for new assessments are slowing down. By 2023-4 it was projected that the number of assessment requests would have dropped significantly, allowing more capacity within the team to manage and respond to other demands.

AGREED

That Executive Cabinet note the capacity challenges currently experienced by the SEND team are noted and agree the proposal to make a short term investment to support increased staffing at an estimated cost of the proposal is £280,091, to be funded by the Education Reserve.

At this juncture, Councillor Gwynne left the meeting during consideration of the following item of business, having declared a prejudicial interest as a Kinship Carer, and took no part in the discussion nor decision thereon.

67 FOSTER CARERS OFFER UPDATE AND IMPLEMENTATION PLAN

Consideration was given to a report of the Deputy Executive Leader / Assistant Director for Children's Services. The report provided a detailed review of the Foster Carer Offer that was a commissioned piece of work as part of the 7 Looked after Children sustainability projects.

The Director of Children's Services advised Members that in house foster care was widely recognised to provide the best option for the majority of children who required care from their Local Authority. It enabled children to remain local to their family, friends, home community and services such as schools and health and represented by far the best value for money, at significantly less than half the cost per placement when compared to independent (private) fostering providers.

It was explained that unfortunately over recent years the fostering service had not been given the attention that is required in order to grow its size or maintain or improve its performance and as a result the proportion of the cared for children who were placed with Independent Fostering Agencies (IFAs) had grown disproportionately and is now at close to 50%. The ambition of this investment proposal, which sat alongside an ambitious three year recruitment strategy, was to make it more attractive to become an in-house foster carer for Tameside Council, helping to ensure that children were able to be placed with local foster carers wherever possible by initially stabilising the fostering cohort and then to expand. To do nothing, would most likely lead to further reductions in capacity and an increased reliance on IFAs, children being more often placed out of Borough and the associated increased costs of both.

It was stated that it had to be recognised though that the Council were operating in an increasingly difficult context in terms of recruiting and retaining foster carers, as Local Authorities and IFAs competed for a largely finite resource of individuals who wished to foster against a nationally increasing number of children who required these placements. Whilst it was recognised the Council could not compete like for like with independent fostering agencies in terms of fees paid,

there could be better rates when compared to other Local Authorities and to compete with IFAs for those families who wanted to foster locally but for whom the difference in rates currently made it unaffordable. The ambition was to eventually realign the figures from a 50/50 split figures to the optimum provision of 85% in-house fostering placement capacity.

The Director of Children's Services reported that a financial uplift in level 2 skills payments of £30 per week per child would shift Tameside into the top half of GM median entry level skill payments to approved foster carers and to Increase Level 3 skill payments by 10% (£15 per week per child). This would also apply to the existing foster carers giving a much better chance of retaining those carers. The estimated costs of this uplift alongside a number of other improvements foster carers had told us would make Tameside a more attractive recruiter, the proposed investment for the revised fostering offer is £686,072. It was highlighted that in order to cover the increased costs of in house fostering allowances a transfer of 27 children from the Independent Fostering Agencies into in-house fostering care would cover the increased costs represented in this proposal, or 3 children from residential care into in-house fostering at the average cost.

Members were advised that there would also be a corresponding increase in payments to Special Guardianship Order (Special Guardianship) carers as a result of the Councils non-detriment policy, for foster carers who converted to Special Guardianship carer's. This was estimated to be £475,800. Therefore the total cost of this initiative was £1,161,872. The cost in the current year was recommended to be financed from the central contingency provision.

AGREED

That Executive Cabinet be recommended to agree:

- (i) That the proposals for the foster carer offer are approved for consultation as set out in the report.**
- (ii) That prior to any final decision being made as to the Foster Care Offer an implementation delivery plan will be presented to Cabinet together with the consultation feedback and an equality impact assessment.**
- (iii) The cost in the current year is financed from the central contingency provision.**

68 DEVELOPMENT OF AN INTEGRATED CARE SYSTEM IN T&G

Consideration was given to a report of the Executive Member for Adult Social Care & Population Health / Co Chair for T&G CCG / Director of Commissioning. The report articulated the work programme, which was underway to deliver the required changes in T&G in response the development of local NHS Integrated Care Systems.

The Director of Commissioning explained that the next stage of the transformation would be the response to the recent White Paper "Integration and Innovation – working together to improve H&SC for all" which set out legislative proposals for changes to the health and care system including a duty to collaborate across the NHS, social care and public health systems. The report detailed the initial response to the White Paper and outlined the work programme at this early stage, for the development of local NHS Integrate Care Systems.

The report sought approval for the draft terms of reference for the T&G Integrated Care Transition Board attached at Appendix 1. Members were advised that the ICTB was the system-wide accountable group to oversee the transition into the GMICS. This involved building on current locality arrangements to establish a new locality operating model as part of the establishment of a statutory GMICS. The ICTB would take place prior to the Strategic Commissioning Board and would be chaired by the Co-chair of T&G CCG.

AGREED

That Executive Cabinet and the Strategic Commissioning Board be recommended to note the content of the report and approve the Draft Terms of Reference in the appendix for the

T&G Integrated Care Transition Board. Recognise that this work programme is progressing at pace despite the lack of final legislation and this creates associated risk.

69 PREVENTION AND PROMOTION FUND FOR BETTER MENTAL HEALTH - GRANT FUNDING

Consideration was given to a report of the Executive Member for Health, Social Care and Population Health / Director of Population Health / Assistant Director of Population Health. The report outlined the proposals to spend the £317,623.00 provided to Tameside Council as part of the government's 'Prevention and Promotion Fund for Better Mental Health 2021/22' grant. The proposals were one off schemes due to the non-recurrent nature of the grant from government.

It was reported that on 27 March 2021 the Department of Health and Social Care announced the COVID-19 Mental Health and Wellbeing Recovery Action Plan for 2021 to 2022 to mitigate and respond to the impact of the COVID-19 pandemic on mental health. The government announced a Prevention and Promotion Fund for Better Mental Health of £15 million to be distributed to the most deprived (IMD) upper tier local authorities in England to preventing mental ill health and promoting good mental health. The Prevention and Promotion Fund for Better Mental Health Grant was a one-off contribution for the 2021/22 financial year and was made under Section 31 of the Local Government Act 2003.

Members were advised that the report proposed spending £295,000 on five mental health initiatives, plus £20,000 in evaluation costs. The total cost was fully funded by an external grant of £317,623 from the Department of Health and Social Care (DHSC), and there would be no overall budget impact to the Council. £75,000 of the costs would be internal to the Council, with the remainder disbursed to third-sector partners co-ordinated by the CCG.

AGREED

That the Strategic Commissioning Board be recommended to approve the spending proposals outlined in the report.

70 TAMESIDE AND GLOSSOP CHILDREN AND YOUNG PEOPLE'S EMOTIONAL AND MENTAL WELLBEING COMMUNITY OFFER – CONTRACT AWARD

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Director of Commissioning. The report summarised the progress to date and the outcomes of the process following the awarding of the contract for the Children and Young Peoples Emotional and Wellbeing Community Offer.

Members were reminded the refreshed Tameside and Glossop Children and Young People's Emotional Wellbeing and Mental Health Transformation Plan was approved at the Strategic Commissioning Board in April 2020, with one of the priority being to develop a new co-produced Children and Young People's Emotional and Mental Wellbeing Community Offer. The commissioning and procurement approach for the Children and Young People's Emotional and Mental Wellbeing Community Offer was taken through Strategic Commissioning Board (SCB) in September 2020 and an update in January 2021 to outline progress, including the co-designed model, principles and specification.

It was stated that Tameside and Glossop Single Commission had co-produced the new Emotional Wellbeing and Mental Health Community Offer with children, young people, families and stakeholders since Summer 2020. Tameside and Glossop Clinical Commissioning Group (CCG) was the lead commissioner with Tameside Council being associate commissioner, as the budget for the Offer were pooled together. The contract awarded would be a 3 +2 year contract at £250,000 per annum. The Offer would be live from 1 December 2021.

AGREED

That the Executive Cabinet and Strategic Commissioning Board be recommended to:

- (i) acknowledge the robust procurement process undertaken and extensive co-production to develop the Offer**
- (ii) approve to the contract award report at appendix 1.**
- (iii) acknowledge the delay in awarding the contract and approves extension of the existing community contracts/grants by 3 months to enable appropriate mobilisation.**

71 FORWARD PLAN

The forward plan of items for Board was considered.

CHAIR

BOARD

4 August 2021

Present: **Elected Members** **Councillors Warrington (In the Chair),
Bray, Cooney, Feeley, Gwynne, Kitchen,
Ryan and Wills**
Borough Solicitor **Sandra Stewart**
Assistant Director of **Caroline Barlow**
Finance Deputy Section
151 Officer

Also in Attendance: **Stephanie Butterworth, Jeanelle de Gruchy, Nick Fenwick, Richard
Hancock, Sarah Threllfall, Emma Varnam, Debbie Watson and
Jessica Williams.**

Apologies for Absence: **Councillor Fairfoull**

72 DECLARATIONS OF INTEREST

There were no declarations of interest.

73 MINUTES OF PREVIOUS MEETING

The minutes of the Board meeting on the 14 July 2021 were approved as a correct record.

74 MONTH 3 INTEGRATED FINANCE REPORT

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Lead Clinical GP / Director of Finance. The report was the second financial monitoring report for the 2021/22 financial year, reflecting actual expenditure to the 30 June 2021 and current forecasts to the 31 March 2022.

Members were advised that at period 3, Council Budgets were facing significant pressures which were not directly related to the Covid pandemic, with significant forecast overspends in Adults and Children's Social Care being the main contributors to a net forecast overspend of £6.850m. This position was after taking account of forecast underspends in some areas, and additional Covid related income in excess of forecast Covid costs. There was an underlying forecast 'Non-COVID' deficit of £8.238m.

It was reported that Children's Social Care and Adults were the greatest areas of concern with forecast overspends of £5.678m (Children's) and £2.234m (Adults). Further, the CCG was reporting an overspend of £519k which related to reimbursable Covid expenses for which a future allocated increase should be received.

The Assistant Director of Finance explained that the services that were projecting overspends had put forward mitigating actions. These actions would be included in the report for approval by Executive Cabinet.

AGREED

That Executive Cabinet be recommended to:

- (i) Note the forecast outturn position and associated risks for 2021/22 as set out in Appendix 1 and detail for Council budgets as set out in Appendix 2.**
- (ii) Approve the reserve transfers set out on pages 27-28 of Appendix 2.**

75 CIVIC EVENTS 2021

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Assistant Director of Operations and Neighbourhoods. The report set out a vision for key events and activities in 2021.

The civic events programme spanned a full 12 months of a calendar year and featured the key events: Whit Friday Brass Band Contest, Armed Forces Day, Remembrance Services and Parades and the corporate lantern parade and town Christmas switch on events.

It was stated that with an increased focus on the Council's finances and the desire to continue to deliver events which were vibrant, safe and affordable the Events Panel had been created to oversee key civic events from Whit Friday Brass Band Contest, Armed Forces Day and Remembrance Services to the Borough's flagship Christmas celebration and its Town Switch On events. The Panel proposed that the civic event dates put forward in the report be noted and adopted.

Further, the Panel wished for the proposed plans to deliver Remembrance Services and Parades in line with 2019 to be adopted whilst it was noted that should the pandemic cause last minute alterations these could need to be considered. The report also included the proposed plans for the corporate 2021 Christmas celebrations. Whilst this had traditionally taken place in Ashton, the Panel proposed that the event continued to tour in 2021 and take place in Hyde to honour the commitment made to Hyde in 2020 due to the ongoing landscaping of Ashton Market Square.

AGREED

That Executive Cabinet be recommended to agree:

- (i) The proposals relating to Town Christmas events 2021 are agreed.**
- (ii) The proposal relating to Tameside's Christmas Celebration event 2021 is agreed.**
- (iii) The plans for Summer Theatre are noted**
- (iv) The considerations for Remembrance Sunday and the associated Services and Parades are noted.**

76 MOSSLEY NEIGHBOURHOOD PLAN – AREA DESIGNATION

Consideration was given to a report of the Executive Member for Housing, Planning and Employment / Director of Growth / Interim Assistant Director of Planning. The report considered the designation of the Mossley Neighbourhood Area in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended), following an application by Mossley Town (Parish) Council, as a relevant body for the purposes of section 61(G) of the Town and Country Planning Act 1990.

It was reported that an application to designate a Neighbourhood Area had been received by the Council as the Local Planning Authority from Mossley Town (Parish) Council. The application was submitted following a meeting and resolution of the Town (Parish) Council on 16 June 2021. The proposed Mossley Neighbourhood Area application complied with the requirements of the appropriate legislation and regulations and should be designated accordingly and the decision be publicised via the mechanisms as set out in **Appendix 3**.

It was explained that the Council as Local Planning Authority would, as was required and detailed within the 'Neighbourhood Planning Service Level Framework' at Appendix 4, liaise with the Town Council as their plan developed. The principal activities of the Council as Local Planning Authority, following designation of the area, arise once a draft of the Neighbourhood Plan had been submitted.

AGREED

That the report be deferred for further consideration at a future meeting of the Board to

address the issues of (a) how it fitted with Places for Everyone (b) a better understanding of what Mossley Town Council were trying to achieve and how such an approach would benefit Mossley and the Borough generally (c) clarification as to which other groups within the Borough could make such applications and the impact (d) who would pick up any shortfall in funding and (e) on what grounds the Council could refuse.

77 CAPITAL MONITORING REPORT 2021/22 - PERIOD 3

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Lead Clinical GP / Director of Finance. This report was the first capital monitoring report for 2021/22 and summarised the forecast outturn at 31 March 2022 based on the financial activity to 30 June 2021.

It was reported that the approved budget for 2021/22 was £68.234m (after re-profiling approved at Outturn) and current forecast for the financial year was £66.123m. There were additional schemes that had been identified as a priority for the Council, and, where available, capital resource had been earmarked against these schemes, which would be added to the Capital Programme and future detailed monitoring reports once satisfactory business cases had been approved by Executive Cabinet.

It was explained that the current forecast was for service areas to spend £66.123m on capital investment in 2021/22, which was £2.111m less than the current capital budget for the year. This variation was spread across a number of areas, and was made up of a number of over/underspends on a number of specific schemes (£1.848m) less the re-profiling of expenditure in some other areas (£0.263m).

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to:

- (i) Note the forecast outturn position for 2021/22 as set out in Appendix 1.**
- (ii) Recommend the approval of the re-profiling of budgets into 2022/23 as set out on page 4 of Appendix 1.**
- (iii) Note the funding position of the approved Capital Programme as set on page 9 of Appendix 1.**
- (iv) Note the changes to the Capital Programme as set out on page 10 in Appendix 1**
- (v) Note the updated Prudential Indicator position set out on pages 11-12 of Appendix 1, which was approved by Council in February 2021**

78 ADULTS CAPITAL PLAN

Consideration was given to a report of the Executive Member for Health, Social Care and Population Health / Director of Adult Services. The report provided an update on the developments in relation to the Adults Capital Programme for schemes previously approved and the usage of the wider disabled facilities grant (DFG).

In regards to Moving with Dignity (Single Handed Care), following the review of the last year, the project was able to evidence a reduction of over 1,000 hours per week in homecare packages during financial year 2020/21.

It was stated that more recently there had been a shift in focus from the project team, who were now working collaboratively with health colleagues at the 'front door' and part of the hospital discharge process to provide more timely assessments. This was to target a reduction and avoidance at, or, as close to discharge as possible and to prevent the need for unnecessary spend on homecare provision.

It was explained that in the initial month of June, these focused Moving with Dignity assessments indicated two immediate avoidances, and a number of potential reductions within months of discharge.

In regards to the Disability Assessment Centre, a project group had been established and an outline plan of the business case and future requirements of the Disability Assessment Centre (DAC). Members were advised that a visit to Able World disability equipment retailer in Hyde had been completed. This was with a view to a potential joint venture, and unfortunately this was not a viable option going forward. Further, Loxley House and Rosscare had both been explored and neither facility had the available space required or capacity to accommodate the DAC.

It was stated that work was progressing on the replacement of ageing and obsolete equipment with Occupational Therapy staff. Further, the service was in the process of recruiting an additional Occupational Therapy post for 12 months to carry out this pro-active piece of work to avoid potential unplanned costs.

The Director of Adult Services delivered an update on disabled facilities grant and other related adaptations funding. It was reported that one aspect of the pandemic was an increase in referrals for more complex cases resulting in more requests to extend properties. The maximum grant for DFG was £30,000 and as all extension exceeded this amount, this was creating some issues with housing providers where contributions were required.

Members were advised that the current contract for delivery of building related adaptations would end in July 2022. A new framework would be required to ensure delivery of adaptations continues without disruption. The intention was to procure a new framework tender towards the end of 2021 – early 2022.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to ask Executive Cabinet to note the progress updates, and to approve the re-profiling of £98k of Housing Assistance works into FY22/23 owing to limited capacity within the Adaptations team as discussed in section 5 of the report.

79 CHILDREN SOCIAL CARE CAPITAL SCHEMES UPDATE REPORT

Consideration was given to a report of the Deputy Executive Leader / Assistant Director for Children's Social Care. The report provided an update on Children's Social Care Property Capital Scheme and set out details of the major approved property capital schemes in this directorate.

It was reported that the current capital programme as recommended by SPCMP on 9 October 2017 and subsequently approved by Executive Cabinet on 18 October 2017, included funding support Capital Investment in Children's Social Care. The total Capital funding earmarked was £950,000.

Members were advised that the purchase of a respite property had been delayed due to the fast movement of the housing market and had proved difficult as properties were being vended rapidly, either by investors or private purchases. Following conversation with Growth and the housing partner's there appeared to be suitable properties within the Tameside housing portfolio, to deliver a respite unit, this was begin explored. At this stage the cost was still unknown, therefore it was proposed the remaining budget be utilised to purchase a property for the respite unit. In regards to the Assessment Unit, works on the unit had been completed and the unit was in the process of being handed over to Children's Services and the Ofsted registration process was now underway. Furnishing of the building was underway and expected to come in on budget.

AGREED

Members are requested to note the progress update in the report.

80 DISPOSAL OF FORMER COTTON TREE PUBLIC HOUSE, 106 MARKET STREET, DROYLSDEN, M43 6DE.

Consideration was given to an exempt report of the Executive Member for Finance and Economic Growth / Director of Growth / Assistant Director for Strategic Property. The report sought approval to accept the highest offer for the property 106 Market Street, Droylsden, M43 6DE, which was declared surplus by the Council in March 2021.

It was reported that In March 2021, the subject former Cotton Tree Public House property was declared surplus in accordance with the disposal policy. Following on from this, the opportunity was immediately advertised for sale on the open market, using external agents Breakey & Nuttall in order to maximise the exposure.

The property had been actively marketed for approximately 3 months and with interest starting to slow, the Council asked for offers to be submitted to the agent by an agreed date. The Council received a total of 14 offers.

In accepting the offer from Brindle & Yam Solicitors, the proposed use of the site for employment purposes would help introduce a number of new jobs into the Borough. The employment and jobs provided would help sustain the nearby district centre.

AGREED

That subject to the amendments sought by the Borough Solicitor to complete the report that Executive Member for Finance and Economic Growth be recommended to approve:

- (i) That following a period of marketing, the Council accept offer 11 submitted by Brindle & Yam Solicitors to acquire the subject property.**
- (ii) That the Council progress the disposal subject to the provisionally agreed heads of terms set out in Appendix 1.**

81 FORWARD PLAN

The forward plan of items for Board was considered.

CHAIR

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Agenda Item 4

Report To:	EXECUTIVE CABINET
Date:	25 August 2021
Executive Member / Reporting Officer:	Councillor Oliver Ryan – Executive Member (Finance and Economic Growth) Dr Ash Ramachandra – Lead Clinical GP Kathy Roe – Director of Finance
Subject:	STRATEGIC COMMISSION AND NHS TAMESIDE AND GLOSSOP INTEGRATED CARE FOUNDATION TRUST FINANCE REPORT CONSOLIDATED 2021/22 REVENUE MONITORING STATEMENT AT 30 JUNE 2021
Report Summary:	<p>This is the second financial monitoring report for the 2021/22 financial year, reflecting actual expenditure to 30 June 2021 and current forecasts to 31 March 2022.</p> <p>In the context of the on-going Covid-19 pandemic and the national restructuring exercise in the NHS, the forecasts have been prepared using the best information available, but is based on a number of assumptions which will inevitably evolve over the remainder of the financial year. However, indicative CCG budgets have been prepared for 2021-22 which combined with the 2021-22 Council budgets inform the 2021-22 Integrated Commissioning Fund.</p> <p>Forecasts for the Council cover the period to 31 March 2022, while CCG forecasts only cover the first 6 months of the year in line with confirmed allocations as part of some ongoing NHS national “command and control” procedures.</p> <p>Council Budgets are facing significant pressures which are not directly related to the COVID-19 pandemic, with significant forecast overspends in Adults and Children’s Social Care being the main contributors to a net forecast overspend of £6.850m. This position is after taking account of forecast underspends in some areas, and additional COVID related income in excess of forecast COVID costs. There is an underlying forecast ‘Non-COVID’ deficit of £8.238m.</p> <p>The CCG is reporting a forecast overspend of £519k, £320k of this relates to YTD Hospital Discharge Programme (HDP) expenses which will be refunded under COVID protocols. The £519k represents the full forecast for HDP. This is effectively a net breakeven position once reimbursement has been transacted in full.</p>
Recommendations:	<p>That Executive Cabinet be recommended to:</p> <ul style="list-style-type: none">(i) Note the forecast outturn position and associated risks for 2021/22 as set out in Appendix 1 and detail for Council budgets as set out in Appendix 2.(ii) Approve the reserve transfers set out on pages 27-28 of Appendix 2.
Policy Implications:	Budget is allocated in accordance with Council/CCG Policy

Financial Implications:
(Authorised by the Section 151 Officer & Chief Finance Officer)

The Council set a balanced budget for 2021/22 but this included £8.930m of savings and significant one-off funding from COVID related grants and additional one year Government funding. At the time of setting the 21/22 budget the MTFP forecast a £14m budget gap for 2022/23. This forecast gap assumes that planned savings are delivered in 2021/22, and that additional planned savings for 2022/23 in respect of service transformation are delivered, along with reduced expenditure on Children's Social Care.

Despite this, a significant pressure is currently forecast for 2021/22, which will need to be addressed within this financial year. A new financial turnaround process is being implemented across all budget areas to address financial pressures on a recurrent basis.

With the outbreak of COVID-19 last year, emergency planning procedures were instigated by NHSE and a national 'command and control' financial framework was introduced. While some national controls have been relaxed over time, normal NHS financial operating procedures have still not yet been fully reintroduced.

A financial envelope for the first 6 months of the year has been agreed at a Greater Manchester level, from which the CCG has an allocation. Nationally calculated contract values remain in place, while the CCG are still able to claim top up payments for vaccination related costs and for the Hospital Discharge Programme. While an overspend is currently being reported, this relates to reimbursable COVID expenses for which we should receive a future allocation increase.

It should be noted that the Integrated Commissioning Fund (ICF) for the Strategic Commission is bound by the terms within the Section 75 and associated Financial Framework agreements.

Legal Implications:
(Authorised by the Borough Solicitor)

A sound budget is essential to ensure effective financial control in any organisation and the preparation of the annual budget is a key activity at every council.

Every council must have a balanced and robust budget for the forthcoming financial year and also a 'medium term financial strategy (MTFS). This projects forward likely income and expenditure over at least three years. The MTFS ought to be consistent with the council's work plans and strategies, particularly the corporate plan. Due to income constraints and the pressure on service expenditure through increased demand and inflation, many councils find that their MTFS estimates that projected expenditure will be higher than projected income. This is known as a budget gap.

Whilst such budget gaps are common in years two-three of the MTFS, the requirement to approve a balanced and robust budget for the immediate forthcoming year means that efforts need to be made to ensure that any such budget gap is closed. This is achieved by making attempts to reduce expenditure and/or increase income.

In challenging financial times it is tempting to use reserves to maintain day-to-day spending. However reserves by their very nature can only be spent once and so can never be the answer to long-term funding problems. Reserves can be used to buy the council time to consider how best to make efficiency savings and

can also be used to 'smooth' any uneven pattern in the need to make savings

Risk Management:

Associated details are specified within the presentation.

Failure to properly manage and monitor the Strategic Commission's budgets will lead to service failure and a loss of public confidence. Expenditure in excess of budgeted resources is likely to result in a call on Council reserves, which will reduce the resources available for future investment. The use and reliance on one off measures to balance the budget is not sustainable and makes it more difficult in future years to recover the budget position.

Background Papers:

Background papers relating to this report can be inspected by contacting :

Caroline Barlow, Assistant Director of Finance, Tameside Metropolitan Borough Council



Telephone:0161 342 5609



e-mail: caroline.barlow@tameside.gov.uk

Tracey Simpson, Deputy Chief Finance Officer, Tameside and Glossop Clinical Commissioning Group



Telephone:0161 342 5626



e-mail: tracey.simpson@nhs.net

1. BACKGROUND

- 1.1 Monthly integrated finance reports are usually prepared to provide an overview on the financial position of the Tameside and Glossop economy.
- 1.2 The report includes the details of the Integrated Commissioning Fund (ICF) for all Council services and the Clinical Commissioning Group. The gross revenue budget value of the ICF for 2021/22 is reported at £769 million. This includes a full 12 month of expenditure for the Council, but only 6 months for the CCG.
- 1.3 The value of the ICF will increase once more certainty is available on the NHS financial regime for the second half of the year and a full year allocation is in place. The full year indicative value of the ICF, assuming that expenditure in the second half of the year is the same as the first, would be £988 million
- 1.4 Please note that any reference throughout this report to the Tameside and Glossop economy refers to the three partner organisations namely:
 - Tameside and Glossop Integrated Care NHS Foundation Trust (ICFT)
 - NHS Tameside and Glossop CCG (CCG)
 - Tameside Metropolitan Borough Council (TMBC)

2. FINANCIAL SUMMARY (REVENUE BUDGETS)

- 2.1 At Period 3, Council Budgets are facing significant pressures which are not directly related to the COVID-19 pandemic, with significant forecast overspends in Adults and Children's Social Care being the main contributors to a net forecast overspend of £6.850m. This position is after taking account of forecast underspends in some areas, and additional COVID related income in excess of forecast COVID costs. There is an underlying forecast 'Non-COVID' deficit of £8.238m.
- 2.2 Children's Social Care and Adults are the greatest areas of concern with forecast overspends of £5.678m (Children's) and £2.234m (Adults).
- 2.3 The CCG is reporting an overspend of £519k which relates to reimbursable COVID expenses for which we should receive a future allocation increase.
- 2.5 Further detail on the financial position can be found in **Appendix 1**. **Appendix 2** provides further detail on Council Budgets and savings for 2021/22.

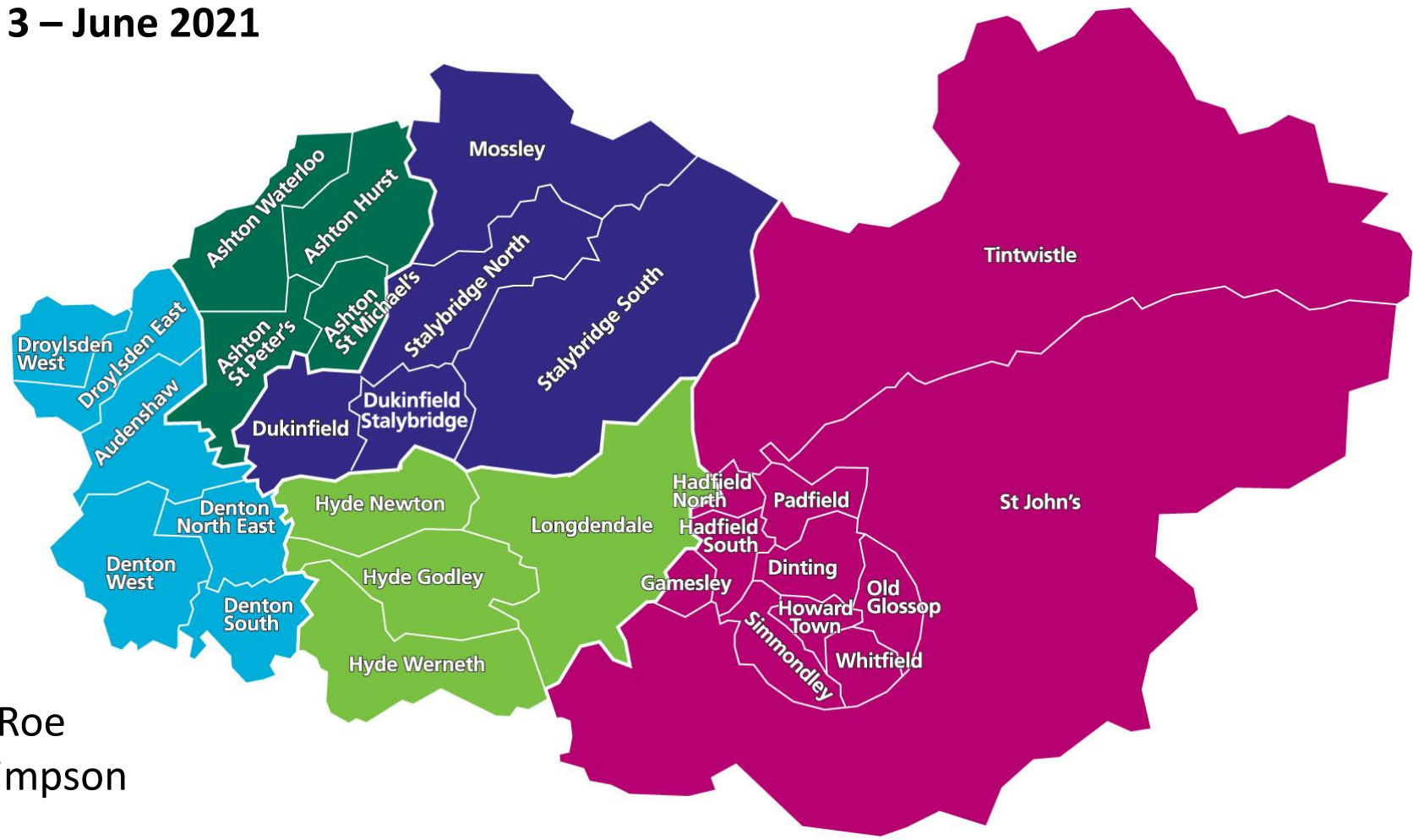
3. RECOMMENDATIONS

- 3.1 As stated on the front cover of the report.

Tameside and Glossop Strategic Commission

Finance Update Report
Period Ending 31st March 2022
Month 3 – June 2021

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Kathy Roe
Sam Simpson

Period 3 Finance Report

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Integrated Commissioning Fund Budgets	4 - 5
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ICFT Position	9 - 10

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This report covers the Tameside and Glossop Strategic Commission (Tameside & Glossop Clinical Commissioning Group (CCG) and Tameside Metropolitan Borough Council (TMBC)). It does not capture any Local Authority spend from Derbyshire County Council or High Peak Borough Council for the residents of Glossop.

Forecasts reflect a full 12 months for TMBC, but only 6 months for the CCG

Finance Update Report – Executive Summary

This is the second financial monitoring report for the 2021/22 financial year, reflecting actual expenditure to 30 June 2021 and current forecasts to 31 March 2022.

Budgets continue to face significant pressures across many service areas. COVID pressures remain as a meaningful factor in this, with pressures arising from additional costs or demand (including the elective recovery programme), and shortfalls of council income. Targeted COVID funding continues into 2021/22 to address COVID related pressures.

Council Budgets are facing significant pressures which are not directly related to the COVID-19 pandemic, with significant forecast overspends in Adults and Children’s Social Care being the main contributors to a net forecast overspend of £6.850m. This position is after taking account of forecast underspends in some areas, and additional COVID related income in excess of forecast COVID costs. There is an underlying forecast ‘Non-COVID’ deficit of £8.238m.

The NHS financial regime has still not fully normalised following the command and control response to the pandemic last year and NHS funding has only been confirmed for April to September 2021; as such we are only able to report 6 months of CCG budgets. The ICFT has a financial plan for the first 6 months of 2021/22, although there is uncertainty in forecasting expenditure due to the operational challenges of restoring elective services, whilst facing the ongoing uncertainty of the impact of responding to the pandemic. A full 12 month forecast is in place for the council. Forecasts are inevitably subject to change over the course of the year as more information becomes available, and there is greater certainty around NHS funding from October and other assumptions.

While the CCG is reporting an overspend of £519k, £194k of this relates to reimbursable COVID expenses for which a future allocation increase will be received.

Forecast Position	Forecast Position			Net Variance		Net Variance	
	Net Budget	Net Outturn	Net Variance	COVID Variance	Non-COVID Variance	Previous Month	Movement in Month
CCG Expenditure	443,644	222,341	(519)	(194)	(325)	(194)	(325)
TMBC Expenditure	194,494	201,344	(6,850)	1,388	(8,238)	(5,806)	(1,045)
Integrated Commissioning Fund	638,138	423,685	(7,369)	1,194	(8,563)	(5,999)	(1,370)

Integrated Commissioning Fund Budgets

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Forecast Position £000's	Forecast Position					Net Variance	
	Expenditure Budget	Income Budget	Net Budget	Net Outturn	Net Variance	COVID Variance	Non-COVID Variance
Acute	£114,637	£0	£114,637	£112,404	£2,233	£0	£2,233
Mental Health	£22,473	£0	£22,473	£22,396	£77	£0	£77
Primary Care	£46,465	£0	£46,465	£46,989	(£524)	£0	(£524)
Continuing Care	£7,538	£0	£7,538	£7,962	(£424)	£0	(£424)
Community	£17,276	£0	£17,276	£17,591	(£315)	£0	(£315)
Other CCG	£11,155	£0	£11,155	£12,721	(£1,566)	(£194)	(£1,372)
CCG TEP Shortfall (QIPP)	£0	£0	£0	£0	£0	£0	£0
CCG Running Costs	£2,278	£0	£2,278	£2,278	(£0)	(£0)	£0
Adults	£90,821	(50,607)	£40,214	£42,448	(£2,234)	£402	(£2,636)
Children's Services - Social Care	£65,276	(11,766)	£53,510	£59,188	(£5,678)	£0	(£5,678)
Education	£32,773	(25,534)	£7,239	£7,078	£161	(£113)	£274
Individual Schools Budgets	£123,054	(123,054)	£0	£0	£0	£0	£0
Population Health	£16,833	(1,436)	£15,397	£14,782	£615	£472	£143
Operations and Neighbourhoods	£78,839	(27,605)	£51,234	£52,168	(£934)	(£350)	(£584)
Growth	£44,448	(35,028)	£9,420	£9,401	£19	£132	(£113)
Governance	£71,470	(62,387)	£9,083	£9,709	(£626)	(£1,003)	£377
Finance & IT	£10,153	(1,827)	£8,326	£8,409	(£83)	£0	(£83)
Quality and Safeguarding	£383	(241)	£142	£135	£7	£0	£7
Capital and Financing	£8,964	(4,189)	£4,775	£4,358	£417	£0	£417
Contingency	£4,715	(756)	£3,959	£4,365	(£406)	£0	(£406)
Contingency - COVID Costs	£0	0	£0	£16,741	(£16,741)	(£16,741)	£0
Corporate Costs	£5,352	(301)	£5,051	£5,006	£45	£0	£45
LA COVID-19 Grant Funding	(£5,239)	(8,617)	(£13,856)	(£31,955)	£18,099	£18,099	£0
Other COVID contributions	£0	0	£0	(£489)	£489	£489	£0
Integrated Commissioning Fund	769,663	(353,347)	416,316	423,685	(7,369)	1,194	(8,563)

Integrated Commissioning Fund Budgets

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Forecast Position £000's	Forecast Position			Net Variance		Net Variance	
	Net Budget	Net Outturn	Net Variance	COVID Variance	Non-COVID Variance	Previous Month	Movement in Month
Acute	£114,637	£112,404	£2,233	£0	£2,233	£2,378	(£145)
Mental Health	£22,473	£22,396	£77	£0	£77	£0	£77
Primary Care	£46,465	£46,989	(£524)	£0	(£524)	(£537)	£13
Continuing Care	£7,538	£7,962	(£424)	£0	(£424)	(£243)	(£181)
Community	£17,276	£17,591	(£315)	£0	(£315)	(£13)	(£301)
Other CCG	£11,155	£12,721	(£1,566)	(£194)	(£1,372)	(£1,778)	£212
CCG TEP Shortfall (QIPP)	£0	£0	£0	£0	£0	£0	£0
CCG Running Costs	£2,278	£2,278	(£0)	(£0)	£0	(£0)	£0
Adults	£40,214	£42,448	(£2,234)	£402	(£2,636)	£0	(£2,234)
Children's Services - Social Care	£53,510	£59,188	(£5,678)	£0	(£5,678)	(£4,717)	(£961)
Education	£7,239	£7,078	£161	(£113)	£274	£0	£161
Individual Schools Budgets	£0	£0	£0	£0	£0	£0	£0
Population Health	£15,397	£14,782	£615	£472	£143	£0	£615
Operations and Neighbourhoods	£51,234	£52,168	(£934)	(£350)	(£584)	(£891)	(£43)
Growth	£9,420	£9,401	£19	£132	(£113)	(£198)	£217
Governance	£9,083	£9,709	(£626)	(£1,003)	£377	£0	(£626)
Finance & IT	£8,326	£8,409	(£83)	£0	(£83)	£0	(£83)
Quality and Safeguarding	£142	£135	£7	£0	£7	£0	£7
Capital and Financing	£4,775	£4,358	£417	£0	£417	£0	£417
Contingency	£3,959	£4,365	(£406)	£0	(£406)	£0	(£406)
Contingency - COVID Costs	£0	£16,741	(£16,741)	(£16,741)	£0	(£630)	(£16,111)
Corporate Costs	£5,051	£5,006	£45	£0	£45	£0	£45
LA COVID-19 Grant Funding	(£13,856)	(£31,955)	£18,099	£18,099	£0	£630	£17,469
Other COVID contributions	£0	(£489)	£489	£489	£0	£0	£489
Integrated Commissioning Fund	416,316	423,685	(7,369)	1,194	(8,563)	(5,999)	(1,370)

Integrated Commissioning Fund Key Messages

Children's Services (Social Care) (£5,678k)

The Directorate forecast position is an **overspend of £5,678k**, an overall adverse increase of £961K since period 2. The over spend is predominately due to the number and cost of external and internal placements. At the end of June the number of cared for children was 697, an increase of 15 from the previous month. The key variances are:

Cared for Children (External Placements): (£3,479k): As at 1st July there were 48 young people aged 18 and over in external residential placements paid for by Children Services. This is an increase of 2 from the previous month. In addition there are a number of care leavers in placements paid for by Children's Services that are tenancy ready but are unable to move on into their own property due a lack of social housing stock. Further work is underway to establish the impact of the housing benefit claims, it is expected this will reduce costs in this area. Adoption interagency fees are forecast to underspend by £185K which is offsetting some of the forecast overspend on residential placements.

Cared for Children (Internal Placements): (£2,056k): Employee costs are forecast to overspend by (£435k) in respect of Children's Homes due to additional staffing costs and sickness. Internal placements are forecast to overspend by (£1,622k). The forecast overspend is in relation to the payments that are made using the Softbox Payments Software and include in-house fostering allowances, adoption allowances, SGO allowances, care arrangement orders, staying-put allowances and Supported Lodging allowances.

Child Protection & Children In Need: (£116K): The over spend is in relation to internal transport recharges for children. Work is required to review these payments including the reason for the journeys and any cost reductions.

Operations & Neighbourhoods (£934k)

The overall forecast reflects shortfalls on income and delays to the delivery of savings, net of a small number of underspends. The key pressures are:

Car Parking Income (£701k) There has been an issue with the realisation of car parking income for a number of years (that has deteriorated further during COVID) . The reduction in forecast levels has been assumed to the end of the calendar year with an assumption that income levels start to recover from that point as a result of restrictions being lifted, public confidence returning for town centre shopping and successful implementation of the car parks review.

Delays to savings delivery (£266k) Delays to the delivery of savings relating to 3 weekly wheeled bin collections and wheeled bin cost recovery due to period required for consultation.

Integrated Commissioning Fund Key Messages

Adults (£2,234k)

The forecast position is net of a number of significant under and overspends across the Directorate. Key variances include:

- £1,678k additional income forecast in respect of client fees for Residential Care, Nursing Care and Homecare. This corresponds to a general increase in demand for these services, reflected in forecast overspends in other areas.
- (£1,857k) increase in the forecast cost of residential and nursing care as vacancies in care homes begin to be re-filled in the aftermath of the pandemic. Most of the increased cost arises from a general increase in volumes (offset by additional client fee income) with further increases related to several new high cost Mental Health placements.
- (£528k) Substantial increases in cost are required to meet pressures on staffing and accommodation costs in the 24 Hour Supported Accommodation service. Additional costs are included here to cover transitional staffing for the Resettlement programme, with a further increase for property costs at two new facilities.
- (£734k) Off-contract Supported Accommodation costs have increased significantly, with several planned moves into more appropriate in-house provision currently on hold without alternatives identified, and a number of new high-cost placements now required outside of the original budget. Housing Benefit income is also reduced, albeit partially offset by an increase in client fee income.
- (£175k) Demand for Support at Home provision remains very high and has not significantly declined since the peak of the COVID pandemic, currently with around 10,900 hours delivered weekly against a initial forecast of 10,200. This is partially offset by the end of three high-cost off-contract packages, and by the increase in client fees and NHS income.
- (£286k) Staffing budgets in the Mental Health function are forecast to be overspent, with high overtime requirements in the Community Response Service and Out of Hours Team.

Governance (£626k)

The current forecast for the Directorate is (£626k) over budget. There are pressures of (£1,003k) included within the forecasts that relate to the impact of COVID on Housing Benefit overpayments debt recovery and reduced income from court costs recovery. If the impact of COVID pressures is excluded from the position there is an underlying underspend of £377k.

Contingency (£406k)

The forecast overspend reflects savings not allocated to Directorates in respect of staffing costs. These savings continue to be monitored and are expected to be realised against service area budgets. A contingency buffer is being held to mitigate against any further emerging pressures, and this will be released in future period if not required.

Capital Financing £417k

The forecast underspend is primarily due to interest costs being less than budget on the assumption that no external borrowing is required before 31 March 2022.

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APPENDIX 2 – Strategic Commission Detailed Analysis

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Local Authority Savings Progress

Directorate	Opening Target £000s	Underlivered Savings £000s	Red £000s	Amber £000s	Green £000s	Achieved £000s	Total forecast savings £000s
Adults	676	0	0	357	11	308	676
Children's Services	492	0	0	0	0	492	492
Children's - Education	212	85	0	0	90	127	217
Population Health	472	0	0	0	472	0	472
Operations and Neighbourhoods Growth	2,180	445	167	522	370	979	2,038
Governance	1,454	852	0	0	442	160	602
Finance & IT	355	18	0	57	0	280	337
Quality and Safeguarding	65	10	0	0	55	0	55
Capital and Financing	0	0	0	0	0	0	0
Contingency	2,874	13	0	0	1,578	1,339	2,917
Corporate Costs	406	306	0	0	0	456	456
Corporate Costs	136	0	0	30	136	0	166
Total	9,322	1,729	167	966	3,154	4,141	8,428
%		18.5%	1.8%	10.4%	33.8%	44.4%	90.4%

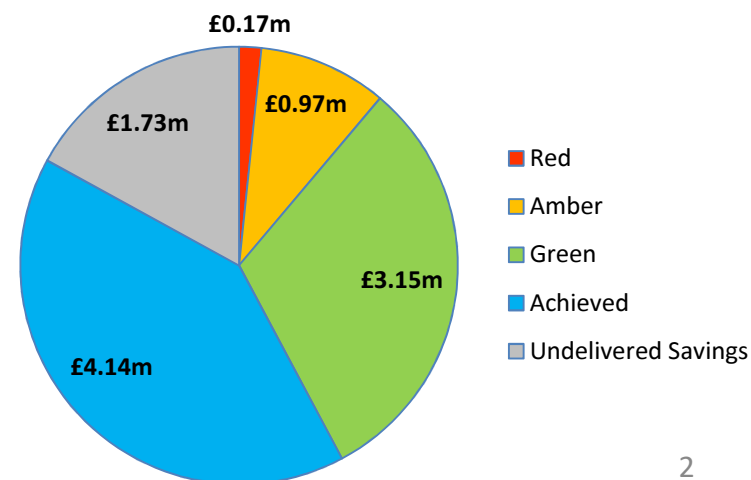
SAVINGS PROGRESS

The 2021/22 Revenue Budget, approved by Full Council on 23 February 2021, included savings targets in respect of a vacancy factor and savings to be delivered by management. Combined with savings identified in previous years, the total savings target for the Council is £9,322k.

Vacancy Factor - The total vacancy factor for the year is £4,669k. As at the end of period 3, forecast underspends relating to vacant posts were £2,526k, however a number of these are being covered by agency staff which across the council is forecast to be (£4,208k) overspent. This gives a net forecast overspend across the council of (£1,681k) on employee costs.

Other Savings – Overall the Council is forecasting to achieve savings of £8,428k against a target of £9,322k, although £1,133k remains rated as Red or Amber with risks to delivery. Savings of £3,154k are rated green and £4,141 already achieved as at the end of June 2021. Planned savings of £1,729k aren't expected to be delivered with alternatives now being planned and delivered in place of the original targets.

