

Corporate Policy Committee

Agenda

Date: Thursday, 9th June, 2022
Time: 10.30 am
Venue: Committee Suite 1, 2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the top of each report.

It should be noted that Part 1 items of Cheshire East Council decision making meetings are audio recorded and the recordings will be uploaded to the Council's website

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

To note any apologies for absence from Members.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking/Open Session**

In accordance with paragraph 2.24 of the Committee Procedure Rules and Appendix on Public Speaking, set out in the [Constitution](#), a total period of 15 minutes is allocated for members of the public to put questions to the Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes to speak; the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days in advance of the meeting.

Contact: Paul Mountford, Democratic Services
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

4. **Minutes of Previous Meeting** (Pages 3 - 16)

To approve as a correct record the minutes of the meeting held on 14th April 2022.

5. **Covid-19 Update** (Pages 17 - 34)

To consider an update report on Covid-19.

6. **Corporate Services Budgets 2022/23** (Pages 35 - 54)

To consider a report which determines the allocation of the approved budgets for 2022/23 to the Corporate Policy Committee.

7. **Appointments to Sub-Committees, Working Groups, Joint Committees and Boards** (Pages 55 - 70)

To consider a report on the appointment of members to sub-committees, working groups, joint committees and boards for the 2022-23 municipal year.

8. **Workforce Strategy 2021-2025 - Progress Review** (Pages 71 - 80)

To consider a report which provides an update on progress against delivery of Cheshire East Council's Workforce Strategy 2021-2025 up to March 2022.

9. **Health and Safety Update - 2021/22** (Pages 81 - 94)

To consider a report which provides a summary of accident and information data for the Council and maintained schools for Quarter 4 2021/22.

10. **Work Programme** (Pages 95 - 104)

To consider the Work Programme and determine any required amendments.

11. **Minutes of Sub-Committees** (Pages 105 - 108)

To receive the minutes of the General Appeals Sub-Committee's meeting on 3rd May 2022.

12. **Reporting of Urgent Decisions**

To note any urgent decisions taken on behalf of the Committee.

THERE ARE NO PART 2 ITEMS

Membership: Councillors C Browne, J Clowes, S Corcoran (Chair), J P Findlow, K Flavell, S Gardiner, N Mannion, A Martin, K Parkinson, J Rhodes, A Stott (Vice-Chair), M Warren and P Williams

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Corporate Policy Committee**
held on Thursday, 14th April, 2022 in The Ballroom, Sandbach Town Hall,
High Street, Sandbach, CW11 1AX

PRESENT

Councillor S Corcoran (Chair)
Councillor A Stott (Vice-Chair)

Councillors C Browne, C Bulman (for Cllr Flavell), J Clowes, J P Findlow,
R Fletcher, S Gardiner, N Mannion, A Martin, A Moran (for Cllr Warren),
K Parkinson and J Rhodes

Other Members present

Councillors J Bratherton, D Brown, L Gilbert, S Holland, D Marren, R Moreton,
D Murphy, S Pochin, B Puddicombe and L Smetham

Officers in attendance

Lorraine O'Donnell, Chief Executive
Jane Burns, Executive Director of Corporate Services
Helen Charlesworth-May, Executive Director of Adults, Health and Integration
David Brown, Director of Governance and Compliance
Alex Thompson, Director of Finance and Customer Services
Sarah Bullock, Director of Policy and Change
Brian Reed, Head of Democratic Services and Governance
Peter Jones, Planning, Highways and Litigation Lawyer
Nick Billington, Economic Research & Intelligence Officer
Diane Barnard, Electoral Services Team Leader
Leanne Austin, Elections Officer
Rose Hignett, Elections Consultant
Laura Bateman, Senior Project Manager
Jo Wise, Development and Regeneration Delivery Manager
Paul Mountford, Democratic Services

Apologies

Councillors K Flavell and M Warren

91 DECLARATIONS OF INTEREST

The Chair reminded members of the dispensation within the Cheshire East Member Code of Conduct which allowed them to take part and vote on Community Governance Review matters in which they had disclosable pecuniary and prejudicial interests without having to declare an interest. Legal advice on the matter had been circulated to members prior to the meeting.

Councillor Gardiner declared that with regard to Item 6, Wilmslow Town Centre BID, he had yesterday engaged with a senior official from

Groundwork in the course of his work. There had been no discussion regarding the BID.

92 PUBLIC SPEAKING TIME/OPEN SESSION

The following is a brief summary of the submissions made in relation to the community governance review by representatives of town and parish councils.

Councillor Ken Edwards, Bollington Town Council, expressed his council's disappointment that the report did not recommend the Town Council's proposal that the boundary between Bollington and Rainow be amended to include the settlement at Ingersley Vale within Bollington. He asked that the matter be reviewed as part of the next Cheshire East ward boundary review.

Councillor Fiona Wilson, Deputy Mayor of Macclesfield, welcomed the revised recommendations for Macclesfield that the current seating allocation worked well and that a community governance review of the Town Council would be premature.

David McGifford, Chief Officer of Congleton Town Council, expressed the Town Council's view that the town's boundary should be extended to the new link road. He requested that the Committee move forward with those arrangements that were not being challenged, and that a more detailed review be undertaken for those that had significant issues, including Congleton Town Council.

Councillor Alan Watkinson, Holmes Chapel Parish Council, expressed the council's disappointment that the area comprising the Bluebell Green and Dunkirk Farm residential developments was not to be transferred from Brereton to Holmes Chapel. He asked that the matter be referred back for further scrutiny.

Councillor Andy Lindsay, Chair of Brereton Parish Council, expressed his council's support for the proposals for Brereton, including the retention of Bluebell Green and Dunkirk Farm within the parish of Brereton.

Councillor Russell Jones, Shavington-cum-Gresty Parish Council, outlined the arrangements his council had made regarding consultation with local residents, including a community survey and the distribution of three booklets to local residents, which information had also been available on the Parish Council's website. Details had been circulated to members of the Corporate Policy Committee by the Clerk to the Parish Council before the Committee's meeting. Councillor Russell Jones asked the Committee not to support any proposal to change the recommendations in the report regarding the boundary between the parishes of Wybunbury and Shavington-cum-Gresty.

Councillor Trevor Lightfoot, Chair of Wybunbury Parish Council, expressed his council's view that the boundary between the parishes of Wybunbury and Shavington-cum-Gresty should be the Newcastle Road.

Mark Bailey, Clerk to Burland Parish Council, was speaking on behalf of Burland Parish Council and had also been authorised to speak on behalf of Acton, Edleston and Henhull Parish Council. He expressed both councils' appreciation of the relevant Cheshire East committees and officers for listening and taking note of their views. Mr Bailey mentioned that the name for the proposed merged council in the report was Burland and Acton; concern had been expressed in some quarters that the name should be Acton and Burland. However, neither existing council had a strong view on the matter. Finally, Mr Bailey expressed the councils' view that the proposed number of 9 councillors for the new parish should be increased to 10, 11 or 12.

The Chair thanked the public speakers for their comments.

93 MINUTES OF PREVIOUS MEETING

In connection with resolution 3 of Minute 82 – ARAP/ACRS Bridging Hotel and Resettlement Scheme - Councillor N Mannion reported that the Council had written to 22 developers last week at a local, regional and national level. So far, two responses had been received, one negative and the other conditional. He would provide a further update at the next meeting of the Economy and Growth Committee.

RESOLVED

That the minutes of the meeting held on 3rd March 2022 be approved as a correct record.

94 COMMUNITY GOVERNANCE REVIEW OF TOWN AND PARISH COUNCIL GOVERNANCE

Prior to consideration of the report, the Chair invited the Chair of the Community Governance Review Sub-Committee, Councillor J Bratherton, to make some introductory remarks regarding the community governance review. She took the opportunity to thank the members of the Sub-Committee and the officers for their work on the review. The Chair echoed those thanks.

The Chair invited visiting members to speak on the community governance review. A summary of the remarks made is as follows.

Councillor L Smetham endorsed the revised CGR proposals on behalf of parishes in the Gawsorth Ward and expressed her opposition and that of Eaton Parish Council to any proposal to place the boundary between Congleton and Eaton at the Congleton link road.

Councillor R Moreton referred to the final recommendations on the boundary of Congleton and questioned whether the consultation feedback from residents of Hulme Walfield and Somerford Booths parish was sufficient to support significant changes.

Councillor L Gilbert, disagreed with the proposal not to transfer the area of Bluebell Green and Dunkirk Farm from Brereton to Holmes Chapel and asked the Sub-Committee to support the transfer for reasons of community identity. He proposed that a date be set aside for further consideration of those cases where alternative proposals had been put forward.

Councillor D Murphy expressed the Town Council's view that all housing and business development on land contained within the new link road should be included within the area of Congleton Town, the link road forming a natural boundary.

Councillor S Holland expressed disappointment at the revised proposals for the Boundary of Congleton Town Council and asked that further discussion take place.

Councillor D Marren asked the Committee to support the recommendations in the report relating to the boundary between Shavington and Wybunbury and not to support any counter proposals that might come forward at the meeting.

The Committee considered the report which sought resolutions of the Community Governance Review Sub Committee, Corporate Policy Committee, and finally Council, following a Community Governance Review of Town and Parish Council Governance.

The review had been in progress for over three years. Engagement with the public, town and parish councils and other stakeholders had been central to the review. There had been an informal pre-consultation survey, as well as a formal consultation process which, together, had secured over 5,000 responses.

The background to the review, including the terms of reference, guiding principles and process followed, were set out in the report.

Appendix 1 to the report provided a summary of the review's final recommendations. Appendix 2 contained maps showing recommended changes to parish and parish ward boundaries. Appendix 3 set out in detail the evidence and analysis on which the final recommendations had been made.

The Community Governance Review Sub-Committee had considered the report at its meeting on 4th April 2022.

At that meeting, Councillor S Edgar, on behalf of the relevant parish councils, had asked that the style of the new Weston and Crewe Green council be changed from 'Community' to 'Parish'. With the Sub-Committee's agreement, the officers had undertaken to change the recommendation to Council accordingly.

The Community Governance Review Sub-Committee had resolved as follows:

'That

- 1 *the Sub-Committee recommends to the Corporate Policy Committee that the recommendations made in the review of Community Governance, contained in Appendices 1, 2 and 3 to the report, will ensure that:*
 - 1 *The proposed community governance arrangements reflect the identities and interests of the community in the Borough of Cheshire East; and*
 - 2 *The proposed community governance arrangements are effective and convenient; and*
- 2 *in order to minimise unnecessary printing of agenda papers, it will be assumed that all Members of the Corporate Policy Committee, and Council, will rely upon the electronic link to the appendices of the report, and that the appendices will therefore not be printed for each Member; further, that if any Member has a specific need for any part of parts of the appendices to be printed, they will make their own arrangements to print limited sections of the appendices, or request such printed sections to be provided by officers.'*

Officers commented that it was clear from the contributions of public and member speakers earlier in the meeting that there were strongly held views on both sides of the argument in relation to some specific proposals. A number of these issues had come to light during the consultation process and had been taken into account by officers and the Community Governance Review Sub-Committee. Officers were of the view that nothing that had been said during the course of the Committee's meeting had led them to the conclusion that any of the recommendations in the community governance review report should be changed, although the specific request that the number of councillors for the proposed Burland and Acton Parish Council be increased from 9 to 10, 11 or 12 was a matter that the Committee might wish to consider. With regard to this request, however, it was suggested that the Committee might wish to leave the recommendations unchanged for now on the basis that a mini-community governance review could be held at a future date to address any such issues.

It was moved and seconded that the recommendations in the report be approved.

During the debate, the following amendment was moved and seconded:

'It is proposed that the original recommendations put forward by the Council in the CGR Consultation documents, related to the Shavington-cum-Gresty and Wybunbury Parish Boundaries are adopted (where the Newcastle Road is identified as the definitive boundary)'

The wording of the amendment, together with the reasons for proposing it, had been circulated to members of the Committee prior to the meeting and were read out at the meeting by the proposer, Councillor Clowes.

Mr Peter Jones, Legal Adviser to the Community Governance Review Sub-Committee, advised that when deciding the merits or otherwise of adopting different proposals that have arisen during the meeting, members would need to satisfy themselves that any new or revised proposals better met the statutory tests than the proposal(s) that were made in the report, having regard to the summary of the consultation response and the recommendations in the report. In turn, Members should ensure that a revised proposal:

- better reflected the feeling of the local community and the wishes of local inhabitants, which the statutory guidance explained were the primary considerations when deciding whether parishes reflected community identity and interest; and
- better ensured the viability of the parish as an effective and convenient unit of local government, which the statutory guidance explained included factors such as the size, population and boundaries which influenced the viability of a parish council.

If it was considered that the revised proposal better met both limbs of the statutory test and was not fundamentally different from the proposal consulted upon, then it was open to Members, should they so wish, to resolve to adopt it. If the revised proposal was fundamentally different to the proposal consulted upon, however, such that it would be conspicuously unfair to adopt it at the meeting without having given the residents and other consultees a further opportunity to make representations, then case law required the Council to go out to fresh consultation. A decision to go out to fresh consultation would have a seriously adverse effect on the CGR project in terms of time and cost. If the Committee wished to approve a proposal which departed from the recommendations in the report, it would have to give reasons for doing so, including why they felt that the statutory tests were satisfied.

Having heard the reasons provided for the proposed amendment, Mr Jones confirmed that the amendment was valid in that it satisfied the statutory tests.

Following further debate, the amendment was put to the vote and was lost.

The Committee then considered the original motion to approve the recommendations in the report.

RESOLVED

That

1. the Committee approves the recommendations of the Community Governance Review Sub-Committee; and
2. the Committee recommends to Council that the recommendations made in the review of Community Governance, contained in Appendices 1, 2 and 3 to the report, will ensure that:
 - A. The proposed community governance arrangements reflect the identities and interests of the community in the Borough of Cheshire East; and
 - B. The proposed community governance arrangements are effective and convenient;

and that Council should resolve to give effect to the recommendations.

Note: Councillor S Gardiner asked that it be recorded in the minutes that he voted against the recommendations.

The Committee adjourned at 3.03pm for a period of 10 minutes.

95 PROGRESS ON GOVERNANCE FOR THE INTEGRATED CARE SYSTEM

The Committee considered a report on progress with the governance for the Integrated Care System. The purpose of the report was for members to note the progress on the proposed changes to the governance arrangements for local Health and Care services in scope of future Place arrangements, and to agree the governance for the S75 Agreement.

Members made the following comments in relation to this matter:

- It was hoped that the proposed S75 Committee would fully represent the interests of the residents of Cheshire East.
- A report should come forward to a future meeting of the appropriate committee on the nature of S75 Agreements in general.
- Efforts should be made to ensure that the Scrutiny Committee was outward facing and fully engaged with the Council's health care partners.
- It was hoped that this latest reorganisation would achieve more joined up and effective delivery of services to the benefit of patients.

RESOLVED

That the Committee

1. notes the progress to date;
2. recommends that the Council establish, with NHS Cheshire Clinical Commissioning Group, a Committee under Section 75 of the Health and Care Act 2006 from 1st April 2022, as set out at Section 13 of the report, to oversee and manage the Section 75 Better Care Fund Agreement and plan;
3. recommends that the Council delegate authority to the Executive Director (Adults, Health & Integration) in consultation with the Director of Governance to agree and finalise the Terms of Reference of the Section 75 Committee;
4. requests the Council to appoint the Executive Director - Adults, Health & Integration (or her nominated representative) to the S75 Committee; and
5. recommends that the Council delegate authority to making any consequential amendments to the constitution to the Director of Governance and Compliance.

96 WILMSLOW TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

The Committee considered a report on a proposal for a Business Improvement District (BID) in Wilmslow Town Centre. A formal notification had been submitted to the Council, setting out the intention of Groundwork CLM, on behalf of the Wilmslow Town Centre Management Group, to put a proposal for a Wilmslow Town Centre Business Improvement District (BID) to a ballot.

The report provided information on BIDs, on the emerging draft Wilmslow Town Centre BID proposal and the anticipated implications of the notification. It sought decisions to enable officers to respond appropriately to the notification. The Council was not being asked to take a decision on the BID proposal itself at this stage; once the details of the proposal were known, a second report would be submitted to the Economy and Growth Committee.

Officers reported that the estimated levy for Council-owned assets within the BID area as reported in paragraph 8.1.3 of the report had been revised to £5,500 a year.

Members raised the following questions and comments in relation to the report:

- Would a business within a BID area be disqualified from applying for other grants or forms of economic assistance? The Development and

Regeneration Delivery Manager undertook to provide a written response to the Committee.

- It was important for members to know what benefits the Council would receive in exchange for providing public funds.
- Details of the baseline services provided by the Council should be made available to members.
- Could NHS providers within the BID area be exempted from paying the levy? Officers advised that it was for the BID proposer to decide on any exemptions; this could be discussed with them.

RESOLVED

That

1. The Executive Director of Place shall notify the BID proposer of the Council's intention to seek to recoup the costs to the Council arising from BID development, BID ballot and levy collection.
2. On receipt of the Wilmslow Town Centre Business Improvement District (BID) proposal:
 - (a) The Chief Executive as Returning Officer and "Ballot Holder" shall check the BID proposal against the requirements set out in the BID Regulations, and subject to the BID proposal meeting the necessary requirements, shall make all necessary arrangements for the Wilmslow Town Centre (BID) proposal ballot to take place, and for the results of the ballot to be counted and declared on behalf of the BID proposer.
 - (b) The Executive Director of Place shall take a further report to the Economy and Growth Committee, outlining the detail of the BID proposal and seeking any necessary further authority to respond.
3. Subject to a "yes" vote at ballot, the Executive Director of Place shall ensure that a final review of the BID proposal is undertaken and shall determine whether there is any cause to veto the proposals, having regard to all relevant matters as prescribed by the BID Regulations; and following that determination shall either confirm that the Council will not veto the BID proposals or serve a notice to exercise a veto.
4. Subject to a "yes" vote at ballot, and the Executive Director of Place confirming that the Council will not veto the BID proposals:
 - (a) The Council's Monitoring Officer shall make necessary arrangements for the completion and updating of such legal agreements as he considers necessary to facilitate the BID, including agreements ensuring clarity around baseline service levels within the BID area, and clarity of arrangements for collection and management of the BID levy.

- (b) The Council as billing authority shall make necessary arrangements for billing, collection and enforcement of the BID levy, and its transfer to Wilmslow Town Centre BID.

97 OPEN DATA - ANNUAL REPORT

The Committee considered an update report on the Council's commitment to provide access to open data. The report provided an opportunity to review progress made in the delivery of the Council's ambition to work towards making all public data (that was not sensitive or personal) freely available in a variety of formats suitable for re-use. The benefits to the Council of promoting open data were summarised in paragraph 5.2 of the report.

In response to members' questions and comments, officers advised as follows:

- The timing of responses to enquiries from customers would depend on the nature of the enquiry but responses would generally comply with the Council's customer response standards. Responses to Freedom of Information requests would comply with the 20 day rule.
- Further guidance and information could be provided to members on the working of the Insight Cheshire East Website. Members asked if this could include suitable training such as a teach-in for existing and new members.
- The Customer Experience workstream was an officer project group considering how responsive and timely the Council was in responding to its service users and how improvements could be made.
- Members asked how many requests for information under the Freedom of Information Act had been declined in percentage terms on the grounds that this would involve the disclosure of restricted information. The Director of Policy and Change undertook to provide a written response to the Committee.

RESOLVED

That the Committee

1. notes the progress made to date to support the Council's continued commitment to ensuring that there is transparency in all aspects of Council decision-making and requests an annual report on progress;
2. supports the use of the Insight Cheshire East website to hold and provide a mechanism to share Census 2021 data and to ensure that the Council provides transparency about how and where this data is used to inform decision-making by the Council; and
3. supports open data accreditation for all data which is currently available via the Insight Cheshire East website.

98 FIRST ANNUAL REVIEW OF THE COMMITTEE SYSTEM

The Committee considered a report which provided an update on how the first year of the committee system had functioned and which made recommendations to improve the future functionality of the committee system.

The report was divided into three parts. Part 1 set out the review of the first year. Part 2 made recommendations for immediate changes, with the updated consolidated text of Chapters 4 to 7 of the Constitution attached at Appendix 3. Part 3 set out the proposed future work to the Constitution.

In response to members' questions and comments, officers advised as follows:

- The criteria for the new committee system provided that any additional costs would be kept to a minimum. The outturn figures for this year would be calculated at year end. Whilst a potential additional cost had been anticipated, additional provision had not been made within the Democratic Services budget to support the new committee system and to date officers had not recorded an overspend. However, the Council had not yet had a full year of normal running costs since the start of the pandemic, it was unlikely that a definitive position on costs could be arrived at for the first year of operation of the system.
- The wording for the Member Code of Conduct had been adopted from the Nolan Principles. The wording for the Officer Code of Conduct reflected the particular roles of officers. However, it was open to the Constitution Working Group to review the Officer Code of Conduct to decide whether transparency should be considered further as part of its future work programme.
- The Director of Governance and Compliance was not aware of any impending judicial review relating to the operation of the committee system.
- The scrutiny role as set out in the constitution could be reviewed and developed further alongside the development of the Integrated Care System arrangements.
- The next annual review report would be submitted to the Committee in July 2023 so that the review covered a whole 12 month period of the committee system.

Members expressed the view that more qualitative indicators should be included in future assessments of the committee system, such as public engagement and transparency of decisions. Consideration should also be given to how the committee system could be improved further.

RESOLVED

That the Committee recommends that Council:

1. note the comparative data and successful operation of the committee system to date in Appendix 1 to the report;

2. agree the revisions to the Constitution in Appendices 2 to 4;
3. agree the future work to be undertaken in Part 3 of the report; and
4. require a further annual review report at its meeting scheduled to be held in July 2023.

99 WORK PROGRAMME

The Executive Director of Corporate Services advised that the Committee's work programme for 2022-23 was in development and would be shared with members of the Committee prior to their next scheduled meeting.

RESOLVED

That the current progress with the work programme for 2022-23 be noted.

100 MINUTES OF SUB-COMMITTEES

RESOLVED

That the minutes of the meeting of the Finance Sub-Committee on 2nd March 2022 be received.

101 REPORTING OF URGENT DECISIONS

There were no urgent decisions to report.

The Chair took the opportunity to report that 13 Ukrainian refugees had so far arrived in the Borough. On behalf of the Council, he welcomed them.

290 people had applied for visas and were coming to Cheshire East. 118 sponsors had so far offered accommodation across the Borough.

The Chair outlined the two schemes that the Council was supporting and the work the Council was undertaking to support Ukrainian refugees, including the carrying out of safeguarding checks, and he thanked officers for their work.

The Chief Executive added that the Council was engaging with the Home Office and others to share information and confirmed that the Council had a single point of contact. She undertook to consider what financial and other support the Council could provide for refugees who did not qualify for financial support.

The meeting commenced at 1.00 pm and concluded at 4.40 pm

Councillor S Corcoran (Chair)

This page is intentionally left blank



Working for a brighter future together

Corporate Policy Committee

Date of Meeting:	9 June 2022
Report Title:	Covid-19 Update
Report of:	Jane Burns, Executive Director of Corporate Services
Report Reference No.	CP/3/22-23
Ward(s) Affected	All

1. Purpose of the Report

To provide the Committee with an update on recent Covid developments, including the Government's Living with COVID-19 approach, for the purposes of oversight and review.

2. Executive Summary

2.1 COVID-19 is an enduring national and international public health emergency. Members have been kept informed through regular reports and briefings on how the Council, working with its partners, continues to respond to the COVID-19 pandemic and plan for the recovery from it. This report summarises recent developments on an exception basis.

2.2 The Government's plan for removing the remaining legal restrictions while protecting people most vulnerable to COVID-19 and maintaining resilience was published on 21 February 2022. The publication explained that the Government was structuring its ongoing response around four principles: "(a) Living with COVID-19: removing domestic restrictions while encouraging safer behaviours through public health advice, in common with longstanding ways of managing most other respiratory illnesses; (b) Protecting people most vulnerable to COVID-19: vaccination guided by Joint Committee on Vaccination and Immunisation (JCVI) advice, and deploying targeted testing; (c)

Maintaining resilience: ongoing surveillance, contingency planning and the ability to reintroduce key capabilities such as mass vaccination and testing in an emergency; and (d) Securing innovations and opportunities from the COVID-19 response, including investment in life sciences.”

- 2.3** The Council and its partners have continued to respond to the changing requirements through ongoing work on response and recovery and positive public health messaging. The response to and recovery from the pandemic contributes to the strategic aims and objectives in the Council's Corporate Plan 2021-25

3. Recommendation

- 3.1** To note the ongoing implications of Covid-19 and Cheshire East Council's response.

4. Reason for Recommendation

- 4.1** This report is part of the Council's commitment to being open and transparent.

5. Other Options Considered

- 5.1** Not appropriate.

6. Background

Update and by exception reporting on Council actions

- 6.1** Cheshire East Council has continued to respond to the Coronavirus pandemic for over 2 years now. At all times, the Council has continued to strive to:

- deliver essential local services
- protect our most vulnerable people
- support our communities and local businesses.

- 6.2** A summary of the key changes since February 2022 is provided below.

- 6.3 Covid infection rates**– Since January 2022, Cheshire East has consistently been experiencing high rates of infection, followed by Cheshire West, compared to other local authorities across the Cheshire and Merseyside sub region, mostly higher than England and North West rates. After the first week of January 2022, the rates started to decline. Cheshire East has seen a reduction in infection rates from 2,175 cases per 100,000 population (as of 4 January 2022) down to 79.66 cases per 100,000 (380 cases as of 22 May 2022). This is more evident since April

2022, after the restrictions being lifted and mandatory free testing came to an end, the infection rate has been decreasing dramatically.

Hospital admissions - There are fewer Covid-related admissions in our local hospitals compared to this time last year. However, the number of patients in hospitals increased from 30 to 200 between November 2021 and January 2022. Compared to last year, the rate of increase has been slower and the number of patients occupying intensive care unit (ICU) beds is very low. Since the end of March, the Covid occupied beds have decreased from 146 (27 March 2022) to 39 (23 May 2022) beds. Nevertheless, it remains a priority to emphasise the need for the local population to follow Covid safety guidance and get fully vaccinated and boosted.

Vaccination - As of 4 May 2022, there were 383,828 eligible registered patients over the age of 5 with Cheshire East GP practices, of which 311,373 (81.1%) have received their first dose, 298,582 (77.8%) have received their second dose, and 246,723 (87.1%) of those eligible have received their third or booster vaccination dose. The rate of full vaccination and booster vaccination within electoral wards ranges from 73% to 92%, and individuals yet to be vaccinated range between 11% and 42%. One explanation for this variation is that some wards have a significantly younger age profile and therefore only became eligible for vaccination later in the schedule. Targeted efforts are in place to ensure everyone in our communities has access to vaccination, with additional support to those with greater need, where possible.