Savings 2021/22



Adults Services R

Adults	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Adults Commissioning Service	58,325	(21,153)	37,172	10,475	37,974	(802)
Adults Neighbourhood Teams	9,162	(323)	8,839	2,344	8,613	226
Integrated Urgent Care Team	2,144	(92)	2,052	557	2,126	(74)
Long Term Support, Reablement & Shared Lives	14,614	(1,192)	13,422	3,358	13,543	(121)
Mental Health / Community Response Service	5,402	(1,479)	3,923	394	3,966	(42)
Senior Management	1,174	(26,368)	(25,194)	(5,165)	(23,774)	(1,420)
TOTAL	90,821	(50,607)	40,214	11,963	42,448	(2,234)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£1,678k** - There is an increase in the forecast for client fees for Residential & Nursing care (£1,165k) and Homecare (£512k) corresponding to the general increase in demand for those services.
- **£611k** - Contributions will be allocated to Adult Services from the Contain Outbreak Management and Infection Control & Testing Funds, to cover staffing, infection control and other operational costs arising the COVID pandemic.
- **£368k** - The Reablement function is forecast to underspending against staffing budgets, due to significant vacancies in the in-house homecare team that are out to advert but only expected to be filled later in the year. The position is partially offset by increased use of casual and agency staff.
- **£238k** - Several Day Services settings either remain closed or are operating reduced services, with the forecast revised on the assumption they will only fully open by September. Similarly, the related costs for Day Services transport are also reduced.
- **£137k** - The staffing forecast for Commissioning is reduced to account for several vacancies that may only be filled later in the year.
- **£99k** - External placement costs in Mental Health are forecast to reduce, with a reduction in unit costs and additional CHC income identified

BUDGET VARIATIONS

Pressures:

- **(£1,857k)** - Residential and Nursing forecasts have substantially increased compared to budget setting as vacancies in care homes begin to be filled in the aftermath of the pandemic. Approximately £1.5m of the increased cost arises from a general increase in volumes, with further increases arising from several new high-cost Mental Health placements. This is offset by a small reduction in the cost of off-contract provision, and by the increase in client fees and NHS income identified elsewhere.
- **(£528k)** - Substantial increases in cost are required to meet pressures on staffing and accommodation costs in the 24 Hour Supported Accommodation service. The full budget of assessed hours will be used, with cover being provided by casual or agency staff and overtime. Additional costs are included here to cover transitional staffing for the Resettlement programme, with a further increase for property costs at two new facilities.
- **(£98k)** - NHS income forecasts for Continuing Healthcare and Funded Nursing Care are revised, with reductions against Support at Home budgets partially offset by additional income identified for Residential care and the Through the Night Service
- **(£734k)** - Off-contract Supported Accommodation costs have increased significantly, with several planned moves into more appropriate in-house provision currently on hold without alternatives identified, and a number of new high-cost placements now required outside of the original budget. Housing Benefit income is also reduced, albeit partially offset by an increase in client fee income.
- **(£99k)** - Staffing costs in the Integrated Urgent Care Team are forecast to be above budget, with very high demands on the service requiring agency staff to cover. Local needs are higher given the requirement to manage COVID, particularly the hospital discharge regime.
- **(£175k)** - Demand for Support at Home provision remains very high and has not significantly declined since the peak of the COVID pandemic, currently with around 10,900 hours delivered weekly against a initial forecast of 10,200. This is partially offset by the end of three high-cost off-contract packages, and by the increase in client fees and NHS income

BUDGET VARIATIONS

Pressures:

- **(£286k)** - Staffing budgets in the Mental Health function are not forecast to achieve the vacancy factor given the pressures on the service overall. There are also high overtime requirements (£120k) in the Community Response Service and Out of Hours Team where the vacancy factor is likewise unlikely to be achieved.
- **(£111k)** - Staffing costs across the Long Term Support service have increased, alongside a reduction in housing benefit income for clients in Shared Lives arrangements and other Council accommodation
- **(£32k)** - Other minor variations across the service, including Internal Day Service and Shared Lives provision plus some management costs
- **(£1,445k)** - The initial budget setting at the end of 2020 identified a range of substantial pressures in Adults Services, including a number of high-needs placements coming into the service, increased unit costs of external placements, the residual costs of managing COVID, and general demographic growth. The department is reviewing options to manage these demands within its current level of resourcing.

SAVINGS

- £0k - The Resettlement programme is currently expected to deliver the full targeted saving of £665k over the course of the year, despite difficulties in implementing planned moves and the additional costs arising from the development of new accommodation options.

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Out of borough savings	665	0		357		308	665
Oxford Park	11	0			11	0	11
Total	676	0	0	357	11	308	676

BUDGET VARIATIONS

Mitigations:

- Review and Benchmarking of the fairer charging policy
- Review of COVID Grant criteria to utilise the current £3.2m potential slippage held within the COMF grant.
- £735k Pay Partner Holding Account.
- Day Services (create waiting list for new referrals, review existing packages to look at reductions)
- Supported Accommodation (anyway to speed up accommodation coming on line and bring forward OOB resettlements)
- Review of iBCF funding and criteria.
- Reablement (create waiting list for new referrals)
- Home care (create waiting list for new referrals and use capacity in care homes for Priority One cases)
- Respite Care (create waiting list for new referrals and convert short stays into long term placements in care homes for Priority One cases)
- Hospital Discharge Programme fund opportunities post September

Children's Services – Children's Social Care R

Childrens Services- Social Care	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Child Protection & Children In Need	8,179	(492)	7,688	1,993	7,895	(207)
Children's Social Care Safeguarding & Quality Assurance	1,966	(10)	1,956	375	1,884	72
Children's Social Care Senior	902	(7,269)	(6,367)	(1,089)	(6,359)	(8)
Early Help & Youth Offending	1,038	(603)	435	262	400	35
Early Help, Early Years & Neighbourhood	6,904	(2,577)	4,327	855	4,345	(18)
Looked After Children (External)	28,538	(519)	28,020	5,757	31,499	(3,479)
Looked After Children (Internal)	10,210	(184)	10,026	3,065	12,082	(2,056)
Looked After Children (Support Teams)	7,538	(112)	7,426	1,696	7,443	(17)
TOTAL	65,276	(11,766)	53,510	12,913	59,188	(5,678)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£185k** - Forecast underspend on Interagency Adoption Fees. The forecast takes into account all the children waiting for adoption placements, those that may need to be placed for adoption and those children that may be placed through the regional adoption agency during the financial year
- **£103k** - Overall forecast underspend on children with disabilities; including personal care, homecare and community based short breaks. The forecast underspend is also partially due to additional continuing care funding.
- **£56k** - Other minor variations including additional grant income

Children's Services – Children's Social Care

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Pressures :

- **(£620k)** - Forecast overspend on staffing due to the following reasons: use of agency workers, unachievable vacancy factor for some teams, Ofsted discretionary one off payments. Also the in-house residential children's homes are forecasting an overspend due to staff sickness and additional hours.
- **(£3,664k)** - Forecast overspend on external residential placements due to the number of Cared for Children (CfC) and the cost of placements. In addition there are a number of care leavers in placements paid for by Children's Services that are tenancy ready but are unable to move on into their own property due a lack of social housing stock.
- **(£1,622k)** - Forecast overspend on internal placements due to the number of Cared for Children (CfC) and payments for children that are no longer looked after (adoption allowances, SGOs).
- **(£116k)** - Forecast overspend on transport costs for children. There will be a review undertaken of the transport needs for each child currently in receipt of transport paid for by children's social care.

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Portage Review	10	0				0	0
Reduction in Signs of Safety Training Budget	0	0				10	10
Review of Contact Centre	70	0				70	70
Alignment of services to neighbourhoods model	64	0				64	64
Alignment of services to neighbourhoods model	32	0				32	32
Duty and Locality Teams	235	0				235	235
Review of staffing	81	0				81	81
Total	492	0	0	0	0	492	492

BUDGET VARIATIONS

Childrens Services Q1 Revenue Monitoring Position – Context and Mitigation

The Directorate forecast position at period 3 is an over spend of (£5,678K). The over spend is predominately due to the number and cost of external and internal placements. It is noted that the Directorate outturn position for 2020/21 was an over spend of (£2,966K).

1. The increase in the forecast overspend since period 2, is predominantly due to an adverse forecast increase in the gross cost of external placements. It should be noted that Circa £525k of the increase relates to 1 new specialist agency residential placement, 1 move from fostering to agency residential and 1 move from semi-independent to agency residential. We also have 3 returning Care Leaver, whom we have a duty to accommodate (the level of costs for these though being linked to the limited availability of suitable accommodation as detailed below at 6&7) and a number of agency foster placements, which includes 1 group of 6 to enable them to be placed together, and a sibling group of 3 and a 4 that are in cultural matched placements. NB in the main these children do not require external placements and so the growth of our in house fostering provision would reduce numbers placed externally and the associated cost.
2. With regard to in house fostering provision significant work has been completed/ongoing designed to stabilise and then grow our in house fostering provision with a three year recruitment strategy launched in later 2020 and the linked revised fostering offer having been agreed at Executive Cabinet on 28th July 2021. This will over the next three years transform our in house provision, bringing us back into line with statistical neighbours in the proportion of Cared for Children placed with our own carers.
3. With regard to the disproportionate use of external residential provision, this is one of the focuses of the 7 Strands and is also one of the primary areas of focus for the Corporate Budget Turnaround Team (BTT), who will be working closely with Childrens Services on three relates areas: 1. The delivery of our new in house Respite and Assessment units designed to support the prevention of admissions to care, the more effective step down from external provision and improved assessment 2. The delivery of a redesign to our existing residential estate in order to more effectively support a reduced reliance on external provision and to reduce pressures in the current in-house residential staffing spend. 3. The enhancement of our commissioning and brokerage service in delivering on improved placement quality and sufficiency.
4. With regard to post 18 provision, as at 1st July there were 48 young people aged 18 and over in external placements funded by Children Services (39 of whom require move on in Tameside) due in large part to the lack of more appropriate alternatives. The combined weekly cost of these placements as at 1st July, equivalent to circa £2.5m per annum. In addition a further 11 young people in our core funded Transitional Support Scheme (TSS) are now “tenancy ready and can move on once units are available.

BUDGET VARIATIONS

5. The significant cost incurred here relates firstly to the lack of tenancies in the Borough for the circa 29 young people aged 18 years plus who are assessed at tenancy ready and require move on in Tameside (18 currently in external placements and 11 in the TSS) the latter of which would release these core funded TTS placements for step down/move on placements for the further 21 who require move on in Tameside, but are not yet tenancy ready.
6. This area is a focus for activity across Growth, O&Ns and Childrens and is one of the initial areas of primary focus for the Corporate Budget Turnaround Team, as it is anticipated that through the provision of a wider and more appropriate pool of accommodation options in the Borough this spend can be significantly reduced.
7. Further work is also underway to establish the impact of the housing benefit claims, it is expected this will further reduce costs in this area.
8. During period 3 detailed salary monitoring was completed for the Directorate which has also contributed to the overall increase in overspend. In particular there is a forecast overspend of (£435K) for employee costs for the 5 in-house Children's Homes. This is linked to point 5 above.
9. Internal placements overspend (£1,622k). The forecast overspend is in relation to the payments that are made using the Softbox Payments Software and include in-house fostering allowances, adoption allowances, SGO allowances, care arrangement orders, staying-put allowances and supported lodging allowances.
10. There are significant concerns regarding the information held in Softbox and the placement types that payments have been assigned to. Softbox does not interface with the LCS system and there is no report in LCS that details the children on SGOs. Softbox relies on Social Workers completing forms to update the placement codes recorded in Softbox leading to errors and significant difficulties in accurately tracking and reporting on spend. A comprehensive data cleanse is required so that the true cost of each placement type can be correctly recorded on the finance ledger and monitored against. An alternative finance module to softbox is currently being explored. This requires some significant investment of time and resources in reviewing the soft box system in detail (Finance and CSC) to fully understand the issues and where savings can potentially be made and/or where budgets need to be re-profiled.

BUDGET VARIATIONS

11. Linked to the point 12, work is also required and planned to review/develop procedures to bring greater structure and consistency in areas such as staying put payments, one off or hardship support to carers which it is anticipated will bring greater control to these budgets.
12. Transport costs for children which is forecast to overspend by £116K this year is also to be reviewed on an individual case basis.
13. In relation to the overall number of Cared for Childrens systems are in place to support CSC middle and senior management (and key partners) oversight of children entering the care of the LA, those children who are in external residential provision, those in pre proceedings, those who are 18 plus and requiring alternative accommodation and more recently the projections of this cohort going forward. Regular reporting is also in place in relation to Care Order discharge and Special Guardianship applications and this targeted activity is now projected forward for 2021/22.

Children's Services – Education

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Education	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Access Services	18,424	(14,683)	3,742	4,508	3,787	(46)
Assistant Executive Director - Education	436	(112)	324	31	153	171
Education Improvement and Partnerships	735	(495)	240	47	246	(6)
Schools Centrally Managed	1,876	(219)	1,657	393	1,567	90
Special Educational Needs and Disabilities	11,303	(10,026)	1,277	2,125	1,326	(49)
TOTAL	32,773	(25,534)	7,239	7,103	7,078	161

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£147k** - Staffing expenditure is £219k less than budget due to part and full year staffing vacancies partly offset by severance costs, for non-grant funded area. This is further offset by the £72k vacancy factor included for the service.
- **£149k** - A review of the spending has been undertaken to understand commitments in year,, which has resulted in a budget saving. This will be utilised to mitigate pressure on the delivery of savings in 2021/22, and support the shortfall anticipated on traded services income within Education. This identified saving has being offered towards the 2022/23 medium term financial budget gap.
- **£75k** - Additional Central Schools Service Support Grant received in 2021/22 areas has resulted a reduction in the budget the council have had to put into this area as the grant does not fully covered the cost of this work. This identified saving is being offered towards the 2022/23 savings.
- **£13k** - Other minor variations under £50k

BUDGET VARIATIONS

Pressures:

- **(£30k)** - This pressure relates to additional routes being supplied in relation to SEN transport in the Summer 21 term due to social distancing measures being put in place during the Covid 19 situation.
- **(£224k)** - The Education service is forecast to under achieve on its traded income target with schools by £224k due to a reduced buy in to services, £24k of the £224k is related to Covid and lockdown restrictions. This is being mitigated through the savings identified through budget review and the services involved in trading holding vacancies.
- **(£59k)** - There is a projected decrease in Education Welfare penalty notice income due to changes in government legislation during the Covid 19 lockdown periods.

SAVINGS

- **£90k** - There is reduced demand on the budget for Teachers retirement pension costs. This will be offered for additional savings in 2022/23.

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Behaviour & Attendance Offer	124	85				39	39
Pensions Increase Act	88	0			90	88	178
Total	212	85	0	0	90	127	217

Population Health **G**

Population Health	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Population Health	16,833	(1,436)	15,397	2,217	14,782	615
TOTAL	16,833	(1,436)	15,397	2,217	14,782	615

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£100k** - The community services contract held with the Integrated Care Foundation Trust has realised a lower than expected inflation increase.
- **£21k** - An underspend is currently being forecast due to employee vacancies and a contribution received from Public Health England.
- **£6k** - It is currently anticipated that due to staff responding to the covid pandemic, some targeted schemes will have to be postponed resulting in a lower than anticipated expenditure.
- **£76k** - There has been a reduction to the demand of prescribed drug and smoking cessation treatment leading to a forecast underspend.
- **£487k** - A contribution from the Contain Outbreak Management grant is being forecast to fund employee costs for staff time spent on the covid response.

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Pressures:

- **(£5k)** - Agreed inflation increase for the Pennine Care Contracts for early attachment and the Be Well services.
- **(£21k)** - There has been an increase in Health Checks being carried out in this financial year resulting in a pressure against the budget, this is due to greater demand to these services as access becomes easier as covid restrictions are eased.
- **(£49k)** - There has been an increased demand of contraception within the local enhanced services resulting in a forecast spend above budget.

SAVINGS

- £0k - All savings targets are forecast to be achieved

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Schools Health & Wellbeing Reductions	13	0			13	0	13
Health Improvement Recommissioning	93	0			93	0	93
CYP Emotional Health and Wellbeing	16	0			16	0	16
Sport and Leisure	150	0			150	0	150
Integrated Drug and Alcohol services	200	0			200	0	200
Total	472	0	0	0	472	0	472

Quality And Safeguarding **G**

Quality & Safeguarding	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Safeguarding and Quality Assurance	383	(241)	142	(50)	135	7
TOTAL	383	(241)	142	(50)	135	7

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£5k** - Premises Related Expenditure: Reduced costs for room hire – A number of training courses have been delivered online.
- **£5k** - Transport Related Expenditure: Reduced transport related costs as a result of covid - training courses are being delivered online.
- **£16k** - Supplies and Services: Reduction in commissioned services for training courses and a number of training courses are being delivered online.
- **£2k** - Recharge Expenses: Reduction in printing and supplies & services recharges as a result of Covid, as staff are continuing to work from home.

Pressures:

- **(£10k)** - Employees: Vacancy factor unachievable (£14k), as there are only a few staff members and no vacant posts. Partially offset by opt out of pension contribution by one member of staff.
- **(£11k)** - Income: (£18k) Under achievement of income target from maintained and academy Schools Traded Services. Conversations are required with schools to remind them of the importance of safeguarding; this may lead to further take up in the new academic year. This is partially offset by £7k additional unbudgeted Health Income.

Operations and Neighbourhoods R

Operations and Neighbourhoods	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Community Safety & Homelessness	7,649	(2,744)	4,905	(262)	4,905	0
Cultural & Customer Services	3,347	(358)	2,990	575	2,990	0
Engineers, Highways & Traffic Management	14,584	(10,844)	3,739	1,364	3,739	0
Management & Operations	1,384	(2,738)	(1,353)	(195)	(1,353)	0
Operations & Neighbourhoods Management	30,932	(31)	30,902	31,195	30,902	0
Operations & Greenspace	5,571	(439)	5,132	792	5,132	0
Public Protection & Car Parks	4,195	(3,027)	1,167	599	1,836	(669)
Waste & Fleet Management	10,208	(6,238)	3,970	323	4,236	(266)
Markets	969	(1,187)	(218)	(751)	(218)	0
TOTAL	78,839	(27,605)	51,234	33,641	52,169	(935)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- £32k - Minor variations across the directorate

Pressures:

- **(701k)** - There has been an issue with the realisation of car parking income for a number of years (that has deteriorated further during COVID) .The reduction in forecast levels has been assumed to the end of the calendar year with an assumption that income levels start to recover from that point as a result of restrictions being lifted, public confidence returning for town centre shopping and successful implementation of the car parks review.

SAVINGS

Savings Performance:

- **(£136k)** - Delay the delivery of savings relating to 3 weekly wheeled bin collections (blue and black bins) due to period required for consultation.
- **(£130k)** - Delay the delivery of savings relating to wheeled bin cost recovery due to period required for consultation.
- **£0k** – A review of the Transport Levy budget will be carried out and reported at period 6 as it is envisaged compensating savings can be realised to mitigate the period 3 forecast 179k adverse variance on the Waste Levy. A nil variation has been reported in the period 3 forecast pending this review.

Operations and Neighbourhoods R

SAVINGS (continued)

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Bring Statutory Housing Service in house	50	0		50			50
Removal of 1 Cemetery Operative	30	0				30	30
Reduction in costs for Dog Wardens	12	0				12	12
Bring Security Activities in House	10	0		10			10
Transfer processing of street sweepings into the waste levy	200	0			200		200
Reduction of budgets for vehicle costs	100	0			100		100
Grounds Maintenance Staffing	53	0				53	53
Street Cleansing Staffing	20	0				20	20
Cancellation of the Tour of Britain Series, Tour of Britain and associated cycling events	140	0				140	140
Markets Events	50	0				50	50
Public Protection staffing review	110	0		110			110
CCTV Equipment	49	0		49			49
Removal of Staffing budget for Museum of Manchester Regiment (MMR)	70	0				70	70
Removal of excess budget	9	0				9	9

Operations and Neighbourhoods R

SAVINGS (continued)

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Reduce collection frequency - 3 weekly Blue Bin collections	130	68		62			62
Reduce collection frequency - Black bin collections to 3 weekly	130	68		62			62
Charge for all new bins ordered	190	130		60			60
STAR Procurement	50	0		50			50
Review of customer services face to face offer	51	0				51	51
Review of book access points in post office	6	0				6	6
Removal of surplus staffing budgets	157	0				157	157
Design Charges	70	0			70		70
Highways maintenance efficiencies	67	0	67				67
Work with STAR to ensure procurement in Stores is best value and on contract	69	0		69			69
Extending commercial offer	100	0	100				100
Waste levy reduction	257	179				78	78
Transport Levy Reduction	0	0				303	303
Total	2,180	445	167	522	370	979	2,038

BUDGET VARIATIONS

Mitigations:

Budget Area	Detail	Forecast Saving (£'000)
Vacant Posts / Recruitment Freeze	There are a number of vacant posts across the Directorate that were previously forecast as being filled. A decision has been taken to freeze recruitment to those posts which won't have a serious detrimental impact on front line services. The saving quoted will be in addition to the vacancy factor targets already forecast as achieved.	226
Street Cleansing Waste Disposal Costs	Street cleansing waste is now disposed of through the Waste Levy at a cost saving of approximately £115 per tonne. This budget has been reduced by £200k already as part of the Directorate savings plan. Based on the actual monthly costs to date this financial year, and allowing for an increase in the monthly average for additional leaf fall throughout the autumn months it is envisaged that costs can reduce further than the current forecast.	292
Waste Levy Rebate to support shortfall in refuse collection savings	The Council receives rebates on the Waste Levy which are held corporately. Discussions are taking place between the Executive Director and the Chief Finance Officer with regards to utilising some of the historic rebate to mitigate the shortfall in the expected refuse collection savings initiatives in the current financial year.	236
Reduced Spend on Library materials	The Libraries budget currently has an annual budget of £161k for replacement and renewal of books and materials. It has been agreed as a one off mitigation that this will be reduced in 21/22 to contribute to the Directorate recovery plan	57

BUDGET VARIATIONS

Mitigations:

Budget Area	Detail	Forecast Saving (£'000)
Transport Levy	Due to a timing issue when setting the budgets for the Transport and Waste Levies, it has become apparent that there will be a net underspend between the two this financial year. This hasn't previously been reported as part of P3 forecasts	124
TOTAL		935

**It should also be noted that the P3 forecast overspend includes a shortfall in Car Parks income of £350k which is attributable to COVID. Of this, approximately £105k has been claimed via the Fees and Charges Compensation Scheme and is held corporately.

Growth	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Growth Management	282	0	282	76	308	(26)
Development & Investment	1,799	(831)	969	285	784	185
Economy, Employment & Skills	2,300	(1,411)	889	(441)	843	46
Major Programmes	500	0	500	272	500	0
Infrastructure	200	0	200	22	204	(4)
Planning	1,643	(1,211)	432	168	513	(81)
BSF, PFI & Programme Delivery	24,126	(24,126)	0	1,697	0	0
Asset Management	611	(336)	275	(212)	228	47
Capital Programme	708	(440)	269	84	243	26
Corporate Landlord	8,184	(2,361)	5,822	1,800	5,798	24
Environmental Development	566	(28)	538	178	532	6
Estates	1,393	(2,154)	(760)	139	(556)	(204)
School Catering	2,136	(2,132)	4	(19)	4	0
Vision Tameside	0	0	0	0	0	0
TOTAL	44,448	(35,028)	9,420	4,050	9,401	19

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£44k** – Delayed recruitment to a number of vacant posts in Economy, Employment and Skills.
- **£47k** – Delayed recruitment to 3 vacant posts in Asset Management.
- **£84k** – Backdated fee income due for the Concord Suite relating to electricity costs associated with the telecoms mast
- **£331k** - Savings on premises related expenditure on closed buildings due to covid-19. This is £300k in relation to a reduction in building repairs and £31k saving in Utilities.
- **£86k** – Other minor variations

BUDGET VARIATIONS

Pressures:

- **(£141k)** - Reduced income in Customer and Client Receipts from Shopping centres in Droylsden and Hyde. This is a result of tenants having to vacate shopping centres as a result of Covid-19. This is an estimated adverse variance awaiting the annual accounts due in September 2021
- **(£132)** - Loss of income on Hire of Rooms for public events

SAVINGS

- **(£300k)** - Savings to not be achieved in relation to leasing income on Tameside One.

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Reduction in posts, income generation from management fees and restructuring external budgets.	76	0			43	33	76
Asset Management Accommodation Strategy (operational)/ WorkSmart	177	0			60	117	177
Relocation of Droylsden Library and Coming out of Hattersley Hub Offices and Community 7 Rooms	20	0			20	0	20
Lease Out of Tameside One Office Floor	300	300				0	0
Reduce Employment and Skills project budget by £10,000 (40%).	10	0				10	10
Future Income Generation – Contributions to post	52	52				0	0
Savings in Development Management pre-application advice and Planning Performance Agreements	7	0			7	0	7

SAVINGS (continued)

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Recurrent income Review Land Charges fees aligned to completion of Land Registry digitisation project to ensure that the remaining chargeable services are at an appropriate up to date level	57	0			57	0	57
Planning and Transportation Restructure	55	0			55	0	55
Reduction in costs associated with the Tameside Additional Services Contract (TAS)	200	0			200	0	200
Estates Property Rent Reviews	500	500				0	0
Total	1,454	852	0	0	442	160	602

Governance	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Democratic Services	737	(119)	618	272	590	28
Executive Support	1,734	(158)	1,576	361	1,481	95
Governance Management	187	(90)	97	23	97	0
Legal Services	1,537	(34)	1,503	350	1,563	(60)
Exchequer	61,429	(60,108)	1,320	969	2,095	(775)
Policy, Performance & Communications	1,758	(295)	1,463	375	1,426	38
HR Operations & Strategy	1,293	(677)	616	56	729	(113)
Organisational & Workforce Development	711	(103)	608	116	503	105
Payments, Systems and Registrars	2,085	(803)	1,282	(1,676)	1,227	55
TOTAL	71,470	(62,387)	9,083	847	9,709	(626)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends

- **£273k** - Employee related expenses including training are less than budget due to a combination of vacant posts held, posts being recruited to and costs forecast from later in the year, maternity leave, staff who are not in the Pension fund or may have opted out and the vacancy factor.
- **£57k** - There is a current forecast of £57k one off income for staff related time spent on Covid-19 related activities from the Contain Outbreak Management Fund.
- **£92k** - Budget of £92k to increase the bad debt provision for Housing Benefit is currently not being forecast to be utilised as the current provision is considered adequate.
- **£155k** - Other minor variation of less than £50k across all services across the directorate.
- **£27k** - The Quality, Innovation, Productivity and Prevention programme (QIPP) from the CCG for quarter 1 has resulted in additional income of £27k to TMBC; these will be monitored over the financial year.

Pressures:

- **(£532k)** - The net value of costs recovered in respect of council tax and business rates debt collections costs are forecast to be significantly less than budget due to delays and restrictions on the recovery processes due to the Covid-19 pandemic (£532k).
- **(£127k)** - Income is (£127k) less than budget due to a reduction in the number of schools purchasing HR, Payroll and Recruitment and Teacher Trade Union service.
- **(£25k)** - The Priority Account Service (Oxygen) has a net income target of £50k. Current forecast for the programmes expenditure and income along with the £50k income target results is a forecast shortfall of (£25k). This will be reliant on the number of our larger suppliers signing up to the scheme and will be monitored throughout the year.
- **(£528k)** - The forecast impact of a reduction in Housing Benefit overpayment identified and collected in year together with reduced collection of prior year overpayment debt recovery. Reduced debt collection is attributable to the economic impact of Covid 19 and restrictions on recovery processes in 21/22. It is hoped that recovery performance will increase over the course of the financial year. This is resulting in income recovery of (£528k) less than budget.

SAVINGS (continued)

- **(£10k)** - Saving not expected to be achieved in relation to the Discontinuation of Life in Tameside and Glossop Website and alternative savings will be made instead.
- **(£8k)** - Generation of income through promotion of design function externally has not yet been implemented and alternative savings will be made instead..

SAVINGS (continued)

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
electoral registration	25	0		25		0	25
Review of staff structure - reducing staff hours	41	0				41	41
Review of staff structure	68	0				68	68
Review of workforce development budget - for one year and further review thereafter	20	0				20	20
Staff restructure	81	0				81	81
Review of staff structure	20	0		20		0	20
Review software licences	5	0		5		0	5
Discontinuation of Life in Tameside and Glossop Website	10	10				0	0
Review of external advertising	5	0		5		0	5
Generation of income through promotion of design function externally	10	8		2		0	2
Not replacing trainee solicitor post	70	0				70	70
Total	355	18	0	57	0	280	337

Finance and IT	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Financial Management	3,487	(1,051)	2,436	(202)	2,455	(19)
Risk Management & Audit Services	1,936	(250)	1,685	1,231	1,697	(12)
Digital Tameside	4,730	(525)	4,205	1,418	4,257	(52)
TOTAL	10,153	(1,827)	8,326	2,447	8,409	(83)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- **£21k** - Employee related expenses including training is less than budget due to a combination of vacant posts held and costs forecast later in the year.

Pressures:

- **(£67k)** - Under recovery of income from Schools Trading within IT
- **(£27k)** - Other Minor variations across the Directorate

Savings Performance:

- **(£10k)** - The saving for STAR Procurement is forecast not to be achieved due to the fee not being reduced in 21/22.

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Asset Valuation Services	55	0			55		55
STAR procurement	10	10					0
Total	65	10	0	0	55	0	55

Capital Financing, Contingency and Corporate Costs G

Corporate	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Chief Executive	259	0	259	62	288	(29)
Corporate and Democratic Core	3,628	(222)	3,406	623	3,360	45
Democratic Processes	1,465	(79)	1,386	316	1,357	29
Investment and Financing	8,964	(4,189)	4,775	(179)	4,358	417
Contingency	(524)	(9,373)	(9,897)	(18,620)	(11,338)	1,442
TOTAL	13,792	(13,863)	(71)	(17,798)	(1,975)	1,904

BUDGET VARIATIONS

The variance is a net position and reflects a number of underspends and pressures including:

Underspends:

- **£56k** - There are other minor variations across the Corporate Democratic Core service of under £50k
- **£52k** - MRP charges lower than initial budget due to reduced capital spend in 2020/21
- **£355k** - Projected interest charges reduced on the assumption that no further borrowing is required in year.
- **£14k** - Projected Manchester Airport land rental income increased on basis of 2020/21 outturn.
- **£1,433k** – Additional Collection Fund losses Compensation Grant arising from business rates income losses during the COVID 19 pandemic. We are forecasting to receive an additional £1,433k grant income more than what was estimated when the budget was set.
- **£436k** – Additional Income Compensation Grant arising from sales, fees & charges losses during the COVID-19 pandemic. We are forecasting to receive and additional £436k grant income more than what was estimated when the budget was set.

Pressures:

- **(£41k)** - There is an ongoing annual pressure of (£41k) for the I.T. related expenditure in relation to Graphnet
- **(£61k)** - Investment interest income forecast below budget due to continued low interest rate environment.

SAVINGS

Savings Performance:

- **£30k** - A further additional saving of £30k is forecast on the Pension Increase Act payment we make to the Greater Manchester Pension Fund, this is in addition to the £50k saving for 21/22
- **£56k** - Additional savings from the prepayment of pension contributions to GMPF based on savings to date in year.
- **(£261k)** - Workforce cross cutting themes – work ongoing to identify savings.
- **(£45k)** - Salary Sacrifice Schemes - Level of savings unknown at this stage, total saving of £45k most likely won't fully materialise as a significant proportion was a saving associated with employees using The Council's car loan scheme which is unlikely to see high demand due to employees working from home.
- **£356k** - Council Tax Single Person Discount review - total savings forecast to be achieved is £456k which is an overachievement of £356k against the original £100k savings target. Over achievement due to the Single Person Discount review identifying more council tax claimants that needed correcting than originally anticipated. This saving will materialise as increased council tax income.
- **(£13k)** - Venture fund savings target not achievable as fund wasn't established.

Capital Financing, Contingency and Corporate Costs G

SAVINGS

Savings Performance:

Scheme	Savings Target 21/22 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Contingencies and Mayoral Support	136	0		30	136	0	166
MRP overpayment	1,299	0				1,299	1,299
Manchester Airport Investments	1,062	0			1,062	0	1,062
Pension Advanced Payment	460	0			516	0	516
SPD Review	100	0				456	456
Workforce Cross Cutting theme (Excluding VF increase)	261	261				0	0
Salary Sacrifice Schemes	45	45				0	0
Capital Financing	40	0				40	40
Venture fund	13	13				0	0
Total	3,416	319	0	30	1,714	1,795	3,539

Reserve Transfers

Reserve Transfers

The table below details the reserve transfers that need approval;

Service	Details of request	Transfer to/from reserves	Amount to be transferred £
Education	Dedicated Schools Grant (DSG) High Needs forecast surplus to be transferred to the DSG reserve to support the current overspend position. The grant is ringfenced for schools.	Transfer to	178,446
Education	Health income allocated to support the neurodevelopmental pathway assessment being provided by the Specialist Support Service within the SEND Service.	Transfer from	65,000
Growth	The continued development of Tameside's Local Plan reprofiled to 2021/22.	Transfer from	10,268
Growth	Targeted Investment for the development of strategies including the Strategic Asset Management Plan, Inclusive Growth Strategy, and Investment in Strategic sites reprofiled to 2021/22.	Transfer from	300,000
Growth	Targeted Investment for the development of a Housing Delivery Strategy reprofiled to 2021/22.	Transfer from	21,928
Growth	Targeted Investment for Godley Green Garden Village Development reprofiled to 2021/22.	Transfer from	351,169
Growth	Targeted Investment for St Petersfield Ashton - Strategic Site Development reprofiled to 2021/22.	Transfer from	150,000
Growth	Transpennine upgrade of Mottram by pass impact assessment reprofiled to 2021/22.	Transfer from	75,000
Growth	Targeted Investment in Town Centre Masterplanning including Ashton Under Lyne, Stalybridge, Droylsden, and Hyde reprofiled to 2021/22.	Transfer from	200,000
Growth	Targeted Investment for Ashton Moss master planning reprofiled to 2021/22.	Transfer from	250,000
Population Health	Drawdown of reserves from the ringfenced Health Equalities Reserve towards the Health Improvement Programme	Transfer from	93,000

Reserve Transfers (continued)

Service	Details of request	Transfer to/from reserves	Amount to be transferred £
COVID	Unused grant funding from 20/21 in relation to Covid 19 (Emergency Assistance for Food and Essential Supplies), is to be utilised this year.	Transfer from	148,557
COVID	Unused grant funding from 20/21 in relation to Covid 19 (Community Champions) is to be utilised this year.	Transfer from	367,375
COVID	Unused grant funding from 20/21 in relation to Covid 19 (Clinically Extremely Vulnerable) is to be utilised this year.	Transfer from	282,965
Children's Services	Youth on Remand grant underspend	Transfer to	15,200
Children's Services	Youth Justice Community safety grant monies	Transfer from	(61,337)
Children's Services	Youth Justice Board Grant underspend	Transfer to	21,504
Children's Services	Troubled Families Grant underspend	Transfer to	30,735
Finance & IT	Expected contribution to Insurance reserves based on annual actuarial assessment of insurance provision and reserve requirements.	Transfer to	165,270
Finance & IT	Drawdown from reserve for the amount not to be billed by Salford Computer Audit Services in 20/21 that was put into Contingency as work now being completed in 21/22	Transfer from	13,890

APPENDIX 3

IRRECOVERABLE DEBTS OVER £3000

1 April 2021 to 30 June 2021

Note individuals are anonymised

REF:	DEBT:	FINANCIAL YEAR(S)	BALANCE	REASON
16657275	Council Tax	2014 – 2015 £539.12 2015 – 2016 £1036.72 2016 – 2017 £1073.60 2017 – 2018 £1129.36 2018 - 2019 £1187.46 2019 – 2020 £1249.03 2020 – 2021 £1304.12	£7519.41	Individual Voluntary Arrangement approved 02/12/2020
17250891	Council Tax	2017 – 2018 £50.91 2018 – 2019 £827.59 2019 – 2020 £1022.18 2020 – 2021 £1212.28	£3112.96	Individual Voluntary Arrangement approved 16/12/2020
15490933	Council Tax	2017 – 2018 £254.98 2018 – 2019 £1103.46 2019 – 2020 £958.27 2020 – 2021 £999.59	£3316.30	Individual Voluntary Arrangement approved 15/12/2020
16422764	Council Tax	2015 – 2016 £800.00 2016 – 2017 £773.59 2017 – 2018 £986.41 2018 – 2019 £1027.74 2019 – 2020 £1117.88	£4705.62	Individual Voluntary Arrangement approved 17/11/2020
17215063	Council Tax	2017 – 2018 £651.31 2018 – 2019 £933.36 2019 – 2020 £1249.03 2020 – 2021 £1218.12	£4051.82	Individual Voluntary Arrangement approved 27/11/2020
16929491	Council Tax	2016 – 2017 £712.59 2017 – 2018 £827.60 2018 – 2019 £777.26 2019 – 2020 £1103.94 2020 – 2021 £1304.12	£4725.51	Individual Voluntary Arrangement approved 30/11/2020
15490933	Council Tax	2014 - 2015 £256.62 2015 – 2016 £1122.02 2016 – 2017 £240.03 2017 – 2018 £1270.08 2018 – 2019 £522.01	£3410.76	Individual Voluntary Arrangement approved 27/11/2020
12792729	Council Tax	2013 – 2014 £107.39 2014 - 2015 £340.70 2015 – 2016 £696.67 2017 – 2018 £972.64 2018 – 2019 £1094.14 2019 – 2020 £1249.03 2020 – 2021 £1304.12	£5764.69	Individual Voluntary Arrangement approved 30/11/2020
16890342	Council Tax	2016 – 2017 £566.29 2017 – 2018 £96.98 2018 – 2019 £426.33 2019 – 2020 £777.88 2020 – 2021 £1421.16	£3288.64	Individual Voluntary Arrangement approved 21/09/2020

12203015	Council Tax	2008 – 2009 £382.58 2009 – 2010 £528.09 2010 – 2011 £747.87 2011 – 2012 £754.87 2013 – 2014 £609.37 2014 – 2015 £407.44 2015 – 2016 £695.10	£4125.32	Individual Voluntary Arrangement approved 31/07/2019
16297665	Council Tax	2013 - 2014 £106.07 2014 – 2015 £469.31 2015 – 2016 £650.57 2016 – 2017 £375.99 2017 – 2018 £790.92 2018 - 2019 £911.59 2019 – 2020 £958.27 2020 – 2021 £999.59	£5262.31	Individual Voluntary Arrangement approved 28/01/2021
14264678	Council Tax	2017 – 2018 £630.43 2018 – 2019 £1371.38 2019 – 2020 £1442.87 2020 – 2021 £1507.16	£4951.84	Individual Voluntary Arrangement approved 09/02/2021
17087035	Council Tax	2016 – 2017 £20.92 2017 – 2018 £196.00 2018 – 2019 £917.47 2019 – 2020 £958.27 2020 – 2021 £999.59	£3092.25	Individual Voluntary Arrangement approved 06/04/2021
17355375	Council Tax	2018 – 2019 £910.36 2019 – 2020 £1442.87 2020 – 2021 £1507.16	£3860.39	Individual Voluntary Arrangement approved 25/03/2021
COUNCIL TAX		SUB TOTAL – Individual Voluntary Arrangement	£61,187.82	
16419636	Council Tax	2013 – 2014 £153.35 2014 - 2015 £726.60 2015 – 2016 £990.43 2016 – 2017 £1073.60 2017 – 2018 £868.02 2018 – 2019 £288.00 2019 – 2020 £715.76 2020 – 2021 £388.83	£5204.59	Bankruptcy Order made 19/01/2021
14628309	Council Tax	2010 – 2011 £243.57 2011 – 2012 £109.41 2013 – 2014 £879.59 2014 – 2015 £1109.62 2015 – 2016 £157.25 2016 – 2017 £51.40 2017 – 2018 £1227.02 2018 – 2019 £677.48	£4455.34	Bankruptcy Order made 11/06/2020
13880444	Council Tax	2013 – 2014 £848.04 2014 – 2015 £1206.42 2016 – 2016 £801.40 2016 – 2017 £902.66 2017 – 2018 £443.92 2018 – 2019 £482.76 2019 – 2020 £591.78 2020 – 2021 £322.00	£5598.98	Bankruptcy Order made 06/08/2020
COUNCIL TAX		SUB TOTAL – Bankruptcy	£15,258.91	

13530704	Council Tax	2014 - 2015 £50.54 2015 – 2016 £607.89 2016 – 2017 £868.23 2017 – 2018 £907.42 2018 – 2019 £616.68 2019 – 2020 £808.13 2020 – 2021 £725.69	£4584.58	Debt Relief Order granted 10/03/2021
COUNCIL TAX		SUB TOTAL – Debt Relief Order	£4584.58	
COUNCIL TAX IRRECOVERABLE BY LAW TOTAL			£81,031.31	
65582219	Business Rates	Leon Transports Limited, Unit 3B at 2-5 Grey Street, Denton, M34 3RU Company Dissolved 03/11/2020	2018 - 2019 £1220.84 2019 – 2020 £4592.73	£5813.57
65569353	Business Rates	Fusion 4 Ladies Limited, 21 The Mall, Hyde, SK14 2QT Company Dissolved 17/11/2020	2018 – 2019 £3613.50 2019 – 2020 £4582.88	£8196.38
65511217	Business Rates	DPB Building Services Ltd, The Works, Tame Street, Stalybridge, SK15 1 ST Company Dissolved 07/04/2020	2018 – 2019 £7271.32 2019 – 2020 £13,737.00	£21,008.32
65579336	Business Rates	Eat Drink Share Ltd, Gunn Inn, 2 Market Street, Hollingworth, Hyde, SK14 8LN Company Dissolved 27/10/2020	2019 - 2020 £8208.07	£8208.07
65531235	Business Rates	C.K Waste Limited, Unit 16 & 16A, Broadway Industrial Estate, Outram Road, Dukinfield, SK16 4XE Company Dissolved 12/01/2021	2017 – 2018 £7596.00 2018 - 2019 £15,977.55 2019 - 2020 £15,472.25 2020 – 2021 £13,842.96	£52,888.76
65582233	Business Rates	Sleep Lite Ltd, Unit 5 at 2-5 Grey Street, Denton, M34 3RU Company Dissolved 03/11/2020	2018 – 2019 £5455.03 2019 – 2020 £22,095.00 2020 – 2021 £4244.92	£31,794.95
65566835	Business Rates	Gazcam Ltd, T/A Slide & Seek, Unit A, SK14 Industrial Park, Broadway, Hyde, SK14 4QF Company Dissolved 03/03/2020	2019 – 2020 £9327.46	£9327.46
65594878	Business Rates	Bricbuilt Limited, 1 Hattersley Industrial Estate, Stockport Road, Hyde, SK14 3QT Company Dissolved 22/09/2020	2019 - 2020 £3767.61 2020 – 2021 £4393.38	£8160.99

BUSINESS RATES		SUB TOTAL – Company Dissolved	£145,398.50	
65506680	Business Rates	Northwest Flowers Ltd, Unit 3, Alexandria Court, Alexandria Drive, Ashton-under-Lyne, OL7 0QN Company in Liquidation 11/08/2020	2020 - 2021 £6677.03	£6677.03
65563430	Business Rates	Beer and Bagels Ltd, Prince of Orange, 109 Warrington Street, Ashton-under-Lyne, OL6 6DW Company in Liquidation 22/10/2020	2018 – 2019 £3929.63	£3929.63
BUSINESS RATES		SUB TOTAL – Company in Liquidation	£10,606.66	
65596522	Business Rates	BM Retail Limited, T/A Bonmarche, 18 Staveleigh Mall, Ashton-under-Lyne, OL6 7JQ Company in Administration 30/11/2020	2019 – 2020 £4400.61	£4400.61
BUSINESS RATES		SUB TOTAL – Company in Administration	£4400.61	
65576733	Business Rates	NS Travel Limited, Unit 22 The Arcades, Warrington Street, Ashton-under-Lyne, OL6 7JE Proposal to Strike Off 14/01/2020	2018 – 2019 £731.88 2019 – 2020 £3481.73	£4213.61
BUSINESS RATES		SUB TOTAL – Proposal to Strike Off	£4213.61	
BUSINESS RATES IRRECOVERABLE BY LAW TOTAL			£164,619.38	
221012 Anonymised as an individual	Sundry Debts Market Rent and Electricity Charges	2015-2016 - £624.25 2017-2018 - £1,076.24 2018-2019 - £283.76 2019-2020 - £7,430.65	£9414.90	Bankruptcy Order made 09/12/2019
4026172 Anonymised as an individual	Sundry Debts Residential Care Charges	2018-2019 - £41,911.76 2019-2020 - £1,076.91	£42,988.67	Bankruptcy Order made 17/08/2017
SUNDRY DEBTS		SUB TOTAL – Bankruptcy	£52,403.57	
SUNDRY DEBTS IRRECOVERABLE BY LAW			£52,403.57	

DISCRETION TO WRITE OFF OVER £3000

65014228	Business Rates Anonymised as an individual	2011 – 2012 £2635.10 2012 – 2013 £699.31	£3334.41	Absconded
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65024164	Business Rates Anonymised as an individual	2009 – 2010 £4493.05 2010 – 2011 £1058.04	£5551.09	Absconded
65104282	Business Rates Anonymised as an individual	2007 – 2008 £3351.00 2008 – 2009 £2919.55	£6270.55	Absconded
65409291	Business Rates Anonymised as an individual	2016 - 2017 £4749.82	£4749.82	Absconded
65507003	Business Rates Anonymised as an individual	2011 - 2012 £3478.05	£3478.05	Absconded
65515721	Business Rates Anonymised as an individual	2014 – 2015 £5327.00 2015 – 2016 £7823.34	£13,150.34	Absconded
65513183	Business Rates Anonymised as an individual	2015 – 2016 £3488.03 2016 – 2017 £161.22	£3649.25	Absconded
65521085	Business Rates Anonymised as an individual	2016 – 2017 £4144.89	£4144.89	Absconded
65489648	Business Rates Anonymised as an individual	2014 – 2105 £5305.52 2015 – 2016 £11,817.16	£17,122.68	Absconded
65445709	Business Rates Anonymised as an individual	2012 – 2013 £1879.51 2013 – 2014 £1825.44	£3704.95	Absconded
65469453	Business Rates Anonymised as an individual	2015 – 2016 £2185.00 2016 – 2017 £1755.21	£3940.21	Absconded
65507010	Business Rates Anonymised as an individual	2011 – 2012 3214.01 2012 – 2013 £7128.49	£10,342.50	Absconded

65498413	Business Rates Anonymised as an individual	2016 – 2017 £3304.61	£3304.61	Absconded
65490921	Business Rates Anonymised as an individual	2013 – 2014 £2810.84 2014 – 2015 £1924.64 2015 – 2016 £6006.86 2016 – 2017 £7959.00 2017 – 2018 £7894.00 2018 – 2019 £7653.75 2019 – 2020 £3199.84	£37,448.93	Absconded
65495629	Business Rates Anonymised as an individual	2012 – 2013 £2149.40 2013 – 2014 £5212.06 2014 – 2015 £2041.49	£9402.95	Absconded
65555064	Business Rates Anonymised as an individual	2017 – 2018 £6877.11 2018 – 2019 £19,287.91 2019 – 2020 £10,799.32 2020 – 2021 £1841.10	£38,805.44	Absconded
65559011	Business Rates	Bangladeshi High Commission, Office Block, Seamark House, Edge Lane, Droylsden, M43 6BB Absconded	2016 – 2017 £21,838.04 2017 – 2018 £31,614.00 2018 – 2019 £32,538.00 2019 – 2020 £33,264.00 2020 – 2021 £33,792.00	£153,046.04
BUSINESS RATES		SUB TOTAL – Absconded	£321,446.71	
BUSINESS RATES DISCRETIONARY WRITE OFF TOTAL			£321,446.71	
74844377	Overpaid Housing Benefit	1999 – 2000 £3495.36	£3495.36	Deceased, no Estate
OVERPAID HOUSING BENEFIT		SUB TOTAL – Deceased, no Estate	£3495.36	
OVERPAID HOUSING BENEFIT DISCRETIONARY WRITE OFF TOTAL			£3495.36	
4022650	Sundry Debts Residential Care charges	2018 -2019 £3849.13 2019 - 2020 £6109.79	£9958.92	Deceased, no Estate
4027169	Sundry Debts Residential Care charges	2019 -2020 £3744.33	£3744.33	Deceased, no Estate
4005252	Sundry Debts Residential Care charges	2016 – 2017 £34.18 2017 – 2018 £4483.60	£4517.78	Deceased, no Estate

4018486	Sundry Debts Residential Care charges	2016 – 2017 £6105.71	£6105.71	Deceased, no Estate
4018811	Sundry Debts Residential Care charges	2016 – 2017 £5888.95	£5888.95	Deceased, no Estate
4002015	Sundry Debts Homecare charges	2017 – 2018 £5097.29	£5097.29	Deceased, no Estate
4003521	Sundry Debts Homecare charges	2017 – 2018 £1338.58 2018 – 2019 £2727.05	£4065.63	Deceased, no Estate
4020297	Sundry Debts Homecare and Residential care charges	2018 – 2019 £190.48 2019 – 2020 £2953.04	£3143.52	Deceased, no Estate
4021659	Sundry Debts Homecare and Residential care charges	2018 – 2019 £2692.56 2019 – 2020 £4511.80	£7204.36	Deceased, no Estate
4007088	Sundry Debts Direct Payment, Community Response and Residential Care charges	2015 – 2016 £15.99 2016 – 2107 £157.44 2017 – 2108 £192.59 2018 – 2019 £13,322.02 2019 – 2020 £5987.76	£19,675.80	Deceased, no Estate
SUNDRY DEBTS		SUB TOTAL – Deceased, no Estate	£69,402.29	
4011442	Sundry Debts Direct Payment	2014 – 2015 £5440.06	£5440.06	Unrecoverable Debt – Recovery Exhausted
SUNDRY DEBTS		SUB TOTAL – Unrecoverable Debt – Recovery Exhausted	£5440.06	
SUNDRY DEBTS RATES DISCRETIONARY WRITE OFF TOTAL			£74,842.35	

SUMMARY OF UNRECOVERABLE DEBT OVER £3000

SUMMARY OF UNRECOVERABLE DEBT OVER £3000		
IRRECOVERABLE by law	Council Tax	£81,031.31
	Business Rates	£164,619.38
	Overpaid Housing Benefit	NIL
	Sundry	£52,403.57
	TOTAL	£298,054.26

DISCRETIONARY write off – meaning no further resources will be used to actively pursue	Council Tax	NIL
	Business Rates	£321,446.71
	Overpaid Housing Benefit	£3495.36
	Sundry	£74,842.36
	TOTAL	£399,784.43

Agenda Item 5

Report to: STRATEGIC COMMISSIONING BOARD

Date: 25 August 2021

Executive Member: Cllr Eleanor Wills – Executive Member Adult Social Care and Population Health

Reporting Officer: Jeanelle de Gruchy, Director of Population Health
Emma Varnam, Assistant Director of Operations and Neighbourhoods

Subject: DOMESTIC ABUSE ACT FUNDING PROPOSAL

Report Summary: This report sets out the commissioning intentions around domestic abuse services in Tameside in light of new funding available this year.