6.4 Test Trace Contain Enable (TTCE) – The core elements of test and trace were largely demobilised at the end of March as part of the Government’s ‘Living with Covid’ plan. However, the TTCE Programme has been extended to October 2022 in order to mitigate the risk of Covid-19 resurgences. The Swab Squad remain proactive and continue to provide LFT home testing kits to priority cohorts, partners and staff as required, until the end June 2022 where this will be reviewed. In order to do this, Cheshire East Council purchased 10,000 home testing kits and also retained the Department of Health and Social Care stock of testing kits. To ensure the programme remains productive, both test and trace teams have taken on a range of other roles across the organisation to provide essential support where required. This includes, as some examples, vaccine tracing, supporting the mobile vaccination clinics, mobilising a mobile health and wellbeing offer in the community, undertaking in-person and telephony welfare checks for the Ukrainian Homes Programme, providing transport and telephony support to adult social care teams. The TTCE Programme is also working on a legacy project which is a Covid-19 early warning system,

which will involve working with the UK Health Security Agency (UKHSA) on a national wastewater pilot project.

6.5 National Changes since February 2022

From 21 February the Government:

- Removed the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing.

From 24 February the Government:

- Removed the legal requirement to self-isolate following a positive test. Adults and children who test positive continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.
- No longer asks fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and removed the legal requirement for close contacts who are not fully vaccinated to self-isolate.
- Ended self-isolation support payments, national funding for practical support and the medicine delivery service is no longer be available.
- Ended routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests.
- Ended the legal obligation for individuals to tell their employers when they are required to self-isolate.
- Revoked The Health Protection (Coronavirus, Restrictions) (England) (No. 3)

From 24 March, the Government:

- Removed the COVID-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations.

From 1 April, the Government:

- Removed the current guidance on voluntary COVID-status certification in domestic settings and no longer recommends that certain venues use the NHS COVID Pass.
- Updated guidance setting out the ongoing steps that people with COVID-19 should take to minimise contact with other people. This aligns with the changes to testing.
- No longer provides free universal symptomatic and asymptomatic testing for the general public in England.

- Consolidated guidance to the public and businesses, in line with public health advice.
- Removed the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.
- Replaced the existing set of 'Working Safely' guidance with new public health guidance

6.5.1 Summary of developments in council services brought about by the changes include:

6.5.2. Education - Specific Covid operational guidance for education has now been withdrawn. Schools and all other education settings should follow national guidance for Covid and other respiratory infections, contacting the local authority when there is cause for concern. Cheshire East Education and Public Health Teams have produced a short toolkit to help settings manage the transition during the summer term which clarifies when the council should be contacted and how schools should start to deal with Covid in the same way as other infectious diseases. The Covid support team has been reduced to match the fall in case numbers but remains available for any school or setting which requires advice. Staff who have a positive Covid test are advised to stay away for 5 days while pupils are advised to stay away for 3 days. Anyone with respiratory symptoms who has a high temperature or is unwell is advised to stay away until their temperature is normal and they are well enough to carry out all usual activities. Household and class contacts are not required to stay away from school although some individual risk assessments will be required for pregnant staff or anyone who is clinically vulnerable. All other measures such as keeping classes apart and wearing face coverings have ended but settings have been provided with an updated Health and Safety checklist which focuses on good infection prevention and control measures. This includes good hand and respiratory hygiene and ensuring good ventilation. Schools are being provided with regular updates and resources to ensure that these basic measures remain in place.

6.5.3. Covid support remains in place and settings have been advised of the circumstances when they should contact the local authority, such as rising absence rates due to respiratory illness or when an individual is admitted to hospital. In such cases, test kits may be provided by the council for specific individuals or groups.

6.5.4. The national programme of asymptomatic testing in schools has ended, but Cheshire East has decided to provide kits for staff working in

profound and multiple learning difficulties (PMLD) schools until the end of May as they are often required to work in close proximity to children who are clinically vulnerable.

- 6.5.5.** Education and Public Health have worked with HR to provide guidance on managing staff absence due to confirmed cases of Covid or symptomatic respiratory illnesses where no test has been taken. This guidance has been shared with unions and advises on how staff absence should be recorded and when sick pay and attendance management trigger thresholds will be reached. This is being kept under review and will be updated should there be any new regional or national guidance.
- 6.5.6.** The School Immunisation Team offered two sessions to all schools with pupils aged 12-15 years by the end of March 2022. Additional sessions across the borough were offered to those who had requested the vaccination in school but were unable to receive this on the day of the session. As of 20 April 2022, 69% of 12-15 year olds and 81% of 16-17 year olds have had at least one vaccine. From 1 April, vaccination has been available for everyone aged 5 to 11 years. All age groups, including those aged 5 to 11 years, are able to access vaccinations in the community and schools have been kept aware of these sessions so that they can inform parents.
- 6.5.7.** The Education Recovery Group continues to meet regularly to focus on issues that will help schools and settings get back to normal as quickly as possible. The remit has now been expanded to include health and wellbeing, attendance and behaviour. Schools and settings are kept updated about developments in these areas and any other relevant information via the Covid Briefing and Learning Bulletin.
- 6.5.8 Children's Social Care** – There continue to be significant pressures nationally on the number of placements available for cared for children and young people as a result of the pandemic. As a result we are continuing to experience significant challenges in finding the right homes for a small number of our cared for children and young people, and this is also impacting on the cost of placements.
- 6.5.9. Early Help and Prevention – Household Support Fund** - Cheshire East Council, with the help of a wide range of local partners, has distributed vouchers worth £2.2 million on behalf of the Department of Work and Pensions to support the most vulnerable households across the borough with food, utilities, housing costs, and other essentials. The money was our share of the government's £500 million Household

Support Fund which ran from 6 October 2021 to 31 March 2022. The fund is available to support both adults (without dependent children) and families with children and is available to vulnerable households who need additional financial support. The fund has since been extended from 1 April 2022 to 30 September 2022, with an additional £2.2 million being supplied to Cheshire East.

- 6.5.10 Holiday Activities and Food Programme** - The government's Holiday Activities and Food Programme has run since April 2021, and has been extended to March 2023. The scheme provides enjoyable activities and nutritious meals for primary and secondary school aged children who are eligible for benefits-related free school meals during the school holidays. It is also an important source of support for children and families during the holiday period. As at 31 March 2022, over 50,000 hours of support had been provided to over 3,000 free school meal eligible young people, and over 20,000 healthy meals.
- 6.5.11 Adult social care** – Final payments have been made from the temporary government funding streams to support the care market including the Infection Control Fund, Testing and Vaccination, and Workforce Recruitment and Retention Funding (WRRF). In total £19.14 million of government funding was provided to support Adult Social Care in Cheshire East over the two years of the pandemic. Though welcomed by providers, the short term and prescriptive nature of the funding meant it could not address longer-term recruitment and retention issues in the sector.
- 6.5.12** Recruitment and retention pressures on the care market continue due to competition from the retail and hospitality industries and this is impacting on the ability to discharge medically fit patients from hospital. This has settled to a small extent in care homes but continues in care at home services where increases in fuel costs are exacerbating the issue. A proportion of the final tranche of the WRRF was paid to care at home providers to support their careworkers with fuel costs, and a task and finish group has been established with provider representatives to support the market. An increased fee uplift of 14% (from 6%) has been agreed with the additional costs funded from Better Care Fund so that providers are able to offer staff enhanced rates of pay. The beneficial effect of this is starting to be felt with improved retention of staff and a small increase in new staff joining as rates of pay begin to match those in the hospitality and retail sectors.

- 6.5.13** Care homes continue to be impacted by the virus and at the time of writing, 21 care homes and one supported living setting are in outbreak. The risk based assessment tool for unlocking admissions into care homes agreed by Public Health and the Infection Prevention Control team to be safe to admit with the appropriate controls in place continues to be used and is having a positive impact on hospital discharges. This has been developed in accordance with the latest government guidance. Providers have complimented and thanked officers for their timely response and support, offered in the face of frequently changing guidance and new understanding of the virus. This support has included (but is not limited to) ready provision of large quantities of PPE purchased by the council on behalf of care providers, regular mutual aid calls, weekly calls offering support, passporting government grants and council funding, IPC visits and training provided by the Cheshire Clinical Commissioning Group (CCG).
- 6.5.14** The Government has now revoked the mandatory requirement for care staff to have been fully vaccinated. However, the council continues to monitor the percentage of care home staff and residents who have had the vaccination. At the last count 99% of staff had received both vaccinations and 60% had received the booster vaccination. The roll out of a second booster jab is underway for eligible staff and residents.
- 6.5.15** A joint project has been running with the council's Quality Assurance and Contracts team and the CCG encouraging care homes to complete the Better Care Data Security and Protection Toolkit (DSPT) to obtain their NHS email address to allow the homes to securely communicate and undertake remote video consultation and the reordering of prescriptions for residents. Our care homes have positively engaged with this offer and a good uptake was recorded for April. Joint local authority and CCG quality assurance visits have continued to take place within our care homes across the borough and a planned schedule of visits has been set for May.
- 6.5.16** **Tatton Park** – All facilities are open. Visit the website for information: www.tattonpark.org.uk/home.aspx
- 6.5.17** **Waste and recycling collections**
- The increase in the tonnage of waste collected since the first lockdown when more people started to work from home has not yet reduced to pre-lockdown levels, although recycling levels remain encouragingly high. Disruption to individual rounds on a daily basis as a result of staff absences has now stabilised with the need to suspend rounds now

occurring infrequently. Suspended rounds are generally being collected within 1-5 working days of their scheduled collection day. The increased tonnages of waste could result in cost pressures into 2022-23 if the tonnages do not reduce to pre-pandemic levels.

6.5.18 Planning

The caseload within the Planning service remains exceptionally high and most applications are taking 4-6 months to determine, although the backlog of applications has reduced, albeit slowly, from the peak of 2,882 at the end of October 2021 to 2,654 at the end of March 2022. Valid applications continue to be registered and the appropriate publicity and consultations are taking place but allocation to a case officer is being delayed to manage workloads. An external provider has been procured to provide additional resources to help address the backlog of applications over the next 6 months. We continue to recruit to fill staff vacancies on a permanent basis and explore options to increase resource capacity on a temporary basis. To help develop greater resilience and improve service standards in the longer term, a deep dive review of the service is being undertaken with a Members Advisory Panel established to support and advise the review. This will be reported to the Environment and Communities Committee.

6.6 Business Grants Update

At the end of December 2021, Government announced a further round of grants with the introduction of support for hospitality and leisure businesses in England as a response to the Omicron variant. This included the **Omicron Leisure and Hospitality Grant**, which was a one off payment based on a business's rateable value and subject to appropriate eligibility criteria.

At the same time, the Government announced a further Top Up to the Additional Restrictions Grant to enable Councils to award discretionary grants to businesses through locally designed schemes. Cheshire East distributed its ARG allocation under the following grant policy and schemes;

The **Business Interruption Fund** was available to support all businesses, based in the Borough that are able to demonstrate they have been impacted by the pandemic, including the latest Omicron variant. To be eligible, a business must demonstrate that they are either: operating at reduced capacity due to staff shortages as a result of Covid-19 or; have had to close for operational reasons due to Covid-19 or; that

cashflow has been disrupted due to reduced customer demand or supply-side issues as a result of Covid-19.

The **Recovery and Growth Grant Programme** aimed to support economic recovery and assist businesses that are seeking to grow, adapt, diversify, and expand their current operation to support long-term sustainability. The grant was made available for businesses seeking to invest in their premises, facilities or equipment that will enable them to re-open quickly, bring staff and customers safely back to work or to capitalise on new opportunities. access improvements / amendments (i.e. motion sensor doors, queueing adaptations, one-way set-ups, improvised waiting areas etc)

The closing date identified by the Council for applications was 11th February with final payments to be made by 31 March 2022.

The Council successfully achieved full payment of allocated funds for Discretionary Grants by that deadline date.

Addressing the complete timeline of support since the first lockdown in March 2020, and the introduction of **Discretionary Grant support** from June 2020, the Council's Economic Development Service has assessed 4,114 grant applicants and awarded 2,374 grants.

In addition, the Cheshire East Recovery & Growth Programme was set up and delivered support to more than 350 businesses to help develop recovery and growth plans through an online portal and one-to-one consultancy support.

The Council Team are in the process of conducting an economic impact assessment report on the Recovery & Growth Programme to capture the benefits of the grants and business support on the recovery and growth of the beneficiary businesses.

Below is a summary table of the total amounts distributed via each discretionary grant scheme:

	Local Discretionary Grant Schemes	Period of Grant Scheme	Total Funding Allocated to Cheshire East Council	Total Amount Awarded	Total Number of Applications	Total Number of Payments Made to Businesses
2020 - 2021	Local Discretionary Grant Scheme	4 Phases: (1/6/2020 - 30/9/2020)	£ 4,356,000.00	£ 4,368,500.00	751	540
	ARG Initial payment and top up 1	14/10/2020 - 30/06/2021	£ 11,095,482.00	£ 11,095,482.00	2133	1102
2021 - 2022	ARG 2 nd & 3 rd Top Up		£ 4,232,452.00			
	Extended Restrictions Grant	13/09/21 - 14/10/2021		£ 430,500.00	249	187
	Business Interruption Fund	27/09/21 - 11/02/2022		£ 1,296,929.00	709	359
	Recovery & Growth Grant	27/09/21 - 11/02/2022		£ 2,427,474.00	272	186
	Recovery & Growth Programme (online portal and business support)			£ 77,549.00		
	TOTAL		£ 19,683,934.00	£ 19,696,434.00	4114	2374

The Discretionary Grant was supplemental to the main **National Grant Schemes for the Retail, Hospitality & Leisure** Sectors. These Main Grants were based on property and business rateable value and similar to the discretionary grants evolved over the period of the pandemic and became more focused to react to the parameters of each lockdown period.

Again, significant levels of support were applied across the Borough, as outlined in the table below:

	National Grant Schemes (Based on Rateable Values)	Period of Grant Scheme	Total Funding Allocated to Cheshire East Council	Total Amount Awarded	Total Number of Applications	Total Number of Payments Made to Businesses
2020 - 2021	Small Business Grant	One-off payment (1/4/2020 - 30/09/2020)	£ 91,158,000	£ 55,480,000	5549	5547
	Retail, Hospitality & Leisure Grant	One-off payment (1/4/2020 - 30/09/2020)		£ 31,506,939	1694	1680
	Christmas Support Payment	One-off payment (Dec 2020)	£ 274,000	£ 274,000	274	274
	Local Restriction Support Grant	4 phases based on Local Tiers: 14/10/2020 - 31/03/2021	£ 30,440,594	£ 23,467,717	5155	3185
	Closed Business Lockdown Payment	One-off payment (05/11/2020 - 01/12/2020)	£ 19,557,000	£ 14,838,000	4878	3062
2021 - 2022	Restart Grant	One-off payment (April 2021 - Aug 2021)	£ 21,294,675	£ 18,634,155	2137	2137
	Omicron Hospitality & Leisure Grant	Dec 2021 - 31/03/2022	£ 3,486,195	£ 2,641,462	745	745
	TOTAL		£ 166,210,464	£ 146,842,273	20432	16630

6.7 Future Workplace and engagement

6.7.1 Throughout the pandemic, we have provided frequent briefings to staff through a variety of methods. This includes written briefings, Conversation With/Question and Answer sessions, team meetings, TLC calls and wellbeing support. There have been three Pulse Surveys of staff which reported mainly positive feedback on how informed staff have felt. The summary of the latest results is included in the Workforce Strategy Update, elsewhere on the agenda.

6.7.2 Member decision-making meetings have been held face-to-face since the remote meeting regulations expired. Appropriate health and safety and risk assessments have been undertaken to protect participants. The Government conducted a consultation on future arrangements between 25 March and 17 June 2021 to inform consideration of permanent provisions. Any permanent provision would require primary legislation and would depend upon available Parliamentary time. The department has considered responses to the Call for Evidence and the Minister, Kemi Badenoch MP confirmed on 19 April 2022 that the Government will respond shortly.

6.7.3 We have continued to engage with and listen to staff about new ways of working which meet customer, service and individual needs. Our recent *Spring Back Together* campaign is focused on building one team at Cheshire East Council and actively encouraging those staff who have been predominantly working at home to come back into workplaces again to re-connect with colleagues. The feedback from the week has been positive. Other events are planned in June. Following on from team based conversations about effective ways of working, team plans will now be developed which will allow us to identify whether changes to policies are required to embed the new ways of working. Work is also progressing on options for asset rationalisation.

6.8 Recovery planning

6.8.1 At the sub-regional level, the multi-agency group that brings together key partners including local government, health, police, the local enterprise partnership enables feedback and escalation to central government was formally stood down on 31st March 2022.

6.8.2 The Cheshire East CEMART arrangements were stood down on 22 April 2022. It can be stepped back up as and when necessary.

7. Consultation and Engagement

7.1 Consultations have resumed, although they are predominantly through digital or remote means.

8. Implications

8.1 Legal Implications

8.1.1 The UK Government has now moved to a policy of living with Covid-19 and away from deploying regulations and requirements in England, to be replaced with specific interventions for Covid-19 with specific interventions and public health measures and guidance.

Remaining domestic restrictions were removed earlier this year, which included the legal requirement to self-isolate following a positive test. Although those testing positive are still advised to stay at home and to avoid contact with other people. People are advised to take a LFT on the 5th and 6th day – if these results are negative, they can go about their normal routine. The Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations were also revoked. Local authorities will continue to manage local outbreaks of

COVID-19 in high risk settings as they do with other infectious diseases.

The COVID-19 provisions within Statutory Sick Pay and Employment and Support Allowance regulations ended on 24 March. People with COVID-19 may still be eligible, subject to the normal conditions of entitlement.

8.1.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have expired. The High Court determined that primary legislation would be necessary to allow remote meetings to continue. There was no reference to such legislation in the Queen's Speech on 12 May. Essential meetings including planning and licensing committees, are taking place in person with appropriate COVID-19 measures such as ensuring adequate ventilation, separation distances and the requirement for attendees to wear face masks unless sat during the meeting.

8.2 Financial Implications

8.2.1 The financial implications of the Covid-19 pandemic on the Council relate to the need to incur additional expenditure to meet the needs of our community and to continue to provide services; losses in income from sales, fees and charges; and reductions in council tax and business rates income. The effect on the Council's budget and its Medium Term Financial Strategy are influenced by the Government's approach to funding. Government policies and strategies in this regard evolved over time, since March 2020; but essentially financial support to the Council and for our Borough has been provided in the following forms:

- Unringfenced grant
- Sales, fees and charges compensation scheme
- Tax income guarantee
- Specific grants
- Deferment of financial impacts on Capital Programme and Collection Fund

8.2.2 With regard to unringfenced grant received from Government for Covid-19 purposes, as at 31 March 2021 the balance held in an earmarked reserve for future use was £5.153m. For the 2021/22 financial year, the Council was allocated £8.508m in unringfenced grant; and the sales, fees and charges scheme was also extended

to provide some compensation for losses in income compared to budget, for the April to June 2021 period.

- 8.2.3** The draft final position for the 2021/22 financial year is summarised in the table below. The Committee may wish to note that with pressures on Service budgets totalling some £8.6m, and following the compensation receivable for income losses and capitalisation of some expenditure, where appropriate, not all of the unringfenced Covid grant allocation for the year was utilised. Consequently, some £6m in grant will be carried forward into 2022/23, as anticipated in the MTFS, to help cover certain 'Covid scarring' costs/ financial pressures, that will continue for some time due to the effects of the pandemic on Council services.

Service expenditure and income losses

	Expenditure	Income	Net
	£000	£000	£000
Service costs/ losses above Budget	5,191	3,434	8,625
Less:			
Sales, fees & charges compensation - 2021/22			(872)
Capitalisation of expenditure			(81)
Net pressures in year			7,672
Unringfenced Grant			
Balance of grant brought forward 1 April 2021			5,153
Unringfenced grant allocation 2021/22			8,508
Less - net pressures in year as above			(7,672)
Balance of grant carried forward 31 March 2022			5,989

- 8.2.4** Implications for council tax and business rates will continue to be managed within the Collection Fund, over the medium term, and are not expected to have an immediate effect on the Council's revenue budget in 2022/23. Draft final estimates for last year show losses in receipts of £3m on council tax, and £7m on business rates, as at 31 March 2022.

- 8.2.5** The Council was also allocated some £88m for 2021/22 in specific grants, to continue to support outbreak management, infection control in care homes, and to provide businesses with support and restart grants, along with other grants to support residents.

8.2.6 Reporting to Government

Reporting of the Council's position continued to be submitted frequently to DLUHC as required, in the specified format; and those returns are published on the Cheshire East website:

[Open data and transparency \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

[Search for 'covid' | Insight Cheshire East \(arcgis.com\)](https://arcgis.com)

Over the last two years, the Council supported lobbying by the LGA and CCN in their aim to ensure fair settlement of the financial pressures facing local authorities.

8.3 Policy Implications

8.3.1 COVID-19 is having a wide-ranging impact on many policies. Any significant implications for the Council's policies are outlined in this report.

8.4 Equality Implications

8.4.1 Work has continued to improve accessibility of the vaccine, particularly for those who are vaccine hesitant or less able to travel to vaccination centres Targeted efforts are in place to ensure everyone in our communities has access to vaccination, with additional support to those with greater need, where possible. A recent example is the provision of multiple vaccination sites in Crewe.

8.4.2 We carried out individual risk assessments for staff with protected characteristics, particularly in relation to BAME colleagues and staff with a disability and have issued regular reminders to keep these under review as circumstances may change. Further work is being done to support staff who may be vaccine hesitant, including BAME staff.

8.5 Human Resources Implications

8.5.1 Sickness absence has continued to be reported, although the frequency has been stepped down to monthly, given the drop in infection levels. The latest data on staff absences on 19 May 2022 are 15 (31 in January) staff self-isolating and working from home, no members of staff self-isolating and not working from home (1 in January) (role does not allow), 14 (45 in January) Covid-related sickness absences, and 124 (129 in January) non-Covid-related sickness absences.

8.5.2 There has been no update on the staff vaccinations. As at 24 January 2022, 1900 staff are eligible for vaccinations due to their role. Of these, 95.3% have had a first vaccination and 94.1% have had their second vaccination. Data on boosters not been collected.

8.5.3 The pandemic has exposed capacity pressures and skills shortages, for example, public health professionals, enforcement officers, care workers and school support staff. In addition, the challenging financial context and re-prioritisation of work has meant that vacant posts in some service areas have not been automatically filled. Work continues to provide short and longer term resourcing solutions in a challenging recruitment market.

8.5.4 There continues to be regular communication with staff and good co-operation with the Trade Unions.

8.6 Risk Management Implications

8.6.1 The risk environment around COVID-19 remains dynamic. Risk registers have been maintained as part of the Council's response to date and the plans for recovery. Business Continuity Plans have been invoked over December/January period in a number of services are being kept under review and have been invoked following the Omicron surge.

8.7 Rural Communities Implications

8.7.1 COVID-19 has had an impact across all communities, including rural communities. The support for small businesses will support rural business.

8.8 Implications for Children & Young People/Cared for Children

8.8.1 There are implications for children and young people. There are implications for schools, early help and prevention and children's social care which are summarised in the report.

8.9 Public Health Implications

8.9.1 COVID-19 is a global pandemic and public health emergency. There are implications for Cheshire East which are summarised in the report.

8.10 Climate Change Implications

8.10.1 There have been positive benefits of fewer cars on the road during the first 12 months of the pandemic, although traffic levels are now

exceeding pre-pandemic levels. Those staff who have been able to work from home have done so and business mileage has also reduced. There has also been lower demand for heating/lighting offices. The emerging Future Workplace Strategy will carefully consider how to embed carbon reduction.

National Highways data shows that on the UK strategic road network traffic is 107% of pre-pandemic levels. There are a number of reasons for this:

- Public transport use levels are still significantly lower. CEC public transport use is 65%-70% of pre-pandemic levels.
- A sharp increase in value and purchasing second hand cars apparently due to people seeking own transport to avoid using public transport.
- A significant increase in online shopping associated increase in local delivery journeys
- A significant increase in people vacationing in the UK rather than overseas.

9 Ward Members Affected

9.1 All members.

Access to Information	
HM Government website contains comprehensive information.	
Contact Officer:	Jane Burns, Executive Director of Corporate Services Jane.burns@cheshireeast.gov.uk 01270 686013
Appendices:	None
Background Papers:	COVID-19 Response - Living with COVID-19.docx (publishing.service.gov.uk)

This page is intentionally left blank



Working for a brighter future together

Corporate Policy Committee

Date of Meeting:	9 June 2022
Report Title:	Corporate Services budgets 2022/23
Report of:	Alex Thompson, Director of Finance & Customer Services
Report Reference No:	CP/1/22-23
Ward(s) Affected:	All wards and all members will be affected and impacted by the content of the MTFS and Corporate Plan.

1. Report Summary

- 1.1. This report determines the allocation of the approved budgets for 2022/23 to the Corporate Policy Committee.
- 1.2. The report contributes to the Council's objective of being an open and enabling organisation.

2. Executive Summary

- 2.1. The Medium Term Financial Strategy (MTFS) for Cheshire East Council for the four years 2022/23 to 2025/26 was approved by full Council on 24 February 2022.
- 2.2. Cheshire East Council provides in the region of 500 local services every day. The Corporate Plan articulates a vision of how these services will make Cheshire East an Open, Fairer and Greener borough. The MTFS matches forecast resources to the costs associated with achieving the Council's vision.
- 2.3. The Finance Sub Committee meeting on the 2 March approved the allocation of the approved capital and revenue budgets, related policy proposals and earmarked reserves to each of the service committees.

3. Recommendations

- 3.1. To note the decision of the Finance Sub-Committee to allocate the approved capital and revenue budgets, related policy proposals and

earmarked reserves to the Corporate Policy Committee, as set out in **Appendix A**.

- 3.2. To note the supplementary estimates already approved as set out in **Appendix B**, Tables A, B and C.
- 3.3. To approve the supplementary revenue estimates set out in **Appendix B**, Table D.
- 3.4. To recommend to Council to approve the supplementary revenue estimates set out in **Appendix B**, Table E.
- 3.5. To approve the supplementary capital revenue estimates set out in **Appendix B**, Table F.
- 3.6. To approve the capital budget virement set out in **Appendix B**, Table G.
- 3.7. To note the financial reporting timetable as set out in **Appendix C**.

4. Reasons for Recommendations

- 4.1. The Corporate Policy Committee has the responsibility for the oversight, scrutiny, reviewing of outcomes and performance, budget monitoring and risk management of the following areas: Directorates of Finance & Customer Services; Governance & Compliance Services; Policy and Change; Human Resources; and ICT.
- 4.2. Finance Sub-Committee met on 2 March and set out the budgets in accordance with the above responsibilities.