TMBC has been awarded a further £547,627 in grant funding to meet new duties under the Domestic Abuse Act 2021. This funding must be spent during 2021/22 on 'support within safe accommodation' for victims of domestic abuse and their children and expenditure related with complying with the new duties.

There was no advance notification of the amount the council was due to receive before this financial year and the funding was released under the stipulation that the money would be spent following the statutory domestic abuse needs assessment. Therefore, this funding was not included in the 21/22 budget. This funding is recurrent and the grant determination for future years will follow the annual Spending Review.

As a result, TMBC has £1,274,445 available to spend on domestic abuse in this financial year (2021/22). Of this, £656,818 is already committed to providing our core commissioned offer, support in safe accommodation and outreach services.

We propose the remaining £617,627 is spent meeting gaps highlighted in the statutory needs assessment. Primarily:

- Better availability of support within Safe Accommodation
- Workforce development, training and practice improvement
- Developing a local perpetrator response
- Piloting innovative approaches with Children and Young People that use violence
- Outreach services in the community and health settings for victim-survivors of Domestic Abuse
- System wide data improvement project to ensure we can discharge our duties under the Domestic Abuse Act 2021

There will be a further spending proposal once the grant amount for 2022/23 is determined pending the Spending Review in Autumn 2021.

Recommendations: That Strategic Commissioning Board be recommended to approve domestic abuse spending in 2021/22 as follows:

Jointly commissioned Bridges contract	£	506,818
Domestic Abuse Act grant funding (safe accommodation only)	£	547,627

GMCA funding for Domestic Abuse roles	£	70,000
Covid-19 funds	£	30,000
Population Health and Children's Services CHIDVA funds	£	120,000
Total 2021/22 funding for Domestic Abuse	£	1,274,445
<i>Funding committed 2021/22 to date</i>		
Bridges contract - outreach	£	335,090
Bridges contract - safe accommodation duty	£	291,728
Covid-19 additional IDVA	£	30,000
Total 2021/22 committed for Domestic Abuse	£	656,818
Total 2021/22 funds still available	£	617,627
<i>Proposed further spend 2021/22</i>		
Support in safe accommodation	£	255,899
Domestic Abuse transformation activity	£	291,728
GMCA funded IDVA posts	£	70,000
Total 2021/22 proposed further spend for Domestic Abuse	£	617,627
Total spend on Domestic Abuse 2021/22 if permission granted	£	1,274,445

Financial Implications:

(Authorised by the statutory Section 151 Officer & Chief Finance Officer)

Budget Allocation (if Investment Decision)	Annual Budget £1.3m
CCG or TMBC Budget Allocation	Council
Integrated Commissioning Fund Section – S75, Aligned, In-Collaboration	Section 75
Decision Body – SCB, Executive Cabinet, CCG Governing Body	SCB
Value For Money Implications – e.g. Savings Deliverable, Expenditure Avoidance, Benchmark Comparisons	
<p>The financial implications in this report is to move resources within community safety (opps and neighbourhood) and pool within population health, whilst also being asked to commit to a further £617k of cost as part of the Domestic Abuse Programme. This additional cost is matched via the additional grant income outlined in the MOU. Of this, £256k is restricted as part of the Domestic Abuse Act to provide Enhanced sanctuary scheme and Dispersed accommodation support offer. There is a risk that these in particular go over the 6 months remaining in 21/22 and options may need to be considered to carry forward to 22/23. Not agreeing to support would avoid costs of £617k, but would mean TMBC fail its obligations as part of the Domestic Abuse Bill and Grant funding may be withdrawn.</p>	
Additional Comments	
<p>TMBC have been awarded a further £547,627 in grant funding to meet new duties under the Domestic Abuse Act 2021 for safe accommodation and must be spent in 2021/22. This is in</p>	

addition to recurrent funding in place, taking the total resource to £1.3m to meet the Domestic Abuse bill. STAR have been involved and contract plans and proposals are outlined in section 3.2 to support this programme.

**Legal Implications:
(Authorised by the
Borough Solicitor)**

The Domestic Abuse Act 2021 covers a wide range of issues with the aim of transforming the current response to domestic abuse. Key facts can be found here: [Domestic Abuse Act 2021: overarching factsheet - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/92222/domestic-abuse-act-2021-overarching-factsheet.pdf) The Act establishes a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, controlling or coercive, and economic abuse.

The act also places a duty on local authorities in England to provide accommodation based support to victims of domestic abuse and their children in refuges and other safe accommodation.

The project officers must ensure that the advice from STaR as set out in the main body of the report is complied with to ensure that the procurement processes are compliant both in terms of legislation and internal procedures and Standing Orders.

There are some significant obligations placed on the Council and it would be useful to ensure that members generally have access to regular briefings and access to any frontline training as appropriate. Additionally future reports will be required in relation to member oversight, performance monitoring and allocation of budget to address priorities particularly as the act requires that the Council produces an annual report. It will be particularly key for integrated partnership working as evidence shows that more than 50% of abuse victims make their first report to health workers.

How do proposals align with Health & Wellbeing Strategy?

The proposals align with the Starting Well, Living Well and Developing Well programmes for action as the services offered are inclusive of all ages and groups across Tameside

How do proposals align with Locality Plan?

The service is consistent with the following priority transformation programmes:

- Enabling self-care
- Locality-based services

How do proposals align with the Commissioning Strategy?

The service contributes to the Commissioning Strategy by:

- Supporting our most vulnerable residents
- Empowering citizens and communities
- Commission for the 'whole person'

Recommendations / views of the Health and Care Advisory Group:

n/a

Public and Patient Implications:

Part of this proposal is to upskill frontline staff across the police, homelessness, social care and health sectors, which were identified in the recent domestic abuse needs assessment. This will improve the identification of domestic abuse, and therefore the services that victim-survivors in Tameside receive. Additionally, it will provide additional resources to better meet the needs of victim-survivors in Tameside including allowing victim-survivors and their children to

stay safe in their homes and have a specialist accommodation offer that is accessible for male victims, those with more complex needs, those that are not suitable for refuge and victim-survivors who have larger families.

Quality Implications:

Tameside Metropolitan Borough Council is subject to the duty of Best Value under the Local Government Act 1999, which requires it to achieve continuous improvement in the delivery of its functions, having regard to a combination of economy, efficiency and effectiveness

How do the proposals help to reduce health inequalities?

Evidence suggests that certain groups are disproportionately affected by domestic abuse such as women and children, which is directly addressed in some of the proposed areas of work. This will help to tackle the inequalities that women and children face around domestic abuse.

What are the Equality and Diversity implications?

The proposal will not affect protected characteristic group(s) within the Equality Act.

The commissioned domestic abuse service is available to Adults regardless of ethnicity, gender, sexual orientation, religious belief, gender re-assignment, pregnancy/maternity, and marriage/ civil and partnership.

What are the safeguarding implications?

This will support the multi-agency approach to managing risk around domestic abuse, enhancing our safeguarding approach by equipping staff with specialist training on identifying domestic abuse and practical support for working with perpetrators of domestic abuse.

What are the Information Governance implications? Has a privacy impact assessment been conducted?

There are no information governance implications within this report therefore a privacy impact assessment has not been carried out.

N/A

Risk Management:

The purchasers will work closely with all external providers to manage and minimise any risk of provider failure consistent with the provider's contingency plan

Access to Information:

The background papers relating to this report can be inspected by contacting Samantha Jury-Dada, Strategic Domestic Abuse Manager



Telephone: 07968473106



e-mail: Samantha.jury-dada@tameside.gov.uk

1. INTRODUCTION

- 1.1 The Domestic Abuse Act 2021 (Domestic Abuse Act) has resulted in new duties for local authorities. This includes establishing a local Domestic Abuse partnership board, a statutory duty to conduct a domestic abuse needs assessment and new duties to provide support in safe accommodation for victims of domestic abuse and their children.
- 1.2 TMBC was awarded £547,627 in grant funding in April 2021 to meet our new duties according to the new Act.
- 1.3 This funding is recurrent and future grant determinations decided in the Spending Review each year. As soon as the Spending Review is announced in 2021, there will be a report for 22/23 spend on Domestic Abuse presented to the Strategic Commissioning Board.
- 1.4 In April 2021 TMBC signed a memorandum of understanding on how this additional funding would be spent, as an uplift of funding to support victims of domestic abuse in Tameside.
- 1.5 It was stipulated that this funding should be allocated after a local statutory domestic abuse needs assessment had taken place. Guidance on how to conduct this was released in April 2021. Following the release of the Domestic Abuse needs assessment guidance, TMBC ran a tender exercise for an external Domestic Abuse Needs Assessment and the domestic abuse charity AVA (Against violence and abuse) was awarded the contract. The Domestic Abuse Act needs assessment was completed in June 2021.
- 1.6 This report is seeking permission around the proposed commissioning intentions, which will enable us to spend the Domestic Abuse Act grant funding and to create a Domestic Abuse Transformation Fund to improve outcomes for victims of domestic abuse in Tameside.

2. DOMESTIC ABUSE ACT FUNDING – SUPPORT WITHIN SAFE ACCOMODATION 2021/22

- 2.1 We have received £547,627 to meet our new duties under the Domestic Abuse Act 2021.
- 2.2 Bridges is the provider of our domestic abuse services in Tameside; we have a core contract that is jointly commissioned by Community Safety, Population Health and Children's Services.
- 2.3 Through the Bridges offer and existing contract variations, we currently have £291,728 allocated in 21/22 spending for 'support within safe accommodation'. This funds the following staff in our local refuge:
 - 2x Customer Support Workers
 - 1x Senior Support Worker
 - 2x Night Workers
 - 1x Senior Child Support Worker
 - 1x Children and Young Person Worker
 - 3x CHIDVA
- 2.4 Table 1: Bridges contract, spend break down 21/22:

Bridges Commissioned provision 21/22 to date	Amount (£)
Support in safe accommodation	£291,728
Outreach offer	£335,090
Total	£626,818

- 2.5 We propose the £291,728 already allocated from TMBC existing funds to 'providing support in safe accommodation' is transferred into a new cost centre, to fund wider domestic abuse improvement activity (section 6) and that this funding is replaced using the Domestic Abuse Act grant funding (total of £547,627).
- 2.6 We propose the remaining funding from our new allocation to meet the Domestic Abuse Act duties (£255,899) is used to provide support in safe accommodation and enabling the local authority to discharge its' new duties as per the requirements of the grant determination.
- 2.7 Table 2: Funding committed and proposed (2021/22)

<i>Funding Sources for Domestic Abuse in 2021/22</i>		
Jointly commissioned Bridges contract	£	506,818
Domestic Abuse Act grant funding (safe accommodation only)	£	547,627
GMCA funding for Domestic Abuse roles	£	70,000
Covid-19 funds	£	30,000
Population Health and Children's Services CHIDVA funds	£	120,000
Total 2021/22 funding for Domestic Abuse	£	1,274,445
<i>Funding <u>committed</u> 2021/22 to date</i>		
Bridges contract - outreach	£	215,090
Bridges contract - safe accommodation duty	£	335,090
Covid-19 additional IDVA	£	30,000
Total 2021/22 committed for Domestic Abuse	£	656,818
Total 2021/22 funds still available	£	617,627
<i><u>Proposed</u> further spend 2021/22</i>		
Support in safe accommodation	£	255,899
Domestic Abuse transformation activity	£	291,728
GMCA funded IDVA posts	£	70,000
Total 2021/22 proposed further spend for Domestic Abuse	£	617,627
Total spend on Domestic Abuse 2021/22 if permission granted	£	1,274,445

- 2.8 We recommend that any remaining underspend of the Domestic Abuse Act grant funding is committed to discharging our new duties under the Domestic Abuse Act 2021.

3. OVERVIEW OF PROPOSED SPEND – DOMESTIC ABUSE COMMISSIONING INTENTIONS 2021/22

- 3.1 We propose £617,627 is committed to meeting gaps highlighted in the statutory Domestic Abuse Needs Assessment and fulfilling our new duties under the Domestic Abuse Act 2021.

- 3.2 Table 5: Proposed additional spend 2021/22 on domestic abuse:

Domestic abuse outreach and transformation		
<i>Provision</i>	<i>Amount</i>	<i>Contract type (advice from STAR)</i>
Domestic Abuse training and workforce development programme (multi-disciplinary)	£100,000	Tender – 3 quotes via the Chest
Perpetrator needs assessment and tailored approach	£20,000	Tender – 3 quotes
Pilot – interventions for children that use violence against parents and carers	£100,000	Direct contract award to TLC (2/3 Home Office funded)
Working with perpetrators training for CSC and ASC frontline staff	£15,000	Tender – 3 quotes
Domestic abuse support uplift for Bridges (only if increased demand due to perpetrator work)	£15,000	Contract variation (Bridges, Jigsaw Support)
Target hardening pilot using new technologies to support prosecutions (2 years)	£20,000	No contract, direct purchase
A&E IDVA (12 months)	£21,000	Contract variation (Bridges, Jigsaw Support)
Medium risk IDVA (GMCA funded)	£30,000	Contract variation (Bridges, Jigsaw Support)
INS Keyworker (GMCA funded)	£40,000	Contract variation (Bridges, Jigsaw Support)
Domestic Abuse Act Funding (restricted)		
<i>Provision</i>	<i>Amount</i>	<i>Contract type</i>
Enhanced sanctuary scheme (12 months)	£110,000	Contract variation (Bridges, Jigsaw Support)
Dispersed accommodation support offer (6 months)	£100,000	Contract variation (Bridges, Jigsaw Support)
System-wide data project to support future needs assessment	£40,000	Tender – 3 quotes via the Chest
Discretionary domestic abuse fund	£6,627	Budget
Total	£617,627	

3.3 The following sections explain the commissioning approach and details of each of these proposals in detail.

4. DOMESTIC ABUSE PROPOSED SPEND 21/22 – COMMISSIONING AND PROCUREMENT OVERVIEW

4.1 The proposals within this document require commissioning and procurement activity. Therefore, we have sought advice from STAR procurement on all proposed commissioning and procurement activity. Procurement methods will align to the council's financial regulations procedures and guidance.

4.2 Bridges is currently commissioned to provide our specialist domestic abuse service, via a core contract with Jigsaw Support. This contract is in place between 1 April 2019 to 31 March 2024 and has a value of £2,694,090.

4.3 The proposed total variations within this report represents a 12.4% increase in the Bridges contract value. Alongside existing approved variations to the Bridges contract since 1st April 2019, the proposed variations in this report would bring the total contract variation to 19.8% of the total contract value, which is within the 50% variation threshold allowed within the

contract term. Advice from STAR procurement is that these variations are an acceptable level and would be managed via existing contract arrangements with our commissioning officers.

4.4 There is one proposed direct contract award within this report, which is to TLC, for the value of £100,000. This is for the programme of work for children that use violence against parents/carers. We are seeking permission for direct award rather than run a competitive procurement exercise. This is because:

- TLC already provide this intervention in 5 pilot sites in Greater Manchester
- TLC submitted the bid to the Home Office on behalf of GMCA for all perpetrator and children interventions
- TLC are the only provider for this specific intervention that we know of
- As an existing provider of this intervention, TLC will be able to provide this support without delay due to procurement exercises and project set up
- We will ensure that we are receiving value for money through outcome monitoring and contract management with commissioning officers

4.5 Within this report, there are 4 other proposals that require procurement. On the advice of STAR, we will run a competitive procurement exercise appropriate to the value of each of the contracts. All will require 3 quotes and the contracts will be managed by TMBC commissioning officers (further detail in Table 5). The four projects that will require procurement are:

- System-wide data project to support future needs assessment (£40,000)
- Domestic Abuse training and workforce development programme (multi-disciplinary) (£100,000)
- Perpetrator needs assessment and tailored approach (£20,000)
- Working with perpetrators training for CSC and ASC frontline staff (£15,000)

5. DOMESTIC ABUSE ACT FUNDING (SAFE ACCOMODATION DUTY) – ENHANCED SANCTUARY SCHEME 12 MONTHS

5.1 The majority of victim-survivors of domestic abuse do not require specialist domestic abuse accommodation, nor are they made homeless, however we have no current offer to support individuals to stay in their own homes.

5.2 We propose improving our offer for victim-survivors to enable them to stay in their own homes safely, and prevent victim-survivors becoming homeless. Victim-survivors have told us through the Domestic Abuse Needs Assessment the importance of being able to stay local, access their support networks and retain their employment.

5.3 We already have Sanctuary (Target Hardening) equipment, purchased by Community Safety in 20/21 and we are not permitted to spend the Domestic Abuse Act funds on Target Hardening devices. However, we want to create an enhanced Sanctuary Scheme offer, which provides a domestic abuse support element while making the home practically safe for victims of domestic abuse.

5.4 The Domestic Abuse Needs Assessment recommended that TMBC increases resources available so that Sanctuary measures can be deployed more quickly to support victim-survivors.

5.5 We are seeking permission to award £110,000 to Bridges for three Sanctuary Scheme workers for a 12 month period. These staff will fit the Sanctuary equipment, provide safety planning advice and signpost into other existing services. We expect with a fully staffed service, that there will be a significant number of referrals from partners such as GMP.

5.6 Following advice from STAR, the funding will be transferred to Jigsaw Support, who provide the Bridges service via a variation of the existing contract. This contract will be managed by

commissioning officers.

6. DOMESTIC ABUSE ACT FUNDING (SAFE ACCOMODATION DUTY) – DISPERSED ACCOMODATION OFFER 6 MONTHS

- 6.1 Our existing contract with Bridges has the provision for a specialist domestic abuse offer for those that are not able to use refuge, this is called 'dispersed accommodation'. This offer is suitable for male victims of domestic abuse, those with additional needs or disabilities, those with larger families and those for whom communal living in refuge is not suitable.
- 6.2 In 2019/20 there were 44 adults and 58 children that were refused refuge accommodation in Tameside. The reasons for the refusals were that; the location was too close to the perpetrator (19); there was no suitable space (35); the refuge could not manage client needs (9); Domestic abuse was not the presenting reason (5); and the individual had no recourse to public funds (2).
- 6.3 A dispersed accommodation offer based on the 'housing first' model would allow us to provide support in safe accommodation for a larger cohort of victim survivors. It would provide an offer of support within safe accommodation for the majority of those who were refused refuge in 2019/20.
- 6.4 The current provision within the core contract with Bridges allows dispersed units to be used where available. However, without the additional floating specialist domestic abuse support – this offer does not support victim-survivors appropriately and therefore this element of the contract is not being fully utilised and we are not meeting our duty to provide support within safe accommodation through this element of the contract.
- 6.5 On preliminary investigations, we estimate that up to 50 households are currently in dispersed units across Tameside that would be eligible for this support offer. We believe with an improvement in identification of domestic abuse victims as part of the workforce development work (section 8) that this number will increase.
- 6.6 We are seeking permission to award Bridges up to £100,000 for the remainder of the 2021/22 financial year to provide floating support services to victims of domestic abuse that require specialist accommodation through our dispersed offer.
- 6.7 The offer commissioned through Bridges will have parity with our refuge provision in terms of the level of support victim-survivors receive, therefore, we will be meeting our new duties to provide support in safe accommodation.
- 6.8 Following advice from STAR, the funding will be transferred to Jigsaw Support, who provide the Bridges service via a variation of the existing contract. This contract will be managed by commissioning officers.
- 6.9 Evidence of throughput, caseloads and support requirements will be reviewed and proposals for 2022/23 support will be based on levels demand for this new offer.

7. DOMESTIC ABUSE ACT FUNDING (SAFE ACCOMODATION DUTY) – DATA PROJECT

- 7.1 We have new statutory duties to conduct a needs assessment on domestic abuse. The AVA needs assessment (June 2021), identified a significant number of data recommendations. Indeed, 54% of the total recommendations were relating to data improvements that are required.
- 7.2 The Domestic Abuse Act 2021 requires us to keep up to date, relevant data and for the

Domestic Abuse Partnership Board to scrutinise that information and make decisions based on the information we collect. The council has a requirement under the new duties to review data pertaining to the needs assessment annually.

- 7.3 In order to run the domestic abuse needs assessment on an annual basis and understand the needs of our adult and child victim-survivor population we require specialist support to:
- Liaise with staff across health, social care, criminal justice and third sector providers
 - Harmonise data collection across the system
 - Create a Domestic Abuse dashboard for adult victim-survivors
 - Create a Domestic Abuse dashboard for CYP victim-survivors
 - Work with partners on the data recommendations from Domestic Abuse Needs Assessment to ensure we are compliant with our new duties
- 7.4 We are seeking permission to spend up to £40,000 on a data consultancy project to meet our new duties and ensure future compliance with the new Act.
- 7.5 Following advice from STAR, we will run a competitive tender process for this work by seeking direct quotes. We will transfer the funds to the successful applicant and the contract will be managed by commissioning officers.

8. DOMESTIC ABUSE TRANSFORMATION FUND 2021/22

- 8.1 We already have £291,728 committed in Community Safety and Population Health budgets in 21/22 as part of our core contract with Bridges to provide 'support within safe accommodation' through refuge provision.
- 8.2 TMBC received £547,627 in grant funding for new duties relating to the Domestic Abuse Act 2021, this includes a duty to provide support within safe accommodation. Therefore, we are proposing that we use the Domestic Abuse Act grant funding to offset already committed spend.
- 8.3 We are seeking permission to use the committed spend to create a Domestic Abuse Transformation fund for 21/22 which can be spent on improving the domestic abuse response in Tameside, which unlike the grant, will not be limited to 'support within safe accommodation'.
- 8.4 We are seeking permission for this cost centre to be within Population Health, with the Strategic Domestic Abuse Manager, which has been agreed by Senior Officers within Population Health and Operations and Neighbourhoods.

9. DOMESTIC ABUSE TRANSFORMATION FUND – WORKFORCE DEVELOPMENT

- 9.1 In January 2021 a workforce survey was conducted by the Strategic Domestic Abuse Manager of frontline professionals across health, social care, homelessness and criminal justice. The survey gathered feedback on:
- Attitudes and beliefs about domestic abuse
 - Training and support requirements
 - Professional responsibility on domestic abuse
 - HR and workplace practice on Domestic Abuse
- 9.2 There were gaps in professionals understanding of domestic abuse, particularly around the dynamics of domestic abuse, coercion and control and identifying primary perpetrators. It was recommended that more regular, blended (online and in-person) training is made available for frontline staff. There were particular training needs highlighted for GMP, Homelessness and Adult Social Care.

9.3 When we asked Victim-Survivors what was important to them from professionals they said; being believed; having a good understanding of violence and abuse; being provided with information of how to seek support and being clear on confidentiality and information sharing. Unfortunately, the Domestic Abuse Needs Assessment highlighted significant gaps across these areas in most frontline services.

9.4 In the Domestic Abuse Needs Assessment there were a significant number of recommendations regarding the training and upskilling of the workforce in Tameside on Domestic Abuse. The following were advised in order to improve outcomes and practice on domestic abuse:

- All frontline staff to receive training on understanding race, ethnicity and identity to better understand and support a range of ethnic groups of adult and child victim-survivors
- Local practitioners should be upskilled on the impact of financial and economic abuse
- Housing and homelessness staff to receive training on how to identify victim-survivors
- Housing and homelessness staff to be trained on the MARAC process and how to engage in local safeguarding procedures
- GPs, reception staff and those who work in GP practices should be given training on identification of current and historic domestic abuse
- Training and support should be provided for triage and reception staff at A&E on how to enquire about domestic abuse
- Mental health practitioners should receive domestic abuse training to understand how victim-survivors are limited by perpetrators to receive support for mental health needs
- Adult social care workers should understand domestic abuse, including financial abuse and should be able to provide goal oriented work for these clients
- Additional training is required on the identification of victim survivors within ASC
- Professional development and training should be offered to staff in adult social care on the identification of perpetrators on domestic abuse
- Training and guidance for adult social care staff on safe and effective working with couples where there is domestic abuse and on how to manage perpetrators

9.5 We are seeking permission for a £100,000 workforce development programme on domestic abuse which is multi-disciplinary and targeted at the workforce gaps identified in the Domestic Abuse needs assessment and workforce survey 2021. The programme is ambitious, however we hope to prioritise the following:

Table 6: Priority staffing groups for workforce development activity

Service area	Roles	Staffing #
Primary Care	GP/registrars/locums	190
Housing	THA staff	10
Community Safety	Homelessness staff	10
	Offender staff	6
Children's Services	CiN and CP social workers	92
	Complex safeguarding	7
	ISCAN	8
	Early Help	107
	Early Years	28
	Youth Justice	15
Adult Social Care	Integrated Urgent Care Team	54
	Neighbourhood teams	111
	Shared Lives	5
	Mental Health workers	50
Policing	GMP officers	50
Total		743

9.6 We are seeking permission for £15,000 to commission a specialist provider to support social

work practice on working with perpetrators of domestic abuse in social work interventions, assessments and practice – as identified in the Domestic Abuse Needs assessment and workforce survey 2021. This would impact at least 400 frontline social care workers, with a plan to prioritise working with managers and identifying key areas of improvement through supervision and quality assurance activity throughout the year.

9.7 Following advice from STAR, we will run a competitive tender process for both programmes of work and transfer the funds to the successful applicant. The contract will be managed by commissioning officers.

10. DOMESTIC ABUSE TRANSFORMATION FUND – PERPETRATOR NEEDS ASSESSMENT AND APPROACH

10.1 In Tameside, we have no commissioned offer for those who perpetrate domestic abuse. The only programme of work is court mandated through probation, Building Better Relationships.

10.2 The 2019 Peer Review and 2021 Domestic Abuse Needs Assessment highlights that in Tameside we require a more consistent approach to managing and responding to perpetrators.

10.3 In the workforce survey, when frontline staff were asked what they needed in order to support victims of domestic abuse better – the most common response was having a perpetrator approach.

10.4 We know from data collected through our commissioned services that we have some unmet needs around perpetrators. When victim-survivors were asked what those needs were they said:

- Substance misuse
- Mental health
- Housing
- Parenting and relationships
- Wider health needs

10.5 However, as a system we do not collect enough information about perpetrators to make an informed and evidence-based decision on a future perpetrator approach. This was a key recommendation in the Domestic Abuse Needs Assessment.

10.6 We seek permission to commission a specialist provider to conduct a needs assessment on perpetrators, identify best practice and design a model for working with perpetrators in Tameside for £20,000. This will result in commissioning recommendations for 2022/23.

10.7 Following advice from STAR, we will run a competitive tender process for this work by seeking direct quotes and transfer the funds to the successful applicant. This contract will be managed by commissioning officers.

11. DOMESTIC ABUSE TRANSFORMATION FUND – CHILDREN THAT USE VIOLENCE TOWARDS PARENTS AND CARERS 21/22

11.1 We have been offered an opportunity to submit a bid to the Home Office via GMCA to pilot programmes that are targeted at children that use violence against their parent or carer.

11.2 There is an existing pilot in 5 boroughs in Greater Manchester run by TLC that works with young people between the ages of 10 and 16 years old. In Tameside, we have identified through our needs assessment, engagement with frontline staff in Early Help and the CHIDVA service that there is a gap in our offer for this cohort of children.

- 11.3 The proposal for Tameside is to target three cohorts of children with this programme:
- Referrals from multi-agency partners, including children that use violence against parents identified through Youth Justice police notifications
 - Children at the Edge of Care
 - Children that are looked after and are at risk of placement breakdown
- 11.4 This will align with and further enhance our already well established Early Help and specialist Edge of Care services adding real value in terms of capacity and expertise to support this cohort of children and families.
- 11.5 As of August 2 2021, we have been notified that our bid has been successful. As a result, 225 children and their families in Tameside will be supported through this project over a 12-month period. We believe this programme would be able to demonstrate in-year cost-avoidance for Children's Services as placement costs are a significant challenge for the borough, as is demand for Children's Services.
- 11.6 The Home Office will provide 2/3 match funding for the proposal, we are expected to fund the remaining 1/3. We are seeking permission to spend £100,000 on this pilot.
- 11.7 Following advice from STAR the funding will be transferred to TLC as a direct award. We are not proposing a competitive route for this work as TLC are the existing provider of this pilot in Greater Manchester, they led and submitted the bid on behalf of GMCA and are the only provider of this work. An additional benefit is that as an existing provider, they will be able to begin the work with young people and their families in Tameside quickly, which would not be the case if we were required to complete a competitive procurement exercise. We will ensure we are receiving value for money through outcome monitoring and contract management by our commissioning officers.

12. DOMESTIC ABUSE TRANSFORMATION FUND – TARGET HARDENING TRIAL 2 YEAR PILOT (2021/22 IN-YEAR SPEND)

- 12.1 The majority of domestic abuse victims supported by specialist services in Tameside continue to live in their own homes. However, we know that for many victim-survivors of abuse home is not a safe place.
- 12.2 Our Domestic Abuse Needs assessment identified that we should increase the use of Sanctuary (target hardening) devices in order to improve our offer for victim-survivors that do not become homeless or access specialist support services such as refuge.
- 12.3 Community Safety has invested in a number of devices that enable target hardening, which are located within the Women and Families centre and the CSU. This includes:
- Window alarms
 - Door wedge alarms
 - Key ring alarms
 - Door chimes
 - Pink panic alarms
 - Light timers
 - Spy holes
 - Padlocks
 - Dome CCTV cameras
 - Security lights
 - Letterbox restrictors
- 12.4 Innovative approaches to Sanctuary have been trialled in local authorities elsewhere, with impressive outcomes for victim-survivors and criminal justice agencies. For example, Smart

Water has been used in South Yorkshire, West Mercia and Sheffield. The forensic marking system was used to protect victims of domestic abuse by linking perpetrators to the scene of the crime – in South Yorkshire they found a 69% reduction in reported incidents and a 94% reduction in harm from those incidents reported.

12.5 We seek permission to create a £20,000 fund to trial innovative technology in our Sanctuary offer to improve criminal justice outcomes, protect victim-survivors from further abuse and hold perpetrators accountable for their actions.

12.6 This funding is capital and will be used to purchase equipment via the established routes.

13. DOMESTIC ABUSE TRANSFORMATION FUND – A&E IDVA 12 MONTHS

13.1 In the SafeLives report 'Getting it right first time', 23% of victims at high risk of harm and 1 in 10 victims at medium-risk went to Accident and Emergency (A&E). AVA estimate that there are nearly 20,000 attendances at Tameside A&E by victims of domestic abuse, and there is no current data to suggest that these victim-survivors are being identified and supported appropriately.

13.2 In Tameside, our suicide rate among the female population is higher than 2/3 of the statistical neighbours and national average. SafeLives research that victims that attended A&E are more likely to have been suicidal or to have self-harmed and a pilot of an A&E IDVA at St Mary's in Manchester found that the victims they supported through this intervention had more complex needs.

13.3 In the Tameside Domestic Abuse Needs Assessment the lack of investment in domestic abuse interventions in health settings was highlighted as an area of risk in the system. The report also contained testimony from two victim survivors who had felt failed by the lack of identification of their domestic abuse in A&E; one who attended A&E for serious sexual and physical violence and the other who attended A&E in a state of mental health crisis due to the domestic abuse in his relationship.

13.4 The Domestic Abuse Needs Assessment recommended that training and support should be provided for triage and reception staff at A&E on how to enquire about domestic abuse and that an A&E IDVA pilot of routine enquiry should be trialled at Tameside Emergency Department.

13.5 We seek permission to spend £21,000 of the Domestic Abuse Transformation fund on piloting an A&E IDVA for 12 months. The remaining £19,000 will be funded by the CCG.

13.6 Evidence on the success of this pilot will be used to inform our future domestic abuse commissioning and our core offer.

13.7 Following advice from STAR, the funding will be transferred to Jigsaw Support, who provide the Bridges service via a variation of the existing contract. This contract will be managed by commissioning officers.

14. DOMESTIC ABUSE TRANSFORMATION FUND – BRIDGES UPLIFT

14.1 In this report, we recommend that there are a number of programmes of work and pilots which we expect will increase the numbers of victim-survivors that we identify in Tameside and require specialist support.

14.2 The council is also running a number interventions with potential perpetrators in the homelessness service and in the substance misuse service. We anticipate that with an

increased awareness of domestic abuse, and a more targeted approach towards identifying perpetrators that we may see a rise in demand for our outreach services run by Bridges.

- 14.3 We seek permission to award up to £20,000 in uplift funding, if there is evidence to suggest that the domestic abuse transformation activity results in an unmanageable level of demand for Bridges.
- 14.4 The funding would be transferred to Jigsaw Support, who provide the Bridges service via a variation of the existing contract. This contract will be managed by commissioning officers.

15. GMCA FUNDED POSTS – 2X IDVA (12 MONTHS)

- 15.1 TMBC has been awarded £70,000 in funding from GMCA for the provision of two IDVA posts:
- INS Keyworker - £40,000
 - Medium risk IDVA - £30,000
- 15.2 50% of the funding for the INS worker was given to Community Safety in April 2021 with the remaining amount due to be transferred in September 2021.
- 15.3 The medium risk IDVA funding has been transferred to Community Safety by GMCA.
- 15.4 We seek permission to award Bridges £70,000 for these two 12 month posts, as stipulated in the grant determination from GMCA.
- 15.5 Following advice from STAR, this funding will be transferred to Jigsaw Support, who provide the Bridges service via a variation of the existing contract. This contract will be managed by commissioning officers.

16. UNDERSPEND – DISCRETIONARY FUND FOR DOMESTIC ABUSE

- 16.1 There is a current underspend of £6,627. We seek permission to use any domestic abuse underspend to create a discretionary fund to support the local authority to discharge its' duties relating to the Domestic Abuse Act 2021, including activity to support the new statutory governance around domestic abuse to have a Domestic Abuse Partnership Board.
- 16.2 We recommend that this discretionary fund is allocated to Population Health with the Strategic Domestic Abuse Manager.

17. RECOMMENDATIONS

- 17.1 As set out at the front of the report.

Summary

Attitudes and Beliefs

Attitudes about domestic abuse are on the whole positive, areas for improved understanding is regarding 'grey areas', the power dynamics of domestic abuse and coercion and control.

Key statistics:

- **Most professionals were confident in their understanding of domestic abuse and felt it was important for their role.**
- **The number of professionals in Tameside that agreed there were lots of false allegations of domestic abuse was nearly equal to those that disagreed.** This includes 65% of the police officers that participated in the survey, who agreed or strongly agreed that there were a lot of false accusations of domestic abuse. This is a problematic myth about domestic abuse and we need to challenge these beliefs.
- **61% of participants believe that if both partners have been violent, they are both victims of domestic abuse** – this is despite our understanding of the dynamics of power and control in an abusive relationship and how violence can be exhibited by victims of abuse in retaliation.

Training

More regular, facilitated training is required to improve professionals understanding of domestic abuse.

Key statistics:

- **Only 28% of people had received recent training in the last 3 – 6 months.**
- **Half of participants had this training in person.** 36% completed an e-learning module on domestic abuse and 14% had a virtual training session
- **Most professionals felt that the training was up to date and relevant (59%).**



4

Summary

Practice

There needs to be better information for professionals about how to access specialist domestic abuse interventions locally – particularly around safe housing options.

Key statistics:

- **93% of professionals felt that they understood their obligations in regard to domestic abuse**
- **30% of professionals were not aware of refuge provision in Tameside or how to access it.** This was prevalent among GMP, midwifery and homelessness staff.
- Staff felt that having a **perpetrator intervention was the biggest gap** to be addressed in order to help them to support victim-survivors in Tameside

Our workplace

There is scope for better communication around HR policies, rights for victims at work and disclosures in the workplace – especially as a large number of professionals would disclose abuse to their manager.

Key statistics:

- **74% of professionals felt that domestic abuse would be handled appropriately by their employer.** An officer from GMP and a social worker in Adult Social Care did not believe that DA would be handled correctly in the workplace. Those that were unsure were from Tameside and Glossop CCG midwifery, GMP and social care.
- When asked who they would disclose abuse to if they were a victim, their Manager came second to Friends and Family.
- **Only 41% were aware of their organisations domestic abuse policy, despite all of the main employers of these professionals having one.**



5

Conclusion and Next Steps

Key learning:

- Attitudes about domestic abuse are on the whole positive, areas for improved understanding is regarding 'grey areas', the power dynamics of domestic abuse and coercion and control
- More regular, facilitated training is required to improve professionals understanding of domestic abuse
- There needs to be better information for professionals about how to access specialist domestic abuse interventions locally – particularly around housing options.
- There is scope for better communication around HR policies, rights for victims at work and disclosures in the workplace – especially as a large number of professionals would disclose abuse to their manager.
- The services with the most opportunity for improvement in practice are GMP, Homelessness and Adult Social Care

Next Steps:

- Report to be circulated to Steering Group
- It is recommended that Steering group members consider the findings of report with their service and workforce development leads
- Working group to be established which will include HR and practice development leads (e.g. Principle Social Workers) to create proposal for workforce development plan to go to Steering Group in September 2021

Context and methodology

The AVA team have worked hard to provide you with usable data from a range of sources:

- Published local data
- National data set
- Survivor Survey and Interviews
- Semi-structured interviews and focus groups with staff

Overarching Recommendation on data collection:

Consistent demographic data categories and additional data sources for the DA Dashboard to get a system-wide view of DA.

Key findings | Survivor feedback

- Survivors felt that there was a **shortage of housing and appropriate housing advice**
- Survivors identified **high levels of mental health need**, and yet difficulties accessing mental health support.
- Survivors reported **high rates of emotional abuse and coercive control**. In response to questioning around needs for improvement, survivors highlighted a better understanding around emotional abuse from professionals and society .
- Survivors highlighted the **impact of financial and economic abuse**, specifically the stress caused and additional hardship where debt is incurred during abuse.
- Survivors reported **higher than average rates of turning to the police** and/or criminal justice professionals for support around abuse. This is suggestive of **a high level of survivors reaching a crisis point**, and a potential lack of early intervention.
- Survivors reported the need for **better follow up and aftercare to deal with post-separation abuse**.

Key findings | Areas of good practice

Throughout the report we have highlighted local excellence in provision of services for domestic abuse victim-survivors

- Strong existing **multi-agency partnerships** – MARAC and MASH
- **Local service offers**
- **Community asset based and neighbourhood approach**
- **Attachment focused provision**
- Dedicated support for Children through the **CHIDVA service**
- Free, age appropriate, locally designed **healthy relationships and domestic abuse prevention resources** available to all schools

Key findings | Housing and homelessness

- 107/757 homelessness applications were due to DA – 48 of these individuals had children but **no records kept on the numbers of children**
- **No demographic detail available** for the residents making homelessness applications (significant data gap)
- Housing in Tameside deemed affordable but **survivors faced difficulties accessing the private rental sector**
- **No data kept on the tenancies of survivors** at point of entry (despite new duties)
- **Unsafe use of temporary accommodation** for victim survivors – no risk assessments for friends and family
- **Requirement for stringent outcome and impact monitoring of housing services going forward**

Key findings | Adult Social Care

- **Just 3 cases of domestic abuse in last return**, significantly low considering the older population, mental health needs and substance misuse needs
 - **No demographic data is reviewed locally about protected characteristics of those requiring ASC support**
 - Adult safeguarding practices should be reviewed to contribute to **leadership on suicide prevention locally**
 - Key areas for **workforce development** with staff:
 - Managing DA with couples who are still together
 - Improve understanding of service offer
 - Integrated working with ASC and other agencies
- ["Was your social worker helpful?"] "Not really, they appear to be, but you can't talk to them, they never get back you. I think the social workers only wear one hat. They do not know about housing or benefits, there's loads of work that they do but and that but they do not know about domestic abuse".*

Key findings | Health

- **Health a significant area for development in terms of identifying domestic abuse victims, signposting and referring and supporting longer term recovery.**
- There are potentially 20,000 attendances at A&E each year of victim-survivors who are currently missed
- General Practice is dealing with high levels of mental health need and yet **no routine enquiry** into domestic abuse
- 10,000 IAPT referrals are made each year for residents but **no screening for trauma or domestic abuse**
- **No demographic data collected from health on domestic abuse victim-survivors (adult and child) or perpetrators**
- **Suicide prevention strategies, action plans and KPIs should include domestic abuse** and the coroners office should be invited to be part of domestic abuse partnerships

"There is a lack of mental health support available both short and long term. I have PTSD and can not access the therapy I need in Tameside via Pennine Care/Healthy Minds so pay privately which is not an option for all."

Key findings | Police

- Despite higher than average records of recorded **crime as much as half of domestic abuse in Tameside might be unseen and uncounted**
- Survivors report **inconsistent approaches from the police** with many people channelled into a civil route rather than a criminal route (particularly if there are protected characteristics) with police rather than victims making decisions on prosecution success
- **MARAC data shows under representation in the following categories – older victims, B&ME victims, disabled victims and those with substance use issues**
- **MARAC should create better information capture and record keeping on perpetrators particularly around demographics**

Key findings | Children's Services

- Feedback on CSC is that the **non-abusive parent is often held accountable for change** and not the perpetrator
- **Demographic data** on CYP engaged in services not available
- **No data on which children are being supported with a history of DA** across Early Help services, YOT and the Family Nurse Partnership
- CYP are now legally recognised as victims in their own right therefore:
 - We will need a **dashboard on DA & CYP**
 - We need to monitor the **potential impact on social work practice** and care proceedings
 - There are consequences of **'victims protecting victims'**

"I get a lot of frustration from my clients when CSC are involved 'I feel like all these restrictions are on me, I won't have a drink, I won't go out with my friends, I won't leave my kids adults who don't have a police check' and he's walking around with nothing."
Bridges key worker interview

Key findings | Substance Misuse

- Tameside sits above both its statistical neighbours, and the national average, in relation to individuals in contact with both mental health and substance misuse services.
- Tameside sits significantly above the national average in regards to admission episodes for mental behavioural disorders due to use of alcohol.
- High levels and strong service offer hasn't resulted in high levels at MARAC
- DA Score card demonstrates completion rates but no analysis on who has completed - perpetrators or victim-survivors, there is no disaggregation on sex, age or other protected characteristics.
- Lack of local understanding on the needs of children living with parents who are accessing support for their substance

Key findings | Perpetrators

- From the data we did have regarding perpetrators, primary needs included: mental health (and the link between suicide and suicidal ideation) and substance misuse.
- There was a lack of consistent data capture on perpetrators, particularly high harm and serial perpetrators - this was of particular concern to children's services, MARAC participants and specialist services
- Early help and Midwifery safeguarding noted the younger ages of perpetration
- There is a need for workforce development and training on the identification of primary perpetrators as a key outcome to building victim and child safety

"You never really know if someone is a victim not a perpetrator. We have done work with both victim and the perpetrator in the service. We split them between workers, that is hard."