5. Other Options Considered

- 5.1. Not applicable.

6. Background

- 6.1. All councils are legally required to set a balanced budget each year. The MTFS was approved by full Council on 24 February 2022.
- 6.2. Finance Procedure Rules set limits and responsibilities for movement of funds within this balanced position, treating reserves as part of this overall position. Any movement within this balanced position is treated as a virement. To increase the overall size of the MTFS requires a supplementary estimate, which must be backed with appropriate new funding and approved in line with the Procedure Rules.
- 6.3. To support accountability and financial control the 2022/23 budget is reported across the Committees based on their associated functions. This report sets out the allocation of the revenue and capital budgets and earmarked reserves to the Corporate Policy committee in accordance with its functions.
- 6.4. Each committee function has been associated with a Director budget held at senior management level. Budget holders are responsible for budget

management. Where a team supports multiple senior managers (most notably in Corporate Services) the budget remains with the Director or Head of Service and is not split, for example, Governance and Democratic Services are aligned to the Corporate Policy Committee even though the activity of the team is split across all teams.

- 6.5.** The financial alignment of budgets to each Committee is set out in Table 1 with further details on the Corporate Policy Committee budgets in Appendix A.

Table 1: Revenue and Capital Budgets allocated to service committees as per the approved MTFS

Committee	Expenditure £m	Income £m	Net Budget £m	Total Capital Budget £m	Total Rev + Cap £m
Health and Adults	178.126	-57.287	120.839	-	120.839
Highways and Transport	20.673	-8.871	11.802	77.435	89.237
Children and Families	77.272	-3.495	73.777	33.793	107.570
Economy and Growth	32.654	-9.144	23.510	52.001	75.511
Environment and Communities	54.795	-10.422	44.373	10.973	55.346
Corporate Policy	94.672	-56.350	38.322	7.043	45.365
Finance Sub Committee	16.007	-0.900	15.107	4.000	19.107
			-327.730	-185.245	-512.975
Original Budget (MTFS Feb 22)	474.199	-146.469	0.000	0.000	0.000

- 6.6.** The 2022-25 MTFS includes a net revenue budget of £327.7m and an approved capital programme of £185.3m for the financial year 2022/23. Further details on the schemes within the capital programme for the Corporate Policy Committee are provided in Appendix A.
- 6.7.** Council wide budget control rests with the Corporate Policy Committee (and Finance Sub Committee) and Council. Budgets have been aligned with service committees to facilitate expenditure assurance but committees do not hold 'a budget'. Responsibility for budget management remains with officers but the Committee is responsible for assuring the budget is spent on delivering the objectives set out in the policy framework of the Corporate Plan.

7. Consultation and Engagement

- 7.1.** The annual MTFS process involves engagement with local people and organisations. Local authorities have a statutory duty to consult on their Budget with certain stakeholder groups including the Schools Forum and businesses. In addition, the Council chooses to consult with other stakeholder groups. The Council continues to carry out stakeholder analysis to identify the different groups involved in the budget setting process, what information they need from us, the information we currently provide these groups with, and where we can improve our engagement process.

- 7.2. Cheshire East Council conducted an engagement process on its Medium-Term Financial Plans through a number of stages running from November 2021 to Council in February 2022.
- 7.3. The budget consultation launched on-line on the 24th November 2021, included details of the proposals against each Corporate Plan aim. This consultation was made available to various stakeholder groups and through a number of forums.

8. Implications

8.1. Legal

- 7.1.1. The legal implications surrounding the process of setting the 2022 to 2026 Medium Term Financial Strategy were dealt with in the reports relating to that process.

7.2. Finance

- 7.2.1. Contained within the main body of the report.

7.3. Policy

- 7.3.1. The Corporate Plan sets the policy context for the MTFs and the two documents are aligned. Any policy implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.4. Equality

- 7.4.1. The Council needs to ensure that in taking decisions on the Medium Term Financial Strategy, the Budget and the Corporate Plan, the impacts on those with protected characteristics are considered. The Council undertakes equality impact assessments where necessary and continues to do so as proposals and projects develop across the lifetime of the Corporate Plan. The process assists us to consider what actions could mitigate any adverse impacts identified. Completed equality impact assessments form part of any detailed Business Cases.
- 7.4.2. Any equality implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.5. Human Resources

- 7.5.1. Any HR implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.6. Risk Management

- 7.6.1. Financial risks are assessed and reported on a regular basis, and remedial action taken if and when required. Risks associated with the

achievement of the 2022/23 budget and the level of general reserves were factored into the 2022/23 financial scenario, budget and reserves strategy.

7.7. Rural Communities

7.7.1. The report provides details of service provision across the borough.

7.8. Children and Young People/Cared for Children

7.8.1. The report provides details of service provision across the borough.

7.9. Public Health

7.9.1. Public health implications that arise from activities that this report deals with will be dealt with as separate reports to Members or Officer Decision Records as required.

7.10. Climate Change

7.10.1. Any climate change implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

Access to Information	
Contact Officer:	Alex Thompson Director of Finance and Customer Services (Section 151 Officer) alex.thompson@cheshireeast.gov.uk
Appendices:	A - Allocation of capital and revenue budgets, earmarked reserves and policy proposals to service committees B – Supplementary Estimates C – Financial Reporting Timetable 2022-23
Background Papers:	The following are links to key background documents: Medium-Term Financial Strategy 2022-26

This page is intentionally left blank

Appendix A – Allocation of capital and revenue budgets, earmarked reserves and policy proposals to service committees.

2022/23 Corporate Policy MTFS pages 178-182	Exp £m	Inc £m	Revenue Budget £m	Capital Budget £m	Total Rev + Cap £m
Directorate (Corporate)	0.213	-0.102	0.111		0.111
Finance & Customer Services	61.292	-48.435	12.857		12.857
Policy and Change (inc HR and IT)	19.407	-4.532	14.875	7.043	21.918
Governance & Compliance	13.760	-3.281	10.479		10.479
Total	94.672	-56.350	38.322	7.043	45.365

Earmarked Reserves	Estimated Opening Balance as at 1 April 2022 £m
Corporate Policy Committee Corporate Directorate	1.29

CAPITAL PROGRAMME 2022/23 - 2025/26

Scheme Description	Forecast Expenditure					
	Prior Years	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Total Budget
	£000	£000	£000	£000	£000	£000
Policy and Change (inc HR and IT)						
Committed Schemes - In Progress						
Care Act Phase 2		638	638	638	0	1,914
Core Financials		897	741	720	741	3,099
IADM (Information Assurance and Data Management)		1,805	1,500	1,500	0	4,805
Infrastructure Investment Programme (IIP)		2,371	1,680	1,656	1,814	7,521
Unified Communications Project		162	0	0	0	162
New Schemes						
Digital Strategy - Digital Customer Enablement		1,000	1,400	474	0	2,874
Vendor Management - Phase 2		170	150	0	0	320
Total Schemes - Transformation		7,043	6,109	4,988	2,555	20,695

Budget Policy Proposal	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
[8] Efficiency savings and Restructures within Corporate Services	-350			
[14] Shared services review		-200		
[5] Improved Debt Recovery and correcting budgeted court costs income targets to reflect actual levels	337	13	-24	
[16] Transactional Service Centre additional funding	238			
[24] Revenue implications of capital: Vendor Management Phase 3 to drive improvements in procurement	175	-89	71	
[19] Brighter Futures Together Programme Customer Experience	-133	-81		
[6 part] Removal of temporary implementation budget and investment to run the new financial system	-106			
[33] Revenue implications of capital Revenue implications of capital: IT - Infrastructure Investment Programme	127	224		

Budget Policy Proposal	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
[1] Improving Digital Customer Experience	110			
[25] Revenue implications of capital: Essential replacement of unified IT Communications to support service delivery	110	9	17	
[26] Revenue implications of capital: Essential – security and Compliance work to protect Council information and systems	97	6	6	
[15 part] Mitigation of the year-on-year reduction in the Dedicated Schools Grant (ICT)	98	89	109	
[27] Revenue implications of capital: Procurements of Application Lifecycle Management	75	75	78	
[28] Revenue implications of capital to deliver IT - Information Assurance and Data Management Phase 3, including cyber security	40			
[6 part] Removal of temporary implementation budget and investment to run the new Financial System	-346	6	6	6
[12] Review of Corporate subscriptions	-15			
[29 part] Staff Travel and Related Savings	-26			

Budget Policy Proposal	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
[15 part] Mitigation of reduction in the Dedicated Schools Grant – Corporate Services	9	33	27	
[3 + 4] Pay inflation and NI increase	1,315	789	806	825

This page is intentionally left blank

Appendix B – Supplementary Estimates

Table A General Purpose Grant Revenue Supplementary Estimates less than £1,000,000 – Already approved for noting purposes only

Finance Sub-Committee approved supplementary revenue estimates for general purpose grants coded centrally up to and including £1,000,000.

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2022/23	Lower Tier Services Grant	7	The Lower Tier Services Grant was introduced in the local government finance settlement 2021 to 2022 for local authorities with responsibility for lower tier services.
Corporate Policy	2021/22	Tax Income Guarantee Scheme (Reserves)	3	Compensation for Business Rates losses.
Total Corporate Policy			10	

Page 47

Table B Specific Grant Supplementary Estimates less than £1,000,000 – Already approved for noting purposes only

Finance Sub-Committee approved supplementary estimates for specific grants coded directly to services up to and including £1,000,000.

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2021/22	Local Authority Data Sharing (LADS)	1	Funding for software and staffing to administer the required changes for Local Authority Data Sharing.

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2021/22	COVID-19 Test and Trace Support (Self Isolation Payment)	257	Test and Trace Support Payment scheme – awards and administration of the scheme to support people self-isolating on a low income. For period October to December 2021.
Corporate Policy	2021/22	New Burdens 5 Post Payment Assurance, Reconciliation and Debt Recovery (Tranche 1 + 2)	49	Business Grant assurance and reporting processes required for all business grant schemes from the 1 August 2020 to 31 March 2022.
Corporate Policy	2021/22	New Burdens (6) Omicron Hospitality and Leisure Grant and the Additional Restrictions Grant (3rd Top Up) COVID-19 Grant Schemes	53	New Burden grant relating to the additional costs resulting from grant delivery of the Omicron Hospitality and Leisure Grant scheme and the Additional Restrictions Grant scheme between 30 December 2021 and 31 March 2022.
Total Corporate Policy			360	

Table C - Supplementary Estimates over £1,000,000 – Already approved for noting purposes only

Finance Sub-Committee recommended to Council to approve fully funded supplementary revenue estimates for specific grants coded directly to services over £1,000,000.

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2022/23	Business Rate Compensation Grant (Reserves)	13,890	S31 grants received to compensate for reduced business rates collected as a result of reliefs mandated by Central Government after the setting of the Business Rates Baseline in 2013/14 (grant covers CEC 49% share).
Total Corporate Policy			13,890	

Table D - Supplementary Revenue Estimates for approval

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2021/22	Covid-19 Compensation for Sales, Fees and Charges Income	108	The Sales, Fees and Charges scheme compensates local authorities for irrecoverable income losses due to Covid-19 for the period April - June 2021. This is for the additional amount received above the estimated payment for 2021/22 in the December report.
Corporate Policy	2021/22	Council Tax Family Annexe Discount Grant	23	The purpose of the grant is to compensate billing authorities in England for the council tax foregone in 2021-22 due to their implementation of the national council tax discount scheme for family annexes.
Corporate Policy	2021/22	Local Government Transparency Code - New Burdens	13	New burdens in relation to the Council's obligation to publish information in line with the Government's Transparency Code 2014.
Corporate Policy	2021/22	Redmond Review Local Audit Fees Grant	61	The Redmond Review recommended that the current fee structure for local audit be revised to ensure that adequate resources are deployed to meet the full extent of local audit requirements. To support the implementation of this, in the

				government response to the Review, ministers announced £15 million in additional funding in 2021/22. This is intended to support affected local bodies to meet the anticipated rise in audit fees in 2021/22, driven by new requirements on auditors including the 2020 Code of Audit Practice, and to enable local authorities to develop standardised statements of service information and costs.
Corporate Policy	2022/23	Council Tax Rebate Scheme - New Burdens on Account Payment	170	New Burden grant relating to the additional costs resulting from administration of support for energy bills - the council tax rebate 2022-23.
Corporate Policy	2022/23	Council Tax Support Administration Subsidy	29	Council Tax Support administration within the Benefits team. Increase on MTFS 2022-26 estimate. The grant is provided towards expenditure incurred, or to be incurred, in respect of the provision of local Council Tax Support Administration in 2022/23.
Corporate Policy	2022/23	HB Admin Subsidy Grant	82	Additional amount received that was higher than the estimated amount in the MTFS.
Corporate Policy	2021/22	New Burden grants - incapacity benefit reassessment	12	New burden funding for activities relating to incapacity benefit reassessment, improvements to supported & temporary accommodation and council tax data submissions ONS.
Corporate Policy	2021/22	Police & Crime Commissioner Panel administration grant	65	Each PCC panel is hosted by a local authority which is responsible for establishing and maintaining a panel, provides administration support, legal advice, communications and democratic services support to the panel.
Corporate Policy	2021/22	Elections grant	345	Grant claim for the May '21 PCC elections.
Total Corporate Policy			908	

Table E - Supplementary Revenue Estimates for Council approval

Committee	Year	Type of Grant	£000	Details
Corporate Policy	2021/22	Housing Benefit Subsidy	5,719	Payment of claims administration within Housing Benefits.
Total Corporate Policy			5,719	

Table F Supplementary Capital Estimates for Approval – up to £1m

Capital Scheme	Year	£000	Details
Best4Business	2021/22	491	To increase the budget to cover expenditure in 2021-22 with an additional contribution from Cheshire East of £61k and contributions from Cheshire West & Chester of £429k to match that being funded by Cheshire East overall.
Prevero - implementation of the forecasting tool (FP & A)	2021/22	14	To increase the budget to cover expenditure in 2021-22 funding split 50:50 Cheshire East and Cheshire West & Chester.
Total Corporate Policy		505	

Table G Capital Budget Virements for Approval – up to £5m

Capital Scheme	Year	£000	Details
Strategic Capital Projects	2021/22	-878	To cover the final CPO compensation claim referred to the Upper Tribunal (Lands Chamber) on Crewe Green Link Road. Settlement of Post Reference costs.
Total Corporate Policy		-878	

This page is intentionally left blank

Appendix C

Report	Financial Cycle	Finance Sub Committee	Corporate Policy Committee	Children and Families Committee	Environment and Communities Committee	Highways and Transport Committee	Adults and Health Committee	Economy and Growth Committee	Audit and Governance Committee	Council (if required)
Alignment of 2022-23 Budgets	Planning	02-Mar-22	09-Jun-22	23-May-22	07-Jun-22	16-Jun-22	30-May-22	31-May-22		27-Apr-22
Final Outturn 2021/22	Reporting	06-Jul-22							28/07/22 Draft SOA	20-Jul-22
First Financial Review of 2022/23 (Update to include progress on policy proposals and material variances from MTFS)	Monitoring	07-Sep-22	06-Oct-22	19-Sep-22	29-Sep-22	22-Sep-22	26-Sep-22	13-Sep-22		19-Oct-22
Second Financial Review of 2022/23	Monitoring	09-Nov-22	01-Dec-22	14-Nov-22	10-Nov-22	24-Nov-22	21-Nov-22	15-Nov-22	24/11/22 Final SOA	14-Dec-22
MTFS Strategies - Treasury Mgt, Investment, Capital and Reserves	Planning	11-Jan-23								22-Feb-23
MTFS Budget Consultation	Planning	11-Jan-23	01-Dec-22	16-Jan-23	02-Feb-23	26-Jan-23	23-Jan-23	17-Jan-23		22-Feb-23
Third Financial Review of 2022/23 - Part A One Page Summary and Narrative	Monitoring		09-Feb-23							22-Feb-23
Third Financial Review of 2022/23 - Part B Full Report based on Part A	Monitoring	08-Mar-23	23-Mar-23	20-Mar-23	30-Mar-23	02-Mar-23	27-Mar-23	14-Mar-23		24-May-23

This page is intentionally left blank



Working for a brighter future together

Corporate Policy Committee

Date of Meeting:	9 th June 2022
Report Title:	Appointments to Sub-Committees, Working Groups, Joint Committees and Boards
Report of:	David Brown, Director of Governance and Compliance
Report Reference No:	CP/42/22-23
Ward(s) Affected:	No specific wards

1. Purpose of Report

- 1.1. This report requests the Corporate Policy Committee to appoint a number of sub-committees and working groups, and to appoint to joint committees and boards, for the 2022-23 municipal year.

2. Executive Summary

- 2.1 The Council at its annual meeting on 18th May 2022 approved the political representation on its main committees. The appointment of certain sub-committees, working groups and boards is a matter for the relevant service committees. This report concerns those bodies which fall to be appointed by the Corporate Policy Committee or by the Committee in conjunction with other service committees. Where political proportionality is applicable, the agreed conventions and methods of calculation have been applied.

3. Recommendations

- 3.1. That the Committee appoint the bodies referred to in this report and, where appropriate, agree the political representation and determine the membership subject to agreement that where it is not possible to determine the whole membership of a body at this meeting, nominations be submitted by the relevant political groups to the Head of Democratic Services and Governance.

4. Reasons for Recommendations

- 4.1. The Committee is responsible for appointing the bodies referred to in this report.

5. Other Options Considered

- 5.1. Not applicable.

6. Background

A. Bodies which report to the Corporate Policy Committee

1. Constitution Working Group

The Constitution Working Group has been set up to review the Constitution and make recommendations to the Corporate Policy Committee and Council. The terms of reference are set out in the Appendix for information.

The Constitution provides for the appointment of a Working Group of no more than 8 members.

Last year, the Committee resolved that the Working Group should comprise 6 members with the following composition: 2 Conservative: 2 Labour: 2 Independent Group.

The membership of the Working Group last year comprised Councillors M Asquith, J Bratherton, L Crane, A Martin, J Nicholas and M Warren.

Recommendation: That a Constitution Working Group of up to 8 members be appointed.

2. Community Governance Review Sub-Committee

The Constitution provides for the appointment of a Community Governance Review Sub-Committee to carry out a Borough-wide review of the governance arrangements of all of the Borough's town and parish councils, and make appropriate recommendations to the Corporate Policy Committee. The terms of reference are set out in the Appendix for information.

Council at its meeting on 27th April 2022 approved the recommendations of the Community Governance Review and resolved by order to give effect to the recommendations. There may be a need for matters arising from the Review to be considered by the Sub-Committee, and this would be the next phase of the Sub-Committee's work.

The Community Governance Review Sub-Committee comprises 7 members on a politically proportionate basis. The former Constitution Committee appointed a Community Governance Review Sub-Committee of 7 members on a politically proportionate basis but included, in addition, one member

each from the Liberal Democrat and Real Independent Groups on a non-voting basis, resulting in a membership of 9: 3 Conservative: 2 Labour: 2 Independent: 1 Liberal Democrat: 1 Real Independent. At its meeting last year, the Corporate Policy Committee endorsed the continuation of that approach.

The membership of the Sub-Committee last year comprised Councillors M Asquith, J Bratherton, C Browne, L Crane, S Edgar, A Martin and A Stott. Councillors B Murphy and P Williams were associate non-voting members.

Recommendation: That the Community Governance Review Sub-Committee be re-appointed on the same basis as before.

3. Staffing Appeals Sub-Committee

This Sub-Committee deals with various staffing-related appeals, such as appeals against dismissal and grievances. The terms of reference are set out in the Appendix for information.

Under the constitution, the membership of this Sub-Committee comprises 3 members appointed on an ad hoc basis, drawn from a pool of 10. Whilst the Sub-Committee itself does not need to be proportionate, the pool of 10 has previously been selected on a politically proportionate basis (4 Conservative: 3 Labour: 2 Independent: 1 Liberal Democrat).

Recommendation: That this approach be continued.

4. General Appeals Sub-Committee

This Sub-Committee deals with a range of appeals, such as school transport appeals. The terms of reference are set out in the Appendix for information.

Under the constitution, the membership of this Sub-Committee comprises 5 members appointed on an ad hoc basis, drawn from a pool of 10. Whilst the Sub-Committee itself does not need to be proportionate, the pool of 10 has previously been selected on a politically proportionate basis (4 Conservative: 3 Labour: 2 Independent: 1 Liberal Democrat).

Recommendation: That this approach be continued.

5. Shared Services Joint Committee

The Shared Services Committee is a joint committee of Cheshire East Council and Cheshire West and Chester Council. It oversees the management of those services which are provided on a Cheshire-wide basis to ensure effective delivery of such services and to provide strategic direction. The terms of reference are set out in the Appendix for information.

Although this is a joint committee of two councils rather than a sub-committee of the Corporate Policy Committee, it does report to the Corporate Policy Committee and it falls to this Committee to appoint the nominees from Cheshire East. Each council appoints three of its elected members as its nominated members of the Joint Committee.

Last year, the Committee approved a Cheshire East membership comprising 1 Conservative: 1 Labour: 1 Independent. It also agreed that Councillor A Stott or Councillor A Moran be named as a reserve member for the Independent Group.

The Council's current representatives on the Joint Committee are Councillors J P Findlow, J Rhodes and A Stott, with Councillor A Moran in reserve.

Recommendation: That the Committee appoint three members to the Shared Services Joint Committee.

B. Other Bodies to which the Corporate Policy Committee is required to make appointments

1. Cheshire East Health and Wellbeing Board

Cheshire East Health and Wellbeing Board is a joint board to which this Council appoints three councillors as voting members. The terms of reference are set out in the Appendix for information.

The agreed transitional provisions provided that the lead service committee in respect of this Board would be the Adults and Health Committee; and the three Council nominees to the Board would be formally nominated by the Adults and Health Committee, the Corporate Policy Committee, and the Children and Families Committee. There are no specific criteria which apply to the appointments.

Last year, this Committee appointed Councillor S Corcoran as one of the Council's three voting members on the Board. Councillor J Clowes was appointed as an associate non-voting member by the Board itself.

Recommendation: That the Committee appoint one voting member to the Cheshire East Health and Wellbeing Board

2. Joint Extra Care Housing Management Board

The Joint Extra Care Housing Management Board is a joint board of Cheshire East Council and Cheshire West and Chester Council. It is responsible for providing strategic guidance, making strategic decisions and reviewing performance in relation to extra care housing provision, except where matters are reserved to the respective authorities. There is a link to the Board's terms of reference under the Background Papers section of this report.

The Joint Extra Care Housing Management Board comprises three elected members from each authority. The transitional provisions provided that nominations for Cheshire East Council would be made by the chairs of the Corporate Policy Committee, Adults and Health Committee and Finance Sub-Committee.

Last year, the Chair of this Committee nominated Councillor N Mannion to the Board.

Recommendation: That the Committee Chair be recommended to nominate one Member to the Board.

7. Implications of the Recommendations

7.1. Legal Implications

7.1.1. The Local Government (Committees and Political Groups) Regulations 1990, made pursuant to the Local Government and Housing Act 1989, make provisions in respect of the political group representation on a local authority's committees in relation to the overall political composition of the Council. The legislation applies to the decision-making committees and sub-committees of the Council.

7.1.2. The legislation requires that, where proportionality applies, and seats are allocated to different political groups, the authority must abide by the following principles, so far as is reasonably practicable:

7.1.2.1. Not all of the seats can be allocated to the same political Group (i.e. there are no single group committees).

7.1.2.2. The majority of the seats on the body are to be allocated to a political Group with a majority membership of the authority.

7.1.2.3. The total number of seats on all ordinary committees and sub committees allocated to each Political Group bears the same proportion to the proportion on the full Council.

7.1.2.4. The number of seats on each ordinary committee allocated to each Political Group bears the same proportion to the proportion on full Council.

7.1.3. The proposals contained in this report meet the requirements of the legislation.

7.1.4. The 1990 Regulations require Political Group Leaders to notify the Proper Officer of the Groups' nominations to the bodies in question.

7.2. Finance Implications

7.2.1. There are no direct finance implications.

7.3. Policy Implications

7.3.1. There are no direct implications for policy.

7.4. Equality Implications

7.4.1. There are no direct implications for equality.

7.5. Human Resources Implications

7.5.1. There are no direct human resource implications.

7.6. Risk Management Implications

7.6.1. Failure to comply with the Act and Regulations when appointing its committee memberships would leave the Council open to legal challenge.

7.7. Rural Communities Implications

7.7.1. There are no direct implications for rural communities.

7.8. Implications for Children & Young People/Cared for Children

7.8.1. There are no direct implications for children and young people/Cared for Children.

7.9. Public Health Implications

7.9.1. There are no direct implications for public health.

7.10 Climate Change Implications

7.10.1. There are no direct climate change implications.

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services and Governance Brian.reed@cheshireeast.gov.uk
Appendices:	Appendix: Terms of reference of sub-committees, joint committees and working groups
Background Papers:	The background papers relating to this report can be inspected by contacting the report writer. Joint Extra Care Housing Management Board terms of reference

CORPORATE POLICY COMMITTEE

TERMS OF REFERENCE OF SUB-COMMITTEES, WORKING GROUPS AND JOINT COMMITTEES

Constitution Working Group

Membership: No more than 8 Councillors

Functions

- 1 The Constitution Working Group will make recommendations to the Corporate Policy Committee and Council on:
 - 1.1 the Council's administrative business, including electoral matters; administrative boundaries and support for Councillors;
 - 1.2 determining policies and conventions in relation to the political management of the Council, including **political balance** and party groups for the purpose of Councillors' duties;
 - 1.3 reviewing the Council's Constitution and recommending any changes to the Monitoring Officer (where not significant), or Corporate Policy Committee and Council;
 - 1.4 recommending to Council or Corporate Policy Committee, as appropriate, the appointment of Councillors to Committees and Sub-Committees (including any co-opted Members);
 - 1.5 overseeing and monitoring the Councillors' Allowances budget and keeping under review the scheme for the payment of allowances;
 - 1.6 making recommendations to the Council on civic issues, including those affecting the Mayoralty, Honorary Freemen and Aldermen, nationally significant events and the Council's flag flying policy and civic regalia.

Community Governance Review Sub-Committee

Membership: 7 voting Councillors

Functions

- 1 The Sub-Committee is responsible for:
 - 1.1 undertaking a Borough-wide review of community governance arrangements for Cheshire East;
 - 1.2 Appointing persons to fill vacancies on Parish Councils where such Councils are otherwise unable to act; and
 - 1.3 All other Parish Council matters that are not reserved to full Council or delegated to Officers.

Staffing Appeals Sub-Committee

Membership: 3 Councillors, established on an ad hoc basis in consultation with the Chair of the Corporate Policy Committee drawn from a pool of 10.