Needs assessment | Key opportunities

- Support for staff to identify domestic abuse
- Community champions as part of the preventative approach
- Campaigns and awareness raising
- Specialist health interventions
- Mental health buy-in and support
- Perpetrator approach – substance misuse and mental health
- Supporting people to be safe at home
- Support in safe accommodation

And finally...Data, a huge task ahead!

Agenda Item 6

Report to:	EXECUTIVE CABINET
Date:	25 August 2021
Executive Member:	Councillor Leanne Feeley – Executive Member Lifelong Learning, Equalities, Culture and Heritage
Reporting Officer:	Emma Varnam – Assistant Director, Operations and Neighbourhoods
Subject:	CIVIC EVENTS 2021
Report Summary:	<p>The Council supports and programmes a vibrant and affordable calendar of events, generally free at the point of delivery. Key parts of this annual programme are Whit Friday Brass Band Contests, Armed Forces Day, Remembrance Services and Parades and the Borough's Christmas celebrations. Significant national or local commemoration events compliment the programme. This report sets out a vision for key events and activities in 2021. The proposed model takes into account the financial, organisational and Covid19 challenges facing the Council and the lessons learnt from staging/supporting civic events in the past.</p>
Recommendations:	<p>That Executive Cabinet be recommended to agree:</p> <ul style="list-style-type: none">(i) The proposals relating to Town Christmas events 2021 are agreed.(ii) The proposal relating to Tameside's Christmas Celebration event 2021 is agreed.(iii) The plans for Summer Theatre are noted(iv) The considerations for Remembrance Sunday and the associated Services and Parades are noted.
Corporate Plan:	<p>Tameside's civic events and cultural events programme significantly adds to the borough's communities sense of pride, our place and shared heritage. It increases opportunities for people to participate, learn new skills and fulfil their potential. It can increase aspirations and hope through learning, moving with confidence from childhood and into adulthood. It can support levels of self-care through a social prescription of cultural participation.</p>
Policy Implications:	<p>It is essential that any proposals demonstrate value for money and make a clear contribution to Council priorities.</p>
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>The report sets out details of the proposed calendar of events across the borough during 2021.</p> <p>Section 6 of the report summarises the related cost of each event which will be financed via the existing Culture and Customer Services 2021/22 revenue budget within the Operations and Neighbourhoods directorate. In addition £0.010m has been awarded from GMCA's Cultural and Social Investment Fund via GMArts to support the Christmas lantern parade as referenced in section 3 of the report.</p> <p>It is essential that the related expenditure of the proposed events is maintained within the stated budget allocations and that additional</p>

grant and sponsorship opportunities are continually explored to reduce the cost implications on the Council's revenue budget.

**Legal Implications:
(Authorised by the
Borough Solicitor)**

This is a general overview report to assist Members by providing details of the proposed calendar of events for the council for 2021. Each event will be subject to its own decision making as appropriate.

In considering the programme Members will have to be mindful of the ongoing impact of covid in terms of social distances, impact on the residents of Tameside and any financial requirements for the events.

Risk Management:

Outdoor events come with organisational and significant risk due to adverse weather conditions. This can require last minute decisions to cancel or alter events to ensure these are safe for audiences, performers and equipment alike.

Risk to raising funds for community groups to deliver Christmas Switch On events – the report proposes that a basic Christmas Switch On package be available to all town Switch On events.

All events and activities are subject to changes following guidelines and restrictions which may be in place due to Covid-19 to ensure the health and safety of audiences, performers and staff. These can mean last minute alterations and both the reputational and financial implications of this also needs to be considered.

Background Information:

The background papers relating to this report can be inspected by contacting Marie Holland, Arts and Engagement Manager



Telephone: 0161 3442 4144 (3006)



e-mail: marie.holland@tameside.gov.uk

1. INTRODUCTION

- 1.1 The Council supports and delivers a varied, innovative and generally free cultural events programme in Tameside. Integral to the Council's programme are a number of key civic events: Whit Friday Brass Band Contest, Armed Forces Day and the borough's Christmas celebrations. These are all commonly welcomed and supported by residents ensuring a sense of community, wellbeing and civic pride
- 1.2 Historically Christmas celebrations in Tameside have consisted of a number of small to medium sized 'Switch On' events (approx. eight) with one larger scale corporate event staged in Ashton. All events are traditionally staged outdoors, in the early evening, with music, often entertainment provided by local groups and finally a countdown to the Christmas lights.
- 1.3 A free Christmas package was continued for Christmas event organisers in 2019. This resulted in all events being supported with marketing, a free Christmas tree and Christmas tree lights were offered to each of the borough's nine towns. However Christmas 2020 saw a dramatic difference in delivery due to the Covid19 pandemic. Due to national and local restrictions on gatherings and the health and safety of residents this resulted in no physical town switch on events, although trees and their lights were installed in the nine towns and the additional civic building lights were lit.
- 1.4 Tameside's large corporate Christmas event has over the past years migrated across different towns of Tameside whilst the ongoing landscaping work outside Tameside One and the surrounding Marketplace has been taking place. The last full corporate Christmas event took place in 2019 in Stalybridge and was complimented by the Stalybridge Town Team's Christmas Market inside the Civic Hall. It comprised a large scale lantern parade, a digital arts piece projected onto Trinity Church and illuminated Armentieres Square with Christmas trees decorated by the town's schools. In line with the pandemic and its resulting restrictions in 2020 the traditional lantern parade was cancelled. Instead a programme of digital engagement with an accompanying 12 films were created featuring the creativity and talent of the borough's residents. The films alongside a finale film achieved close to individual 105,000 views and saw over 900 residents participate in the '12 Days of Christmas' whilst social distancing and restrictions on gatherings were maintained.
- 1.5 This report sets out the Event Panel's full programme of civic events with the alterations required due to the ongoing pandemic: Whit Friday brass Band Contests, Armed Forces Day, Remembrance Parades and Services as well as the proposals for the Christmas events programme for 2021.

2. 2021 CIVIC EVENTS PROGRAMME

- 2.1 The civic events programme spans a full 12 months of a calendar year and features the key events: Whit Friday Brass Band Contest, Armed Forces Day, Remembrance Services and Parades and the corporate lantern parade and town Christmas switch on events.
- 2.2 Each year these events have drawn huge crowds, raised the profile of the borough and enabled residents to come together to celebrate and mark all that is great about Tameside. However the pandemic hit the country causing the first national lockdown in March 2019 and whilst we are on a route towards restrictions being lifted it has had a significant impact on the planning and the delivery of some of those key events.
- 2.3 Below is a round-up of the alternatives to the traditional events which have been delivered this year to replace Whit Friday Brass Band Contest and Armed Forces Day. The event panel recognises as the borough moves towards the Autumn that it is hoped and expected that all restrictions will be lifted but it asks for it to be noted that the situation can change and may require a response closer to the event dates.

Tameside Whit Friday Brass Band Contest

- 2.4 Tameside Whit Friday brass band contests take place on Whit Friday every year. This is considered the first brass band contest in the country charting its routes back to the 1870s in Stalybridge and Mossley. In 2019 fifty five bands from across the country and as far away as Scandinavia took part in the contest with an audience estimated in the region of 12,000-15,000. It is an essential part of the borough's heritage and a well-known national occasion. The contest brings communities together to celebrate a great local heritage and the opportunity to hear and see some of the greatest brass bands the country has to offer for free.
- 2.5 However, the contests were cancelled by the Brass Band Committee in 2020 due to the lockdown which the country was experiencing. Instead the internationally renowned brass band Fodens created an online brass band contest which resulted in 90 bands taking part and over 2400 band members playing brass music. The competition was streamed online with an audience of 30,000 viewers. The Events Panel agreed to support the Youth Prizes for the competition to encourage youth band participation within Tameside. The total prize fund was £600 with £300 for 1st, £200 for 2nd, £100 for 3rd.
- 2.6 The Whit Friday Brass Band Contest continues to remain a key feature in the borough's annual calendar due to its high profile and close heritage connection to Tameside. The Brass Band Committee made the decision early on in 2021 to cancel this year's contest due to take place on Friday 28 May 2021. The decision was made based on the fact that bands had not been able to practice in person for nearly a year and with restrictions still in place the committee saw no other option but to postpone the events to 2022.
- 2.7 However, because of the contest's key feature in the borough's calendar, its heritage and strong tradition for brass band music the Cultural Services team worked with Tameside brass bands in the borough to create a film allowing the bands to showcase some of their members' talent, celebrate the landscape of Tameside and to provide support to the band family. The film was launched on Whit Friday online with all the bands playing the same tune: JA Greenwood's *True and Trusty*. The film has to date been viewed close to 34,000 times.
- 2.8 Additionally Fodens ran a repeat of their online competition again this year with all entry fees to be shared between Tameside and Saddleworth brass band committees for support with next year's live event. The Events Panel agreed to support the contest this year with £600 prize money to support the future of our youth bands and the future of the borough's brass bands. The competition saw 119 bands participating from 13 different countries with over 2975 performers playing. The competition was viewed by an online audience of 31,000. Tameside has again supported the youth prizes with £600. This has seen Tameside MBC being nationally and internationally noted as a supporter of the competitions and its future, which will hopefully mean that more bands will compete here in 2022.
- 2.9 Through the support offered by the Arts and Engagement Team have been able to continue the support from the Council for the Tameside Whit Friday Brass Band Committee and the Tameside bands. It is expected that by keeping the brass band contest fresh in people's minds and through the youth band prizes the Tameside contests have been promoted locally, nationally and internationally. It is hoped that the 2022 will see the brass band contest take place again after a 2-year hiatus.

Armed Forces Day

- 2.10 Armed Forces Day takes place on the last Saturday of June annually. It is a nationally recognised event. The day offers a chance for the Council and all its residents to show their support for the Armed Forces community; from serving troops to service families, veterans and cadets.
- 2.11 Tameside has celebrated Armed Forces Day annually since 2008. Traditionally this has involved the Council inviting veterans and their families to a Civic lunch with the Civic Mayor

in the Denton Jubilee Square. This has been followed by a family fun day in Victoria Park involving arts activities, music on the band stand, information stands, theatre, obstacle courses and traditional cream teas served in the adjacent Victoria Park Community Centre. The day on average brings 5000 people together in the park, to share in the celebrations to find out more about Tameside's Armed Forces Community and the important job they do and have done in the past.

- 2.12 In 2020 the event had to be cancelled due to Covid restrictions and the health and safety of veterans, audiences and staff. Instead the event moved online with 7 days of social media tweets and Facebook posts highlighting the impressive military heritage of the borough and individual soldiers' stories – all of which were based on the collections held by the Local Archives and Studies Centre and the Museum Collections.
- 2.13 Unfortunately this year's Armed Forces Day has also been cancelled to protect veterans, audiences, performers and staff. It would not have been possible to hold a full and comprehensive event whilst taking all the required precautions to ensure a safe event which also met government guidelines and restrictions. Instead the event was marked digitally similarly to 2020. 26,000 people saw the Facebook posts and it reached 16000 engagements on Twitter. The posts all highlighted the impressive military history and the current Armed Services which are an important and vital part of Tameside past and present. It is envisaged that the event can run in full in 2022.

Remembrance Services and Parades

- 2.14 Tameside has a rich, proud and full history of marking Remembrance Sunday through Services and Parades. Annually Tameside host approximately 22 Services and 11 parades across the borough during Remembrance weekend. In 2019 these had a combined audience of over 12,500 people. These Services and Parades are part of a long and important tradition in the borough for commemorating the fallen. The services bring communities together around a shared past and joint future.
- 2.15 In 2020 it was not possible to deliver and support all 22 Services and Parades due to Covid restrictions. Instead the Council opted to run 3 small scale wreath laying Services for invited guests only at Ashton, Denton and Stalybridge. At each of these events wreaths were laid on behalf of the RBL, Tameside, the NHS and the Police. Additionally all wreath laying members were asked to lay wreaths at a time suitable to them and in private. The Communications team, the RBL branches locally and elected members joined together in asking people to remember in private, on doorsteps and at times that were suitable to themselves.
- 2.16 The Events Panel together with Democratic Services are hopeful that this year's Services and Parades can go ahead as normal and will be planning these together with the RBL. The Events Panel proposes the continued partnership between the Operations and Neighbourhood Directorate and the Civic Mayor's Office to support the delivery of all Services and Parades taking place during the Remembrance weekend 13-14 November 2021. Additionally the Panel proposes that a corporate Act of Remembrance takes place on Wednesday 11 November outside Tameside One at 11am.

3 CHRISTMAS CELEBRATIONS 2021

- 3.1 The programme of Christmas activities from the corporate Tameside Christmas Parade to the town based switch ons are significant and key events annually. They are very well attended, have local support and are the most high profile events the Council either organises or supports. They bring communities together and ensure that all areas of the borough feel included and part of the festive season. Lessons learnt from previous years have resulted in the following proposals put forward for 2021, but the Events Panel asks for it to be noted with

the caveat that these plans can only take place should the government's roadmap continue to follow its course and no restrictions are imposed in the Autumn/Winter of 2021.

Tameside corporate Christmas event

- 3.2 Traditionally the corporate Tameside Christmas event has been staged in Ashton but due to the ongoing building works of Vision Tameside phase two the event has toured the borough. 2020 saw a deviation from this plan to a digital model to comply with Covid19 regulations. The resulting '12 Days of Christmas' saw over 900 residents showcase the best of creativity which the borough have to offer, it provided opportunities for residents to participate safely, be part of their communities and showcase their skills. It also gave some of the borough's struggling freelance artists and organisations paid work during the pandemic. The resulting 13 films were viewed close to 105,000 times. The films were very well received locally and were featured in the press also.
- 3.3 Due to the landscaping of Ashton Market ground it was proposed that the corporate event was moved to Hyde in 2020. This was due to the Health and Safety requirements set out in the national event management standards for moving people in and out of a space safely and securely. It is proposed that the offer for Hyde to host the annual corporate event is honoured in 2021. Taking the infrastructure and opportunities for staging a highly impactful event into account Hyde is still identified as a suitable location for 2021. The town has sufficient space to host such a large scale event and a safe and secure route for the lantern parade to take place in the Town Centre.
- 3.4 It is therefore proposed that Tameside's central event will lead the Christmas celebrations for 2021 and take place outdoors in Hyde Town Centre on Saturday 20 November 2021 between 6-8pm. The event will be managed and coordinated by the Operations and Neighbourhoods Directorate's Cultural Services and produced by Handmade Parade, a carnival arts organisation located just across the border in Hebden Bridge with support from community groups and local schools. The borough's own international carnival organisation Global Grooves will develop and animate the town square with support from the borough's local artists providing mentoring and support for up and coming artists living in Tameside.
- 3.5 Such a large scale event as this which is unique to Tameside will attract inward investment; since 2015 the Arts Council has awarded a total of £0.089m towards the creative elements of the parade. A bid was not submitted for 2020 as the event could not take place but a bid has been submitted for 2021 towards additional support for creating and developing the performance of the parade. £0.010m has already been secured from GMCA's Cultural and Social Investment Fund via GMArts, which the Cultural Services team is a member of. In 2021 it is also expected that the Council will commit £0.025m towards the central celebration to ensure the high quality of the parade can be maintained.
- 3.6 The Events Panel would like for it to be noted that whilst it is proposing that the corporate event is delivered in line with previous years' events there may be some alterations which need to be made as a result of the pandemic. The Events Panel continues to liaise closely with Cultural Services and via them with Public Health and Health & Safety. The Events Panel asks consideration be given to the proposal whilst also noting that possible changes may need to be made to avoid risk to audiences, performers and staff. Any decisions will need to be made in time to avoid reputational damage and financial losses should the event not be able to go ahead its normal guise.
- ### **Town Christmas Switch On events**
- 3.7 Town Christmas Switch On events are a unique and festive feature of the Christmas programme in Tameside. Each town has its own tradition for the event and the Event Panel recognises that it is not possible to apply the same conditions whilst maintaining the individual nature of these events.

- 3.8 Town Christmas events have historically been organised by community groups, Town Teams, Town Councils and charities with some support from the Council. The local organising teams are encouraged to fully fund their own events through sponsorship etc. Any funding shortfall is not automatically met by the Council but in-kind support is available through staffing, marketing, technical and event management support.
- 3.9 In 2019 eight towns took up the offer of a free Christmas tree, Christmas tree lights, installation and de-installation of the trees and lights. Whilst the pandemic stopped the traditional Christmas light switch on events in 2020 the Council still supported the local towns and supplied a cut tree, tree lights, installation and de-installation.
- 3.10 Options for Christmas trees in 2021 are being reviewed and quotes are being obtained from Christmas tree suppliers. The Panel proposes that the Council again offers the towns a free tree, Christmas tree lights, installation and de-installation. There are two exceptions to this plan. Firstly Droylsden will retain the metal tree purchased by the Town Team in commemoration of the previous Leader Councillor Kieran Quinn resulting in no new purchase of a cut tree, the remaining offer of installation, deinstallation and lights would still be available. Secondly a living tree has been planted by the Hub at Hattersley so a new purchased cut tree will not be required but the remaining offer will still be made available. Based on the outcome of the review, the panel expects that the cost of the proposed offer to the nine towns will be in the in line with the same costs as 2020.
- 3.11 The Events Panel therefore proposes that if the above offer is approved £0.015m is allocated to cover the cost associated with the trees, assuming all towns take up the offer. The Events Panel also proposes that the following Town Christmas Switch On dates are agreed in order to ensure that the Council is able to provide sufficient engineer cover for the event whilst allowing for the best spread of dates to ensure as many people as possible have the opportunity to attend as many of the switch on events as they choose.
- Hyde (Tameside corporate Christmas event) 20 November 2021
 - Audenshaw 26 November 2021
 - Ashton 26 November 2021
 - Dukinfield 26 November 2021
 - Denton 27 November 2021
 - Stalybridge 26 November 2021
 - Droylsden 27 November 2021
 - Mossley 27 November 2021
 - Hattersley 4 December 2021
- 3.12 In 2019 £0.070m was allocated for the commission of a new civic lighting scheme. These were all implemented successfully with the exception of the installation on Ashton Town Hall. It was considered best not to illuminate this building until the hoardings around the building were removed. Whilst the hoardings are still in place it is proposed to wait with lighting this building for Christmas.

4 NATIONALLY SIGNIFICANT EVENTS

- 4.1 Occasionally there will be annual events of national or local significance which the Events Panel proposes that the Council marks corporately and or through community engagement activity. The activities below represent the events which the Events Panel proposes the Council marks in 2021.

Pride

- 4.2 Pride events and parades take place across the country and internationally, they are seen as celebratory activities and events which champion LGBTQ+ communities, equality and diversity. Tameside Pride campaigns for LBGTQIA+; celebrates LBGTQIA+ life and creates

opportunities that engage LBGTQIA+ people so that they can thrive. There is a desire by community groups in Tameside to celebrate the diverse LBGTQIA+ communities at a local level with a digital Tameside Pride event on the 17 July 2021. The Events Panel will ensure that the council offers support to develop this community led event. Tameside Council stands in solidarity and pride with our LBGTQIA+ community and believes in equality for all.

5 ADDITIONAL CULTURAL EVENTS AND ACTIVITIES

- 5.1 The Events Panel recognises that the Operations and Neighbourhood Directorate's Cultural Services delivers a wide, diverse and engaging programme of cultural activities across the borough throughout the year in Museums, Local Studies, Libraries, community venues, outdoors in our parks and town centres and often in partnership with other external and internal partners. Whilst it is not possible to include all activity the Panel believes that the following events and activities are reflective of some of the free high quality opportunities which are available to Tameside residents.

Summer Theatre

- 5.2 Since 2011 Summer theatre has been a key feature of the Council's free summer offer for families in Tameside. In 2019 ten productions were performed in Tameside's parks and green spaces to an audience of over 2,900 in total. This is a free offer to all families and often attracts over 500 people in a day to see the nationally recognised theatre companies perform live in our parks. In 2021 to comply with the current social distancing rules the team will be running a booking system to ensure audiences can safely watch the performances. There will be 10 performances taking across Tameside during the August summer holiday:

28 July: Little Red Riding Hood in Victoria Park Denton (11.30am and 2.30pm)

4 August: The Lost Colour in Hyde Park (11.30am and 2.30pm)

11 August: The Town Band of Bremmen at Hollingworth Primary school (11.30am and 2.30pm)

18 August: Seed in Dukinfield Park (11.30am and 2.30pm)

25 August: The Hare and the Moon at Ryecroft Hall (11.30am and 2.30pm)

Summer Reading Challenge

- 5.3 The Summer Reading Challenge is a national initiative encouraging young people to read and be members of libraries. Tameside's Library Service joins in annually with the theme set nationally. In 2020 the Summer Reading Challenge ran both online and in person due to the pandemic. In Tameside 415 young people signed up to the challenge in libraries with an extra 415 young people registering online. The theme was *Silly Squad*, and as well as encouraging children to read up to 6 books, staff in libraries put on 12 online Facebook activities over the summer holidays which achieved 3300 views. In 2021 the Summer Reading Challenge theme is *Wild World Heroes* – find out how you can make a difference to the environment too.

Tameside Heritage Month

- 5.4 Nationally Heritage Open Days take place in September over two weekends. These weekends encourage buildings and natural sites not traditionally open to the public to be made accessible for tours and general visitors. The theme for 2021 is Edible Britain. Tameside Local Studies staff are already working with groups and individuals interested in hosting an event this year. Alongside the Heritage Open Day events other activities are being programmed to highlight and celebrate the borough's heritage. In 2021 this will include walks, talks and tours taking place across the borough.

6 BUDGET

Christmas

- 6.1 The community Christmas Switch On events support proposal relies on key members of staff in Operations and Neighbourhoods being able to support the organisers with their events and plans. This will be funded through their allocated revenue funding as part of their core activities eg street cleansing. Cultural and Customer Services have set aside £0.015m to cover the cost of the free Christmas package comprising a tree, lights and the associated costs of install and removal from their core revenue budget.
- 6.2 Existing revenue budget of £0.025m from Arts and Engagement is allocated to support the corporate Christmas event. This amount was also be referenced as match funding in the Arts Council bid to support the Tameside Lantern Parade in Hyde in 2021 as well as the confirmed £0.010m from GMArts to support the event.
- 6.3 Other than the details above no budget provision is available to deliver additional activity at the local 'switch on' events. It is envisaged that each event will be funded, insured and event managed by local organising groups/committees.

Armed Forces Day

- 6.4 Tameside Armed Forces day will be funded through the existing revenue budget from Arts and Engagement to the total of £500 to increase the social media presence.

Whit Friday

- 6.5 A total of £600 for Tameside Council's Whit Friday Brass Band Contest prizes was allocated from the Arts and Engagement revenue funding. The Whit Friday Brass Band film was externally funded through Cultural Services' GMArts funding supporting local arts and artists.

Pride

- 6.6 Any support offered for Tameside Pride will be covered within core revenue budgets.

7 RISK

- 7.1 Outdoor Events can and do post significant organisational and technical challenges due to their location, occasionally unkind weather conditions and large crowd numbers often involving a high level of children. If an event is not properly organised and managed due in part to a lack of experience and expertise then there is a risk to public safety and ultimately the reputation of the Council should an accident or incident occur.
- 7.2 In order to protect the public and for the safe management of an event, only experienced event officers will manage the events and support community organisers with advice. In addition to this the Council operates an Event Notification process whereby organisers Risk Assessments and Event Management plans are carefully considered by appropriate Council staff.
- 7.3 There is a risk that a number of Town Christmas organising groups will not be able to raise the required funding to stage their choice of an event. In order to mitigate the risk the Council will work with the event organisers to support them to deliver their events within their budgets.
- 7.4 This year there is an additional risk to last minute alterations due to the ongoing pandemic. Whilst the road map would indicate that there will be no restrictions in place it is worth noting that this could change should the infection rates alter sufficiently to include restrictions being imposed again. 2020 saw Cultural Services adapt swiftly and continually to the changing restrictions and the same level of flexibility has been adopted for 2021 also.

8 CONCLUSION

- 8.1 The Council's annual key civic events programme is widely welcomed and enjoyed by residents of Tameside. With an increased focus on the Council's finances and the desire to continue to deliver events which are vibrant, safe and affordable the Events Panel was created to oversee key civic events from Whit Friday Brass Band Contest, Armed Forces Day and Remembrance Services to the Borough's flagship Christmas celebration and its Town Switch On events. The Panel proposes that the civic event dates put forward in the report are noted and adopted.
- 8.2 The Events Panel fully recognises that these are by no means the sole cultural activities in the Borough and whilst it will not spearhead all activities it will support where required and where gaps are identified. Equally as different years bring different commemorations and celebrations the Panel will lead and advise on the Council's response to these.
- 8.3 The Panel wishes for the proposed plans to deliver Remembrance Services and Parades in line with 2019 to be adopted whilst it is noted that should the pandemic cause last minute alterations these may need to be considered.
- 8.4 Significantly this report also includes the proposed plans for the corporate 2021 Christmas celebrations. Whilst this has traditionally taken place in Ashton, the Panel is proposing that the event continues to tour in 2021 and takes place in Hyde to honour the commitment made to Hyde in 2020 due to the ongoing landscaping of Ashton Market Square.
- 8.5 With regard to the borough's Town Christmas Switch On, the Events Panel is recommending that the named towns on their allocated dates all receive a free Christmas tree, tree lights and the install and removal of these. These recommendations will ensure that the Town Christmas Switch On Events continue to be safe and affordable whilst also highlighting the Council's commitment to supporting Community events where possible.

9 RECOMMENDATIONS

- 9.1 As set out at the front of the report.

Report to:	EXECUTIVE CABINET
Date:	25 August 2021
Executive Member:	Councillor Allison Gwynne, Executive Member (Neighbourhoods, Community Safety and Environment)
Reporting Officer:	Debbie Watson Assistant Director of Population Health Paul Smith, Assistant Director of Strategic Property
Subject:	THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY PROPOSALS AND ASSET REVIEW
Report Summary:	<p>The report updates on progress of the first phase of a review of the Council's Sport and Leisure assets and the financial sustainability of the provider Active Tameside.</p> <p>The COVID-19 pandemic has had a significant detrimental impact on Active Tameside. Throughout 2021 enforced closure due to the pandemic meant that centres were open for business for only 40 out of a possible 52 weeks of the year. This led to operational losses of £1million per month.</p> <p>A public consultation took place between 12 February 2021 and 26 March 2021 on the future plans of three facilities that had made a loss in recent years. This report shares the findings and analysis of that consultation, recommendations for operation of the buildings for the remaining financial year, and an update on the progress of the Sport and Leisure Asset Review included in the Councils Operational Estate and Portfolio review of council land and property holdings, which is due to report to Executive Cabinet in Autumn 2021.</p>
Recommendations	<p>That Executive Cabinet be recommended to:</p> <ul style="list-style-type: none">(i) Consider the results and recommendations of the public consultation from 12 Feb 2021 to 26 March 2021.(ii) Agree the proposal outlined in section 6 of the report describing sustainable utilisation of facilities at Active Oxford Park, Adventure Longdendale and Active Etherow for the current financial year.(iii) Note the progress made against the Sport and Leisure asset review and agree to receive further recommendations following the Council's review of the operational estate commenced in late 2020 and will conclude with the "Worksmart" transformation strategy, which is anticipated in autumn 2021
Corporate Plan:	Healthy Tameside

Policy Implications:

Local authorities have a central role to play when it comes to the provision of community sport and recreation facilities and are responsible for the health outcomes for their populations – specified in the as specified in the Public Health Outcomes Framework.

As part of the health reforms brought in by the Health and Social Care Act 2012, local authorities have a duty to take such steps as they consider appropriate for improving the health of the people in their area. The steps listed in legislation include:

- Providing information and advice
- Providing services or facilities designed to promote healthy living
- Providing services or facilities for the prevention, diagnosis or treatment of illness
- Providing assistance to help individuals to minimise any risks to health arising from their accommodation or environment
- Making any other services or facilities available

Financial Implications:

**(Authorised by the
statutory Section 151
Officer & Chief Finance
Officer)**

Active Tameside's financial stability and sustainability is critical to the Council, given its role in our sports and leisure delivery, health and social care commissioning, 'place-making' role in economic development, and broader health and wellbeing benefits to the community.

The long-term aim has been for Active Tameside to achieve full sustainability without requiring external financial support, given the Council's limited capital and revenue resources. The impact of COVID was a severe setback in this respect, as was detailed in the March 2021 'Impact of COVID – Future Delivery of Sport and Leisure' paper to Cabinet. Whilst the original pre-lockdown business plan for 20/21 assumed an operating surplus, lockdown and loss of memberships slashed revenues by around £7m, and required a further loan (now repaid) from the Council over FY20/21.

Active continues to await the final outcome of its insurance claim for business interruption, although an initial claim of £2.5m has already been won and paid over. Judgement remains pending on whether the claim cap of £2.5m is aggregated to the entire business, or relates to individual sites; if the latter, Active will eventually recover a much larger sum.

Prudential borrowing by Active Tameside stood at £3.557m as of March 2020, but repayment remains on hold until the financial position has been stabilised. The Council remains at risk for the outstanding amount, and retains a provision in its accounts.

The Council's financial support in in FY21/22 includes the payment of the regular management fee of £927k. Per 5.2, and following a series of condition surveys, it has been identified that £5.948m in capital funding is required to maintain Active Tameside's estate. As noted in recent capital reports the Council has over £40m in earmarked capital schemes but unallocated funds of just over £8m, so ideally any such requirements would be funded from Active's own trading surpluses in future.

The Council has also supported a successful application to the National Leisure Recovery Fund (worth £550k) and allocated amounts from the Infection Control & Testing Fund, to support Active Tameside's safe re-opening after lockdown. As noted at 2.5 recent financial indicators are encouraging, but are dependent on sustained re-opening and recovery in customer numbers over the remainder of FY21/22.

The report seeks specific authorisation for 'next steps' at three sites, as set out at 6.1. Weekend opening at Adventure Longendale is thought to be sustainable, and will contribute additional income. Options are under consideration for the utilisation of the Etherow Centre and Active Oxford Park, either for Council-commissioned services or group hire. These are interim measures pending the development of the Worksmart programme, but in the meantime should maximise income and utilisation of the estate, and avoid these three less profitable sites weighing on Active's overall financial position.

**Legal Implications:
(Authorised by the
Borough Solicitor)**

This report details interim measures and ongoing works in relation to the delivery of sport and leisure facilities via Active Tameside with particular regard to the financial situation and the impact of covid.

The project offices have engaged with the public via a consultation exercise, which is detailed in this report. Both Members and officers should carefully consider the outcomes from this consultation when considering the recommendations being sought in this report and also when considering the future delivery of the service.

The proposals in this report provide some stop gap measures as set out in section 6 whilst longer term options are considered as part of the WorkSmart Programme. However, what is not clear from the report is the cost of the options set out in 6 either in the short term or going forward which are being met by the Council now they are no longer within the Tameside Active Portfolio and are now back within the Corporate landlord including business rates etc which previously the Sports Trust would have been exempt from going forward to assist members making any decisions these need to be addressed.

Local authorities have a central role to play in the provision of community sport and recreation facilities. We also have an important leadership role to play, bringing schools, voluntary sport clubs, National Governing Bodies of sport, health and the private sector together to forge partnerships, unblock barriers to participation and improve the local sport delivery system. Local authorities have also taken responsibility for the health outcomes and research shows that exercise is one of the key determinants of health along with the strength of personal social networks. Community sport contributes to both. Since the devolution of public health from the National Health Service to local authorities in 2013, we have taken the opportunity to integrate physical activity into public health policy as part of a fundamental shift from a system that treats ill- health to one that promotes wellbeing. We have highlighted physical inactivity as an issue that needs to be tackled and agreed approaches to tackling it.

As a result, Local authorities have, and will continue to have, an absolutely crucial role to play in delivering local community sport and physical activity opportunities. Yet despite local authorities

duty to promote healthy lifestyles, and the government's renewed commitment, in its cross-government strategy to tackle flat lining levels of sport participation and high levels of inactivity, to use sporting activity to achieve five key outcomes - physical wellbeing, mental wellbeing, individual development, social and community development and economic development -, there is no statutory provision for sport: there is no legal requirement for local authorities to provide facilities or sporting activity. Accordingly, any spend must demonstrate that it is delivering priority outcomes, ensures we are managing within a balanced budget and is value for money..

Risk Management:

Active Tameside have risk management and business continuity plans in place. Any additional risks identified as a result of the review will be noted and action taken to mitigate these.

Background Information:

For background papers relating to this report can be inspected by contacting

Debbie Watson, Assistant Director of Population Health on 0161 342 3358, or at debbie.watson@tameside.gov.uk or

Paul Smith, Assistant Director of Strategic Property
paul.smith@tameside.gov.uk

1. INTRODUCTION

- 1.1 The commitment of the Council to deliver and commission services that help improve the borough's health and wellbeing remains as strong as ever but the drop in income and member demand as a result of the ongoing pandemic means Active Tameside and the Council are looking at new ways of delivering these services and review the current sport and leisure assets.
- 1.2 The management and operation of the Council's strategic leisure assets currently resides with Active Tameside. The partnership, established in 1999, is framed by a management fee agreement and facility leases both due to expire on 31 March 2024.
- 1.3 The COVID-19 pandemic has had a significant detrimental impact on Active Tameside. Throughout 2020/21 enforced closure due to the pandemic meant that centres were open for business for only 40 out of a possible 52 weeks of the year. This led to operational losses of £1million per month.
- 1.4 Active Tameside currently operate 10 centres including;
 - Tameside Wellness Centre
 - Active Ashton
 - Active Copley
 - Adventure Medlock
 - Hyde Leisure Pool/Active Hyde
 - Active iTrain
 - Active Ken Ward
 - Active Oxford Park
 - Active Etherow
 - Adventure Longdendale

Each centre represents an offer to the local community for physical activity, sport and recreation for people of all ages and abilities. This is through the provision of gym, swim and group exercise, as well as offering courts and pitches for team sports and group activities, and elements of social connectivity through the provision of cafes and meeting spaces. Several centres also host commissioned services for children and adults' social care, including the exercise on referral programme 'Live Active' and the offer for people with additional needs via the 'Everybody Can' programme.

- 1.5 Prior to COVID-19, several centres operated at a loss that was subsidised by profit making sites. This is a means of tackling health inequalities amongst our most disadvantaged and under-represented communities. Offering equitable access across the borough ensures that local, affordable provision is in place, irrespective of commerciality of the site, or the means of local people to participate.
- 1.6 In a report presented to Executive Cabinet on 10 Feb 2021, approval was given to implement a public consultation from 12 Feb 2021 to 26 March 2021, to seek views on the initial proposals outlined in the report, in particular regarding the future use of Active Oxford Park, Adventure Longdendale and Active Etherow, to inform the Council's future commissioning approach. Supporting information and demographic and facility information regarding the sites which accompanied the consultation can be found in **Appendix 1**. Executive Cabinet also recommended that a further review was carried out of all Sport and Leisure facilities in Tameside, including conditions surveys, aligned to the review of the Operational Estate and Portfolio of council land and property holdings.

2. ACTIVE TAMESIDE OPERATIONAL AND FINANCIAL UPDATE

- 2.1 Although the initial lockdown in March of 2020 precluded mainstream trading with facilities closed for 40 weeks out of 52, Active Tameside continued to support the most vulnerable within the borough and the children of key workers through its Everybody Can, Live Active and Active Education Services and the Sport and Physical Activity Network. This included:
- 220 Adult Day Services clients (weekly)
 - 26 coaches delivering PE across primary schools within the borough
 - Weekly remote support for clients with long term health conditions via both phone and digital content such as health walks filmed with GoPro
 - Local clubs assisted in securing over £100K of grant aid
 - 750 free meals delivered under the Great Christmas Takeaway banner
- 2.2 Recent developments include:
- Delivery of Fuel4Fun (Holiday Activity Fund)
 - 1400 families supported over Easter with community partners
 - Over 7000 families will be supported over the summer with community partners
 - Greenspace pilot project in Stamford and Hyde Parks
 - Initiation of expanded Tier 2 Weight Management programmes across cohorts including families, people with disabilities, 16-18 years and ethnic communities
 - SEND and Early Help Advocate offer with Children's Services within the context of a whole system approach to effectiveness and efficiency
- 2.3 During all 4 steps of the Lockdown Roadmap, Active Tameside has sought to balance the dynamics of staff/customer safety, equality of access and viability. However, although pre-pandemic membership levels were severely affected by COVID secure protocols, the recovery to date has been strong, comparing favourable with many similar organisations across Greater Manchester. The strength of the recovery is intrinsically linked with the extent to which customers have remained connected to the organisation throughout lockdown via digital communications/offers in particular:
- High quality digital/virtual content and regular video updates from 'familiar faces' along with diverse free classes
 - The Active Tameside app which to date has been downloaded by over 22,000 people (since February 2020).
- The positioning of Active Tameside as a clean, safe and ultimately not for profit organisation has strengthened its position within the community.
- 2.4 In the three weeks following 'reopening' on 12 April 2021, over 20,000 bookings had been made across the estate, largely via the app. By the end of June, Health and Fitness memberships (the primary commercial revenue stream) had recovered to 85% of pre-pandemic levels – a net movement of almost 2000 having reached a 'low' of 65%. Swimming lessons and gymnastics are also recovering well having been particularly badly affected by capacity restrictions with growth of 723 and 140 respectively.
- 2.5 The savings target of £150K for this financial year 20/21 has been met. Contract monitoring meetings have continued with the Provider on a weekly basis. Monitoring of finances continues to take place on an 'open book' basis. At Period 3 (June), trading revenue was £24K better than budget. Expenditure however was £612K lower than budget largely because of savings related to the changes in Lockdown Roadmap chronology. This is encouraging for the remainder of the financial year though the likely outturn will not be apparent until the conclusion of trading in the key months of Sept/Oct 2021 and more particularly, Jan/Feb 2022.
- 2.6 Active Tameside have also reached Finalist status in two key national UKActive award categories – Diversity and Inclusion/Developing and Supporting Communities during COVID-19.

3. CONSULTATION AND ENGAGEMENT

3.1 A public consultation ran for a period of 6 weeks from 12 February 2021 and 26 March 2021. 1,464 people responded to the online survey component of the survey including:

- 703 Active Tameside members
- 227 'Pay as you go' casual customers
- 83 Live Active scheme users

Not all respondents chose to answer the full survey or the sections regarding Active Etherow, Active Oxford Park and Adventure Longdendale.

3.2 53% of respondents answered that they visited an Active Tameside site two to three times a week. The remainder consisted of individuals and representatives who hire facilities. 13% of respondents had no existing relationship with Active Tameside. 9% of respondents represent a sports club or group, and 5% were Active Tameside staff. 76% of respondents live in Tameside. Of the 65% of respondents who chose to disclose their ethnicity 94% were white British and 1.6% Asian British/Indian.

3.3 Feedback was also gathered from a series of meetings held Directors and members of the Etherow Centre and Charitable Trust, with community organisations and individuals via the Partnership Engagement Network (PEN) and also collected through a group session with staff from Active Tameside. Concerted effort was made to gather feedback from under-represented and protected characteristic groups. The use of a mixed approach aimed to maximise opportunity for the public to take part in the consultation process.

3.4 Throughout all aspects of the consultation the following themes were recurring:

- Respondents highly valued the Active Tameside facilities.
- The importance of the role played by Active Tameside facilities in improving/maintaining people's physical health/wellbeing, mental health/wellbeing, community safety/reducing levels of antisocial behaviour, developing/maintaining a sense of community pride/ownership
- The importance of local places to meet and interact from other people within the community
- Many respondents were not direct users of Active Etherow, Active Oxford Park and Adventure Longdendale and so reported no direct impact to themselves from services being withdrawn, but many acknowledged the possible impact on others.
- A small percentage who responded (2%) were in favour of withdrawing the services from the centres completely
- 511 respondents gave alternative suggestions for the sustainable use of the facilities in the future are described below:

	Theme	%
1	Review and/or increase prices/fees	18
2	Change the offer over the centre/seasonal/broaden appeal	13
3	Hire our facilities to clubs/organisations to raise income	13
4	Link with other organisations/businesses to run the facility	12
5	Hand over to the community/volunteers to manage	9
6	Better advertising of the facilities	9
7	Review opening times*	6% or 2%
8	Run special offers	4
9	Fund via council savings	5
10	Charity events to raise funds	3
11	Agree with need to close	2
* 6% of respondents suggested shorter opening times to reduce costs whilst 2% suggested a move to 24 hour opening.		

- Other suggestions included appealing to a wider age range, looking at intergenerational projects, creating more spaces for children and young people/ adolescents, or offering sessions for older people. Otherwise improving or creating facilities such as cafes to attract more custom and revenue. Suggestions also included changing the offer seasonally to optimise usage, and offering specific activities, events, or facilities to attract new customers.
- A small number of suggestions included links to organisations who might wish to deliver services themselves from the centres.

3.5 ADVENTURE LONGDENDALE

- A quarter of respondents who answered the question felt that withdrawal of services from Adventure Longdendale would have a negative impact on children. Respondent reported possible negative impact on physical, mental and social wellbeing of children, citing the loss of specific activities such as trampolining, laser tag, soft play and birthday party provision.
- On the open section of the responses – some respondents agreed with the proposal to withdraw the facility. Others felt that Active Longdendale represented a ‘safe place’ in Hattersley for children to play, that there may be a negative impact on community cohesion, and some reported concern that there would be an increase in anti-social behaviour if younger people had less to do.

3.6 ACTIVE ETHEROW

- The general feeling of respondents was that the loss of services (bowling) in the centre would have a big negative impact, and in particular mentioned the impact on older people. They suggest that the physical, mental and social wellbeing of service users would be adversely affected.
- In total, 41 people felt that the facility was unique in Tameside and gave very detailed responses. With regards to usage of the centre, 19 people talked about the seasonal nature of the activities that take place there, in that it is in use mostly over the winter months. 11 people felt the facility was particularly important for older people post pandemic.

3.7 ACTIVE OXFORD PARK

- 35% of respondents were against withdrawal of services from Active Oxford Park and 1% were in favour. Those against withdrawal cited a negative impact on physical, mental and social wellbeing. Again, the importance of local facilities for communities was cited (13.6%), with 2.8% of people stating even more so post-COVID.
- Specific activities mentioned including badminton, Zumba and karate. 42 people stated they would need to travel further to access activity, 28 would require alternative provision and 14 said they would not be likely to attend anywhere else if activity in the centre ceased as many participants were accessing the Live Active scheme focused on residents with long term health conditions.

3.8 Therefore, the results of the public consultation and engagement support community activity being delivered from the facilities in a sustainable way, with some suggestions on how that may be achieved, targeting those that need the service most whilst ensuring access for all.

4 ASSET REVIEW AND CONDITIONS SURVEY

- 4.1 Tameside Council and Tameside and Glossop CCG recognises the inherent value in the effective and efficient direction and utilisation of all land and property assets in sustaining the provision of services and enabling the delivery of the Corporate Plan “Our People, Our Place, Our Plan” priorities. Through the effective management of these assets, the organisation can maximise the benefits they bring to the Borough, its communities and residents. To this end in 2020, the Council adopted the Strategic Asset Management Plan (SAMP) with the sole purpose of ensuring that land and property assets are managed in accordance with pre-determined and agreed priorities, whilst ensuring the flexibility to adapt should that be determined to be right for the Borough.
- 4.2 The Strategic Asset Management Plan identifies a numbers of key aims to ensure land and property decisions are aligned to corporate priorities and includes detailed proposals for ensuring cost effective delivery of services. The Strategic Asset Management Plan also recognises that in this ever-changing political, economic and social environment there is an increasing need to ensure the Council’s estates is safe, compliant and resilient enough to withstand external pressures. The plan acknowledges that each asset the Council or CCG own or occupy needs to be assessed to determine whether continued use or ownership is appropriate. Assets retained will need to be adaptable, fit for purpose, safe, compliant and financially viable.

5. ASSET CONDITION

- 5.1 In order to inform any facility rationalisation proposals and to ensure assets remain fit for purpose condition surveys have been undertaken at all Active Tameside managed facilities. Real-time information in relation to building condition will inform proposals for the leisure asset leases and management agreement beyond April 2024. In addition, the condition surveys have been used to inform capital funding requests currently being considered as part of the Councils Capital Programme reprioritisation process. The outcome of which will be known later this year.
- 5.2 The condition surveys have highlighted the need to invest capital over the next 5 years to resolve a build-up of backlog maintenance. The investment requirement is set out in Table 1:

TABLE 1

Asset	Investment Requirement £000m	Comments
Tameside Wellness Centre	£0m	New Build – no backlog investment required
Active Copley	£0.890m	
Active Medlock	£0.448m	
Active Ashton	£2.000m	
Active Hyde	£1.065m	
Active Oxford Park	£0.271m	Future use of the building is under review
Active Longdendale	£0.290m	Future use of the building is under review
Etherow Centre	£0.239m	Future use of the building under review. This is not the Council’s asset so liability could be reduced
Tameside Cycle Circuit	£0.025m	To be included in Active Tameside’s portfolio
ITRAIN	£0.420m	
Active Ken Ward	£0.300m	

Total Investment Requirement	£5.948m	
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5.3 Continued investment in the leisure assets by the Council over the next four years will support a proposed change from the current leasing arrangements where the Council has liability for structural repair and the replacement of mayor plant to a proposed full repairing obligation on the operator from the 1 April 2024.