The requirement for **political balance** under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a **Councillor** can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

- 1 To consider appeals from **officers** in the following circumstances:
 - 1.1 Appeals against dismissal
 - 1.2 Appeals against grievances
 - 1.3 Appeals against policy (but only the first appeal where the appeals are based on the same issues/circumstances)

General Appeals Sub-Committee

Membership: 5 Councillors drawn from a pool of 10

The requirement for **political balance** under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a Councillor can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

- 1 The Sub-Committee is responsible for:
 - 1.1 hearing and determining appeals lodged under the various Marriage and Civil Partnership Acts;
 - 1.2 hearing and determining any appeals lodged with the Council for determination, as authorised under all relevant education legislation, excluding those duties falling to the Independent Appeals Panel (schools admissions and exclusions);
 - 1.3 hearing and determining any appeals lodged with the Council in respect of school transport or school organisation;
 - 1.4 hearing and determining appeals from bus contractors in accordance with contract procedures;

- 1.5 hearing and determining any appeals lodged with the Council as Social Services Authority, and as authorised under all relevant social services legislation;
- 1.6 hearing and determining any other appeals (other than staffing matters).

Shared Services Joint Committee

Terms of Reference of the Joint Committee

- 1 The Joint Committee's role is to oversee the management of those services which are provided on a Cheshire wide basis on behalf of Cheshire West and Chester Borough Council and Cheshire East Borough Council, to ensure effective delivery of such services and to provide strategic direction.
 - 2 The Joint Committee is specifically responsible for:
 - 2.1 Ensuring that service strategies and the resources and budgets required to deliver the service strategies are in place and overseeing the implementation of the service strategies.
 - 2.2 Ensuring that adequate risk management and audit processes are in place for each shared service.
 - 2.3 Overseeing changes and projects and changes to shared services.
 - 2.4 Report on the performance of the five service areas (Civil Contingencies and Emergency Planning, Farms Estate, Archaeology Planning Advisory and Cheshire Rural Touring Arts Network)
 - 2.5 Overseeing and developing ICT, TSC and Archives.
 - 2.6 Agreeing the basis for apportioning cost between the two councils and the amount to be apportioned.
 - 2.7 Resolving issues that have been referred to the Joint Committee.
 - 2.8 Reviewing the Shared Services Outturn and Performance Report, which will take a back wards look and a forward look, on an annual basis and by exception as appropriate, and initiating additional or remedial action as appropriate.
 - 2.9 Agreeing business cases for proposed changes and overseeing the progress of the subsequent work.
 - 2.10 Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition into the separate arrangements.
- The following matters are reserved to the councils:
- 2.11 Approving the budget for the specified functions.
 - 2.12 The delivery of service business plans via client and service manager

Constitution of the Joint Committee

- 3 Each of the Councils shall appoint three Members (being elected Members of that Council) as its nominated members of the Joint Committee; the Members appointed shall have full voting rights.
- 4 Each Council may nominate one or more substitute Members to attend any meeting in place of an appointed Member from that Council, subject to notification being given to the Lawyer and Secretary to the Joint Committee before the start of the meeting. The Member appointed as a substitute shall have full voting rights where the Member for whom they are substituting does not attend. If a Council's nominated Members attend a meeting of the Joint Committee, any named substitute may also attend as an observer but shall not be entitled to vote.
- 5 Each Member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.
- 6 Each of the Councils may remove any of its nominated Members or substitute Members of the Joint Committee and appoint a different Member or substitute to the Joint Committee by giving written notice to the Lawyer and Secretary to the Joint Committee.
- 7 Each Council shall have three votes. These shall be exercised by the nominated Members who are elected Members of the Council. In the absence of a Council's nominated Member, a vote may be exercised by the named substitute who is an elected Member of the Council.
- 8 Each Member of the Joint Committee shall serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Council but a Member shall cease to be a Member of the Joint Committee if he or she ceases to be a Member of the Council appointing him or her or if the relevant Council removes him or her as a Member of the Joint Committee.
- 9 Any casual vacancies howsoever arising shall be filled by the Council from which the vacancy arises by notice in writing sent to the Lawyer and Secretary to the Joint Committee.
- 10 Meetings of the Joint Committee shall be held at the offices of the Member appointed as the Chair.
- 11 The Council hosting the first Meeting shall appoint one of its nominated Members as Chair and that Member shall remain Chair until the first meeting taking place after the elapse of one year from the time of his or her appointment unless he or she ceases to be a Member of the Joint Committee. On the expiry of the first Chair's term of office, the Council which did not appoint the first Chair shall appoint one of its nominated Members as Chair for a period of one year from the date of his or her appointment. The same procedure shall be followed for the appointment of Chair in subsequent years.
- 12 The Council which has not appointed the Chair of the Joint Committee In any year shall appoint one of its nominated Members as Vice-Chair.

Cheshire East Statutory Health and Wellbeing Board (CEHWB)

Context

1. The full name of the Board shall be the Cheshire East Health and Wellbeing Board. (CEHWB)
2. The CEHWB was established in April 2013.
3. The Health and Social Care Act 2012 and subsequent regulations provide the statutory framework for Health and Wellbeing Boards (HWB).
4. For the avoidance of doubt, except where specifically disappplied by these Terms of Reference, the Council Procedure Rules (as set out in its Constitution) will apply.

Purpose

- To work in partnership to make a positive difference to the health and wellbeing of the residents of Cheshire East through an evidence based focus on improved outcomes and reducing health inequalities.
- To prepare and keep up to date the Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs), which is a duty of local authorities and clinical commissioning groups (CCGs).
- To lead integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e. lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population
- To assist in fostering good working relationships between commissioners of health-related services and the CEHWB itself.
- To assist in fostering good working relationships between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services
- To undertake any other functions that may be delegated to it by the Council - such delegated functions need not be confined to public health and social care.
- To provide advice assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.

Roles and Responsibilities

5. To work with the Council and CCG effectively to ensure the delivery of the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
6. To work within the CEHWB to build a collaborative partnership to key decision making that embeds health and wellbeing challenge, issue resolution and provides strategic system leadership.
7. To participate in CEHWB discussions to reflect the views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
8. To champion the work of the CEHWB in their wider work and networks and in all individual community engagement activities.
9. To ensure that there are communication mechanisms in place within partner organisations to enable information about the CEHWB's priorities and recommendations to be effectively disseminated.
10. To share any changes to strategy, policy, and the system consequences of such on budgets and service delivery within their own partner organisations with the CEHWB to consider wider system implications.

Accountability

11. The CEHWB carries no formal delegated authority from any of the individual statutory bodies.
12. Core Members of the CEHWB have responsibility and accountability for their individual duties and their role on the CEHWB.
13. The CEHWB will discharge its responsibilities by means of recommendations to the relevant partner organisations, which will act in accordance with their respective powers and duties.
14. The Council's Core Members will ensure that they keep Policy Committee and wider Council advised of the work of the CEHWB.
15. The CEHWB may report and be accountable to Full Council and to the relevant Governing Body of the NHS Clinical Commissioning Group by ensuring access to meeting minutes and presenting papers as required.
16. The CEHWB will not exercise scrutiny duties around health or adult social care services directly. This will remain the role of the Cheshire East Scrutiny Committee. Decisions taken and work progressed by the CEHWB will be subject to scrutiny by the Scrutiny Committee.
17. The CEHWB will provide information to the public through publications, local media, and wider public activities by publishing the minutes of its meetings on the Council's website. The CEHWB is supported by an Engagement and

Communications Network across HWB organisations to ensure this function can operate successfully.

Membership

18. The Core membership of the CEHWB will comprise the following:

Voting members:

- **3 councillors** from Cheshire East Council
- The Director of Adult Social Services
- The Director of Public Health
- A local Healthwatch representative
- Two representatives from the Cheshire Clinical Commissioning Group
- Two representatives from the Cheshire Integrated Care Partnership
- The Chair of the Cheshire East Place Partnership

Non-voting members:

- The Chief Executive of the Council
- The Director of Children's and Families
- A nominated representative of NHS England / NHS Improvement

The **Councillor** membership of the CEHWB (three core voting members) will be determined by the **full Council**.

19. The Core Members will keep under review the Membership of the CEHWB and if appropriate will make recommendations to **full Council** on any changes to the Core Membership.
20. The above Core Members through a majority vote have the authority to appoint individuals as Non-Voting Associate Members of the CEHWB. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB. Associate Members will assist the CEHWB in achieving the priorities agreed within the Joint Health and Wellbeing Strategy and may indeed be chairs of sub structure forums where they are not actual Core Members of the CEHWB.
21. The above Core Members through a majority vote have the authority to recommend to Council that individuals be appointed as Voting Associate Members of the CEHWB. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB.
22. Each Core Member has the power to nominate a single named substitute. If a Substitute Member be required, advance notice of not less than 2 working days should be given to the Council whenever practicable. The Substitute

Members shall have the same powers and responsibilities as the Core Members.

Frequency of Meetings

23. There will be no fewer than four public meetings per year (including an AGM), usually once every three months as a formal CEHWB.
24. Additional meetings of the CEHWB may be convened with agreement of the CEHWB's Chair.

Agenda and Notice of Meetings

25. Any agenda items or reports to be tabled at the meeting should be submitted to the Council's Democratic Services no later than seven working days in advance of the next meeting. Generally, no business will be conducted that is not on the agenda.
26. Any voting member of the Board may approach the Chair of the Board to deal with an item of business which the voting member believes is urgent and under the circumstances requires a decision of the Board. The Chair's ruling of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.
27. In accordance with the Access to Information legislation, Democratic Services will circulate and publish the agenda and reports prior to the next meeting. Exempt or Confidential Information shall only be circulated to Core Members.

Annual General Meeting

28. The CEHWB shall elect the Chair and Vice Chair at each AGM, the appointment will be by majority vote of all Core voting Members present at the meeting.
29. The CEHWB will approve the representative nominations by the partner organisations as Core Members.

Quorum

30. Any full meeting of the CEHWB shall be quorate if there is representation of any **three of the following statutory members**: –the relevant NHS Cheshire CCG(s), Local Health Watch, a **Councillor** and an **officer** of Cheshire East Council.
31. Failure to achieve a quorum within fifteen minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall mean that the meeting will proceed as an informal meeting but that any decisions shall require appropriate ratification at the next quorate meeting.

Procedure at Meetings

32. General meetings of the CEHWB are open to the public and in accordance with the Council's Committee Procedure Rules will include a Public Question

Time Session. Papers, agendas and minutes will be published on the Cheshire East Health and Wellbeing website.

33. The Council's Committee Procedure Rules will apply in respect of formal meetings subject to the following:
34. The CEHWB will also hold development/informal sessions throughout the year where all members are expected to attend and partake as the agenda suggests.
35. Core Members are entitled to speak through the Chair. Associate Members are entitled to speak at the invitation of the Chair.
36. With the agreement of the CEHWB, subgroups can be set up to consider distinct areas of work. The subgroup will be responsible for arranging the frequency and venue of their meetings. The CEHWB will approve the membership of the subgroups.
37. Any subgroup recommendations will be made to the CEHWB who will consider them in accordance with these terms of reference and their relevance to the priorities within the Joint Health and Wellbeing Strategy and its delivery plan.
38. Whenever possible decisions will be reached by consensus or failing that a simple majority vote by those members entitled to vote.

Expenses

39. The partnership organisations are responsible for meeting the expenses of their own representatives.
40. A modest CEHWB budget will be agreed annually to support engagement and communication and the business of the CEHWB.

Conflicts of Interest

41. In accordance with the Council's Committee Procedure Rules, at the commencement of all meetings all CEHWB Members shall declare disclosable pecuniary or non-pecuniary interests and any conflicts of interest.
42. In the case of non-pecuniary interests Members may remain for all or part of the meeting, participate and vote at the meeting on the item in question.
43. In the case of pecuniary matters Members must leave the meeting during consideration of that item.

Conduct of Core Members at Meetings

44. CEHWB members will agree to adhere to the seven principles of Public Life outlined in the CEHWB Code of Conduct when carrying out their duties as a CEHWB member.

Review

45. The above terms of reference will be reviewed every two years at the CEHWB AGM.
46. Any amendments shall only be included by consensus or a simple majority vote, prior to referral to the Corporate Policy Committee and Council.



Working for a brighter future together

Corporate Policy Committee

Date of Meeting:	9 June 2022
Report Title:	Workforce Strategy 2021-2025 – Progress Review
Report of:	Jane Burns - Executive Director, Corporate Services
Report Reference No:	CP/2/22-23
Ward(s) Affected:	ALL

1. Purpose of Report

- 1.1. The purpose of this report is to update members on progress against delivery of Cheshire East Council's Workforce Strategy 2021-2025 up to March 2022.
- 1.2. The strategy sets out how the Council will develop the capacity and capability of our workforce to support the priorities identified within the Corporate Plan and deliver our Medium-Term Financial Strategy (MTFS).
- 1.3. The Workforce Strategy supports the Council's vision for an open, fairer, greener Cheshire East, as set out in the new Corporate Plan. In particular, the Strategy supports the priorities for an open and enabling organisation, by putting in place plans to support and develop our workforce to be confident, motivated, innovative, resilient, and empowered.

2. Executive Summary

- 2.1. The Council's Workforce Strategy was agreed by Corporate Policy Committee in November 2021. Progress is reported below on the first four months of the Strategy's accompanying action plan has been made under four agreed strategic themes.
- 2.2. This report focuses specifically on the progress made for each of the actions that had either an ongoing timescale or were identified as to be completed by the end of March 2022, but progress is outlined on work commenced on other actions, where appropriate.
- 2.3. Current data issues with Unit 4 ERP are being addressed as a priority with colleagues on the Best 4 Business team, to better inform our workforce profile and priorities.