6 NEXT STEPS

6.1 Considering the results of the consultation and engagement exercise and the current pandemic situation and step 4 of Lockdown Roadmap, progress has been made to repurpose the 3 assets in the short term as follows:

- **Adventure Longdendale** – Adventure Longdendale is currently closed to the general public. However, the centre is being used to provide day care services to adults with special educational needs. Active Tameside are developing a short term business proposal for the use of the centre and are currently investigating the feasibility of utilising the centre for commissioned services during the week, but maximising the potential for income at weekends by opening the attractions there on Friday evening and over the weekend for public use and private hire. Active Tameside are confident they are able to deliver this model in a financially sustainable way. A budget of £13m of Basic Need funding has been allocated to the expansion and relocation of Hawthorns School on the Longdendale Playing Field site adjacent to the site. Proposals to incorporate the Adventure Longdendale building in to the design of the new school is currently being explored and discussions are planned with the Newbridge Academy Trust.
- **Active Oxford Park** – Active Oxford Park is being fully utilised as a strategic COVID vaccination centre for the borough. It is expected that demand for the building to remain as a vaccination centre by the CCG/PCN will continue until at least the end of December 2021 by which time proposals for its longer-term use will have been fully explored. Again Active Tameside will continue to utilise the building for commissioned services and some community group hire therefore ensuring income is maximised. The building will be considered as part of the ‘worksmart’ project involving a comprehensive review of the Council’s operational estate and future service needs, maximising agile working across the workforce and identifying areas for rationalisation to realise revenue savings and capital receipts.
- **Etherow Centre** – The first floor of the Etherow Centre remains closed. Opportunities for a volunteer led solution to the future use of the space from September, and development as an Active Ageing community hub is being explored by the Council’s Public Health team, Active Tameside and the Etherow Trustees. Further community engagement events are planned for Sept 2021, and continued engagement and support from Active sports development team and the governing body, Bowls UK.

6.2 A review of the operational estate commenced in late 2020 and will conclude with the “Worksmart” transformation strategy, which is anticipated in autumn 2021 with implementation soon after. This project incorporates three key principles of people, place and technology to create organisational transformation and inform a rationalisation of the property portfolio. The asset review, conditions surveys and results of the consultation will be considered as part of this process.

6.3 Currently, the commissioning and administration of the management agreement with Active Tameside and the delivery of the leisure assets investment programme rests with the Director of Population Health. Work to establish proposals for the future management and operation of the Council’s leisure assets, to come in to effect from April 2024, has begun and will be

managed from this point forward by the Director of Growth. This shift in responsibility is required to ensure that all property decisions are aligned to corporate priorities and will ensure the cost effective delivery of services by the Council and its partners.

- 6.4 The longer term future of the sites will be included in the review of the operational estate which commenced in late 2020 and will conclude with the “Work smart” transformation strategy, which is anticipated in autumn 2021 with implementation soon after. The Population Health Directorate will work with Growth directorate to ensure that delivery from these sites continues to support the health needs of local people.

7 RECOMMENDATIONS

- 7.1 As set out at the front of the report.

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APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

1.0 TAMESIDE DEMOGRAPHIC PROFILE

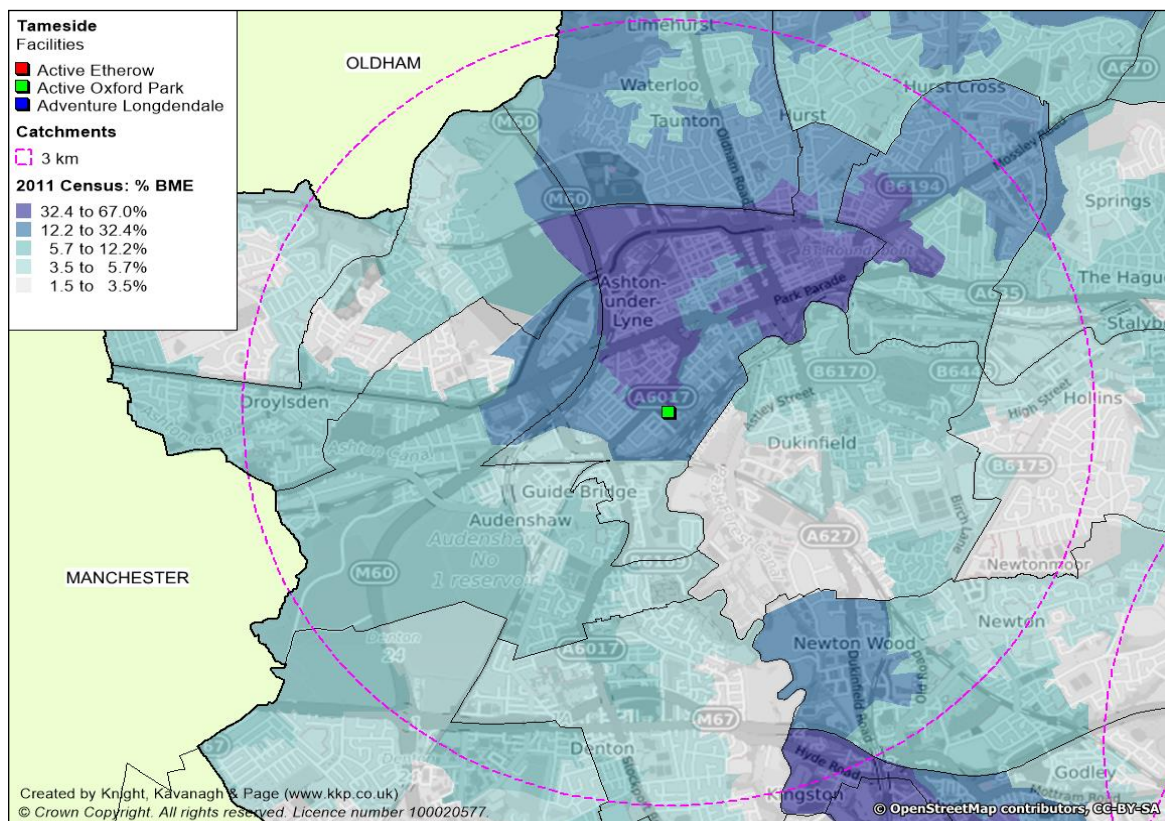
In terms of anticipating the potential impact of the three facility closures in relation to residents with protected characteristics in Tameside, it is useful to refer to the demographic profile of the borough generally, and within a reasonable (3km) catchment of each facility. Available data allows mapped analysis in respect of ethnicity, age, and IMD (indices of multiple deprivation)

Ethnicity (Data source: 2011 census of population, ONS)

In broad terms, Tameside's ethnic composition is similar to that of England as a whole. According to the 2011 Census of population, the largest proportion (90.9%) of the local population classified their ethnicity as White; this is higher than the comparative England rate of 85.4%. The next largest population group (by self-classification) is Asian, at 6.6% this is slightly lower than the national equivalent (7.8%).

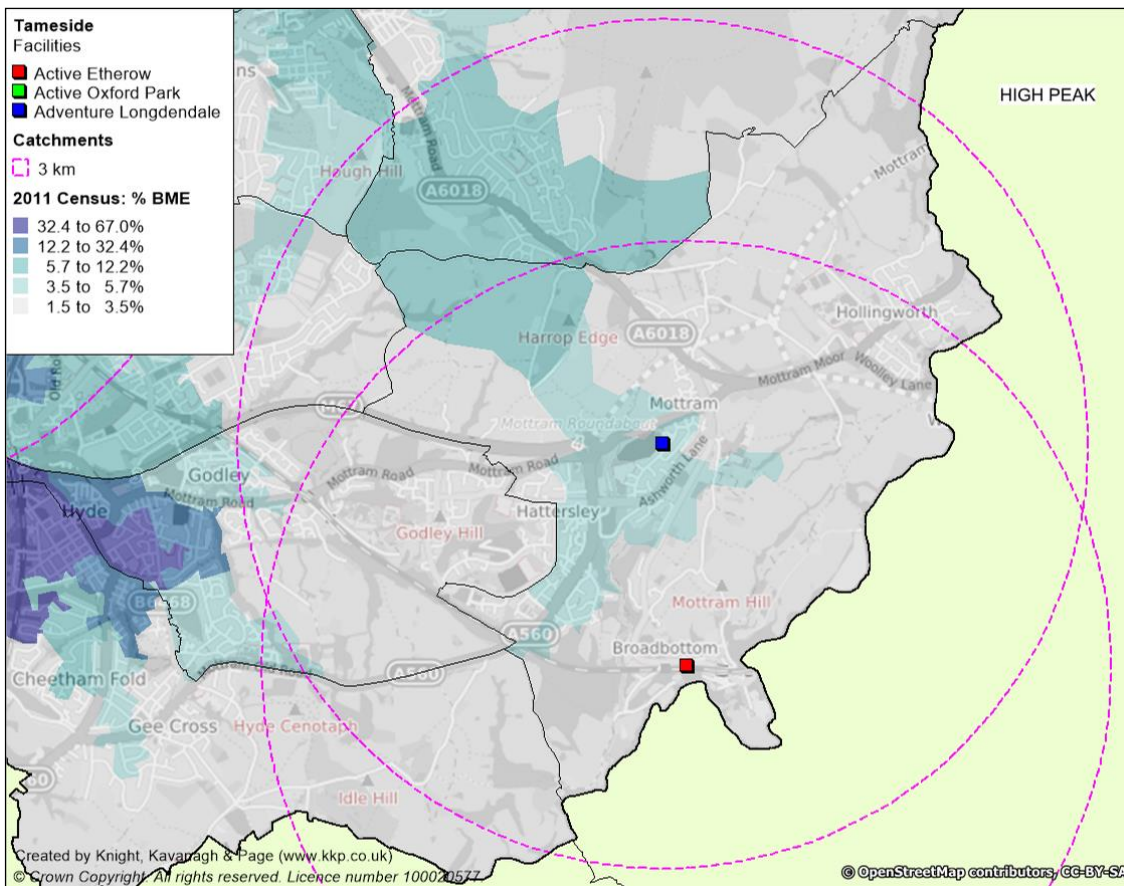
At a facility level, there are clear differences in the concentration of Black and Minority Ethnic residents living within a 3km catchment of the three facilities. Active Oxford Park (see figure 1) lies in close proximity to a high concentration (at least six times the Tameside average) of BAME residents in Ashton centre. Active Longdendale and Active Etherow (see figure 2) have much smaller concentrations (at or below the borough average of 6%) of BaME population within their catchment.

Figure 1: Ethnicity - Active Oxford Park with 3km radial catchment



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Figure 2: Ethnicity - Activity Longdendale , Active Etherow with 3km radial catchment



It is clear that the potential closure of Active Oxford Park will have a greater impact on BAME communities than the other facilities.

Deprivation (Data source: 2019 indices of deprivation, DCLG)

Relative to other parts of the country Tameside experiences high levels of deprivation; over half of the Borough's population (56.2%) falls within the areas covered by the country's three most deprived cohorts compared to a national average of c.30%. Conversely only 7.4% live in the three least deprived groupings in the country (compared to a 'norm' of c.30%).

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

Figure 3: Active Oxford Park IMD with 3km radial catchment

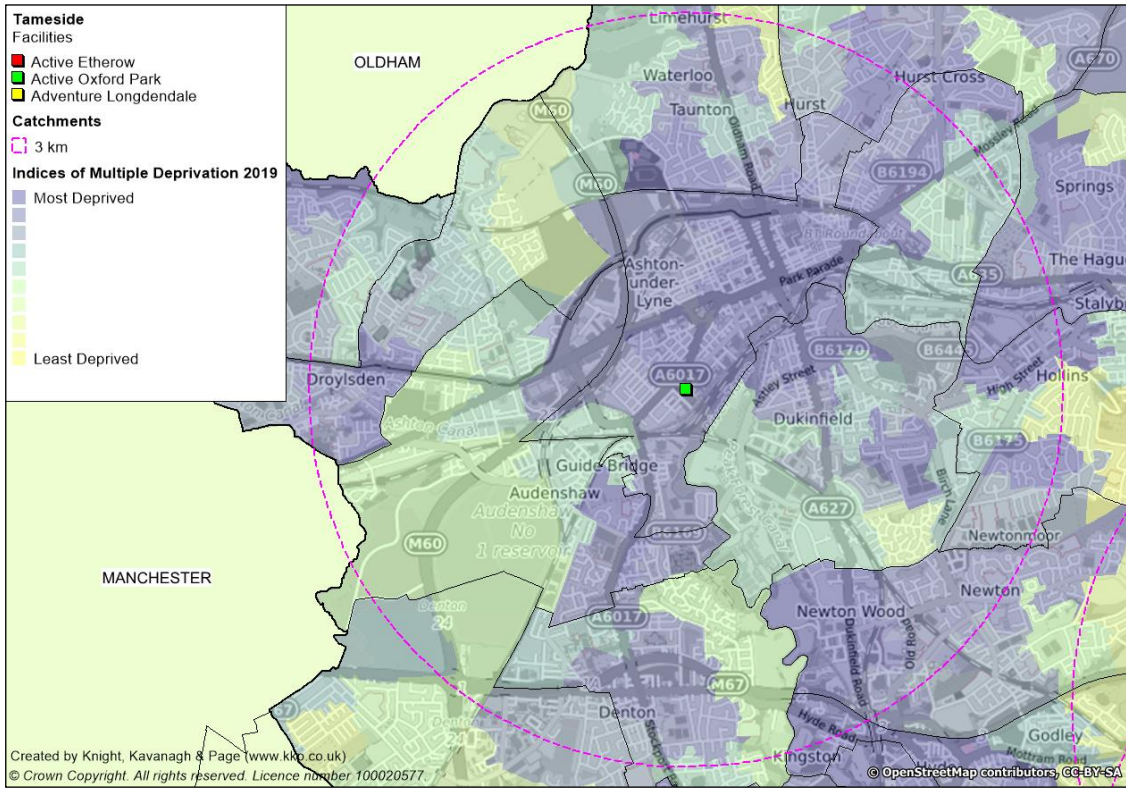
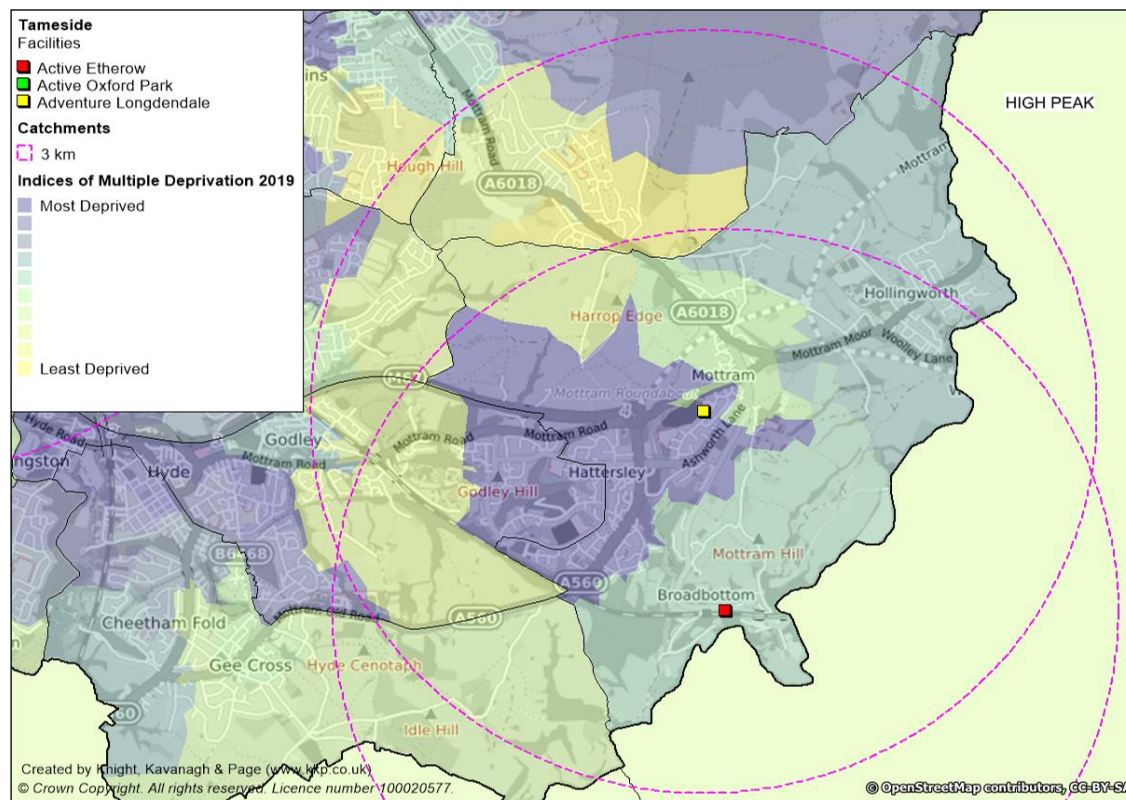


Figure 4: Adventure Longdendale / Active Etherow IMD with 3km radial catchment

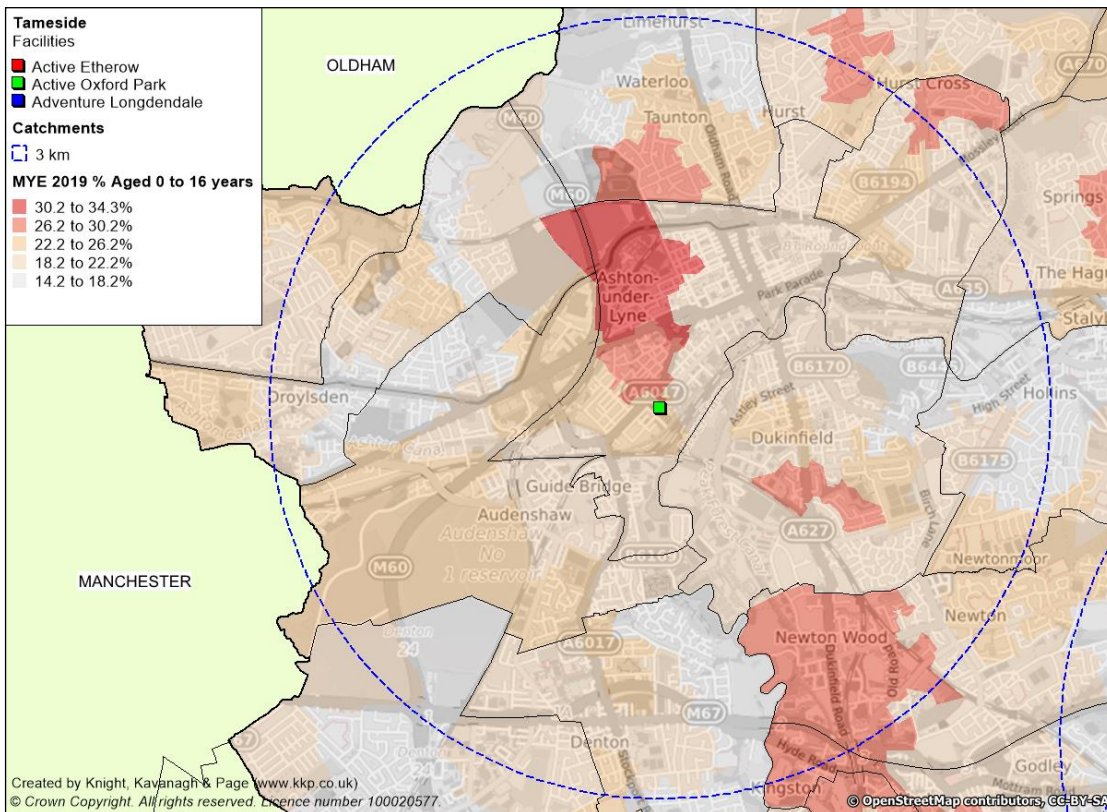


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Age

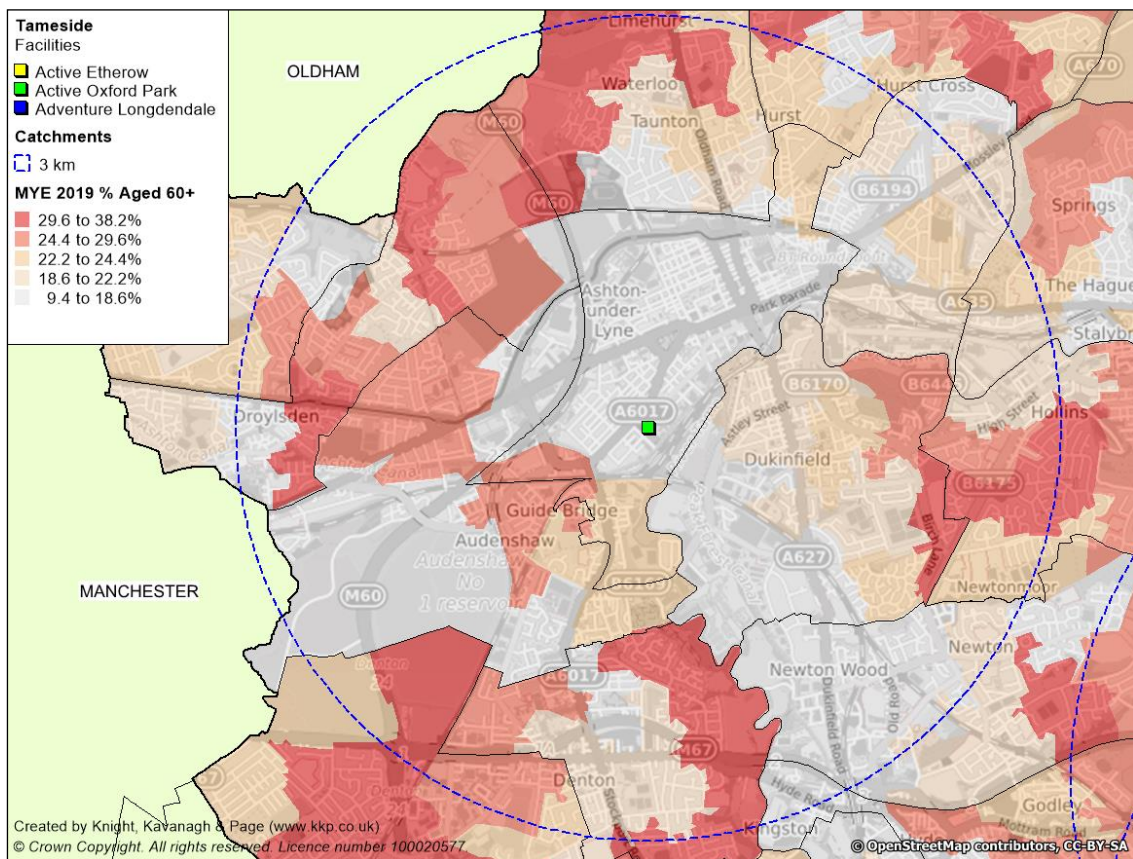
Tameside's age profile, within an overall population of 226,493 largely mirrors that of the North West as a whole, however, at a neighbourhood level there are varying concentrations of residents in the under 16 and over 60 age groups. In reference to figure 5 below, it can be seen that Active Oxford Park is well located in respect of serving a high concentration of younger people living in and around Ashton town centre. In respect of the over 60's, figure 6 identifies that there are heavier concentrations on the periphery of its 3km catchment in settlements such as Droylsden.

Figure 5: Active Oxford Park -0-16 age profile with 3km radial catchment



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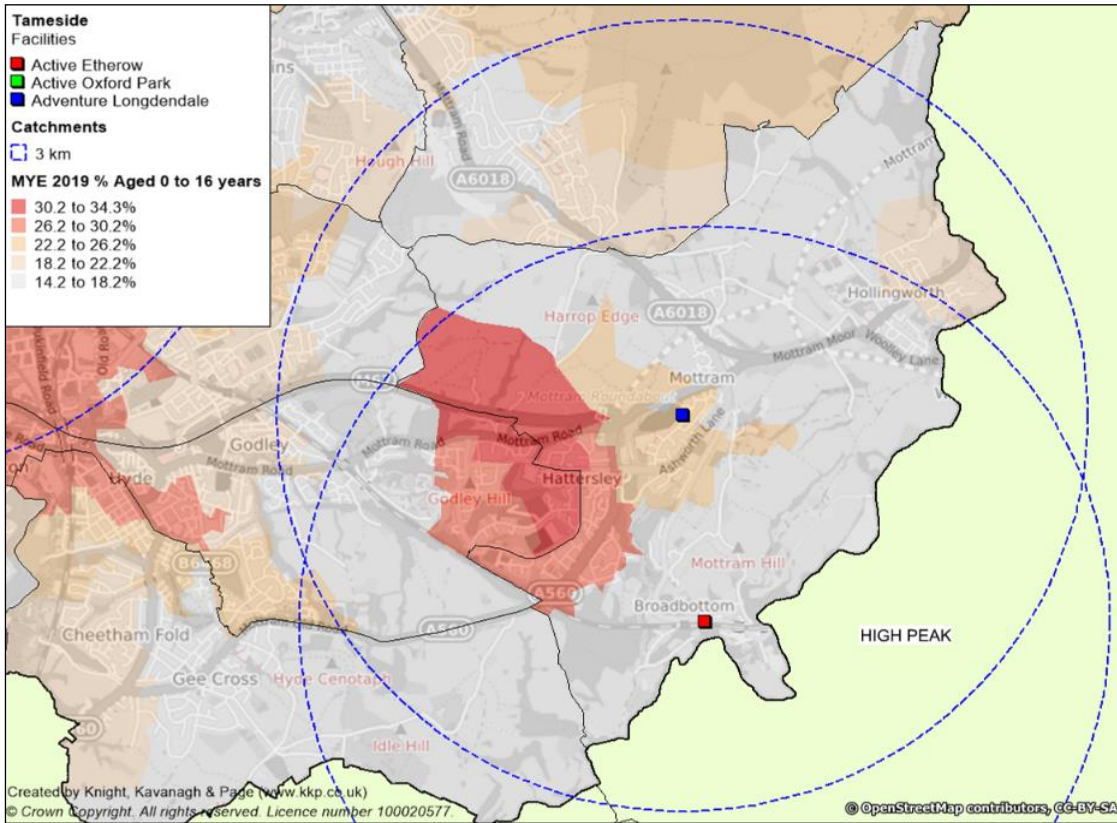
Figure 6: Active Oxford Park Over 60 age profile with 3km radial catchment



In respect of Active Etherow & Adventure Longdendale, figure 7 shows that Longdendale is reasonably well located to serve a high proportion of under 16 residents in Hattersley whereas Active Etherow has a much lower concentration of under 16s within its 3km catchment. In respect of the over 60s population, figure 8 identifies that areas of Mottram, Hyde and Broadbottom which fall within the 3km catchments of both facilities all have high concentrations of older people. These age profiles fit reasonably well with the general activity demographic of the respective centre's (indoor bowling at Etherow having an older demographic, whilst soft play, trampolining and laser quest at Longdendale having a younger age demographic).

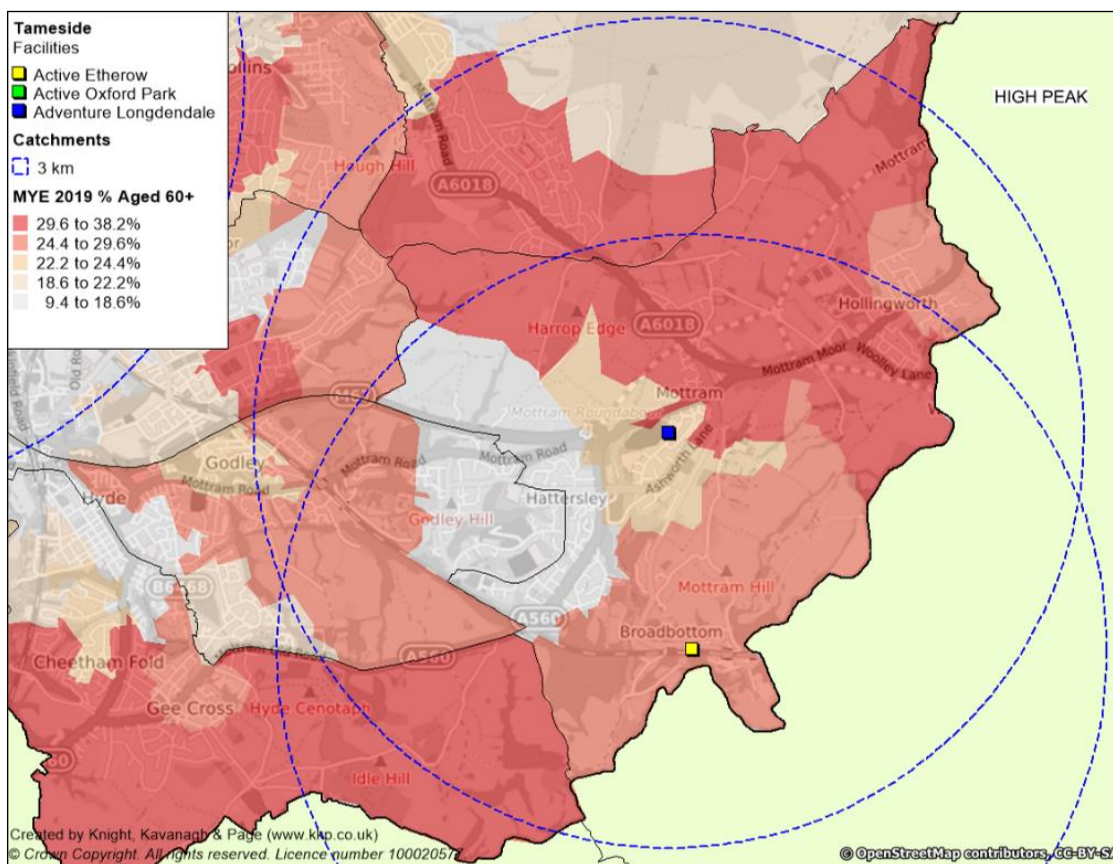
APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

Figure 7: Active Etherow / Adventure Longdendale 0-16 profile with 3km radial catchment



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Figure 8: Active Etherow / Adventure Longdendale 60 + age profile with 3km radial catchment



Health data (Data sources: ONS births and deaths, NCMP¹ and NOO²)

Life expectancy in Tameside is lower than the national figure; the male rate is currently 77.3 years compared to 79.6 years for England, and the female equivalent is 80.6 years compared to 83.2 years nationally.³

The annual cost to the NHS of physical inactivity for the CCG that Tameside falls within is estimated at £2,662,041. When compared to regional and national costs per 100,000, the costs for the CCG (£1,100,585) are 34.7% above the national average (£817,274) and 24.5% above the regional average (£883,672).

Given the above, the importance of having a high quality, appropriately located, accessible and well managed portfolio of leisure facilities should not be underestimated. Their role in delivering physical activity opportunities for residents is significant, especially within the context of the relationship between physical and mental health.

2.0 ACTIVE LIVES SURVEY 2019/20

Sport England recently produced its Active Lives Survey May 2019/20, based on 16+ year olds taking part in walking, cycling, fitness, dance and other sporting activity. As identified in Table 1, a higher percentage of the Tameside population is inactive compared to England and the North West and a lower percentage is considered to be active.

¹ National Child Measurement Program

² National Obesity Observatory

³ Office of National Statistics: Life Expectancy at Birth by local areas in the United Kingdom, 2013.

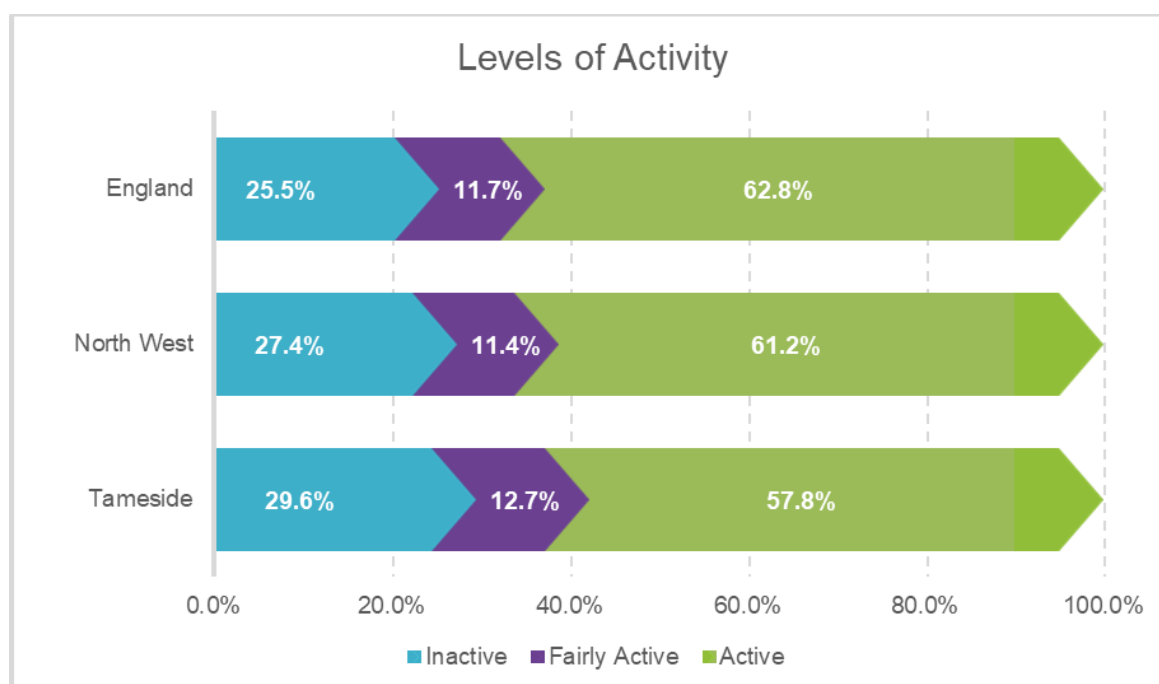
APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

Table 1 Active Lives Survey results May 2019/20

	Inactive (<30 minutes per week)		Fairly (30-149 minutes per week)		Active (150+ minutes per week)	
England	11,573,600	25.5%	5,338,500	11.7%	28,558,100	62.8%
North West	1,628,400	27.4%	677,500	11.4%	3,629,600	61.2%
Tameside	53,400	29.6%	22,900	12.7%	104,400	57.8%

Rate/population totals for sport & physical activity levels (excluding gardening) of adults (16+) in English local authority areas.

Figure 9: Levels of Activity in Tameside



3.0 FACILITY INFORMATION

3.1 ADVENTURE LONGDENDALE

Adventure Longdendale (also known as Total Adrenaline) is an indoor activity centre in Mottram, originally constructed in 1974. The site previously included indoor bowls, then gymnastics provision which was subsequently moved to the Active Ken Ward facility following a period of closure in 2016. It's relaunch as a leisure attraction in 2016 incorporated trampoline, soft play, laser zones, and a café.

Since the initial Covid-19 lockdown in March 2020 the site has acted as a Covid-19 mobile testing site. In terms of activity, it has been closed to the general public and now caters solely for commissioned activity via Trust programmes supporting adults & young people with a disability or additional needs. Laser quest facilities have closed entirely.

Usage profile

Pre Covid-19 lockdown and closure Adventure Longdendale had over 950 users attributed to it, of which the breakdown against age, gender and ethnic background is shown below. This shows the overwhelming (95%) majority of use being by young people under 18 years of age, reflecting the facilities previous emphasis as a visitor attraction with a fun / play emphasis. Usage by gender

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

meanwhile is broadly equal across males and females.

Table 2: Adventure Longdendale usage profile

Age	Under 18	18-24	25-49	Total
	914	9	28	962
Ethnicity	White	BAME	Unknown	Total
	146	3	820	966
Gender	Male	Female		Total
	478	491		964

Reference to Figure 10 and 11 (using Active Tameside facility user derivation by postcode overlaid with IMD ranking) illustrates that 61% of users with postcode data were Tameside residents, with the majority of remaining users from two neighbouring boroughs of High Peak (24%) and Stockport (9%).

The profile of users based on IMD ranking shows that it is generally reflective of the Tameside population, but that this only equates to 61% of the known user base of the facility. However, it is also clear from the mapping that the facility attracts a small concentration of users from the Hattersley community but draws mainly from the wider Tameside area.

Figure 10: Adventure Longdendale facility user postcode analysis

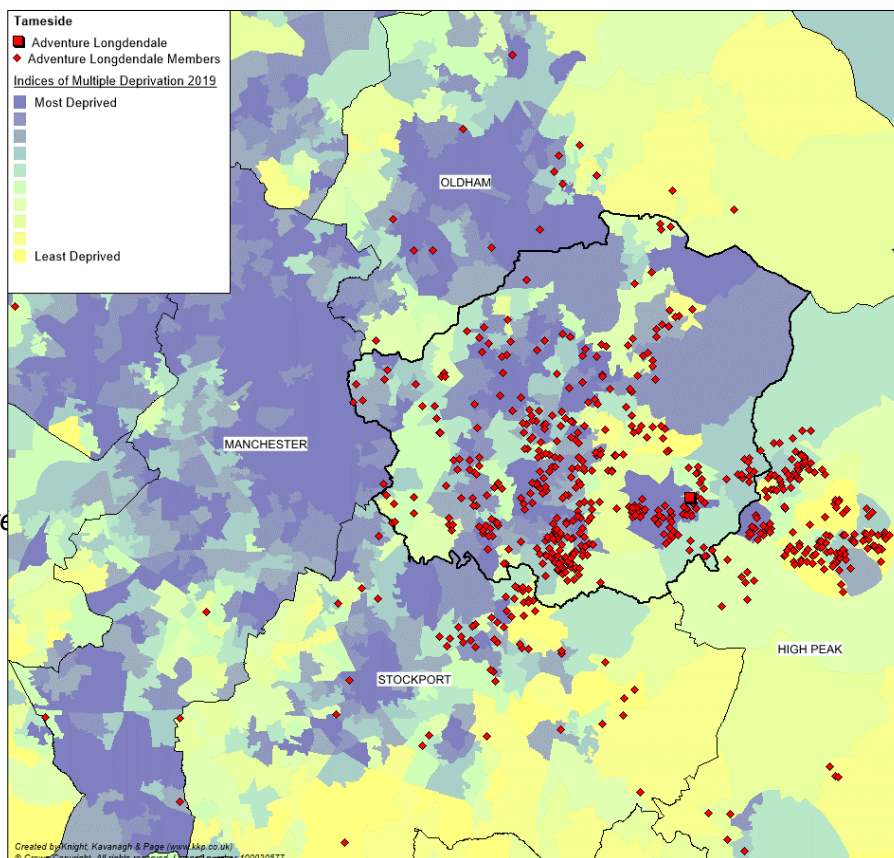
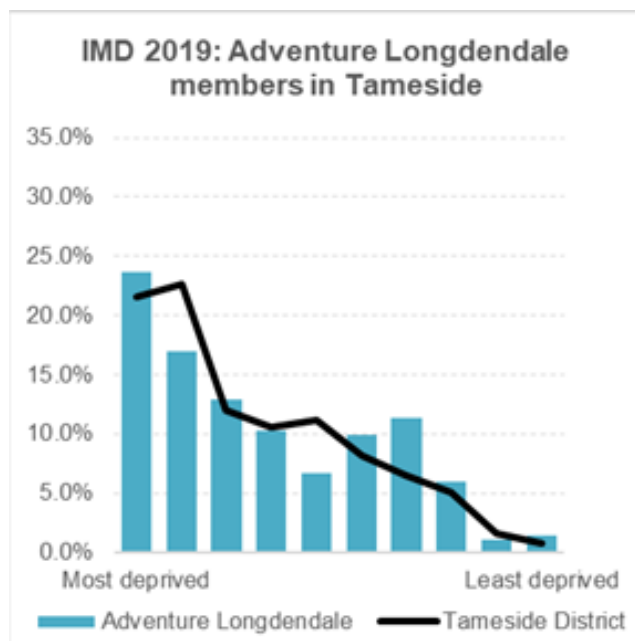


Figure 11: Adve

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION



3.2 Financial performance and potential savings

Whilst the facility was originally projected to achieve a surplus of £90,000 in both 2017/18 and 2018/19, Adventure Longdendale made losses of £32,000 and £12,000 respectively. This can be attributed in part to income levels not achieving sufficient levels to cover all operating costs and the cost of prudential borrowing to develop the trampoline and laser zone offer. In 2020/1 (pre Covid-19) the facility was projected to make a loss of £16,455.

Fundamentally, the site has not reached the levels of footfall that precipitated initial income projections at to justify the investment (a typical Saturday pre-Covid would see footfall of around 100 individuals for each of trampolining and soft play, and around 50 for the laser zone). For a rationale behind this, it should be noted that this type of facility is more of an attraction rather than a regular activity which may be undertaken on a weekly basis.

Therefore, the facility needs to be of sufficient quality and in the right location to attract from a wider catchment and to ensure ease of access for those visitors from outside of the area. Given the limited numbers of users of the facility this arguably does not encourage the prospect of revenue generating potential at a commercial level.

Active Tameside estimates that an annual revenue saving of **£34,211** could be achieved via the closure of Adventure Longdendale.

The Council has adopted a Strategic Asset Management Plan (SAMP) to ensure that the Council and CCG land and property assets contribute pro-actively to the delivery of the organisations priorities. If the facility was closed the SAMP, via the Council's Asset Management Policy could also identify opportunities to maximise capital resources and alternative uses for the building.

3.3 Risks and Impact

A key challenge in relation to the financial impact of closing Adventure Longdendale is that the Trust will not have the facility from which to generate income to pay off the prudential borrowing which was invested in the facility. The annual prudential borrowing payment associated with Adventure Longdendale is circa £100,000 per annum which is due to be repaid by the end of the contract in 2024.

The usage data shows that closure of Activity Longdendale would impact most markedly on younger people. Only 61% of users pre-Covid were Tameside residents. Looking at attendance data for

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

19/20 there was a small group of localised users but the majority travelled a significant distance to use the facility.

The centre currently supports people with a range of disabilities, who, unless alternative provision can be found would be negatively affected by its closure. The Trust also notes that its ability to offer employment and volunteer placements for young people with a disability or additional needs would be negatively affected by closure.

3.4 Mitigation

Consultation with the Trust confirmed that existing services delivered at Adventure Longdendale could be delivered at other facilities. The Active Ken Ward facility for example is approximately one mile away and offers a more structured gymnastics facility incorporating trampolining. Re-configuration of existing gymnastic spaces could take place at Ken Ward in order to cater for the displaced structured play / gymnastic offer at Longdendale, however, this could only be in the context that it did not impact negatively on the financial sustainability of Active Ken Ward. There is also alternative soft play provision less than a mile from Adventure Longdendale. This is a purely commercial facility which is a direct competitor to the facility.

Current adults and children's commissioned services delivered from the Adventure Longdendale would be delivered from other facilities including Active Medlock and Tameside Wellness Centre.

4.0 FACILITY PROPOSAL – ACTIVE OXFORD PARK

Active Oxford Park is an indoor sports centre. The facility was originally part funded by a £1.2m Sport England national lottery award and opened in 2006. Oxford Park operates as a community hub offering provision from early years and youth provision through to provision for older residents.

The range and type of programmes offered include:

- Structured play and gymnastics for early years
- Employment and volunteer placements for young adults with a disability
- 'Live Active' sessions & specialist provision for older people living with long term health conditions.

During the post Covid -19 lockdown period Oxford Park has remained open (with the exception of its sports hall) to support the Trust's commissioned programmes, specifically it's Live Active programme which provides physical activity sessions for some of Tameside's most vulnerable residents including GP/Primary Care referral supporting older people experiencing long term health conditions.

The sports hall (which has been closed since March 2020) caters for badminton and five a side football. It is the only indoor sports hall within the Council sport and leisure facilities that is available during the school day. The Trust notes that the building fabric is in good condition with no immediate capital investment requirements.

Active Oxford Park includes the following indoor facilities:

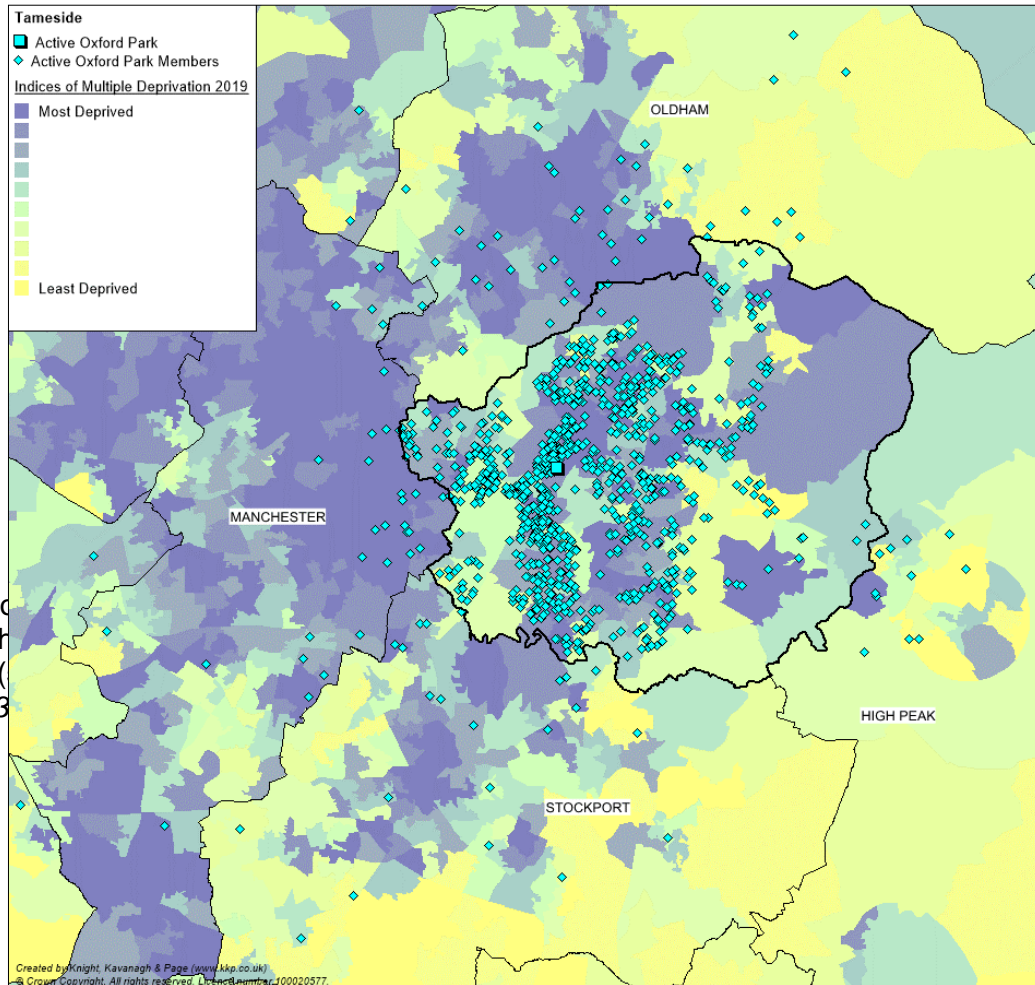
- 3 court sports hall
- 20 station fitness suite
- Fitness studio
- Free weights / resistance space
- Multi use games area and bowling green are located adjacent to the facility.

4.1 Usage Profile

With reference to Figures 12 and 13 (Active Tameside facility user derivation by postcode overlaid with IMD ranking) illustrates that the vast majority (91%) of Oxford Park's 1,537 registered users with postcode data (including pre and post-Covid use) are Tameside residents.

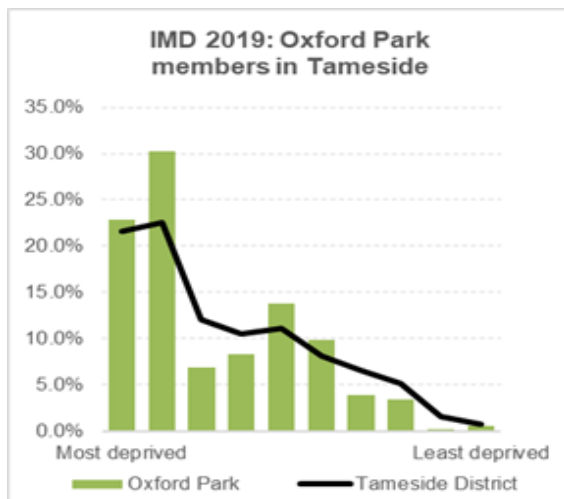
APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

Figure 12: Oxford Park User postcode analysis overlaid with IMD ranking.



Analysis of
profile. The
of users (see
Figure 13)

Demographic
proportion



Usage data breakdown against age and gender (see table 1 below) suggests a balanced profile in terms of usage by age, reflecting that the facility is used for both commissioned activity (Active Education, Live Active) as well as 'pay and play' and block booking activity of the gym and sports hall. The gender balance of the user base is 60% male / 40% female, Unfortunately, insufficient data is collected on the ethnicity of the user base, with over 88% of users unknown.

Table 2: Active Oxford Park Usage profile

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

Age	Under 18	18-24	25-49	50-74	Total
	215 / 19%	155 / 14%	561 / 50%	201 / 18%	1133
Ethnicity	White	BME	Other	Unknown	Total
	155	22	5	1388	1570
Gender	Male	Female			Total
	943	627			1540

Further breakdown of usage (including pre and post Covid data) provided by the Trust demonstrates the relatively low number of health and fitness users (135) compared to the total number using Oxford Park for commissioned activity ('Live Active, Early years, ASB / youth intervention) which comprise circa 450 users. This is reflective of the fact that, whilst the first floor room layout has been opened up in recent years in order to create the current fitness suite, it is still relatively small and not comparable with a commercial health and fitness offer of any scale.

Weekly sports hall (club) usage shows a total of 387 regular participants (pre-Covid-19). Of these, in respect of ethnicity around 140 / 36% of users are from the BAME community, which shows high correlation with the concentration of BAME residents living within the Active Oxford Park catchment area.

The Trust delivers sessions under its 'Live Active' initiative at Oxford Park, whereby residents, often with multiple and complex health issues are referred to a range of activities at Tameside venues via their GP or healthcare provider. Live Active aims to use physical activity as a way to improve community resilience and manage long term conditions.

During the period immediately following the Spring 2020 lockdown (August to October 2020), 167 individual participants took part in Live Active sessions, of which 48 / 29% indicated that they were living with a long term condition or disability. This compares to a total of 39 individuals accessing Live Active sessions during the period December 2019 - March 2020, immediately prior to lockdown, of which 10 / 25% had a disability.

As such, it is clear that the programming and use of Oxford Park is more geared to delivering commissioned services and casual use as opposed to health and fitness and commercial activity. This is reflected in the usage breakdown by activity and user type within Table 4.

Table 3: Active Oxford Park Usage breakdown by activity / user type

Activity	Users/members
Health & fitness members	135
No of Gymnastic members	90
Number of clients with a disability or additional needs	82
Number of Live Active clients	140
Number of club users –	120
Number of early years' clients	189
ASB & Youth intervention	120
Sports Hall (weekly)	387

4.2 Financial Performance and potential savings

Active Oxford Park is projected to have a net deficit of £33,810 for 2020/1. The facility was designed as a community hub to serve the physical activity needs of the local population and this was reflected in the Council's lottery funding bid and subsequent design of the facility. Importantly, it was not designed as a building which would generate significant revenues and whilst remodelling of first floor spaces has taken place, the centre does not have the capacity with its current layout or location to generate commercial levels of revenue.

The Trust estimate that an annual saving of **£48,456** could be achieved from its closure. The Council has adopted a Strategic Asset Management Plan (SAMP) to ensure that the Council and CCG land and property assets contribute pro-actively to the delivery of the organisations priorities. If the facility

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

was closed the SAMP, via the Council's Asset Management Policy would also identify opportunities to maximise capital resources and alternative uses for the building.

4.3 Risks and Impact

Closing the facility would impact across the whole life course (starting well, living well, ageing well and working well), due to the centre's role as a community hub, serving 'pay and play' usage as well as a significant range of commissioned services. Furthermore, Active Oxford Park also has an acknowledged role to play in tackling anti-social behaviour and developing community cohesion in the locality.

Any closure of the Active Oxford Park facility would also need to take into account the existing Sport England lottery award terms and conditions, which includes a risk of grant clawback in the event of closure within the current award period.

4.4 Mitigation

The sports hall at Oxford Park, being the only facility of its type within the Active Tameside portfolio would be most difficult to mitigate in terms of its loss. Replacement access could be negotiated with local secondary school provision which, in the post-Covid -19 environment may be difficult to realise a similar level of programmed space.

It could be envisioned that a proportion of the current commissioned activity (Live Active), within the fitness or studio space at Oxford Park could be re-directed elsewhere within the Council's facility portfolio, particularly given that existing clients within these programmes spend time across multiple venues other than Oxford Park.

There is potential for the building to be considered as part of the Tameside SAMP in respect of potential alternative use of the current facility. Past proposals looked at the feasibility of additional support for young people and adults with learning disabilities or a resource for post 16 further education and independent living opportunities. The above would need to be considered within the wider transformational reviews which are currently being undertaken across all Council services. As an alternative, the Trust could consider removing gym equipment in it's entirety from Active Oxford Park (given it's relatively low revenue generating potential) and re-purposing the facility solely around class / studio based commissioned activity.

5.0 FACILITY PROPOSAL – ACTIVE ETHEROW

Active Etherow is a listed former railway warehouse building which is owned by the Etherow Centre Charitable Trust. The Council leases the building at a cost of £15,000 per annum. Active Tameside operates the centre as an activity centre for long mat indoor bowls. The facility also accommodates an indoor disabled riding centre on it's ground floor and is located on the edge of the authority in Broadbottom, close to the boundary with High Peak.

The upper floor is currently used for the Etherow Bowling and Activity Centre, run by Active Tameside who employ a full-time member of staff. The space was previously occupied by the Tameside School of Gymnastics which moved to a newly built Active Ken Ward in Hattersley in the autumn of 2009. The upper floor was modified to provide an indoor bowling green to national league standard. Many users are older people, for whom bowling is an important part of maintaining their physical health and wellbeing.

The Centre is in use every day during the season, up to 9pm on Thursdays. The ground floor of the building accommodates an indoor riding centre operated by the Kingfisher Animals for Therapy Group, which now provides animal-assisted therapy for disabled people. The bowling centre has, since March, been closed.

5.1 Usage

Usage data provided by the Trust suggests that, based on a total client base of 250, the centre (pre-Covid) received around 290 visits per week for indoor bowling during the winter period and that the

APPENDIX 1: ADDITIONAL DEMOGRAPHIC and FACILITY INFORMATION

average daily attendance was around 60 people. All users are over 60 years of age, of white British ethnicity with an equal gender split within participants. There is estimated to be around 35 users with additional needs or disabilities. Whilst there is no formally constituted club associated with the facility, the user group is stable and keen to return to the facility when current restrictions are removed.

5.2 Financial Performance and potential savings

Active Etherow currently made a loss of £13,676 in 19/20. The Council currently pays a rental of **£15,000** per annum to the Etherow Centre Charitable Trust for use of the building. Active Tameside employs a full time member of staff to service the building (currently furloughed) which, combined with utilities costs would result in a **£16,000** annual saving should the Trust withdraw from management of the building.

5.3 Impact

The closure of the Etherow facility would potentially increase the risk of social isolation amongst a user group that is exclusively comprised of older people. Around 15% of current users also experience some form of disability. There would be limited alternative options for indoor bowling in the locality, with no other indoor facility in Tameside.

5.4 Mitigation

There is an opportunity for the Trust and Council to work with the Etherow Centre Charitable Trust and the bowling group, with a view to developing volunteer capacity in order that the community may assume responsibility for operating the bowling centre via formation of a social enterprise or similar. The Active Ageing centre model has been piloted at the Grafton Centre in Hyde since June 2009 to ensure that the model was both appropriate and met resident's needs. The evaluation of the pilot has demonstrated the success of the model. The active ageing model aims to support people to remain resilient to ill health by supporting access to social networks and by being physically active. Its outreach approach means it is able to provide low level interventions to a far greater number of people than traditional services have, demonstrated by the 600% increase in membership of the Grafton Centre.

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Agenda Item 8

Report to:	EXECUTIVE CABINET
Date:	25 August 2021
Executive Member:	Councillor Allison Gwynne – Neighbourhoods, Community Safety and Environment
Reporting Officer:	Ian Saxon – Director of Operations and Neighbourhoods
Subject:	GM MINIMUM LICENSING STANDARDS – STAGE 1 (DRIVERS, OPERATORS AND LOCAL AUTHORITY)
Report Summary:	<p>The proposed Greater Manchester Minimum Licensing Standards (MLS) will help deliver improved safety, customer focus, higher environmental standards and accessibility.</p> <p>By establishing and implementing Greater Manchester-wide minimum standards, we can help to ensure that all residents and visitors see these services as safe and reliable, and preferable to those not licensed by Greater Manchester local authorities. This collaborative approach seeks to establish a minimum standard in key areas, whilst allowing local authorities to exceed these where they consider this to be appropriate.</p>
Recommendations:	That the Executive Cabinet note the Greater Manchester MLS consultation feedback and to propose to Council to approve the implementation of the Minimum Licensing Standards as outlined in paragraph 4 of the report and in the appendices.
Corporate Plan:	Approving the GM MLS standards will aid public safety and public confidence in the taxi and private hire trade. It will also support the Greater Manchester Clean Air Plan, with regards to emissions, thereby also supporting a more sustainable environment.
Policy Implications:	Approving the GM MLS standards is committing to a policy change.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	The purposes of this report is to update on the Greater Manchester MLS consultation feedback. As such, there are no direct financial implications at this stage. Once further details are known as to the licence charging structure, a detailed piece of work will be undertaken to establish the impact on fee income levels. The outcome of this work will be shared in due course.
Legal Implications: (Authorised by the Borough Solicitor)	<p>The Council is the Licencing Authority for Taxi and Private Hire Vehicles in the Tameside area. The relevant legislation is primarily concentrated in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The legislation provides a broad framework for the licensing of drivers, vehicles and operators and further assistance is provided in the Department of Transports Guidance of 2020, but the precise detail of how this is done, including standards and conditions, is the responsibility of individual councils as the licencing authority.</p> <p>There are a number of other Acts which also have an impact; for example the Equalities Act 2010, which places a duty on councils to take steps to meet the needs of disabled people where these are</p>

different from the needs of other people, and enables regulations to improve disabled access to taxis.

Each Council is responsible for its own standards but with the desire to create a world class city and raise standards GM authorities have worked together including the consultation exercise to help inform Members and Officers in developing the GM wide minimum standards

Risk Management:

The specific risks and considerations are addressed per proposal in the body of the report.

Background Information:

The background papers relating to this report can be inspected by contacting Sharon Smith, Head of Regulatory Services and Public Protection



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e-mail: sharon.smith@tameside.gov.uk

1. INTRODUCTION

Background

- 1.1 Around 2,000 hackney vehicles, approximately 11,500 private hire vehicles and upwards of 18,600 drivers are currently licensed across the ten Greater Manchester Authorities. Whilst there are many similarities in terms of policy standards and licence conditions, there are also significant differences, particularly when it comes to policies relating to the licensing of vehicles, the calculation of licensing fees and the approach to proactive compliance.

In 2018, Greater Manchester's ten local authorities agreed to collectively develop, approve and implement a common set of minimum licensing standards (MLS) for taxi and private hire services.

At that time, the primary driver for this work was to ensure public safety and protection, but vehicle age and emission standards in the context of the Clean Air and the decarbonisation agendas are now also major considerations. In addition, by establishing standards around common livery and colour, MLS is an important mechanism that permits the systematic improvements to taxi and private hire service across Greater Manchester and their visibility.

This approach stands to benefit drivers and the trade more widely as public confidence in a well-regulated and locally licensed taxi and private hire services grows and will contribute directly to better air quality and lower carbon emissions. By establishing and implementing Greater Manchester-wide minimum licensing standards, we can help to ensure that all residents and visitors see these services as safe and reliable, and preferable to those not licensed by Greater Manchester local authorities.

Ultimately the collaborative approach that the MLS represents will help achieve the vision of a strong, professional and healthy taxi and private hire sector providing safe and high quality services to residents and visitors across the whole of Greater Manchester. This vision sees Taxis and Private Hire as a crucial part of the overall transport offer, that can consistently deliver safe and high-quality services for the public. The proposed MLS, together with funding from the GM Clean Air Plan, will help deliver improved safety, customer focus, higher environmental standards and accessibility.

This collaborative approach seeks to establish a basic and common minimum in key areas, whilst allowing Districts to exceed these minimums where they consider this to be appropriate. As licensing is a local authority regulatory function, the Standards have been devised by the GM Licensing Managers Network who work in partnership across Greater Manchester to drive innovation, partnership and change agendas.

MLS is also related to other key Greater Manchester priorities, most notably the GM Clean Air Plan and decarbonisation strategies, hence TfGM has been supporting the development of MLS ensuring it complements wider objectives.

Local reform through MLS can deliver real improvements across Greater Manchester, but the growth of out-of-area operation undermines local licensing, and gives cause for real concern that vehicles and drivers licensed outside our conurbation (but carrying Greater Manchester residents and visitors) may not be regulated to the high standards we expect. In this regard, it is important to recognise that Government reform of taxi and private hire legislation and regulation is urgently required. Further work to press the case to Ministers for reform is a key part of the overall approach.

Minimum Licensing Standards

- 1.2 The GM MLS were ready to be consulted on when the Department for Transport published Statutory guidance for taxi and private hire licensing authorities in July 2020. The MLS project has had regard for that guidance, which largely mirrors what is already proposed across GM, and reference is made in the report where appropriate.

It should be noted however that the Statutory guidance firmly highlights the past failings of licensing regimes in putting public safety at the forefront of their policies and procedures.

Taxis and Private Hire services are unique in the potential opportunity and risks they present to the travelling public. In no other mode of public transport are passengers as vulnerable or at risk to those who have mal-intent; risks that are increased for children and vulnerable adults. The sector itself is vulnerable to being used for criminal activity such as child sexual exploitation, county lines and other drug dealing/money laundering activity.

The Casey Report (2015) made it clear that weak and ineffective arrangements for taxi and private hire licensing had left children and the public at risk. The Statutory guidance asks authorities to have due regard to reviewing its policies thoroughly and considering good practice in the implementation of robust standards that address the safeguarding of the public and the potential impact of failings in this area.

It is with public safety in mind as our primary duty as Licensing Authorities that the MLS are proposed.

Overall, the GM approach looks to provide:

- the public with safe, visible, accessible and high-quality hackney and private hire services
- the hackney and private hire trades with clarity over what the required standards will be over the long term, and through the GM Clean Air Plan, with unprecedented investment to help renew the fleet
- local authorities with the continued regulatory role in relation to driver, vehicle and operator licensing whilst retaining scope to exceed the MLS as agreed locally by elected members

The MLS are divided into four distinct sections as follows:

Licensed Drivers; including criminal records checks, medical examinations, local knowledge test, English language requirements, driver training including driving proficiency and common licence conditions.

Licensed vehicles; including vehicle emissions, vehicle ages, common vehicle colour and livery, vehicle testing, CCTV, Executive Hire and vehicle design common licence conditions

Licensed private hire operators; including common licence conditions, DBS checks for operators and staff every year, fit and proper criteria for operator applications and common licence conditions.

Local Authority Standards: including application deadlines and targets, GM Enforcement Policy, Licensing Fee Framework, annual councillor training requirements and Officer delegations.

- 1.3 Due to the breadth of proposals to be considered by Members, and the complexity of the vehicle standards (and their link to the Clean Air Plan), this report seeks to provide Members with detailed consultation feedback and officer recommendations on the Drivers, Operator and Local Authority Standard elements at Stage 1.
- 1.4 A Stage 2 report outlining the proposed Vehicle Standard recommendations will be provided in the Autumn.

Link to the Clean Air Plan

- 1.5 An important element of the overall approach is to provide clarity and long term certainty for vehicle owners, so that they are able to plan the upgrade of their vehicles in a way that meets and contributes positively to GM's Air Quality, Carbon and other environmental obligations.

This will also help ensure that applicants to the Clean Taxi Fund, secured as part of the GM Clean Air Plan, will have a clear understanding of what locally licensed vehicle requirements will be over the longer term, for example in terms of emissions, age and other criteria, so they can determine the best use of the available funds given their specific circumstances. Note that only those vehicle owners who have licensed their vehicle with one of the GM local licensing authorities will be eligible for Clean Taxi Funds to support upgrade.

As noted above a further report will be prepared outlining final proposals for vehicle standards, as part of Stage Two of the MLS.

2. THE CONSULTATION

- 2.1 A GM wide public consultation took place between 8 October and 3 December 2020. The consultation yielded a total of 1683 responses broken down as follows:

- 1552 via online questionnaire
- 84 paper questionnaires
- 47 via email

The split of respondents was as follows:¹

Respondent Category	Questionnaire*	Letter / email	Total	%
General public	974	25	999	59%
Hackney drivers	221	11	232	14%
Private hire vehicle drivers	350	3	353	21%
Private hire operators	30	2	32	2%
Vehicle leasing companies	10	0	10	1%
Businesses	18	1	19	1%
Representatives	31	5	36	2%
Base	1,634	47	1,681	100%

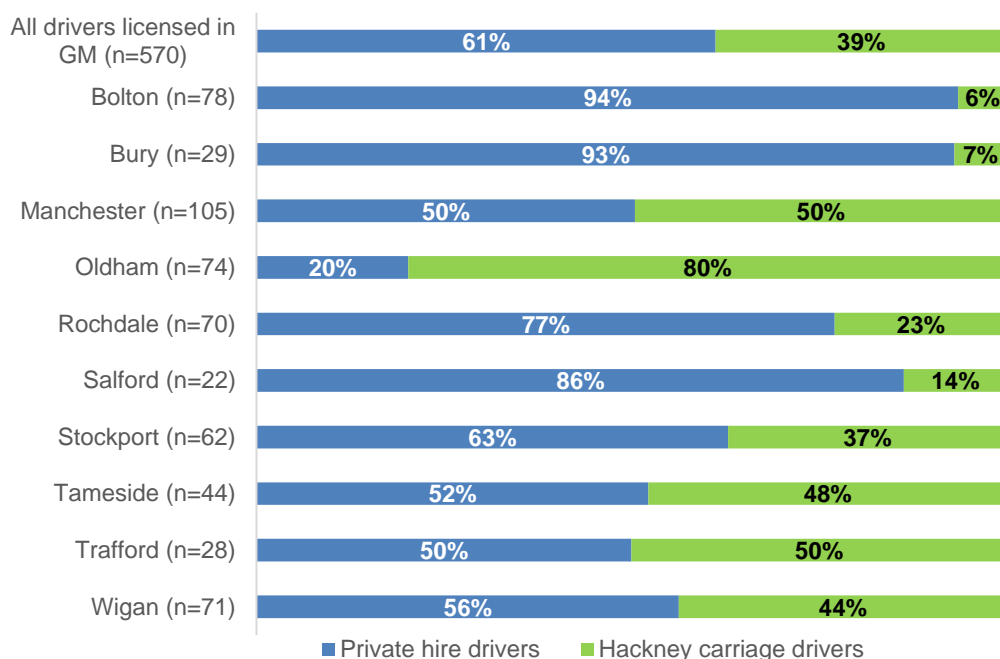
- 2.2 In addition, and concurrently, a qualitative phase of four online focus groups and 40 in-depth interviews took place to gain greater understanding of stakeholder views on the proposed changes
- 2.3 For a full breakdown of demographics and to view the complete GM consultation report please visit www.gmtaxistandards.com

¹ Two respondents did not complete the 'respondent type' question.

2.4 The response breakdown for Tameside was as follows:

	Questionnaire	Letter/ email	Total	%
General public	61	0	61	57%
Hackney drivers	21	0	21	20%
Private hire vehicle drivers	23	0	23	21%
Private hire operators	2	0	2	2%
Vehicle leasing companies	0	0	0	0%
Businesses	0	0	0	0%
Organisations	0	0	0	0
Elected representatives	0	0	0	0%
Base	107	0	107	100%

2.5 The following table provides a comparison of driver trade response levels across each of the 10 districts (with numbers on the left column and split shown between Hackney and Private Hire):



2.6 As Members will see, the response rates were generally low across the board, particularly from members of the trades. This isn't uncommon compared to Officers reflections on previous engagement with the trade. At a GM level, there are enough responses to draw conclusions, however, the number of responses in some sub-groups at district level is small and as such, the data should be treated with caution.

2.7 Across GM there were monthly meetings with trade and union representatives to update and reflect on the work being undertaken. Twelve briefings sessions were held for representatives at GM level in MLS and clean air. There were also twenty five briefing sessions for all trade sectors affection by clean air and at local level a number of local briefings were held and various communication methods used to notify all affected that consultation was underway including emails, newsletters and contact via operator bases.

- 2.8 It should be noted that the findings of the in-depth interviews and focus groups have been included alongside the findings from the questionnaire, expanding on the findings to provide deeper insight and examples in commentary form. The in-depth interviews enabled those who may be specifically impacted to provide additional detail and specific examples e.g. from a specific business sector.
- 2.9 The Consultation questionnaire asked for views on each section of standard proposals; Drivers; Vehicles; Operators and Local Authorities. Within each section, respondents were asked two questions:
1. To what extent do you agree or disagree with the proposed minimum licensing standards for [*Drivers/Vehicles/Operators/Local Authorities*] in Greater Manchester?
 2. Please use this space to provide any comments relating to the proposals for the minimum licensed standards for [*Drivers/Vehicles/ Operators/Local Authorities*]

For question 1 on each section, response options were:

- strongly agree
- agree
- neither agree or disagree
- disagree
- strongly disagree
- don't know

Respondents were then asked a series of other questions to gain further insight into their views on implementation and impact of the proposals, including free text responses to gain more qualitative feedback.

- 2.10 Copies of the Consultation Questionnaire and accompanying information booklet are available at www.gmtaxistandards.com

3. SUMMARY FINDINGS

- 3.1 The following paragraphs provide summaries of the consultation responses at a GM level. District specific comments and feedback on individual standards are included later in the report in section 4.

3.2 Driver Standards

- Extremely high levels of agreement from members of the public (94%) citing expectations that their safety and experience would improve from the proposals
- Overall agreement with proposals from Trade (Hackney 58% and PH 57%) but substantial proportion did not agree (Hackney 28% and PH 29%)
- Drivers saw the benefit in improving the customer experience but expressed concern at cost implications and felt the dress code was unnecessary.

3.3 Vehicle Standards

- High level of agreement from members of the public (88%)
- Greater overall level of disagreement from Trade (Hackney 69% and PH 63%)
- Trade mostly commented on age policy proposals; disagreeing
- Concerns raised about the charging infrastructure for electric vehicles
- Public liked the proposal of CCTV but concerns raised by the Trade with regards to cost and data privacy

- Comments and disagreement across trade and public with regards to colour policy proposals

3.4 Operator Standards

- Much broader agreement across both members of the public (94% agreed) and Trade (Hackney 67% and PH 65%)
- Main comments were in support of DBS checks for Operator staff, whilst some concern was also raised about cost and frequency
- Members of the public felt proposals could help improve customer service

3.5 Local Authority Standards

- High level of agreement again from members of the public (90%) and the Hackney Trade (72%) but Private Hire trade responses were split with only 51% agreeing
- Many Hackney and PH respondents commented that the licensing fee should be more affordable
- Members of the public were more in support of the licensing award than drivers who did not feel it would be beneficial

4. RECOMMENDATIONS

4.1 This section of the report provides further qualitative feedback and officer recommendations for each proposed standard. A separate Equality impact Assessment will be produced before decisions are made.

4.2 Each Standard is set out in individual tables below detailing:

- the proposed Standard and the rationale for the proposal
- the current standard in district
- feedback and comments made in the consultation in relation to the specific standard (both at a GM and local level),
- outline of relevant points, considerations and risks in response to the consultation
- officer recommendation for that proposed standard.

Key: Where the proposed standard is highlighted in blue this reflects that this standard is contained within the Department for Transport's Statutory Guidance

RAG Rating:

Where the current standard text is highlighted in green this means that this standard is already being met

Where the current standard text is highlighted in amber this means that this standard is already being partially met

Where the current standard text is highlighted in red this means that this standard would be a new standard within that Authority

DRIVER STANDARDS PROPOSALS

Driver Proposed Standard 1	Tameside Council Current standard
<p>Enhanced Criminal Record Checks</p> <p>It is proposed that all drivers will be required to undertake an enhanced disclosure check through the DBS to include barred lists (such as details of unspent convictions and police cautions). Drivers must also register to the DBS Update Service and maintain that registration to enable the licensing authority to routinely check for new information every 6 months as a minimum.</p> <p>NB. If a licence has not been issued within 6 months of a DBS certificate issue date, then a further enhanced DBS will be required (unless the applicant is registered with the Update Service)</p> <p>Licensing Authority to ensure sufficient background checks are conducted on applicants who have (from the age of 18) spent 3 continuous months or more living outside of the UK – this includes requiring a certificate of good conduct authenticated by the relevant embassy as necessary.</p>	<p>Currently drivers are required to complete a DBS every three years.</p> <p>The current policy does not require taxi driver applicants who have spent 3 continuous months or more living outside of the UK, to obtain a certificate of good conduct from the relevant embassy.</p>
<p>Reason for Proposal</p>	
<p>There is currently no legal requirement for licensing authorities to conduct an Enhanced DBS Check (including barred list) or to conduct interim checks on the Driver's DBS status using the DBS Update Service.</p> <p>Whilst the GM authorities all currently require the enhanced check, not all require registration with the Update Service in order to facilitate interim checks during the currency of the licence. Without this requirement, the onus is on the driver to self-report any criminal matters to the licensing authority or the Police to advise the licensing authority if they are aware of the driver's occupation.</p> <p>Further, in 2015, licensing authorities were required by law to issue Driver licences for a standard length of 3 years (unless the authority thinks it is appropriate to issue for a shorter period in the specific circumstances of the individual case). This change meant that drivers who usually had a DBS check at the point of annual renewal, were now not having their DBS status checked (unless the local authority put procedures in place to do so) during the currency of the 3 year licence.</p> <p>Due to a number of different factors and scenarios (for example, an applicant could provide a certificate that was issued some months ago, or take a number of months to pass a knowledge test, or be referred to a hearing during their application process), and as all application processes vary by authority; it can sometimes be a number of months between the date of issue on the DBS certificate and the date the licence application is then determined. As such, the proposed policy is that the applicant must have a certificate that is less than 6 months old at the point the licence is issued (or be registered with the Update Service so that a check can be made prior to issue).</p>	

This standard was proposed to ensure that all GM licensed drivers were being checked proactively, regularly and consistently by the licensing authority; and that the regime was not reliant on third parties reporting matters of concern to the authority. By ensuring that all drivers must register (and remain registered) with the Update Service, those checks can be conducted by the authority at least every 6 months. This in turn provides a greater level of confidence to the travelling public that the driver is being regularly and continuously monitored to ensure they remain a 'fit and proper' person to be transporting members of the public.

The DBS cannot access criminal records held overseas (only foreign convictions that are held on the Police National Computer may, subject to disclosure rules, be disclosed). Therefore the DBS check may not provide a complete picture of an individual's criminal record where there have been periods living or working overseas.

Consultation Response

GM level summary:

96 comments were made from general public respondents
29 comments were made from trade respondents

Of the 9 Driver related standards, this standard received the second highest number of comments.

The following table shows a breakdown of the number of comments made for this standard by type of respondent:

STANDARD	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Enhanced Criminal Records Check (DBS)	96	6	12	1	0	1	9

This table provides more detail on the type of themes that came out in the comments made by respondent type:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Enhanced DBS should be mandatory	74	6	7	1	0	1	6
DBS check would make passengers feel safer	12	0	0	0	0	0	1
All drivers should not have a criminal background / have enhanced DBS check	5	0	2	0	0	0	1
DBS check every six months is expensive	1	0	3	0	0	0	0
Concern checks don't cover convictions obtained abroad	9	0	1	0	0	0	2

Comments made in relation to criminal record checks were very supportive:

“I feel it is appropriate for drivers to have an enhanced criminal record check – it would make me feel a lot safer allowing my disabled daughter (who also has a learning disability) to travel under their care. After all, all staff currently involved in her care have to have one. I feel it is appropriate.” (Public, age 45-54, Bury)

Very few comments were received from the trade, but those that did comment were also supportive of additional checks. All drivers spoken to in qualitative research felt that it was a positive standard which encouraged trust in drivers from users, especially if it is explicit to all users that this is a mandatory standard. The in-depth interviews with users, drivers and operators showed that most respondents assumed this standard was already in place and felt that if it wasn't mandatory then it should be.

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Enhanced Criminal Records Check (DBS)	3	0	0

“All these would make me feel safer as a woman travelling alone using them, and also for vulnerable people.” (Public, age 35-44)

All comments from the public regarding Criminal record checks expressed agreement with the proposals.

Comments and considerations

The Statutory guidance issued in July 2020 advises that authorities should carry out an Enhanced DBS check including barred lists and require drivers to evidence continuous registration with the Update Service to conduct checks at least every 6 months, and notes the particular high risks to passengers within this industry by the private nature of the mode of travel. The guidance advises that if drivers do not subscribe to the Update Service, they should still be subject to a check (by production of new certificate) every 6 months.

Licensing Authorities should do all they can to minimise the risk to the public and be proactive in doing so. This standard ensures that in addition to the enhanced DBS certificates already required by all 10 authorities, that every authority also requires drivers to be registered with the Update Service and subsequent 6 monthly checks conducted on their DBS status, thereby ensuring consistency on the frequency of proactive checks and ensuring that authorities are not reliant on the honesty of licence holders declaring relevant issues and offences.

This standard also has the added benefit of reducing the cost long term to the licensee as an enhanced DBS certificate costs a minimum of £40 and a new certificate would be required each time the authority wanted to check the status of the licensee's DBS – however registration with the Update service is only £13 per annum, and the licensee need never obtain a further certificate at full cost should their DBS remain clear.

There was overwhelming support from the consultation and strong public safety benefits of this proposed standard, as well as reduced overall costs to the licence holder.

In relation to overseas background checks; due to significant concerns about the current system and the value of conducting these checks against the cost that would be reflected in

the licence application fee, Officers will be reflecting further on the current system and engaging with the Government on the best way to conduct such checks going forward and will, if deemed necessary, prepare a further report.
Lead Officer recommendation
To implement the Standard on DBS certificates and checks as proposed.
To reflect and engage with government further on the requirement for certificates of good conduct overseas and prepare a further report if necessary.

Driver Proposed Standard 2	Tameside Current standard
<p>Driver Medical Examinations It is proposed that:</p> <ul style="list-style-type: none"> • Group 2 medical examinations are used to check drivers are medically fit to drive [the same examinations as applied by the Driver and Vehicle Standards Agency (DVSA) for lorry and bus drivers] • That the medical assessment is conducted by a registered GP or registered Doctor who has reviewed the applicant and has access to their full medical history • That the medical certificate is no more than 4 months old on the date the licence is granted • Medical certificates are required minimally (unless otherwise directed by a medical professional) on first application; at age 45; and every 5 years thereafter until the age of 65 when it is required annually 	<p>Upon new application Drivers are required to produce a medical certificate signed by a registered medical practitioner to show that they meet Group 2 medical requirements.</p> <p>Such medical certificate must also be produced on any application for renewal of a licence after the applicant has reached the age of 45, 50, 55, 60 and 65 years and thereafter annually unless otherwise requested by the authorised officer.</p>

Reason for Proposal
<p>Taxis and private hire vehicles are public transport providers and it is important that the travelling public are assured with regards to the medical fitness of their designated driver. The medical standards for Group 2 drivers are substantially higher than Group 1; not permitting various medical conditions deemed to be too high risk for driving occupations where the driver typically spends lengthy periods of time in the vehicle, has a responsibility to members of the public and need to be able to assist passengers with disabilities.</p> <p>Currently nine districts require the Group 2 medical assessment standard, but not all have a policy standard that requires the assessment to be made by a GP or Doctor who has access to the applicant's full medical history, or a standard that the medical is no more than 4 months old at the date the licence is granted. This proposal brings all 10 pre-requisites on this element of the licence application process into line, alongside the statutory frequency standard for medical certificates being renewed.</p>

Consultation Response
<p><u>GM level response:</u></p> <p>This proposal perhaps unsurprisingly elicited very few comments as there are only minor changes to current the current policy standard across the board:</p>

17 comments were made from general public respondents
 18 comments were made from trade respondents

Of those that did comment, most agreed with the standard.

The following table provides a breakdown of the number of comments by respondent category:

STANDARD	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Medical Examinations	17	4	5	1	1	0	7

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
The cost of the medical is expensive	0	0	2	0	0	0	0
Health check should include being able to handle wheelchair users	1	0	0	0	1	0	0
Driver medical examinations are not necessary	5	0	2	0	0	0	0
Agree with medical examination	11	4	1	1	0	0	7
Non-NHS organisations should be allowed to issue medical certification	0	0	0	0	0	0	1
Base	17	4	5	1	1	0	7

Two respondents mentioned that driver's being physically unable to assist wheelchair users can be an issue, with some driver's complaining they had a 'bad back' or that the chair was too heavy.

A trade association made the following comment:

“Something that is problematic however is the fact that individual licensing authorities have differing standards requirements for DVSA Group 2 medicals. Many ‘forward thinking’ licensing authorities are currently using DVSA medical providers that are approved by the Road Haulage Association (RHA)..... we implore the 10 Unifying TfGM Authorities to immediately utilise these service providers like the RHA does” (Organisation, LPHCA)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Medical Examinations	1	0	0

Comments and considerations

In the absence of a statutory standard, best practice guidance does advise on the application of the Group 2 standard but remains silent on whether a GP or registered Doctor can conduct the assessment in the absence of the full medical records. From experience and following engagement with the Institute of Licensing and medical professionals, lead officers understand it is important that the GP/Doctor assessing the applicant has access to their full records and not just a summary of the applicant's medical records which could omit critical information.

The cost of medical assessments is not within the jurisdiction of licensing authorities, but as long as the GP/Doctor has access to the full medical records, authorities do not otherwise stipulate which GP/Doctor can be used which allows applicant's to search the market for what is most suitable to them at the time. Given the impact on the trade following the pandemic, and reports of ongoing delays accessing medical assessments, officers consider it best not to stipulate specific providers at this time, although this is something that could be considered in the future.

Lead Officers recommendation

To implement the standard as proposed.

Driver Proposed Standard 3	Tameside Current standard
<p>Knowledge Tests It is proposed that applicants undertake a knowledge test. Authorities will be able to determine what is included in their local test but topics covered may include; local area knowledge, local conditions, licensing law, road safety, highway code, numeracy and safeguarding.</p>	<p>All applicants to be a taxi driver in Tameside are required to complete a knowledge test, the test meets all aspects of the proposed standard.</p>
<p>Reason for Proposal</p> <p>Local area knowledge has long been considered an important feature and a strategic objective to licence a high-quality fleet of drivers that supports visitors and business growth in the region. This is not just proposed from a customer service perspective; so that passengers are not waiting unnecessarily due to driver confusion about buildings/stations/locations, or so they are not charged unnecessarily if the driver does not take the most direct route. More importantly than that, having sound and sufficient knowledge of the local area is widely considered essential for public safety, as in the worst scenarios, lacking a decent understanding of local routes can lead to passengers being in dangerous or vulnerable locations.</p> <p>All 10 authorities currently require a local knowledge test and this proposal seeks to protect and embed this standard within the suite of common standards.</p>	
<p>Consultation Response</p> <p><u>GM level response:</u></p>	

This standard elicited the second highest number of comments from respondents within the Driver standards section.

123 comments were made from general public respondents
47 comments were made from trade respondents

STANDARD	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Knowledge Test	123	12	22	4	0	2	7

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
The local knowledge test is not needed as most people use sat nav	15	5	8	1	0	2	3
The local knowledge test is needed - issue with drivers' poor local knowledge	108	7	9	3	0	0	4
Knowledge test is only required for new drivers	0	0	6	0	0	0	0
Base	123	12	22	4	0	2	7

As the table shows, the most commonly held view was that the knowledge test was needed and that drivers' poor local knowledge was an issue for the general public. Those public respondent cited cost of travel and concerns for safety as the main reasons for their view:

"I have pre-booked taxis within the borough I live in (Oldham) and in Manchester and have found that the driver does not have local knowledge of the borough. As I often travel alone, I find this disconcerting and have found myself anxious on many a journey." (Public, age 35-44, Oldham)

"Knowledge Test: This is very important. One in every three that I have travelled with asks me for directions. When my daughter, with special needs, travels alone and is asked for directions she is unable to do that. This has caused a long unnecessary journey." (Public, age 75+, Oldham)

"Knowledge tests- too often we are asked to provide directions to the location we are travelling or spend minutes at the start of each journey trying to explain. I think a basic understanding of the areas in Greater Manchester is a must." (Public age 25-34, Stockport)

"Knowledge tests should be required every five years to ensure drivers are aware of changes in the Highway Code and reminded of best practice. They should also be required after a driver is convicted/fined or reported for any breach of the Highway Code or other offence." (Public, age 65-74, Manchester)

One user respondent in the qualitative focus groups gave this example:

"Driver pulls up at the side of the road to ask me where a certain place was. It wasn't far away but because of the diversions in place due to roadworks, his sat nav was useless as it wasn't picking it up or giving him an alternative route. So, I ended up getting in with him and

showing him the way as he was struggling, didn't know the area and his passenger was getting quite irate. I shouldn't need to do that though. (User, Group 16).

Trade respondents' comments mostly supported the standard:

"I once had one driver pull up and ask me where Old Trafford was, when working in Trafford. I get you might not know little places, hard to reach, but Old Trafford stands out and is well signposted and this driver was clueless. Had no idea. That's not good enough in my eyes." (Hackney Driver, Trafford)

"Now, part of the stipulation for your badge, hackney badge employees, you take the shortest direct route. Unless instructed by the customer. They've got Google maps, everything they do is app based, Uber is app based and its app based on Google maps. Google maps is not the shortest, it's the fastest. If there's a motorway anywhere near where you're going or you're coming from, he'll jump on it and the customer has to pay, because it's all done on distance. That is going against the bylaws of the town. The bylaws state that if you're an operating service it's got to be shortest, most direct route." (Hackney Driver, Stockport)

Although 5 Hackney drivers and 8 private hire drivers did not feel the knowledge test was necessary due to the widespread use of Sat Nav technology:

"Knowledge test not essential since today technology can find and direct driver to any destination" (Hackney Driver, Manchester)

"Knowledge tests are not as needed as it once was. Most jobs undertaken via some sort of Sat Nav and many with the journey already mapped out before the customer even enters the vehicle." (Vehicle lease company, Stockport)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Knowledge Test	2	0	0

All comments from the public regarding knowledge tests expressed agreement with the proposals.

Comments and considerations

Whilst most responses support the standard that is already in place, a minority of respondents disagree citing the use of satellite navigation technology, and this assertion is often made on and off by trade groups to local authorities. There are many examples of when Sat Nav technology cannot be relied upon, including a well-publicised example that took place in April 2021 in Eccles in Salford, where an 'out of town' private hire driver drove a passenger in his vehicle into the Bridgewater Canal, telling the Police he was following his Sat Nav.

It is much more preferable that locally licensed drivers have a sound local knowledge of their area as technology can fail, or signal can be lost, and passengers (who may be children and/or vulnerable) should have the confidence that the driver is able to transport them to their destination regardless of whether they have access to technology or not. In short, Sat Nav should be seen as a supplement to, not a replacement for, local knowledge.

A risk that should be noted, is the cost implication of delivering (whether in house or via a third party) local knowledge tests and therefore ultimately the cost to the applicant. This will generally only apply to new applicants rather than existing licence holders. Whilst other local authorities outside of the region choose not to require this element in their licensing of drivers, this could remain a motivation for drivers to seek their licences elsewhere. As all authorities currently have the standard within their fee structure, it is considered best to retain the standard and continue to make this point to the DfT.

Lead Officers recommendation
To implement the standard as proposed.

Driver Proposed Standard 4	Tameside Current standard
<p>English Language Test</p> <p>It is proposed that new drivers undertake an assessment to ensure they are able to communicate in spoken English and in writing to a standard that is required to fulfil their duties, including in emergency and challenging situations.</p> <p>Whilst the standard is not specified further and will be for authorities to determine, the expectation is that that all authorities have a test requirement that can demonstrate the ability to communicate effectively to:</p> <ul style="list-style-type: none"> - Establish the passenger(s) destination and provide answers to common passenger queries or requests - Be able to provide customers with correct change - Be able to provide a legibly written receipt upon request 	<p>All applicants to be a taxi driver in Tameside are required to complete and pass an English test (oral and written) at Entry Level 3.</p> <p>These tests are currently completed at Tameside College.</p>

Reason for Proposal
<p>It is essential in providing a safe experience that licensed drivers are able to communicate effectively with passengers to establish their needs, and provide accurate information with regards to journey time, fare and the operation of the vehicle, and provide legible receipts upon request. It remains a common complaint to authorities that some drivers lack the ability to communicate effectively.</p> <p>Licensed drivers also have a key role to play in the public transport network, often driving vulnerable individuals (on schools' contracts for example), or visitors who are unfamiliar to the area. It is important that passengers are able to communicate effectively in all situations (particularly in an emergency) with their driver to ensure their needs are met, particularly those with disabilities or additional needs. We also know from various reviews that the sector can play a critical role in the identification of exploitation and criminal activity, including county lines; so drivers must be able to identify and clearly report harm and risk through their understanding of spoken English.</p>

Consultation Response
<p><u>GM level response:</u></p> <p>94 comments were made from general public respondents 39 comments were made from trade respondents</p>

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
English Language Test	94	13	18	2	0	1	5

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree with language requirements	72	10	14	1	0	0	4
The enforcement of language tests will be controversial	3	0	1	0	0	0	0
Only a speaking / listening test is required, writing is not important	11	0	0	0	0	1	2
English and maths test are discriminating people with disabilities who are already a hackney / PHV driver	3	1	0	1	0	0	0
Language requirement is not necessary	7	2	4	0	0	0	0
Base	94	13	18	2	0	1	5

As Members will see, the majority of those who made an additional comment on this standard made positive remarks in support of the proposal:

“I believe that an English test is crucial as many passengers have told me they’ve had drivers who are unable to speak a word of English. Just imagine you’re in a private hire and you tell the driver you have cut yourself. You need a plaster. And the driver tells you he doesn’t understand. There’s many other scenarios I could give you.” (PHV Driver, Manchester)

“Having good communication skills is essential so that the passenger can feel confident and secure, knowing that they have been understood and can understand what the driver is saying to them. I know this because I work with people who have dementia and need this extra care” (Public, age 55-64, Manchester)

However, a small number of comments were made raising concerns about this standard:

“The English language tests. I feel like this will alienate a lot of drivers and tests like these are biased against immigrant taxi drivers. Most councils have these enhanced checks” (Public, age 25-34, Manchester)

“All of the above already exist in my council but it is stupid that someone with a PHD who is of an age where they cannot find their O levels from 50 years ago still has to take an English/Math test because councils currently say if you don't have GCSE, GCE or equivalent O level you have to take an English test even though English is first language and far superior qualifications have been gained over a career.” (Operator, Bury)

“English language test- since when has this ever been a problem before? I think there are unconscious biases at play here you need to address. Really unfair to suggest current taxi drivers can't speak or write English. When has this ever been an issue? Speaking a language and writing it are two very different things. I don't think you need to be able to write to drive taxis. Having these criteria will exclude those who probably already struggle to get work elsewhere e.g. people with learning disabilities, people whose second language is English. They can speak English but can't write. Really disappointed with these criteria.” (Public, age 35-44, Rochdale)

Aecom noted that there was no significant difference in the number of comments received by district or ethnic origin.

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
English Language Test	3	0	0

All comments from the public regarding English language tests expressed agreement with the proposals.

Comments and considerations

Whilst the comments against the standard are few, it is still important to address concerns raised that may be based on misconceptions about the rationale for having a licensed driver fleet proficient in the use of both written and oral English. The primary purpose of licensing is always public safety and it is with this in mind, that most GM authorities already have this requirement in their regime.

Whilst it is understood that the sector does attract newly migrant workers, it is important that users and licensees understand the important role licensed drivers play as a public transport provider and their responsibilities to passengers. Authorities strive to licence a driver fleet that plays an active role in safeguarding matters. As stated in the Statutory Guidance; “A lack of language proficiency could impact on a driver’s ability to understand important documents, such as policies and guidance relating to the protection of children and vulnerable adults. Oral proficiency will also be of relevance in the identification of exploitation through communicating with passengers and their interaction with others”.

A risk that should be noted, is the cost implication of delivering (whether in house or via a third party) language proficiency tests and therefore ultimately the cost to the applicant. Whilst some local authorities outside of the city region choose not to require this element in their licensing of drivers, this could remain a motivation for drivers to seek their licences elsewhere. As most GM authorities currently have this standard already within their fee structure, it is considered best to retain the standard and continue to make this point to the DfT. Officers will be looking at options for joint procurement of providers going forward.

Lead Officers recommendation
To retain the standard as proposed.

Driver Proposed Standard 5	Tameside Current standard
Driving Proficiency Tests It is proposed that all new drivers will be required to pass a taxi/private hire on-road assessment with a GM approved supplier.	All new applicants to be a taxi driver in Tameside are required to complete a driving assessment by an approved supplier.

Reason for Proposal Driving a licensed vehicle does require additional skills to those assessed in a standard driving test. Taxi and PH driving proficiency tests are conducted by DSA test examiners and require the driver to demonstrate a level of driving skill and ability associated with that of an experienced driver as well as a sound knowledge of the highway code. The test takes into account that drivers have additional road safety responsibilities to their passengers, and the safe conveyance of passengers. Some manoeuvres tested include: <ul style="list-style-type: none"> • Safe turning of the car around in the road • Safe stopping at the side of the road (a safe distance from the kerb and ensuring there are no obstructions for passengers) • A wheelchair exercise (loading/unloading and securing safely) Authorities regularly receive complaints from customers who feel their driver lacked safe driving skills, or sufficient knowledge of the highway code and this proposal seeks to improve the overall quality of driver licensed within the region. Currently half the GM authorities have this requirement in policy, and the proposal is that all new drivers will be required to pass a taxi or private hire on-road assessment with a GM approved supplier (those that currently require have a list of approved suppliers at present). Due to some drivers who have migrated from Europe being able to convert to a UK licence it is highly likely that they will not have been tested against UK standards including the highway code.

Consultation Response							
<u>GM level response:</u>							
53 comments were made from general public respondents 28 comments were made from trade respondents							
Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Driving Proficiency Test	53	10	10	3	0	0	5
This table breaks those comments down thematically across the respondent categories:							

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Support proficiency tests proposals	39	7	3	1	0	0	5
Proficiency training / test should be live not virtual	3	0	0	1	0	0	0
A driver proficiency test would not serve any purpose for experienced drivers.	6	3	7	1	0	0	0
Driving proficiency should be constantly tested	6	0	0	0	0	0	0
Base	53	10	10	3	0	0	5

This proposal didn't elicit as many comments as other standard, but of those comments made, most were in general support and felt that it should be compulsory.

"Driving proficiency tests - most drivers are ok, but I have come across several that I wonder how they ever passed a driving test. Some have total ignorance e.g. doing a 3 point turn on a busy main road at a blind junction is stupid, this happened to us in a taxi - nearly caused an accident -the taxi driver started shouting at the other innocent drivers calling them stupid." (Public, age 65-74, Trafford)

"Driver proficiency test. Driving standards need to be improved, there are currently many private hire vehicles driven badly, with seemingly little awareness of traffic laws, and a lack of consideration for other road users." (Public, age 35-44, Bury)

"Drivers need to be taught how to drive a Taxi, not just a vehicle. It is a customer service industry. Poor local knowledge and a reliance on technology has severely lowered standards." (Hackney Driver, Wigan)

"Driving proficiency should be constantly tested. Perhaps every 3 years or after complaints on their driving conduct." (Public, age 25-34, Stockport)

"Driving proficiency tests. Applicants must have held a UK licence for a minimum of two years. Foreign and EU countries licences not acceptable to drive a PHV or taxi in the UK. A minimum of 45 minutes' drive on a variety of road types plus several stops to alight as if requested by passengers. A safe reversing manoeuvre and three-point turn. Questions on the highway code, and some road signs. Must demonstrate ability to remain calm and focused whilst being questioned en route. No serious or dangerous faults allowable." (Operator, Manchester)

However, some drivers (10 in total) did comment that they did not feel the test was necessary:

"With the use of Sat Nav is the knowledge test a necessity, especially considering most drivers reside within the vicinity. Driver proficiency is just unnecessary especially if a driver has more than 5+ years of driving experience" (PHV Driver, Trafford and outside Greater Manchester)

"Driving proficiency tests not ness just another pain in neck current driving licence enough." (Hackney Driver, Wigan)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Driving Proficiency Test	2	0	0

All comments from the public regarding driver training expressed agreement with the proposals.

Comments and considerations

As this proposal is for new applicants only, Members have raised that the majority of the existing fleet of over 18,000 GM licensed drivers will not have undertaken this assessment and benefited from the knowledge provided in training. Members also highlighted that such courses should be repeated at intervals (akin to other transport sectors) to realise the benefits for the travelling public but recognise the additional cost burden this would present to licensees at this challenging time. It is noted however that a proposal to implement the standard for existing fleets has not been consulted upon at this time and so due consideration will have to be given to this in the future if this is proposed.

However, as is the case currently, where a driver's proficiency is called into question (through complaints, officer observations and/or traffic related offences), it remains an option for authorities upon review of the driver's licence, to determine that the driver undertake a relevant proficiency course and assessment.

Fees for these tests average around £100 (for both theory and practical). Again, joint procurement is likely across GM for this policy area.

It is noted that the introduction of this standard across the board at this uncertain time for the trade may also further deter new and renewal applicants to GM authorities; who instead seek to find the easiest and cheapest route to being licensed elsewhere. As well as further risking licensing services cost recovery models; under the current national system, such drivers would continue to work and operate within GM anyway (thereby GM residents and visitors would not benefit from this standard in any event). Again, continued lobbying of government can seek to highlight and address this risk.

Lead Officers recommendation

To retain the current standard.

To consider the implementation for existing drivers at a later date.

Driver Proposed Standard 6	Tameside Current standard
<p>Driving Training It is proposed that all authorities require drivers to undertake training in the following areas as a minimum:</p> <ul style="list-style-type: none">- Safeguarding- Child Sexual Exploitation	<p>All new applicants to be a taxi driver in Tameside are required to complete a one day taxi driver assessment covering all aspects of the proposed standard.</p>

<ul style="list-style-type: none"> - Human Trafficking and County Lines - Disability and dementia awareness - Licensing Law 	<p>Existing drivers have previously been required to complete a course covering these topics.</p>
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Reason for Proposal

The primary purpose of any training required for a licensed driver is to improve public safety. By ensuring that licence holders are aware of important issues related to their occupation as a public transport provider; ensuring they understand their responsibilities, the licensing regulatory regime, the requirements of their licence conditions and what role they play in identifying and reporting safeguarding issues and criminal activity.

As front facing services to the public, licensing authorities recognise the significant and positive role that licensees can play in supporting regulators to protect members of the public, by identifying and reporting concerns relating to safeguarding and criminality. Driver training builds on this recognition to ensure licensees are well placed in identifying relevant issues, knowing how to report and in turn supporting the public safety objective.

Consultation Response

GM level response:

70 comments were made from general public respondents
 29 comments were made from trade respondents

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Driver training	70	9	7	1	2	0	10

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Additional training subjects should be included	26	2	2	0	1	0	5
Any Driver Training should be optional	5	5	4	1	0	0	1
Safety needs improving for vulnerable groups	23	0	1	0	0	0	2
Driver behaviour needs improvement	13	0	0	0	1	0	0
Agree with driver training	11	3	0	0	0	0	4
Base	70	9	7	1	2	0	10

Those making comments on this standard were mostly supportive or had additional suggestions to make with regards to improving the training. Safety, vulnerability, disabilities and additional needs were common threads.

“Driver training to make drivers aware of peoples disabilities that should be obvious and treated as such. Basic driver courtesy of exiting the vehicle and assisting passenger with alighting the vehicle and also to any baggage that may be carried.” (Public, age 55-64, Tameside)

“Knowledge tests should also include the use of facilities and technology within vehicles as they relate to disabled people. This is absolutely crucial and should include the use of ramps and the level of gradient which should be as shallow as possible, how to provide assistance to disabled passengers to access the vehicle, how to secure passengers within the vehicle, including all types of wheelchairs and scooters and non-standards cycles, sometimes used by disabled people and provision of information to passengers about the licensing information of the drivers and vehicle.” (Organisation, Manchester Disabled People's Access Group)

“In driver training it should include training regarding impact on pedestrians of pavement parking.” (Public, age 35-44, Stockport)

“Driver training regarding vulnerable road users such as cyclists. I'm nearly hit daily by taxi drivers in Manchester while commuting.” (Public, age 25-34, Manchester)

“I was just going to say that disability covers so many different impairments and people can have multiple impairments, some of which are not obvious, as well as mental health and all these may be challenging for the driver. The driver's mental health should also be identified in there. It is also important to do training around speech impediments as a lot of drivers could identify somebody as drunk so yes, I think driver training is very important.” (User, Group 1)

Amongst trade respondents, comments were very low again but those that did comment mostly felt the training should be optional:

“I really don't think there is any need for existing drivers to have driver training, when you have been driving a taxi for a number of years, and dealing with challenging road users, and the safety of your passengers, as you do as a professional driver, and the longer you have done this profession, I really don't think there is any need for any other driver training, it would be a waste of resources.” (Hackney Driver, Wigan)

“It is waste of time to do all this on regular basis, people have been driving for years and they do not need any more training for driving a taxi, all they need is a driving licence and good record as a citizen.” (Hackney Driver, Oldham)

Other comments made on the standard were:

“Pretty much, yeah, I think they do like a day's training when you apply for a new badge, but they didn't apply it to existing badge holders, so I think now if you were applying you have to do like a half a day course of some kind. But when they brought it in, they didn't apply it to existing badge holders who have never done it. (PHV Driver, Rochdale)

“We've never heard of it. So, none of my drivers have had child safeguarding training. I've never had it. Yet in the new minimum standards proposals I'm supposed to be doing a DBS every single year, because I'm an operator.” (Operator, Trafford)

“The whole strategy for driver training should be centred around motivation to do well at the job and each training experience should leave a driver feeling positive and valued. Spending that bit extra finance if needed will be well worth it if these outcomes can be achieved. To raise standards in private hire in Greater Manchester I implore you to use the carrot as well as the stick. If drivers are attending training, whatever the subject, it can be made an enjoyable and attractive experience.” (Councillor, area not provided)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Driver training	3	0	0

All comments from the public regarding driver training expressed agreement with the proposals.

Comments and considerations

Most of the GM authorities already require driver training for all new applicants, and some have retrospectively delivered safeguarding training to their existing drivers. The proposal seeks to ensure a fully consistent approach for new applicants, embedding the key elements of safeguarding, exploitation and disability awareness into the requirements for a licensed driver in the region.

Whilst there is inevitably a cost associated to this requirement (whether delivered in house or by a third party provider), for most authorities it wouldn't be additional to their current costs which already include this standard. There is again the risk that it may deter some applicants, but the risk of not requiring this training is considered to be much more significant to the travelling public. If delivered in house, this can be provided at a lower cost than some external courses on the market. The proposal did not elicit many comments from respondents and the majority made were in support.

Authorities are at liberty to consider if and how they may wish to introduce the standard for existing licence holders.

Lead Officers recommendation

To implement the standard as proposed.

Driver Proposed Standard 7	Tameside Current standard
<p>Dress Code It is proposed that a dress code is introduced to promote an improved and positive image of the licensed trade across the region. A proposed code is attached as Appendix 1</p>	<p>It is a requirement of current driver conditions that drivers shall pay attention to personal hygiene and dress, so as to present a professional image to the public.</p> <p>Currently there is no specific dress code.</p>
<p>Reason for Proposal</p> <p>Licensing Authorities receive numerous complaints annually with regards to driver dress standards and related personal hygiene. In the worst examples, passengers have reported that drivers wearing shorts have had their private parts on display.</p> <p>Authorities are striving to achieve a higher standard of licensed driver fleet, and positive driver image for resident and visitor passengers is part of that standard of professionalism we aim to achieve. It is merely about drivers considering and reflecting on what they wear as a licensed driver and not about uniform.</p>	

Consultation Response

GM level response:

102 comments were made from general public respondents

91 comments were made from trade respondents

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Dress Code	102	27	49	4	0	1	10

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree with dress code	21	2	2	1	0	0	2
A designated uniform is uncomfortable to drive in all day	9	9	8	0	0	0	3
Disagree with a uniform (dress code)	70	17	39	2	0	1	5
Cultural / religious attire should be permitted	2	0	0	0	0	0	0
Dress code should be decided by the firm	1	0	0	1	0	0	0
Base	102	27	49	4	0	1	10

This proposal received a relatively high number of comments compared to some of the other standards. The majority of those that made comments (among both public and trade) disagreed with the idea of a 'uniform' stating it wasn't necessary or was uncomfortable. Comments made included:

"Dress code as we are self-employed it is up to us what we wear as long as it is appropriate and not offensive" (PHV Driver, Tameside)

"I don't think there is need to change the dress code as long as the driver is dressed appropriately." (Hackney Driver, Manchester)

"I am worried about dress code because we the private hire drive or hackney drivers spend many hours sitting and driving so we wear a dress who we feel comfortable if there is dress code, I am afraid it can make us uncomfortable." (PHV Driver, Manchester)

"Dress code is very subjective and could put pressure on drivers who are already scrutinised and looked down on by the general public." (Public, age 25-34, Bolton)

"I don't really think dress code is that important. Taxi drivers should be allowed to wear whatever they want as long as it isn't offensive or inflammatory." (Public, age 18-24, Bury)

"Agree with all proposal except for Dress Code, which will have little benefit to the public." (Organisation, Brandlesholme Community Centre)

"I couldn't care less what my driver wears, if I'm honest. as long as it's not kind of, they look like they've just rolled out of bed, kind of thing." (User, Group 15)

38 of the trade respondents that commented and disagreed with the proposal were from an Asian background.

Other comments received included:

“Dress code; would make drivers look professional to visitors to the area plus I would be more confident in the driver.” (Public, age 55-64, Manchester)

“Well, I support the dress code. I think it’s broad enough, so if somebody’s wearing jeans it’s not a big issue, but if their personal hygiene is not good, then it would be an issue, so yeah.” (User, Group 1)

“It’s illegal to drive a private hire vehicle wearing shorts which are not below the knee. So, they’ve got to be knee length shorts. I know the licensing laws, it’s illegal to drive a taxi in flipflops. Yeah, half these drivers wouldn’t know, I’ve told drivers that in the past, being a manager, I’ve pulled people in saying you can’t wear that. You’re not meant to wear a football shirt when you’re driving a private hire vehicle either.” (Operator, Trafford)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Dress Code	6	4	4

Dress Code: Half of the public responses (n=3) disagreed with the idea of a dress code as did all the hackney (n=4) and PHV (n=4) drivers who commented.

“Agree with the principle of a dress code but drivers should be free to look/wear as they wish and are comfortable with within flexible guidelines.” (Public, age 35-44)

“Dress code is the main concern for me as we are self-employed so why should we have to listen to the council like we work for them I don’t think that’s right. Working in a shirt and pants driving around is uncomfortable and you know yourself if you’re uncomfortable you can’t really work properly. It’s not as if we’re dressed like scruffs or inappropriately and I don’t know but I don’t recon you’ve had any complaints about drivers dressed inappropriately.” (PHV driver)

Comments and considerations

Some of the comments elicited in the response suggest the respondents did not refer to the Appendix in the accompanying information booklet that outlined the proposed dress code, as there is reference to disagreeing with a ‘uniform’ and some respondents seem to be under the impression the dress code is prescriptive.

On the contrary, the outline dress code proposed does not seek to introduce a uniform or be overly prescriptive, but instead simply aims to make clear both for drivers and compliance officers what is deemed acceptable and what isn’t in a broad sense, to provide consistency across the board whilst respecting, for example, religious dress.

Therefore despite the fact that most of the comments made were in general disagreement with this standard, it is considered the concerns raised by those respondents are already addressed by the broad way in which the dress code is already proposed. Having said that, alterations to the draft dress code are proposed in response to provide even further flexibility on what would be deemed as acceptable as follows:

****shirts can include t-shirt or polo shirt***

****tracksuits to be removed from the list of unacceptable sportswear (tracksuits will be acceptable as long as they adhere to the other conditions i.e. don't contain words or graphics that could be deemed as offensive, and clean, free from holes, rips or other damage)***

Dress code policies are not unique in GM and a number of Authorities already have them.

Lead Officers recommendation

To implement the standard as proposed.

Driver Proposed Standard 8	Tameside Current standard																
<p>Drug and Alcohol Testing It is proposed that a policy is developed to introduce testing for drivers based on complaints or intelligence received.</p>	<p>There is currently no such policy regarding Drug and Alcohol Testing in any district</p>																
Reason for Proposal																	
<p>Driving under the influence of drugs and/or alcohol poses a significant risk to the public and other road users. Other driving professions undergo testing in this regard and following discussions, the GM authorities felt this was an important policy area to consult upon in principle at this stage.</p> <p>It should be noted that Greater Manchester Police already act on concerns observed in the course of their general engagement with road users at large, but that this proposal will strengthen partnership working and ensure that any intelligence relating to substance misuse by licensees is acted upon consistently across GM as per the policy.</p>																	
Consultation Response																	
<p><u>GM level response:</u></p>																	
<p>31 comments were made from general public respondents 18 comments were made from trade respondents</p>																	
<table border="1"> <thead> <tr> <th data-bbox="162 1563 319 1675">Standard</th> <th data-bbox="319 1563 478 1675">General public</th> <th data-bbox="478 1563 638 1675">Hackney Drivers</th> <th data-bbox="638 1563 766 1675">PHV Drivers</th> <th data-bbox="766 1563 925 1675">PHV Operators</th> <th data-bbox="925 1563 1085 1675">Business</th> <th data-bbox="1085 1563 1244 1675">Vehicle Leasing Company</th> <th data-bbox="1244 1563 1404 1675">Representatives</th> </tr> </thead> <tbody> <tr> <td data-bbox="162 1675 319 1776">Drug and Alcohol Testing</td> <td data-bbox="319 1675 478 1776">31</td> <td data-bbox="478 1675 638 1776">7</td> <td data-bbox="638 1675 766 1776">5</td> <td data-bbox="766 1675 925 1776">0</td> <td data-bbox="925 1675 1085 1776">0</td> <td data-bbox="1085 1675 1244 1776">0</td> <td data-bbox="1244 1675 1404 1776">6</td> </tr> </tbody> </table>		Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives	Drug and Alcohol Testing	31	7	5	0	0	0	6
Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives										
Drug and Alcohol Testing	31	7	5	0	0	0	6										
<p>This table breaks those comments down thematically across the respondent categories:</p>																	

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree Drivers should be regularly tested for drugs and alcohol	29	6	3	0	0	0	5
Disagree with drug and alcohol testing	0	1	1	0	0	0	1
Concern about abuse of the system	2	0	1	0	0	0	0
Base	31	7	5	0	0	0	6

Few comments were received about this proposal in principle, but those that did comment were mostly in favour of the standard:

“These are all good subjects. The drivers already go through these checks. The only one that is new is drink and drugs test which should be necessary and a must. A very good and positive step.” (PHV Driver, Bury)

“I agree with all these points. For a woman getting into a vehicle with someone she does not know is very risky and some people have taken advantage of women when they could perhaps be travelling home late at night. Taxi drivers should not have a criminal background and should be regularly tested for drugs and alcohol as they are providing a public service.” (Public, age 55-64, Trafford)

The small number of negative views however raised concerns that the proposal was duplication of existing arrangements and about possible abuse of the system:

“Drivers are already subject to drug and alcohol testing by the police. It is not acceptable for the trades to be subject to LA roadside drug and alcohol checks.” (Hackney Driver, Manchester)

“Drug and alcohol testing- DISAGREE the GM hackney trade is already subject to such testing by GMP.” (Unite the Union - Manchester Hackney Carriage)

“Drug and alcohol testing - what are the circumstances when this will be enforced? I hope it will not be just at the whim of a customer that makes a complaint, there would need to be clear guidance or policy.” (Public, age 35-44, Manchester)

“Drugs and alcohol testing for drivers, it’s a good idea but can be open to abuse if only on complaint or anonymous report by people and passengers who have a personal issue with a driver due to other reasons can use this as a tool to abuse and cause unnecessary problem for that driver so I don’t agree with this proposal as bus drivers/tram drivers don’t get tested.” (PHV Driver, Manchester)

During the qualitative in-depth interviews a handful of users expressed surprise the standard wasn’t already in place, but also suggested it may be difficult to enforce:

“I’m quite shocked that the drug and alcohol one isn’t in place. Because that makes you kind of question whether or not, well should I be questioning now (the driver’s behaviour) when I get in the taxi.” (User, Group 2)

“It seems sensible to have a consistent policy in place for all involved, know what the process is for complaining etc.” (User, Group 2)

“I think it’s more problematic around drug testing. because, you know, it’s difficult enough to know whether somebody’s been taking certain kinds of drugs and you know, I mean there’s so many different effects of different kinds of drugs that can produce inappropriate behaviour of dangerous behaviour, but I think the police have difficulty in themselves, you

know, if you're on amphetamines, you know, that could have a bad effect, not just cannabis. It's not just cannabis these days, is it, it's other things." (User, Group 1)

Some drivers were open to increased monitoring and policing of this amongst drivers, but felt it was difficult when there are drivers from outside of the region.

"If they brought back spot checks and just did, you know, I'd imagine drug and alcohol might be police rather than council, but if they just did a pull over at the side of the road, breathalysed you and did whatever you have to do for a drugs test, I think it'd be quite, you know, if they do it random or like you said, if the customer reports a driver thinking they smell alcohol and followed it up. Yeah, but I think the only problem is, a lady was once saying to me she wanted to make a complaint and I said, it was an out of area town, you know, I'll use the example of Wolverhampton again, this lady, you know, they're working in Trafford, so she contacted Trafford Council only to find that it was Wolverhampton she had to contact." (PHV Driver, Trafford)

Most drivers and operators felt this was a positive step and would encourage it to be monitored whilst a fair and clear process could be introduced.

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Drug and Alcohol Testing	3	0	0

All comments from the public regarding drug and alcohol testing expressed agreement with the proposals.

Comments and considerations

This is an area that licensing authorities and Members have considered due to general feedback from members of the public and complaints concerning drivers who may be using or under the influence of drugs whilst driving.

Other driving professions such as train, bus and HGV drivers already undergo regular drug and alcohol testing as part of the annual medical examination as well as random testing, and there is a clear argument that due to the public safety responsibility of licensed drivers there should be a similar policy in place.

The Statutory guidance issued last year does not refer directly to random or targeted testing of existing fleet but does suggest that authorities should consider requiring new applicants who have had previous convictions for drugs related offences (that are outside of the conviction policy guidelines and therefore is eligible to be considered for a licence), to undergo drugs testing for a period at their own expense to demonstrate that they are not using controlled drugs.

Any such policy would have to ensure it complied with HSE and ICO guidance on risk and data collection, and consider the following issues:

- How testing will be targeted ensuring fairness and transparency
- Frequency of testing
- Who will deliver the testing
- How data will be collected and held

Lead Officers recommendation

To develop a full policy proposal to be brought back to Members in 2022.

Driver Proposed Standard 9	Tameside Current standard
<p>Private Hire Driver Licence Conditions A set of proposed licence conditions for Private Hire Drivers are set out at Appendix 2.</p> <p>The conditions cover a comprehensive set of expectations with regards to driver behaviour, including customer service and requirements on reporting.</p>	<p>All Private Hire Driver Licence's are subject to conditions. The proposed conditions are broadly in line with the existing conditions.</p>
<p>Reason for Proposal</p>	
<p>Each local authority already has licence conditions for their private hire drivers, but they vary across the conurbation. The Licensing Managers Group reviewed their own conditions and collectively proposed a set of updated and revised conditions, with an enhanced focus on the expectations on drivers with regards to dealing with passengers, assisting those with disabilities and proactively reporting relevant matters to the licensing authority.</p> <p>Specific new conditions were also proposed to tackle and deter the high volume of private hire drivers and vehicles (mirrored in the proposed Private Hire Operator and Vehicle licence conditions) seen in busier districts and town centres. Recent years have seen a proliferation of private hire drivers and vehicles at these locations as technological advances and business models mean that private hire vehicles can now be booked 'almost instantly'. Whilst legislation still makes a clear distinction between Hackney Carriages that can be hailed for immediate hire on the street, and private hire vehicles that still require that a pre-booking to be made via a licensed Operator; the general public often have no awareness of the difference or requisite process ... as such we now often have an environment where private hire drivers plot and circle around busier locations pre-empting demand, but also taking advantage of the often chaotic conditions created by high levels of congestion and confusion as passengers just want to get home. Pre-pandemic, the private hire sector saw high levels of over supply with numerous operators and drivers competing for the same finite business; an environment in itself creating an impetus for illegally plying (drivers offering fares outside of the booking process to undercut competitors) and often creating unsafe driving conditions in heavily pedestrianised and congested areas as private hire vehicles often double park and stop and wait in contravention of traffic orders in order to get as close as possible to prospective customers. In addition, the high volume of plotting and circling around districts and town centres creates more unnecessary emissions.</p> <p>Without substantial proactive compliance, private hire drivers can be present in busier areas, appearing available for hire, and effectively plying their trade as such. This has had a significant impact on the Hackney Trade in recent years who (in most districts) pay a premium for purpose built accessible vehicles and the ability to ply their trade on ranks (depending on the authority's fee model, costs associated with providing for the Hackney rank provision and marshalling can be added to the costs used to calculate the relevant fee). Many less scrupulous drivers take advantage of this environment, illegally plying for hire and picking up un-booked fares. Furthermore, in busier areas and particularly busy night-time economies, this also creates an environment where drivers with ill intent or unlicensed drivers are more easily able to pick up vulnerable people.</p> <p>In the absence of national legislative reform on this issue, the proposed conditions seek to help alleviate some of the harm and risk caused by this behaviour, by requiring drivers who do not have a booking to plot or wait away from busy and high footfall locations and away from designated ranks. It has been previously determined that it is not possible to require private hire drivers and vehicles to return to base on completion of a job, and authorities recognise that private hire operators will reasonably wish to ensure that their customer base are better serviced by having drivers and vehicles available in fairly close proximity to expected demand.</p>	

Consultation Response

GM level response:

5 comments were made from general public respondents

4 comments were made from trade respondents

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Private Hire driver conditions	5	1	2	0	0	0	1

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree with PHV conditions	3	1	0	0	0	0	1
It is unfair to standardise hackney and PHV drivers but have their work classified differently	2	0	2	0	0	0	0
Other	25	2	4	1	1	0	1
Comments about CAP	1	1	2	0	0	0	1
Base	31	4	8	1	1	0	3

Very few comments were received about the proposed Private Hire licence conditions.

One organisation feared if conditions were too onerous then drivers would leave Greater Manchester.

“Private hire driver conditions - AGREE but fear that if PHV driver standards are too restrictive they will shop elsewhere under cross-border legislation.” (Unite the Union - Manchester Hackney Carriage)

“All of these changes are welcome, however there needs to be parity between taxis and private hire vehicles. It is unfair to standardise them but have their work be classified differently. I pay more in a Hackney cab and they can use the bus lane, however whilst in a private hire they cannot charge waiting time but cannot use the bus lane. There needs to be standardisation across the travel industry. Private hire taxi drivers should be allowed to use bus lanes in the same way as in other cities such as Sheffield.” (Public, age 25-34, Salford)

Tameside Response:

Standard	General Public	Hackney Drivers	PHV Drivers
Private Hire driver conditions	0	0	0

No comments were received during the consultation regarding the proposed Private Hire Driver conditions.

Comments and considerations

There is a risk as raised by one respondent that stricter conditions will motivate private hire drivers to get licensed outside of GM but continue to work in the area anyway. This is the case for many of these proposals as identified at the beginning of the report, and will require strong representations to be made to government to highlight this risk to authorities seeking to raise the bar in taxi and private hire licensing.

Many of the licence conditions proposed already exist in one form or another across the conurbation with regards to driver conduct and administrative responsibilities. It is considered that those that don't already exist are critical to assisting authorities tackle the negative impacts of sub-contracting.

Lead Officers recommendation

To implement the standard as proposed.

OPERATOR STANDARDS

Operator Proposed Standard 1	Tameside Current standard
<p>Private Hire Operator Licence Conditions A set of proposed licence conditions for Private Hire Operators are set out at Appendix 3. The conditions set out expectation and responsibilities with regards to how records should be kept in relation to booking, vehicle and drivers working for their company.</p>	<p>All Private Hire Operator Licences are subject to conditions which are broadly in line with those proposed.</p>

<p>Reason for Proposal</p> <p>Each local authority already has licence conditions for their private hire operators, but they vary across the conurbation. The Licensing Managers Group reviewed their own conditions and collectively proposed a set of updated and revised conditions, with an enhanced focus on the expectations on Operators with regards to records and staff vetting.</p> <p>Specific new conditions were also proposed to make it clearer and easier for licensing authorities to scrutinise records and bookings that have been sub-contracted. Due to the high level of bookings being subcontracted, local standards have been undermined and the travelling public lack awareness of the implications for their safety. The proposed conditions require operators to make it clear to passengers which authority the vehicle and driver they are dispatching is licensed by.</p>

Consultation Response

GM level response:

Less than a fifth of respondents in each category chose to comment on the Operator standard proposals (19% of member of the public, 12% of Hackney respondents and 11% or PHV respondents). Those that provided a comment gave a significant number of general comments:

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
General Comments	80	13	17	6	0	1	4

This table breaks those comments down thematically across the respondent categories:

General Comment on Operator Standards	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree with the proposals (general)	67	8	6	3	0	1	4
Disagree with the proposals (general)	3	3	6	1	0	0	0

Concerns of illegal activities	8	2	0	2	0	0	0
Proposals are already in place	3	1	5	1	0	0	0
Base	80	13	17	6	0	1	4

Almost half of all comments received gave a general comment about proposal and the response was varied:

General public: generally expressed agreement with the proposed standard:

“These are important measures to make sure every journey is safer for everyone.” (Public, age 25-34, Bolton)

Hackney drivers: generally expressed agreement with the proposed standard, however, three disagreed:

“I believe that this is a good idea which will help to protect the public and make them feel safe to know and should be their right as a minimum” (Hackney Driver, Tameside)

PHV drivers: expressed a very mixed view with six giving a positive comment and six a negative one about the proposed standard.

“Because either a driver or operator we all are providing public service and we all should go through same procedure.” (PHV Driver, Oldham)

“They already keep records of bookings, driver and vehicles details.” (PHV Driver, Oldham)

Concern about illegal activities: There was some concerns raised by hackney drivers (n=2) and members of the public (n=8) with the current enforcement and emphasised the need for this to be addressed.

“A severe crackdown on non-complying drivers/operators will need to be carried out as I think the requirements will be extremely onerous to them and illegal companies will be set up” (Public, age 55-64, Bolton)

“Too many stories of taxi drivers getting a licence then 3 drivers driving the vehicle on same licence. It’s not fair or safe” (Hackney Driver, Wigan)

PH Operator:

“The proposed private hire operator conditions would impose significant additional operational burdens on each of our operator licenses, without any clear benefits for passenger and driver safety or quality, and may mean we would need to reassess whether it is commercially viable to retain all existing operator licenses in Greater Manchester”.

This table shows the breakdown of responses where comments were made specifically about the licence conditions showing only 9 members of the trades commented on the conditions:

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Common licence conditions	39	1	7	1	0	0	0

The following are a selection of the concerns raised in the comments about conditions:

“Please can it be considered to make it compulsory to allow guide dogs and other assistance dogs in all vehicles and that a text or similar system should be installed to help deaf or hearing-impaired people communicate.” (Public, age 45-54, Salford)

“The drivers cancelling jobs should be controlled, I’ve been stranded at work a number of times when taxi companies cancel the jobs after accepting it!” (Public, age 35-44, Manchester)

“Common licence conditions: Answering phone calls courteously, clearly, providing relevant information asked for by the user. Providing taxi when called for, not absconding / avoiding a call / not having a taxi that does not show up. Clear information about fares and timeframe - time of arrival, approximate time to destination. Criminal record checks: same as before, further protection of female passengers, especially in Rochdale area.” (Public, age 25-34, Rochdale)

“With the advent of technology, it should be simple of the driver to be able to give a cost of the journey before it begins. This creates transparency for all and stops differing fares for the same journey.” (Public, age 35-44, Bolton)

“Please bring some kind of checks where all local authorities should be able to check/monitor the way work gets distributed as many drivers don’t get same work but when it comes to radio money everyone pays same but some get more work in terms of favouritism.” (PHV Driver, Bury)

“I’ve had a few racist remarks made to me by taxi drivers in Manchester, the operators don’t take complaints seriously. Drivers should have to have ID visible at all times and operators should be required to have some complaints process which can be reviewed by Greater Manchester councils.” (Public, age 25-34, Salford)

PH Operator

A number of detailed submissions were made by an Operator about 7 specific Operator licence conditions. These have been fully considered and the proposed amendments recommended by officers are set out at **Appendix 4** (which have in turn been updated in the Conditions at **Appendix 3**).

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
General comments without specifying a part of the standard	6	2	0
Common Licence Conditions	1	0	0

General comments: Of the eight general responses given regarding operator standards, most (public n=6, hackney n=1) gave a generally supportive comment of the proposals.

“This is good but does not stop operators licencing elsewhere which seems to be the actual problem” (Public, age 25-34)

“I believe that this is a good idea which will help to protect the public and make them feel safe to no and should be there right as a minimum.” (Hackney driver)

Comments and considerations

There was no strong opposition overall to the Operator licence conditions, with comments from within the trades minimal in number and the vast majority of those that responded supporting the proposal. Members of the public overwhelmingly agreed with the Operators standards in general.

There was strong opposition voiced by one Operator both about the conditions in general and with regards to a number of individual conditions as referred to above and these have been fully considered, resulting in some amendments. The proposed conditions seek to protect the integrity of the standards within each of the 10 GM authorities, and assist officers to more effectively address and tackle issues that undermine public safety.

A number of the concerns made in the comments fall outside the remit of the proposed standard (it is already compulsory in law for example for drivers to allow assistance dogs to be carried in the vehicle unless the vehicle is exempt, or the way Operators distribute work to their employees), but overall there was a keenness that Operators should be more robustly monitored and scrutinised through effective compliance, which begins with clear and robust licence conditions.

As with the private hire driver licence conditions, there is a risk that stricter conditions will motivate private hire operators to simply obtain Operator licences in other authorities and use drivers and vehicles licensed by those authorities to fulfil bookings taken by the Operator based within GM. This is the case for many of these proposals as identified at the beginning of the report and will require strong representations to be made to government to highlight this risk to authorities seeking to raise the bar in taxi and private hire licensing.

Many of the licence conditions proposed already exist in one form or another across the conurbation.

Lead Officers recommendation

To implement the standard as proposed.

Operator Proposed Standard 2	Tameside Current standard
<p>Criminal Record Checks for Operators and Staff</p> <p>To introduce a condition on the Operator licence requiring operators and their staff (paid or unpaid) who have access to bookings to be DBS checked annually to ensure that only safe and suitable people have access to operator records.</p>	<p>Operators named on the Private Hire Operator’s licence are required to complete a Statutory Declaration.</p> <p>Currently, no criminal record checks are required for Operators and Staff.</p>
<p>Reason for Proposal</p>	
<p>It has been an identified gap in the licensing regime for a while that Operator staff are not required to be vetted in any way in relation to their character and criminal record.</p> <p>The Statutory Guidance makes it clear that although Operators and their staff have minimal if any direct contact with passengers, licensing authorities should be assured that those granted Operator licences and their staff, also pose no threat to the public and have no links to serious criminal activity. For example, an Operator base dispatcher decides which driver to send to a user, a position that could be exploited by those seeking to exploit children and vulnerable adults. As licensing authorities we must be satisfied that these individuals (as well as drivers) are safe and suitable individuals to have access to such information and opportunity. The guidance goes on to specifically state:</p> <p>“Operators should be required to evidence that they have had sight of a basic DBS check on all individuals listed on their register of booking and dispatch staff”.</p>	

It also goes on to state:

“Operators may outsource booking and dispatch functions, but they cannot pass on the obligation to protect children and vulnerable adults. Operators should be required to evidence that comparable protections are applied by the company to which they outsource these functions.”

Whilst the guidance does not go wider than those staff, the GM MLS proposes that all staff employed either in a paid or unpaid capacity should be subject to these checks. As practitioners we are aware of the opportunity than any staff member within an Operator company has access to sensitive or personal information that could be misused to take advantage of or exploit passengers or their possessions, and consider it reasonable to require Operators to ensure their staff have the basic DBS check at least annually.

Consultation Response

GM level response:

A fair number of comments were made by members of the public in relation to this proposal alongside 40 comments from trade respondents:

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Criminal record checks for operators and staff	76	13	16	6	0	2	3

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Agree with all operators and staff having criminal record checks	59	9	8	1	0	0	1
Agree because operators hold a lot of private information	3	0	0	0	0	0	1
The operator should not need DBS check	8	2	2	3	0	1	0
Concerns about data protection with DBS checks / amount of details operators keep	3	0	3	0	0	1	0
DBS checks should be less frequent / less than annually	2	2	3	2	0	0	1
DBS checks should be more frequent / every 6 months	2	0	1	0	0	0	0
Base	76	13	16	6	0	2	3

Most comments expressed agreement with the proposed checks:

“Don’t have an issue with operators having CRB checks done.” (Operator, Rochdale)

“Anyone who has close dealings from the public should have a criminal record check, including the people mentioned here. Also, checks must be made to make sure the person who is the driving licence holder is actually the person who took the test.” (Public, age 65-74, Salford)

“Criminal record check for all operators and their staff should be mandatory every six months, and enforcement checking conducting frequently” (Public, age 55-64, Bolton)

“Ensures a level playing field across private hire drivers and operators as there are many who currently don’t have to go through the same processes as drivers yet they play an equally as important role especially with regards to having DBS checks. It would also be better for the authority to implement annual enhanced DBS checks, similar to what is used by healthcare professionals - this will help maintain the integrity of drivers and whittle out any drivers who don’t conform to their licence conditions.” (PHV Driver, Bolton)

“Criminal records checks for operators are crucial and should be taken more seriously. Operators have access to sensitive information and making sure that information doesn’t fall in the wrong hands is paramount for the safety of the public.” (Public, age 25-34, Bolton)

A relatively small number (8 members of the public and 8 trade respondents) were in disagreement with the checks on operator staff:

“I see no reason for a DBS check to be mandatory for call handlers. Only drivers need any sort of check.” (Public, age 18-24, location not provided)

“Why should staff in the office be required to have DBS checks. It’s a private business and by law we are allowed to employ anyone who is hard working and will be good on the phones. Is everyone working in hotels or shops have a DBS check. In our society, if one has served their time, then they are allowed to interact with normal society Staff in the office have to adhere to strict data protection laws and GDPR so this is again an extra burden on small businesses with extra costs. Why don’t you check Uber and see who their directors and staff are. They have been charged with data breaches and you have given them operators licence again and again. So, this is a totally draconian measure in our opinion.” (Operator, Rochdale)

“Criminal record checks for staff working in a taxi base, so if there was conviction a long time ago for fighting or ex ex etc. is it fair for them not to get a job as a phone staff.” (Hackney Driver, Bolton)

Some comments expressed concern about the frequency of check and suggested a lack of understanding about the DBS Update Service facilitating frequent checks online simply using the certificate number (without the requirement to apply for a new certificate each time):

“DBS checks every year would be impossible to monitor and control for large firms, no other industry does this.” (Public, age 55-64, Bolton)

“DBS checks every year? This is ridiculous. Even teachers only have 1 DBS throughout their professional career, providing they do not have a break for longer than 3 months. Some schools actually do a 3 yearly DBS, but it is not needed by law or a requirement. Why do you think it’s a good idea for operators to require a yearly DBS?” (Operator, Trafford)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
Criminal Record Checks	3	1	1

There were mixed views from the three members of the public regarding criminal record checks with one respondent each suggesting they agree with the proposals, they should be less frequent or having queries about data protection.

“No brainer. Who wants a criminal picking you up at night for a lone fare?.” (Public, age 45-54)

“Again where would the data be stored and how would you propose to keep it safe and protect the users identity?” (Public, age 35-44)

Comments and considerations

Whilst most respondents were supportive, those that weren't seemed to lack understanding of the specific risks within the sector.

There will be additional cost burdens to Operators and their staff to carry out these checks initially, but once conducted an annual DBS Update fee can be utilised to reduce the annual cost to £13 per individual. Given the serious risks identified to children and vulnerable adults, this is considered to be a relatively low cost to mitigate the risk as a responsible employer within the industry.

Whilst it could be considered further risk to impose stricter requirements on GM Operators, driving them to turn to other authorities, this risk is relatively low considering the recommendation in the statutory guidance is for all local authorities to require checks be conducted by their licensed Operators. The rationale for these checks is clearly made and supported in principle by the DfT's latest guidance.

Lead Officers recommendation

To implement the standard as proposed.

LOCAL AUTHORITY STANDARDS

Local Authority Proposed Standard 1	Tameside Current standard
<p>Timescales for applications It is proposed that authorities ensure processes are in place to allow customer licence holders to submit renewal applications up to 8 weeks prior to licence expiry; and to ensure that once any application has been determined, the licence will be issued to the customer within a maximum of 5 working days.</p>	<p>Processes are already in place which comply with the proposed standard.</p>

Reason for Proposal

Licensing Authority processes and related timescales can understandably prompt complaints from licence holders when backlogs or delays are encountered within the licensing service. By setting some minimum standards to ensure a better customer service for licence holders and new applicants, authorities will also need to ensure that their relevant services are efficient and adequately resourced to provide value for money.

Consultation Response

GM level response:

Very few comments were received about this standard across the board:

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Timescales for applications	5	0	13	0	0	0	3

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Timescale for application should be less than 8 weeks	3	0	4	0	0	0	3
More or no time restrictions for application	0	0	6	0	0	0	0
Time scale needs improvement	2	0	3	0	0	0	0
Base	5	0	13	0	0	0	3

Comments noted that there are other issues related to the application process that can affect adherence to timescales:

Six PHV drivers felt extra time should be allowed due to potential delays outside of their control such as DBS checks

“Things take an age when waiting for things like DBS checks, medicals etc at no fault of the applicant, I think licences should be granted on long term renewal applicants of good character and in no way should he be suspended from earning a living. But if an applicant has lied about convictions etc his badge should be revoked and the driver be deemed untrustworthy to be a license [sic] holder.” (PHV Driver, Wigan)

Three PHV drivers and two members of the public felt there were issues outside their control that affected the time taken to approve their application which negatively impacted their ability to work.

“The applications are not a problem getting them in to the Licensing department within eight weeks. The problem is the DBS checks coming back in time which is not always the case and if they do not arrive on time the drivers cannot work. This is unacceptable this is our livelihood and cannot sit at home without work and no other income to feed our families. The drivers should be given extensions in these cases.” (PHV Driver, Oldham)

“Timescales got applications is definitely one that needs overhauling. Covid has delayed applications which should never happen as plans should be in place for all eventualities of this stops a drivers from providing for his/her family.” (Public, age not provided, Bolton)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
General comments without specifying a part of the standard	3	1	3
Timescales for applications to be submitted and Received	0	0	0

No comments were received during the consultation period in relation to this proposed standard.

Comments and considerations

The few comments that were made tended to reference delays with DBS checks, which would be minimised on renewals if drivers register and stay registered to the DBS Update service (DBS checks are online and instant if registered).

There is little risk to authorities in introducing this standard, and in a commercially competitive market, every benefit to outlining a minimum best practice for this element of the administration process to deter applicants seeking out authorities who have invested in efficient business systems and resources to deliver a timely service to customers.

As licence fees should be calculated to cover the reasonable costs of this administration service, these standards are not affected by wider council budget constraints.

Lead Officers recommendation

To implement the standard as proposed.

Local Authority Proposed Standard 2	Tameside Current standard						
<p>An agreed common enforcement approach It is proposed that a common enforcement approach is developed and adopted to ensure that standards are adhered to in practice.</p>	N/A as the proposal is for all 10 authorities to work together to develop a new framework.						
Reason for Proposal							
<p>Licence holders often refer officers to the fact that different decisions can be taken by different authorities when it comes to conduct and breach of licence matters. For any of these standards to be meaningful, it is important that they are implemented fairly and consistently both in decisions by officers and Members when reviewing licences at hearings.</p> <p>Some authorities also take a much more proactive approach to monitoring and ensuring that licence policies and conditions are adhered to in practice, a further disparity also often highlighted by licensees who comment about the lack of frequency of on street checks in some areas compared to others. Risks associated with taxi and private hire licensing are not informed by the size of fleet or size of district. The most common and serious risks (for example drivers or vehicle licence holders allowing unlicensed individuals to drive their vehicle or use their badge) exist regardless of geographical or other factors. Passengers travelling in vehicles licensed by one authority should be able to expect that the same level of proactive checks are conducted if they get in a vehicle licensed by a neighbouring authority.</p>							
Consultation Response							
<p><u>GM level response:</u></p> <p>Very few comments were made about the proposed common enforcement approach.</p>							
Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Common Enforcement Approach	6	2	2	0	0	0	3
This table breaks those comments down thematically across the respondent categories:							
Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Different licensing fee for different Local Authorities	3	2	0	0	0	0	0
One fee across the county / General Agreement	0	0	3	1	0	0	2
Licensing fee is very costly, and it should be affordable	2	6	9	0	1	0	1
Base	5	7	12	1	1	0	3

Those that commented, noted the benefits of a standard approach across Greater Manchester:

“Strongly agree. The need for common enforcement is of paramount importance given taxi drivers will operate across the GM boroughs. Councillors of course need training for this, though I would have thought these kind of approvals would be better suited to council officers than political members.” (Public, age 25-34, Salford)

Just one representative and one member of the public expressed concern:

“Enforcement Approach Each district has its own demands and as such some districts have little or no 'out of office enforcement'. How will this be addressed to ensure Manchester drivers are not the only drivers being subjected to full compliance.” (Organisation, Anonymous)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
Common Enforcement Approach	1	0	1

“There should be a central control over all ten authorities.”. (Public, age 55-64)

Comments and considerations

Whilst few comments were received, one highlighted above makes a particularly pertinent point; to ensure the integrity of MLS we need to avoid a scenario where private hire drivers consider it more preferable to choose to be licensed by any particular authority within the conurbation on the basis that they conduct relatively few proactive checks compared to other authorities.

Considering that the level of compliance resource attributed to the licensing regime can be funded through the licence fees and ultimately affects and determines the licence fee, implementing this standard should also help ensure that the fees are more even and comparable across the board.

Lead Officers recommendation

To implement the standard as proposed.

Local Authority Proposed Standard 3	Tameside Current standard
<p>A Common Fee Setting Framework It is proposed that a common methodology for setting the costs and calculating the taxi and private hire fees is agreed and adopted</p>	<p>N/A as the proposal is for all 10 authorities to work together to agree a common framework.</p>
<p>Reason for Proposal</p> <p>Alongside standardised administration processes and a common enforcement approach, adopting an agreed common methodology for setting the costs and calculating the licence fees will ensure fairness and parity across all 10 authorities. Currently there are various models in use, and alongside variance in standards, this provides a fairly wide variance in fees currently. It is important to ensure the integrity of the proposed standards work as a whole, and that authorities are</p>	

consistent in their approach to fees so as not to undermine each other and to deter the very problem we are lobbying government to address.

Consultation Response

GM level response:

A total of 29 comments were made about the proposed common fee setting framework.

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Licensing Fees	5	7	12	1	1	0	3

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Different licensing fee for different Local Authorities	3	2	0	0	0	0	0
One fee across the county / General Agreement	0	0	3	1	0	0	2
Licensing fee is very costly, and it should be affordable	2	6	9	0	1	0	1
Base	5	7	12	1	1	0	3

A few hackney (n=6) and PHV (n=9) drivers felt the licensing fee is very costly and needed to be made more affordable for drivers.

“Licensing fees should be reduced because mostly all forms are online so less manpower needed to process applications.” (PHV Driver, Bolton)

“Licensing fees are already high for vehicles to be plated in Manchester...that is why a lot of private hire drivers have gone to different councils and got their vehicles plated” (Hackney Driver, Manchester)

A handful of conflicting comments were received with some suggesting licensing fees should be different for different local authorities (2 hackney drivers).

“I don’t agree with licensing fees being the same across Greater Manchester as different areas will have different costs to run these departments but I think the discount we receive in Wigan for compliant vehicles should stay in place and also the fees should come down as admin is cut through doing more online.” (Hackney Driver, Wigan)

“Licensing fees should be same as they are all over the country, why there is such a big difference! hope someone can bother to look that massive difference!” (PHV Driver, Oldham)

Whereas three PHV drivers and two representatives thought licensing fees should be same across the country.

<u>Tameside Response:</u>			
Theme	General Public	Hackney Drivers	PHV Drivers
Licensing Fees	0	0	1
Comments and considerations			
<p>This proposal is not about having a 'common fee' as this is impossible with different service models having different direct processing costs and overheads; but it is important that the fees are calculated in a fair, consistent and transparent way.</p> <p>As taxi and private hire licence fees are set on a cost recovery basis, there is no risk to local authority budgets.</p>			
Lead Officers recommendation			
To implement the standard as proposed.			

Local Authority Proposed Standard 4	Tameside Current standard
<p>Councillor Training</p> <p>Most Councillors already receive training, but this proposal ensures that this is embedded as a consistent standard and confirms that those with responsibility for taxi and private hire licensing, receive relevant training prior to sitting on any hearing panels.</p>	<p>Members of the Licensing Panel are required to complete training prior to attending any hearings.</p>

Reason for Proposal
<p>This proposal seeks to ensure consistency of practice and the application of relevant safe and suitable / conviction policies, as well as a fairer system for licence holders who can be more assured of consistent decisions across the conurbation.</p>

Consultation Response							
<u>GM level response:</u>							
Once again, a relatively small number of comments were made about this standard:							
	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Councillor Training	19	1	5	2	0	0	6
This table breaks those comments down thematically across the respondent categories:							

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
General Agreement regarding councillor training	15	1	3	1	0	0	4
Additional subject suggestions for councillor training	2	0	0	1	0	0	1
Customer service provided by the councils needs improvement	3	0	3	2	0	0	1
Base	19	1	5	2	0	0	6

Fifteen members of the public, one hackney and five PHV drivers expressed general agreement with this standard.

“Councillor Training Should be mandatory and also standardised to ensure consistency. Also, useful if Councillors from other areas were involved to avoid any problems with approving or refusing drivers.” (Councillor / Elected official, Stockport)

A comment was received suggesting how the training could be made more useful for councillors.

“The training councillors receive should include training in 'what would a fair hearing look like', 'what would an unfair hearing look like'. Training should not just be focussed on 'we will train councillors in licencing policy matters they will likely not know about'. Process is important as it is people attending who may need to lose their licence.” (Councillor / Elected official, area not known)

Some additional comments made were:

“Councillor training? great idea. Could we also have child safeguard training and wheelchair access training? I'm fed up of seeing manual wheelchairs, pushed in sideways and not restrained in black cabs. If we had Enforcement, this bad practise may of been reduced.” (Operator, Trafford)

“Training the councillors is a good idea but they should have the right attitude and must treat drivers with respect and value the taxi trade.” (PHV Driver, Oldham)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
Councillor Training	1	0	1

“Councillors involved in licencing appear to know very little above the basics. More in depth training is required. Councillors who are adept to traffic and vehicle related matters may be better elected onto licencing panels. There should be a central control over all ten authorities.”. (Public, age 55-64)

Comments and considerations

The few comments that were made supported the proposal and/or made suggestions for other service improvements.

Lead Officers recommendation
To implement the standard as proposed.

Local Authority Proposed Standard 5	Tameside Current standard
Delegated powers for Licensing Managers It is proposed that appropriate delegated decision making powers will be in place for Licensing Managers and Heads of Service to suspend or revoke licences on the grounds of public safety when an urgent need arises.	There is already an agreed procedure in place with delegated authority to suspend or revoke licence on the grounds of public safety.

Reason for Proposal
There are currently variances in the delegation schemes for suspension and revocation powers across the conurbation, meaning that if an immediate risk is identified with a driver, that driver could find themselves suspended or revoked by a Senior Officer with immediate effect that same day by one authority, but if licensed by another within GM, could wait several days (and therefore continue driving under that authority's licence) for a Committee to be convened to consider the same decision whether to suspend or revoke. This provides an imbalance for public safety and this proposal seeks to address that by ensuring consistency for the travelling public.

Consultation Response

GM level response:

Extremely few comments were made with regards to this proposal:

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Appropriate delegated power for Licensing Managers	3	3	7	3	0	0	2

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Disagreement with appropriate delegated powers for Licensing Managers.	1	3	7	2	0	0	0
General Agreement - delegated powers	1	0	0	0	0	0	1

Concern Regarding the abuse of delegated power	1	0	0	2	0	0	1
Base	3	3	7	3	0	0	2

Those comments that were made, expressed concern:

“Revoke licence power must be in hand of committee or licensing cabinet member. At least drivers should have properly investigated before his licence revoked.” (PHV Driver, Rochdale)

“Appropriate delegated powers for Licensing Managers: thorough training and monitoring needed for this to ensure this is not open to abuse.” (Operator, Wigan)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
Appropriate delegated power for Licensing Managers	0	0	0

No comments were received during the consultation period regarding this proposed standard.

Comments and considerations

Any decisions taken by an appropriate level Officer needs to be reasonable, evidence and risk based and just. All decisions are open to appeal and Officers must be satisfied that any decision made can resist such challenge.

Only very minimal concern was raised in response to this proposal, and it should be noted there is a much more significant risk to the public if a driver who has been identified as posing an immediate risk, is not suspended or revoked in a timely manner.

Lead Officers recommendation

To implement the standard as proposed.

Local Authority Proposed Standard 6	Tameside Current standard
<p>Excellence in Licensing Award It is proposed that a scheme is introduced to allow members of the public to nominate drivers and companies who they wish to be considered for an ‘Excellence in Licensing award’.</p>	<p>There is no Excellence in Licensing Award in place currently.</p>
Reason for Proposal	
<p>Whilst the majority of the proposed standards are rightly concerned with matters of public safety and mitigating identified risks within the industry, this proposal seeks to recognise that the majority of licence holders are compliant, safe and suitable individuals, many of whom take pride in their</p>	

work and seek to provide a safe, comfortable and quality customer service to their passengers. The scheme seeks to award these individuals and encourage all in the industry to strive to deliver excellence at all times.

Consultation Response

GM level response:

Of all the Local Authority Standards, this proposal had the highest number of comments, whilst still remaining low in relativity to the wider consultation.

Standard	General public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Excellence in Licensing Award	27	4	3	0	0	0	1

This table breaks those comments down thematically across the respondent categories:

Comment Theme	General Public	Hackney Drivers	PHV Drivers	PHV Operators	Business	Vehicle Leasing Company	Representatives
Concern about the authenticity of the award	8	0	1	0	0	0	0
It is a good Idea to appreciate drivers	14	1	0	0	0	0	1
Doesn't think as a good idea, i.e. waste of time and money	6	3	3	0	0	0	0
Base	27	4	3	0	0	0	1

Members of the public commented far more than the trade here, and were generally positive and keen to show appreciation of drivers:

“An excellent approach, and one we very much welcome, it is about time there was some way to publicly reward the drivers or indeed operators for the service they provide, so anything that encourages such approaches is very highly encouraged and supported.” (Organisation, National Private Hire and Taxi Organisation)

“I think the Excellence in Licensing Award is a really good incentive for hard working and compliment drivers / operators, much like the Best Bar None awards for licensed premises.” (Public, age 35-44, Trafford)

A small number of concerns were expressed as follows:

“The award is a good idea but larger firms such as metro in Bolton only need to ask all their passengers to put them forward and would win every time.” (Public, age 55-64, Bolton)

“An excellence award seems to be one that can so easily be abused, even down to the point where a driver may say, “Vote for me and you get £1.00 off the fare.” Disagree strongly with this suggestion.” (Public, age 65-74, location not provided)

“Excellence in Licensing award. I think this is a BAD idea! A recent innovation at the firm I work for is a star rating and comment from the passenger about the driver. Passengers are leaving 1-star ratings and making crappy comments out of spite for any perceived slight. (differing opinions on Brexit between driver and passenger? This may result in a 1-star rating and "a racist" in the comments option). At the 5-star end of the ratings, drivers may pick up a passenger who happens to be a mate of his or her. The passenger will be lush in the comment option about what a wonderful experience was. If drivers wish to go above and beyond what is expected of them - great, just be humble about it.” (PHV Driver, Wigan)

“I always give good customer service I don’t need a meaningless award to make me do it.” (Hackney Driver, Trafford)

Tameside Response:

Theme	General Public	Hackney Drivers	PHV Drivers
Excellence in Licensing Award	1	0	1

Comments and considerations

Whilst the detail of how this scheme would be implemented needs to be developed (including how the scheme would be funded), in principle most of the comments supported the idea, whilst accepting there were some concerns expressed.

Lead Officers recommendation

To reflect on how a scheme would be operated, funded and be seen to be fair and take direction from Members about developing a scheme further.

5. TIMESCALES FOR IMPLEMENTATION

- 5.1 It should be noted that as this and similar reports are going through District governance contemporaneously, the recommendations are also being outlined to Combined Authority for endorsement at their September meeting.
- 5.2 It is proposed that all the standards that are recommended to be implemented, are done so by 30th November 2021 for a go live date of 1st December 2021.

6. CONCLUSION

- 6.1 The ‘golden thread’ of licensing is that of public protection. We have seen from the consultation that the public are overwhelmingly in support of the additional safeguards and protection that this project can deliver. As well as the local policy strengthening that minimum licensing standards will bring across Greater Manchester it delivers on the implementation of the statutory standards on safeguarding that the Government have introduced.
- 6.2 The vision of Greater Manchester is to continue to work closely together, influence policy change and support the licensed trade by delivering on its promise to provide financial support to move to greener vehicles. This is the start of a journey to continue to deliver excellence in licensing regulation in Greater Manchester. However, we cannot underestimate the challenges the trade continues to face and the balance we must strike in

continuing to support the trade whilst safeguarding the public; delivering a licensing regime that offers safe journeys in safe licensed vehicles, driven by safe licensed drivers. We will continue to work with the hackney and private hire trade to provide that ever important support and guidance whilst ensuring that public protection is at the forefront of our considerations.

Licensed Drivers Dress Code

The purpose of the dress code is to set a standard that provides a positive image of the licensed hackney carriage and private hire trade in Greater Manchester, promoting public and driver safety.

Dress Standard

- All clothing worn by those working as private hire or hackney carriage drivers must be in good condition and the driver must keep good standards of personal hygiene.
- As a minimum standard whilst working a licensed driver, males should wear trousers and a shirt/t-shirt or polo shirt which has a full body and short/long sleeves. Knee length shorts are acceptable. Exceptions related to faith or disability are accepted.
- As a minimum standard whilst working as a licensed driver, females should wear trousers, or a knee length skirt or dress, and a shirt/blouse/t-shirt or polo shirt which have a full body and a short/long sleeve. Knee length shorts are also acceptable. Exceptions related to faith or disability are accepted.
- Footwear whilst working as a licensed driver shall fit (i.e. be secure) around the toe and heel.

Examples of unacceptable standard of dress

- Clothing that is not kept in a clean condition, free from holes, rips or other damage.
- Words or graphics on any clothing that is of an offensive or suggestive nature which might offend.
- Sportswear e.g. football/rugby kits including team shirts or beachwear (tracksuits are accepted)
- Sandals with no heel straps, flip flops or any other footwear not secure around the heel.
- The wearing of any hood or any other type of clothing that may obscure the driver's vision or their identity.

Uniforms

The Council recognises the positive image that uniforms can create. This dress code does not require a licensed driver to wear a distinct uniform. The Council acknowledges that many private hire and hackney carriage companies do require licensed drivers to wear appropriate corporate branded uniform and this is a practice that the Council would encourage licensed drivers to support.

PRIVATE HIRE DRIVER CONDITIONS

The licensee shall at all times comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

Definitions

In this licence:

"the Act" means the Local Government (Miscellaneous Provisions) Act 1976.

"the Council" means Tameside Metropolitan Borough Council

"the Operator" means a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Act.

"private hire vehicle" has the same meaning as in Section 80 of the Act.

"the proprietor" has the same meaning as in Section 80 of the Act.

"the meter" means any device for calculating the fare to be charged in respect of any journey in a private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey or a combination of both.

"authorised officer" has the same meaning as in section 80 of the Act.

"licensee" means the person who holds the private hire drivers' licence.

"hirer" means the customer that has made the booking, who could also be the passenger

"passenger" means the person(s) travelling in the booked vehicle. For the avoidance of doubt, all children (including babies) count as individual passengers.

'Sexual Activity' includes but not limited to touching, kissing, inappropriate comments or conversation or propositioning.

"Owner" means a person to whom any lost property belongs to

"Drivers badge" has the same meaning as in Section 80 of the Act.

Words importing the masculine gender such as "he" and "him" shall include the feminine gender and be construed accordingly.

Where any condition below requires the Licensee to communicate with the Council, all communication must be to the Council's Licensing Department unless otherwise stated. Reference to the Council's email address means the email address of the Council's Licensing Department.

1 LICENCE ADMINISTRATION

- 1.1 The licensee shall notify the Council in writing of any change of their address and contact details during the period of the licence within 7 days of such change taking place.
- 1.2 The licensee shall notify the Council in writing within 7 days of commencing work with a private hire operator.
- 1.3 The licensee shall notify the Council in writing within 7 days of any subsequent change of operator.
- 1.4 The licensee shall provide a copy of his private hire driver's licence with the Operator through which the Private Hire Vehicle is being used.
- 1.5 The licensee shall ensure that relevant documentation (including DBS certificate/status, Medical Certificate, and right to work documentation) required by the Council to assess their fit and proper status, is kept up to date and remains 'valid' in line with the Council's policies.
- 1.6 For the duration of the licence, the licensee shall attend (as required) and pay the reasonable administration charge or fee attached to any requirement for training or to produce a relevant certificate (i.e. new medical certificate), assessment, validation check or other administration process.
- 1.7 The licensee will register and remain registered with the DBS Update Service to enable the Council to undertake regular checks of the DBS certificate status as necessary.

2. CONVICTIONS AND SUITABILITY MATTERS

- 2.1 The licensee shall notify the Council immediately in writing (or in any case within 24 hours) if they are subject to any of the following:

- arrest or criminal investigation,
- summons,
- charge,
- conviction,
- formal/simple caution,
- fixed penalty or speed awareness course,
- criminal court order,
- criminal behaviour order or anti-social behaviour injunction,
- domestic violence related order,
- warning or bind over
- any matter of restorative justice

and shall provide such further information about the circumstances as the Council may require.

3 NOTIFICATIONS OF MEDICAL CONDITIONS

- 3.1 The licensee shall notify the Council of any newly diagnosed or change to a current medical condition which may restrict their entitlement to a driver's licence requiring a DVSA Group 2 medical standard. Notification must be sent to the Council's email address immediately (or in any case within 48 hours) of the relevant diagnosis or change to medical condition.

- 3.2 The licensee shall at any time (or at such intervals as the Council may reasonably require) produce a certificate in the form prescribed by the Council signed by an appropriate Doctor/Consultant who has access to the driver's full medical records to the effect that he/she is or continues to be fit to be a driver of a private hire vehicle.

4 DRIVER BADGE

- 4.1 The licensee shall at all times when driving a private hire vehicle wear the driver's badge issued to them by the Council so that it is plainly and distinctly visible and show it to any passenger(s) if requested.
- 4.2 The badge shall be returned to the Council immediately upon request by an Authorised Officer (i.e. the licence is suspended, revoked or becomes invalid for any reason).
- 4.3 The licensee must wear any lanyard, clip or holder issued to them by the Council.

5 DRIVER CONDUCT AND DEALING WITH PASSENGERS

- 5.1 The licensee shall behave and drive in a civil, professional and responsible manner to passengers, other road users, members of the public Council officers and other agencies.
- 5.2 The licensee shall comply with any reasonable request made by an Authorised Officer, Testing Mechanic or Police Officer. The licensee will also comply with any reasonable request of the passenger regarding their comfort during the journey (e.g. heating/ventilation).
- 5.3 The licensee shall, unless delayed or prevented by some sufficient cause, punctually attend with the private hire vehicle at the appointed time and place as required by the operator booking or as instructed by an Authorised Officer.
- 5.4 The licensee shall stop or park the private hire vehicle considerately and legally (not in contravention of any road traffic orders) and shall switch off the engine if required to wait (no idling).
- 5.5 The licensee shall not use the vehicle's horn to attract customer attention. The horn must only be used in an emergency.
- 5.6 The licensee shall comply with the Council's Licensed Drivers Dress Code.
- 5.7 The licensee shall provide reasonable assistance to passengers as required by the hirer (e.g. mobility assistance and loading/unloading luggage). The licensee shall not provide mobility assistance to passengers by physically touching without consent to do so.
- 5.8 The licensee shall ensure that luggage (including shopping and other large objects) are safely and properly secured in the vehicle.
- 5.9 The licensee and passengers are not permitted to smoke in the vehicle. The licensee also must not:
- a) vape or use an e-cigarette in the vehicle
 - b) drink or eat whilst driving
 - c) use any hand held device whilst driving or allow themselves to be distracted in any other way
 - d) display any moving images or have any form of visual display screen fitted to the licensed vehicle other than satellite navigation
 - e) conduct lengthy telephone conversations whilst driving passengers

- f) play a radio or sound reproducing instrument or equipment in the vehicle (other than for communicating with the operator) without the express permission of the passenger(s)
- g) cause or permit the noise emitted from any radio or sound reproducing instrument or equipment in the private hire vehicle to cause nuisance or annoyance to any person
- 5.10 The licensee when hired shall, (subject to any directions given by the passenger), take the shortest route bearing in mind likely traffic problems and known diversions and explain to the passenger any diversion from the most direct route. Alternative routes must be discussed with the passengers before being taken.
- 5.11 The licensee shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of the passengers within, entering or alighting from the vehicle.
- 5.12 The licensee shall report immediately to the operator any incident of concern including accidents where hurt or distress has been caused, customer disputes or passenger conduct concerns.
- 5.13 The licensee shall be vigilant regarding vulnerable passengers and safeguarding concerns when carrying out his duties and shall report any concerns immediately or in any event within 24 hours in accordance with Council guidance.
- 5.14 The licensee shall report (on the conclusion of the booking) to the operator any complaints a passenger/member of the public has made to the licensee regarding their conduct or the conduct of other personnel/drivers.
- 5.15 The licensee shall not engage in any sexual related activity in a licensed vehicle, even if consensual.
- 5.16 The licensee shall not, except with the express consent of the hirer/passenger or approved ride share journey, carry any person (other than the hirer/passenger) in the private hire vehicle.
- 5.17 The licensee shall not carry a greater number of passengers than is prescribed on the vehicle licence and shall not allow any unaccompanied child to be carried in the front seat of the vehicle.
- 5.18 The licensee will ensure that the vehicle is clean for passengers and the plate clearly visible at all times he is on control of the vehicle.
- 5.19 The licensee will ensure that he is aware of all the workings and mechanics of the vehicles before undertaking bookings.
- 5.20 The licensee shall report any accidents involving a licensed vehicle they are driving within 72 hours to the Licensing Department and must comply with any requests thereafter by an Authorised Officer.
- 5.21 The licensee shall ensure that a daily vehicle check log has been completed (either by himself or the vehicle proprietor) at the beginning of each shift. The checks to be carried out are as follows:
- lights and indicators
 - tyre condition, pressures and tread
 - Wipers, washers and washer fluid levels
 - Cleanliness inside and out
 - Bodywork – no dents or sharp edges
 - Licence plates present and fixed in accordance with these conditions
 - Any internal discs on display and facing inwards so customers can see

- Door and bonnet stickers on display
- Tariff sheet on display
- Horn in working order

The licensee shall ensure a record of the above information is kept in the vehicle at all times and will ensure the information is available to an Authorised Officer or Police Officer upon request.

6 ASSISTANCE DOGS

- 6.1 The Licensee shall carry a disabled passenger's assistance dog with the passenger. The licensee will follow the advice of the passenger as to the exact position and location for the assistance dog to travel, to best suit their needs.
- 6.2 Where the licensee has been granted a medical exemption so as to exempt them from any requirement under the Equality Act 2010; the notice of exemption must be displayed in the vehicle so that it is visible by fixing it in an easily accessible place (for example on the dashboard) or as prescribed by the Council.
- 6.3 The licensee must notify their operator of any medical exemption they hold in relation to the requirements under the Equality Act 2010.

7 FARES

- 7.1 If the vehicle is fitted with a meter the licensee shall ensure it is always visible. The licensee shall ensure it is not cancelled or concealed until the passenger has paid the fare.
- 7.2 The licensee shall ensure a copy of the current fare table is always displayed and visible in the vehicle.
- 7.3 The licensee shall not demand from any passenger a fare in excess of that previously agreed, displayed on a fare card, or if the vehicle is fitted with a meter the fare shown on the face of the taximeter.
- 7.4 The licensee shall, if requested by the passenger, provide a written receipt for the fare paid.

8 CONDUCT RELATING TO ILLEGALLY PLYING OR STANDING FOR HIRE

- 8.1 The licensee shall ensure that the passenger(s) entering the vehicle is/are the correct person(s) for whom the vehicle has been pre-booked.
- 8.2 The licensee must take precautions against behaviour that may be deemed to be standing or plying for hire, by not plotting or waiting without a booking:
- a) in high footfall /high visible locations
 - b) outside busy venues/businesses or in close proximity to events
 - c) at the front or back of designated hackney ranks
 - d) in groups or lines that present as a 'rank'
 - e) in contravention of road traffic orders
- 8.3 The licensee shall not while driving or in charge of a private hire vehicle:
- (a) Tout or solicit any person to hire or be carried for hire in any private hire vehicle.

- (b) Cause or allow any other person to tout or solicit any person to hire or be carried for hire in any private hire vehicle.
- (c) Offer any Private Hire vehicle for immediate public hire (whether the journey was undertaken or not)
- (d) Accept, or consider accepting, an offer for the immediate hire of that vehicle, including any such hire that is then communicated to the Operator to be recorded on the Operator's booking system. For the avoidance of doubt, bookings can only be undertaken when first communicated to the licensee by the operator.

9. RESPONSIBILITY FOR LOST PROPERTY

- 9.1 The driver must immediately after the end of every hiring or as soon as is practical thereafter, search the vehicle for any property which may have been accidentally left there.
- 9.2 If any property accidentally left in a private hire vehicle is found by or handed to the licensee then all reasonable steps must be taken to return the property to its rightful owner. If the property cannot be returned to the owner, then the property should be reported to the Operator through whom the passenger booked the vehicle at the earliest opportunity and handed to the Operator as soon as is practical and in any case within 24 hours of the property being found.

PROPOSED PRIVATE HIRE OPERATOR CONDITIONS

The Operator shall at all times comply with the provisions of Part II of the local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

1 DEFINITIONS

For a legal definition of these terms, see the Local Government (Miscellaneous Provisions) Act 1976. You can get a copy online.

"Authorised Officer" any Officer of the Council authorised in writing for the purposes of the Local Government (Miscellaneous Provisions) Act 1976

"The Council" means Tameside Metropolitan Borough Council

"The Operator / PHO" a person who makes provisions for the invitation and acceptance of bookings/hiring for a Private Hire Vehicle.

"The Private Hire Vehicle" a motor vehicle constructed to seat fewer than nine passengers, other than a hackney carriage or public service vehicle which is provided for hire with the services of a driver for the purpose of carrying passengers

"District" means the area within the Licensing Authority boundary

Words importing the masculine or feminine gender such as 'his' and 'her' shall include a company and be construed accordingly.

Reference to the Council's email address means the email address for the Council's Licensing Department.

Where any condition below requires the Licensee to communicate with the Council, unless otherwise stipulated, all communication must be to the Council's Licensing Department.

2 PREMISES & EQUIPMENT

- 2.1 The Operator shall obtain any necessary planning permission required for his/her premises and shall comply with any conditions imposed.
- 2.2 The Operator shall provide adequate communication facilities and staff to provide an efficient service to the public using the operator's facilities.
- 2.3 The Operator's premises shall be kept clean and tidy, and adequately heated, ventilated and lit.
- 2.4 The Operator shall ensure that any waiting area for the use of prospective hirers shall be provided with adequate and comfortable seating.
- 2.5 The Operator's radio/electrical equipment where installed shall be regularly maintained in good working condition and any defects shall be repaired promptly.

- 2.6 The Operator shall at no time cause or permit any audio equipment to be a source of nuisance, annoyance or interference to any other person. In addition, all reasonable precautions are to be taken to ensure that activities within the Operator's office and from licensed vehicles do not create a nuisance to others.
- 2.7 The Operator shall obtain and maintain in force at all times a public liability insurance policy in respect of his/her premises and produce the same to an Authorised Officer or Constable on request.
- 2.8 The Operator must display the following at all times, at any premises that the general public have access to and/or on online booking sites and applications:
- a) A copy of the current Operator licence
 - b) A schedule of fares
 - c) A notice which provides information on how to complain to the Licensing Authority including email and phone number
 - d) A copy of the public liability insurance policy certificate

The above shall be displayed in a prominent position within the relevant premises where it can be easily read; or clearly marked on the relevant online site/app where it can be easily accessed.

- 2.9 If the Operator has a website and/or uses Application based technology to attract bookings, the notices listed at 2.8 above must also be available to view on the relevant web pages or application menu.
- 2.10 The Operator shall not allow their Licensed Operator Premises to be used to conduct business relating to licensees of other non-Greater Manchester local authorities.

3 BOOKING FARES

- 3.1 When accepting the hiring, the Operator shall, unless prevented by some sufficient cause, ensure that a licensed private hire vehicle attends at the appointed time and place.
- 3.2 When accepting the hiring, the Operator shall, if requested by the person making the booking, specify the fare or the rate of the fare for the journey to be undertaken and, in every case, the Operator shall immediately enter all the details of the hiring legibly as required, by Condition 3.3.
- 3.3 The records of hiring accepted by the Operator as required under Section 56 of the Local Government (Miscellaneous Provisions) Act 1976, shall contain the following detail:
- Time and date booking received (using 24-hour clock)
 - Name and contact details (phone number or address) of person making the booking
 - How the booking was made e.g. Telephone/Online etc
 - Time and detailed pick up location
 - Specific destination (the use of the term 'as directed' or similar term should only be used exceptionally).
 - ID of dispatched driver (i.e. name and call sign)
 - ID of dispatched vehicle (Licence/fleet number)
 - ID of person taking booking (excludes electronic bookings)
 - Any special requirements e.g. wheelchair accessible or disability assistance
 - Details of any subcontracting to or from another PHO (Inc. any other Operator owned by the Operator subject to these conditions)
 - Any fare quoted at time of booking, if requested by the person making the booking.

- 3.4 The Operator shall not allow drivers to pass a booking on to the Operator on the passenger's behalf and will take all reasonable steps to ensure their drivers are aware that such practice is illegal.
- 3.5 Where a booking is sub-contracted the customer must be so advised and informed as to the sub-contracted Operator who will be undertaking the booking.
- 3.6 If a non-Tameside Council licensed driver and vehicle are being dispatched to fulfil the booking, the Operator must communicate the following message to the person making the booking (whether via telephone, automated booking or booking App) before the booking is made (allowing the requester the opportunity to confirm the booking or not):
- The driver and vehicle you are about to book are not licensed by Tameside Council to Tameside Council standards and Tameside Council are not empowered to take licensing action in the event of a complaint. Your driver and vehicles are licensed by {insert name of Council} and customers will have to deal with that authority in the event of a complaint.*
- 3.7 The despatch, by an Operator, of a passenger carrying vehicle (PCV) and the use of a public service vehicle (PSV), such as a minibus, is not permitted without the express consent of the hirer.
- 3.8 Where the hirer is being given the option of one of the above mentioned vehicles being despatched, they should be notified that the driver is subject to different checks than a private hire driver and are not required to have an enhanced DBS check.
- 3.9 The Operator must advise the authority of the booking system it uses, and advise in writing when the booking system is changed. The operator must demonstrate the operation of the system to an authorised officer upon request. Only the confirmed booking system (whether that be an electronic or manual system) can be used to record journeys taken for and carried out by vehicles licensed by Tameside Council (or a Public Services Vehicle, operating under a licence from the Vehicle and Operator Services Agency).

4 RECORD KEEPING & RESPONSIBILITY

- 4.1 The Operator must keep detailed, up to date, records of every driver and vehicle operated by him (whether licensed as private hire or hackney carriage) and no matter which Council licensed the driver/vehicle. The records must include:
- a) Name and home address of the driver
 - b) The dates the driver commenced fulfilling bookings from the PHO and the date the driver ceased taking bookings from the PHO (where applicable).
 - c) A copy of the driver's current private hire or hackney carriage driver licence including the expiry date of that licence and that Licensing Authority that issued it.
 - d) Name and home address of the proprietor of every vehicle
 - e) A copy of the current vehicle licence including expiry date, the licensing authority that issued it.
 - f) The date the vehicle was first used by the PHO to fulfil bookings and the date the PHO ceased using the vehicle to fulfil bookings (where applicable)
 - g) The vehicle registration number
 - h) A list of unique radio/call sign allocated to the driver and vehicle
 - i) A copy of the valid insurance in place for the driver and vehicle
- 4.2 The Operator must ensure that booking records are:
- a) Kept electronically
 - b) Are available for immediate inspection by an Authorised Officer or Police Officer

- c) Able to be printed onto paper or downloaded in an electronic format
 - d) Continuous and chronological
 - e) Not capable of retrospective alteration or amendment
 - f) Kept as one set of records. Cash and credit account bookings can be separately identified but must not be in separate sets of records. The name of the person compiling the records must be detailed on the records.
 - g) Are clear, intelligible, kept in English and retained for a minimum of 12 months from the date of the last entry or for such other period as required by an Authorised Officer.
- 4.3 The Operator must retain records for a minimum period of 12 months and make available any GPS data and any voice recording system for inspection upon request by an Authorised Officer or Police Officer.
- 4.4 The Operator must implement a robust system to ensure that drivers and/or vehicles do not operate when their licence or insurance has expired. This must be documented and approved by an Authorised Officer.
- 4.5 The Operator must conduct a check of the Council's public register (where it exists) when contracting a driver to carry out bookings.
- 4.6 The Operator must take all reasonable steps to ensure that its drivers and vehicles, when plotting or waiting without bookings around the district, do not do so:
- a) in high footfall / high visible locations
 - b) outside busy venues/businesses or in close proximity to large events
 - c) at the front or back of designated hackney ranks
 - d) in groups or lines that present as a 'rank'
 - e) in contravention of road traffic orders

Operators will upon request by an Authorised Officer or Police Officer demonstrate how they monitor and control this behaviour.

- 4.7 The Operator must have an approved process in place to ensure that the individual carrying out a booking is the licensed driver they have contracted for this purpose.
- 4.8 The Operator will ensure registration with the Information Commissioner's Office for Data Controller, CCTV and other relevant purposes. Where the Operator is exempt from registration with the Information Commissioner's Office, they will notify the Council within 7 days of the commencement of these conditions.
- 4.9 Where the Operator agrees sub-contracting arrangements with other non-Tameside Council licensed Operators, it must have due regard for the comparative licensing policies and standards of the relevant licensing authority their partner Operator is subject to, and take steps not to undermine the Council's licensing standards which have been set in the interests of promoting high levels of public safety.

5 COMPLAINTS

- 5.1 The Operator must notify the Council immediately by email (or in any case within 24 hours) of receiving or otherwise becoming aware of any complaint/allegation, police enquiries, or notification of convictions involving any driver that is registered to carry out bookings for the operator, which relates to matters of a sexual nature, violence/threats of violence or substance misuse.

The Operator must notify the Council within 72hrs of any complaint/allegation, police enquiries, or notification of convictions involving any driver that is registered to carry out bookings for the operator, which relates to matters involving dishonesty or equality.

The Operator is required to provide at the time of notification to the council the identity of the driver involved and the nature of the complaint/enquiry including the complainant's details. This notification to the Council must take place regardless of whether the Operator ceases any contractual arrangement with the driver.

- 5.2 The Operator must record every complaint received against its service (against any driver operated by him, including those licensed by other authorities carrying out a sub-contracted booking on the Operator's behalf) and, if unable to resolve the complaint within 7 days (from the date of the complaint) the Operator must provide the complainant with the relevant Licensing Authority contact details within 10 days (from the date of complaint).
- 5.3 Where a complaint not covered by section 5.1 above is received against a driver and it remains unresolved after 7 days (from the date of complaint), the operator must notify the Council within 10 days (from the date of complaint). The Operator is required to provide at the time of notification, the identity of the driver involved, the nature of the complaint/enquiry including the complainant's details.
- 5.4 The Operator must keep all complaint records for at least 12 months (including against drivers carrying out sub-contracted bookings) and ensure these records are available for inspection at any time an authorised officer may request to review them.

6 CONVICTIONS AND STAFF VETTING

- 6.1 The licensee shall notify the Council immediately in writing (or in any case within 24 hours) if they are subject to any of the following:

- arrest or criminal investigation,
- summons,
- charge,
- conviction,
- formal/simple caution,
- fixed penalty,
- criminal court order,
- criminal behaviour order or anti-social behaviour injunction,
- domestic violence related order,
- warning or bind over
- any matter of restorative justice

and shall provide such further information about the circumstances as the Council may require.

- 6.2 The Operator must keep up to date records of all individuals working in any capacity (paid or unpaid) and who have access to booking records for the business as follows:
 - Full Name
 - Address
 - Date of Birth
 - Contact details (phone and email)
 - DBS issue date and certificate number
 - Start and finish dates of employment
 - Job Title

- 6.3 The Operator must ensure that all individuals (non-drivers) working in any capacity and have access to booking records (paid or unpaid) have obtained a basic DBS Certificate from the Disclosure and Baring Service before commencing employment. The DBS certificate must be dated within one month before the commencement of employment.
- 6.4 The Operator must ensure that DBS checks are carried out for all existing relevant staff (as per condition 6.3) within one month of the commencement of these conditions.
- 6.5 The employee should be registered with the DBS Update Service to enable the Operator to conduct regular checks (six monthly as a minimum) of the individual's DBS status.
- 6.6 The Operator must have a policy compatible with the Council's suitability policy or adopt the Council's suitability policy and implement this policy in relation to the recruitment of all staff (paid or unpaid) and the recruitment of ex-offenders. This must be produced upon request.
- 6.7 The Operator must be able to evidence that they have had sight of a basic DBS by maintaining a register. The register should be a 'living document' that maintains records of all those in those employed for at least 12 months, being the duration of how long booking records are to be kept and allows cross referencing between the two records. A record that the operator has had sight of a basic DBS check certificate (although the certificate itself should not be retained) should be retained for the duration that the individual remains on the register. Should an employee cease to be on the register and later re-entered, a new basic DBS certificate should be requested and sight of this recorded.
- 6.8 Operators may outsource booking and dispatch functions, but they cannot pass on the obligation to protect children and vulnerable adults. Operators should be required to evidence that comparable protections are applied by the company to which they outsource these functions.

7 ADVERTISEMENTS

- 7.1 The Operator shall not cause or permit to be displayed in, on or from his/her premises or to be published in relation to the Operator's business any sign, notice or advertisement which consists of or includes the words "Taxi" whether in the singular or plural or the words "For Hire" or any other word or words of similar meaning or appearance whether alone or as part of another word or phrase or any other word or words likely to cause a person to believe that any vehicle operated by him/her is a hackney carriage.
- 7.2 All advertisements by the Operator should first be approved by the Council to ensure they comply with conditions and do not breach the Codes of Practice of the Advertising Standards Authority or those of the Portman Group relating to alcohol advertising.
- 7.3 The Operator must not dispatch any vehicle that has been licensed by another Authority, which uses, displays or exhibits any literature, documentation, advertising or which displays any signage associated to the Private Hire Operator or the Council which suggests, indicates, misleads or might lead to a misunderstanding that the vehicle is licensed by this Council.

8. NOTIFICATIONS AND LICENCE ADMINISTRATION

- 8.1 For the duration of the licence, the licensee shall pay the reasonable administration charge or fee attached to any requirement to attend training, or produce a relevant certificate, assessment, validation check or other administration or notification process.

- 8.2 The Licensee shall notify the Council in writing within 14 days of any transfer of ownership of the vehicle. The notice will include the name, address and contact details of the new owner.
- 8.3 The Licensee shall give notice in writing to the Council of any change of his address or contact details (including email address) during the period of the licence within 7 days of such change taking place.

9. DUTY TO CO-OPERATE

- 9.1 The Operator and his/her staff shall co-operate fully with any Local Authority Authorised Officer or Police Officer in respect of any enquiries or investigations carried out relating to drivers or vehicles currently connected to the business or formerly connected to the business.
- 9.2 The operator will provide the Council with details of appropriate members of staff (whether at the base or via telephone) to be contactable during the times of operation (day or night) in relation to compliance/enforcement related matters. Where the aforementioned contact details change, the Operator shall inform the Council of the new contact details within 24 hours.
- 9.3 The Operator shall grant access to the licensed premises to any Local Authority Authorised Officer or Police Officer upon request.

10 LOST PROPERTY

- 10.1 The Operator must keep a record of lost property that is handed to him by drivers or passengers. The record must include the date the item is handed to the Operator, details of where it was found and a description of the property. The log must always be available for inspection by an Authorised Officer or Police Officer and any information entered onto the record must be kept for a period of 12 months from the date of entry.
- 10.2 Any lost property held by the Operator must be stored securely by him for 6 months after it was found.

11 OPERATOR POLICIES

- 11.1 Operators are required to adopt, implement, review, update as is necessary and submit to the Council the following policies:
- Safeguarding Policy
 - Customer Service and Complaints Policy which includes conduct of drivers and the timeframe for responding to complaints
 - Equality Policy (Equality Act 2010) including disability awareness and the carrying of assistance animals.
 - Data Protection Policy
 - Recruitment / Suitability Policy

12 TRAINING

- 12.1 Operators should ensure that they have attended any licensing training required by the Council within one month of a licence being granted or as otherwise directed by the Council.
- 12.2 The Operator must ensure that training is provided to relevant staff (paid or unpaid) on licensing law, Licensing policy, the policies listed at paragraph 11.1 and how and when to

accept bookings. This training must be undertaken within one month of the commencement of these conditions or employment and thereafter, at least every two years. The Operator must keep a record of the aforementioned training which has been signed by the operator and the member of staff.

Proposed amendments to Operator Conditions

CONDITION	CURRENT WORDING	PROPOSED CHANGE	COMMENT
2.8	<p>The Operator must display the following at their premises at all times:</p> <p>e) A copy of the current Operator licence</p> <p>f) A schedule of fares</p> <p>g) A notice which provides information on how to complain to the Licensing Authority including email and phone number</p> <p>h) A copy of the public liability insurance policy certificate</p> <p>The above shall be displayed in a prominent position, where the public have access and, where it can be easily read.</p>	<p>The Operator must display the following at all times at any premises that the general public have access to and/or on online booking sites and apps:</p> <p>a) A copy of the current Operator licence</p> <p>b) A schedule of fares</p> <p>c) A notice which provides information on how to complain to the Licensing Authority (including email and phone number)</p> <p>d) A copy of the public liability insurance policy certificate</p> <p>The above shall be displayed in a prominent position within a premises, where it can be easily read; or clearly marked on the relevant online site/app where is can be easily accessed.</p>	<p>Made clear that this only applies if have a base that is used to deal with members of the public – and includes requirement to ensure displayed online.</p>
2.10	<p>The Operator shall now allow their Licensed Operator Premises to be used to conduct business relating to another non <i>(insert name of Council)</i> Licensed Operator.</p>	<p>The Operator shall not allow their Licensed Operator Premises to be used to conduct business relating to licensees of other non-Greater Manchester local authorities.</p>	<p>This condition is designed to prevent the undermining of the local licensing regime and public safety</p> <p>It is submitted that the Deregulation Act when drafted, worked to the assumption that all districts outside of London and</p>

			Plymouth were 'governed by the same legislation' (Deregulation Act 2015 Guidance notes) – which they are, but this clearly ignores that there is a wide variance in public safety policies, procedures, practice and licence conditions between districts, and there remains a lack of mandatory minimum standards nationally with regards to important safeguarding matters. As such, it is proposed that the condition should remain to protect and uphold local licensing regimes, but has been amended to include all of GM in recognition that following the completion of this first phase of harmonisation by the MLS project, these regimes will not serve to undermine each other.
4.5	The Operator must conduct a check of the Council's public register before allowing a driver to carry out bookings.	The operator must conduct a check of the Council's public register (where it exists) when contracting a driver to carry out bookings.	Makes the condition clearer that the requirement is only at the outset of the contractual relationship and acknowledges that this is only possible where the Council provides a public register.
4.6	The Operator must take all reasonable steps to ensure that its drivers and vehicles, when plotting or waiting without bookings around the district, do not do so: a) in high footfall / high visible locations	No change, save for adding the word 'large' before 'events' at point b)	Submission has been fully considered. It is thought that a common sense and practical approach has been taken with regards to defining locations and scenarios in which private hire vehicles are required not to wait when they don't have a booking so as not to give the impression that they are available for immediate hire; not to encourage illegal

	<p>b) outside busy venues/businesses or in close proximity to events c) at the front or back of designated hackney ranks d) in groups or lines that present as a 'rank' e) in contravention of road traffic orders</p> <p>Operators will upon request by an Authorised Officer or Police Officer demonstrate how they monitor and control this behaviour.</p>		<p>ply for hire; and not to create unnecessary congestion and unsafe conditions on the highway at busy times/locations. There is no expectation that PHVs should be available 'immediately' and the public should understand that when using a pre-booked vehicle there may reasonably be a wait time (however short) as vehicles cannot just be ready on the street (as Hackneys are) immediately – this would further assist the public's understanding of the two regimes.</p> <p>There is no requirement within this condition for drivers/vehicles to go out of the district or drive a substantial distance away from a location/district centre – it is considered that there are sufficient places to wait close to key locations that are out of general view, or on the edge of district centres and this will prompt operators to consider their own business models and booking demand to determine how many vehicles they reasonably require to plot or wait close to specific locations.</p> <p>This condition is mirrored within the PH Driver conditions and aimed primarily at them to take responsibility for their own behaviour – here we reasonably expect PH Operators to assist in the prevention of such behaviour (which we know is within their gift using their relevant systems).</p>

4.7	The Operator must have an approved process in place to ensure that the individual carrying out a booking is the licensed driver they have employed for this purpose.	The Operator must have an approved process in place to ensure that the individual carrying out a booking is the licensed driver they have contracted for this purpose.	Changed employed to contracted
5.1	The Operator must notify the Council immediately by email (or in any case within 24 hours) of any complaints, police enquiries or notification of convictions involving any driver that is registered to carry out bookings for the operator which relates to matters of a sexual nature, dishonesty, indecency, violence or threats of violence, equality or drugs. The Operator is required to provide at the time of notification to the council the identity of the driver involved and the nature of the complaint/enquiry including the complainant's details. This notification to the Council must take place regardless of whether the Operator ceases any contractual arrangement with the driver.	<p>The Operator must notify the Council immediately by email (or in any case within 24 hours) of receiving or otherwise becoming aware of any complaint/allegation, police enquiries, or notification of convictions involving any driver that is registered to carry out bookings for the operator, which relates to matters of a sexual nature, violence/threats of violence or substance misuse</p> <p>The Operator must notify the Council within 72hrs of any complaint/allegation, police enquiries, or notification of conviction relating to matters involving dishonesty or equality.</p> <p>The Operator is required to provide at the time of notification to the council the identity of the driver involved and the nature of the complaint/enquiry including the complainant's details. For clarity, this notification to the Council must take place regardless of whether the Operator has been able to conduct further enquiries itself, or whether or not it ceases any contractual arrangement with the driver.</p>	<p>After further consideration – have amended to just include the most serious safeguarding matters that would be more likely to result in immediate suspension (following relevant investigation) for 24hr reporting to the Council.</p> <p>It is considered appropriate for Operators to notify the Council immediately and agree with the Council how the investigation will proceed from there.</p>
5.4	The Operator must provide a report every six months to the council detailing all complaints received (including against drivers carrying out sub-contracted bookings) and action taken.	The Operator must keep all complaint records for at least 12 months (including against drivers carrying out sub-contracted bookings) and ensure these records are available for	Considered submission that as drafted the condition was overly burdensome – have amended so that the records have to be kept (already reflected in other conditions that all complaints should be

	The report should be provided no later than one month after the end of the reporting period. The Operator must keep all records for at least 12 months.	inspection at any time an authorised officer may request to review them.	recorded) and must be available to view – removing requirement for formal report to be provided.
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