3. Recommendations

3.1. It is recommended that Corporate Policy Committee:

3.1.1. note progress in delivering the Workforce Strategy; and

3.1.2. agree to receive further updates every six months to monitor progress.

4. Reasons for Recommendations

4.1. The Workforce Strategy outlines a clear vision for the development and retention of our workforce, to enable the Council to have in place the resources required to deliver against its commitments as set out in the Council's Corporate Plan 2021-25. Corporate Policy Committee has oversight of progress against the actions contained within the Strategy as part of the Council's commitment to openness and transparency.

5. Other Options Considered

5.1. Not applicable.

6. Background

6.1. Our four-year strategy was adopted in November 2021 and builds on the previous workforce strategy, its achievements, and our organisational cultural change.

6.2. The Covid-19 pandemic has had a major impact on our workforce and the way in which we work. It has demonstrated our workforce's ability to respond brilliantly and adapt quickly to the many challenges we face. It has also presented an opportunity to re-shape the way in which we work in the future, building in more agility and flexibility to respond to new circumstances. This strategy reflects this alongside our current workforce profile.

6.3. The Strategy has been developed, using our workforce profile to identify key issues and in consideration of the feedback provided through Service Workforce Plans. It is built around four key strategic themes:

- Delivering Our Future;
- Living our Values and Delivering our Employee Deal;
- Inclusive Workforce – Ensuring Everyone has a Voice;
- Empowering Our Workforce.

7. Progress to Date – Delivering Our Future

7.1. Strategic workforce planning is critical to our longer-term success, using the insight and data that is available to us. Work has begun on understanding how we can use the HR metrics, available through Unit 4 ERP to better inform workforce planning. HR has been working closely with senior managers across the Council to develop, implement and monitor workforce plans for each service area through regular meetings and on-going actions to address the identified issues.

- 7.2.** Recruitment and retention are becoming an increasing priority nationally and for the Council. To address this, a programme of work is being undertaken with all services to identify local and strategic issues and solutions. In addition, salary benchmarking is being carried out and baseline analysis developed. Our employee offer is under review to ensure Cheshire East Council remains attractive in an increasingly competitive employment market.
- 7.3.** An updated programme of senior leadership engagement and development has been in place since January 2022, with face-to-face sessions recommencing for both the Wider Leadership Team and the Wider Leadership Community. These sessions are aligned to our corporate priorities and designed as an opportunity to promote a 'one team' approach. Manager Share and Support sessions continue to run each week for all line managers across the Council as a mechanism for cascading initiatives, sharing best practice and to allow remote networking. Feedback on these sessions from attendees is always consistently good. Work is ongoing on developing an annual 'All People Managers roadshow' for delivery later this year.
- 7.4.** Work has been continuing to achieve the actions set out in the Council's Apprenticeship Action Plan, which was reported to this committee on 2 December 2021. Apprenticeship training continues to be commissioned using the approved YPO procurement framework wherever possible. Work is underway to ensure all anticipated training provision is accessible via an approved procurement framework. The take-up of new start employee apprenticeships nationally was affected by the Covid-19 pandemic but 2021/22 saw improvement with the number of new apprentices at Cheshire East Council increasing from 9 in 2020/21 to 17 in 2021/2022. This compares to 27 in 2018/2019 and 22 in 2019/2020. These figures relate to new start employees to the organisation and does not include those existing staff that had accessed an apprenticeship qualification as part of their further development. Overall figures for 2021/22 for both new start and 'staff' apprentices are illustrated below:

Year	CEC	AH&I	Children's	Corporate	Place	Schools	ASDVs
2021-2022							
Headcount	3596	1041	1120	653	772	3064	538
Target	83	24	26	15	18	71	12
Uptake							
New		1	1	4	8	2	1
Staff		20	14	9	2	8	1
Total	59	21	15	13	10	10	2

- 7.5.** The Government's £3,000 incentive payment for new apprentices has been secured by 17 of those identified above as new apprentices. Incentive payments are diverted to the individual team employing the apprentice. During 2021/22 there were 9 apprentices who secured permanent or temporary positions with Cheshire East Council. The range of apprenticeships offered at the Council is constantly under review, specifically in line with workforce skills gaps, and new apprenticeship standards are put into place as soon as they become available. Annual cohorts of social work degree apprentices are in place as well as apprentices on all levels of health and social care qualifications and candidates in the Place Directorate are now undertaking planning degree apprenticeships too. In addition to this and as part of the workforce planning cycle and development of training plans for each service area, discussions are held with each team to identify apprenticeship opportunities that might be appropriate, paying close attention to skills gaps and succession planning, career pathways and building future resilience. The CPD process is also monitored to ensure apprenticeships are maximised for any training and development identified for members of staff.
- 7.6.** HR continues to support the Care Leaver Apprenticeship Review Action Plan, led by colleagues in Children's Services. An apprenticeship Co-ordinator for Cared for Children and Care Leavers has been appointed. All care leaver apprentices will receive additional financial support through the Government's financial incentives for those with a cared for background and will also receive additional practical support through their apprenticeship from colleagues in Children's Services and the Workforce Development Team.
- 7.7.** The theme for National Apprentice week (8th-13th February 2022) was 'Build the Future', aimed at encouraging everyone to invest in their workforce by upskilling staff, filling skills gaps to build a workforce that is future ready. This fitted perfectly with Cheshire East Council's Employee Deal which outlines the commitment to succeeding together and offering opportunities for staff to learn and develop further. Information sessions were held via Teams, and a communications campaign carried out promoting case studies from staff currently continuing their development via an apprenticeship.
- 7.8.** Cheshire East Council's Apprenticeship Levy Transfer Fund scheme has had a highly successful year with its highest ever amount of apprenticeship levy funding being transferred. During 2021-2022, £207,000 of unspent levy funds has been transferred to other businesses in Cheshire East to support them in upskilling staff and taking on new apprentices. This has prevented this funding from reverting to the Government.
- 7.9.** Work with colleagues in Adults, Health & Integration to support the delivery of the Government's Kickstart programme has continued, with candidates now progressing from work experience placements through the Kickstart programme onto apprenticeship opportunities at the Council.
- 7.10.** The HR schools team continues to work closely with maintained schools and academies to support them to meet their workforce needs in terms of

employment relation issues and longer term needs through restructures and academisation. This has been a challenging period, given the introduction of a new HR and Payroll system, as part of Best for Business. The team has provided support during the implementation of the Unit 4 ERP system to ensure accurate and timely processing of salary and HR records for the workforce.

8. Progress to Date – Living Our Values and Delivering Our Employee Deal

- 8.1** Our cultural transformation journey began in 2018 following a review by the LGA review and significant progress has been made since then, supporting Cheshire East Council to become the place where people want to work. The latest 'Pulse' staff survey, launched in March 2022, has been designed to explore what workplace culture means for our staff and inform the development of the next phase of our workplace culture programme. The results of this survey have been mainly positive, with 76% of staff indicating that they enjoy their job and 76% of staff describing their wellbeing as good. The results of this survey are illustrated in appendix one.
- 8.2** More recently, the easing of all Covid-19 legal restrictions has also provided the opportunity to fundamentally review the way in which we work. We are developing a hybrid model of working that is fit for purpose and better able to allow our staff to maintain an improved work life balance many benefited from due to enforced working from home. This hybrid model is balanced alongside customer needs and service delivery but also supports our priority as a council to be carbon neutral by 2025 and addresses recruitment and retention challenges.
- 8.3** An updated agile working policy was launched in the Autumn of 2021, alongside a 'Future Workplace Guide' and team conversation toolkits were issued to support services to explore how a future way of working could work for them. The 'Spring Back Together' initiative, planned for May and June 2022 supports staff to refresh relationships across teams and transition to hybrid working.
- 8.4** HR has been providing support to managers in relation to managing absence throughout the pandemic. A comprehensive action plan is in place to continue to undertake focussed activity to proactively manage and reduce absence.
- 8.5** A review of the Making a Difference Recognition Scheme was undertaken in 2021 to reflect our new ways of working, removing the monthly recognition element of the scheme in favour of more focus on instant recognition. Engagement with the Made My Day element of the scheme has remained steady, with approximately 200 sent each month, a slight increase on the figures from last year which averaged at approximately 170 per month. There has also been an increase in team recognition through the Made my Day, following improvements to the online submission form.

- 8.6** The decision was taken not to hold an annual awards event for 2021, due to continued uncertainty around Covid-19 and an increase in infection rates. However, the 12 Months in 12 minutes, a thank you to all staff video was produced to celebrate and thank staff for their contribution during 2021. This helped to recognise the diversity of work undertaken across the council and feedback showed staff appreciated the gesture. Options are currently being explored for an annual awards event for 2022.
- 8.7** The Council has made a clear commitment to every member of staff, through the Employee Deal, to care for their health and wellbeing. To support this, work has been undertaken to better promote our internal team of Mental Health First Aiders. There are now 64 trained Mental Health First Aiders across the organisation. Further promotion is planned for this year, as well as the continued development of their skills, understanding people's lived experiences and linking in with colleagues on Domestic Abuse support.
- 8.7** In November 2021, our second virtual Winter Wellbeing month helped to highlight the need to look after our physical and mental wellbeing, with a range of activities available and information shared. Since the start of 2022, events worldwide, such as the war in Ukraine and increased cost of living has had an impact on staff wellbeing. To help support staff, wellbeing messages have been increased, including financial wellbeing tips and work is underway to improve the wellbeing information available on the CEntranet, so staff have one place they can go to find out what support is available. 'Time to Listen and Chat' calls have been in place since the start of the pandemic to support the wellbeing of staff, as well as a package of additional stress and resilience training and additional wellbeing conversation toolkits.

9. Progress to Date – Inclusive Workforce – Ensuring Everyone has a Voice

- 9.1** New joint trade union and management consultative arrangements were implemented from January 2022 and work is on-going to embed these to ensure efficient and effective processes, with decisions being made at the appropriate level to support business delivery and good employment relations throughout the organisation. The arrangements will be reviewed at the end of the first year of the new arrangements. Questions have been included in a recent Pulse Survey to provide information to report to the Cheshire East Joint Negotiation & Consultation Panel in response to the newly agreed workload agreement.
- 9.2** The programme for staff engagement has been aligned to hybrid working, with themed Pulse Staff surveys undertaken to understand how the workforce is feeling and help inform the direction of future workforce culture priorities. Brighter Future Champions meet monthly and continue to provide a critical friend role for the organisation. Work in underway to ensure the Champions are as representative of our workforce as possible.

- 9.3** HR continues to support the work of the EDI Board and the delivery of the Equality, Diversity and Inclusion Strategy and Work Plan, which were reported to the April meeting of the Committee.

10. Progress to Date – Empowering Our Workforce

- 10.1** The Council's e-learning platform, Learning Lounge, was significantly redeveloped at the end of 2021, with additional functionality to book onto all training courses being switched from the Oracle system to Learning Lounge. This has also resulted in the redevelopment of the Member specific pages on Learning Lounge, ensuring ease of access to training. A briefing and a demonstration of the system was provided at a recent Member Input Panel.
- 10.2** Since then, HR has been working to further develop the system with easier navigation, single sign on and the inclusion of the electronic recording of PDR conversations.
- 10.3** The second phase of the upgrade was carried out in March 2022 with a new look and feel, and a new learner dashboard allowing staff to view all their courses, upcoming bookings, CPD log and PDR status in one place. This has been further enhanced with the introduction of a new 'managers zone', making it easier for managers to track the training records of their team, and find additional documents and links to support their development.
- 10.4** Training programmes have been reviewed considering the additional functionality that Learning Lounge brings, and additional training offered to support hybrid working. A bespoke new e-learning module has been developed and launched to support the Council's Customer Experience Strategy.

11. Implications

11.1. Legal

- 11.1.1. There is no legal requirement to produce a Workforce Strategy. However, it is necessary to provide a clear articulation of our workforce priorities and to ensure alignment with the Corporate Strategy.

11.2. Finance

- 11.2.1. The delivery of the actions set out in the Workforce Strategy is within existing budgets and approved business cases.
- 11.2.2. Those actions contained within the strategy that relate to the delivery of apprenticeship will be funded through the Council's existing apprenticeship levy funding.

11.3. Policy

- 11.3.1 The Workforce Strategy supports the Corporate Plan and the Council's vision for an "Open, Fairer, Greener Cheshire East". The Strategy supports the priorities for an open and enabling organisation, by putting in place plans to support and develop our workforce to be confident, motivated, innovative, resilient, and empowered.

11.4 Equality

11.4.1 The Workforce Strategy aims to improve the experience of working for the Council for all members of staff. It also sets out key priorities and actions to ensure our workforce is inclusive to all and our recruitment and selection processes promote recruitment and selection for all underrepresented groups. It supports the delivery of the Equality, Diversity, and Inclusion Strategy.

11.5 Human Resources

11.5.1 The Workforce Strategy covers the breadth of services with HR and sets the priorities for Human Resources to work towards for the next four years.

11.6 Risk Management

11.6.1 There are risks to service delivery across the Council if plans are not put in place to address skills gaps and work is not undertaken in relation to recruitment and retention in an increasingly competitive market.

11.7 Rural Communities

11.7.1 There are no specific implications for rural communities.

11.8 Children and Young People/Cared for Children

11.8.1 The delivery of the Council’s Action Plan for Apprenticeships includes work to increase the number of apprenticeships available across the Council for our cared for children.

11.9 Public Health

11.9.1 There are no public health implications.

11.10 Climate Change

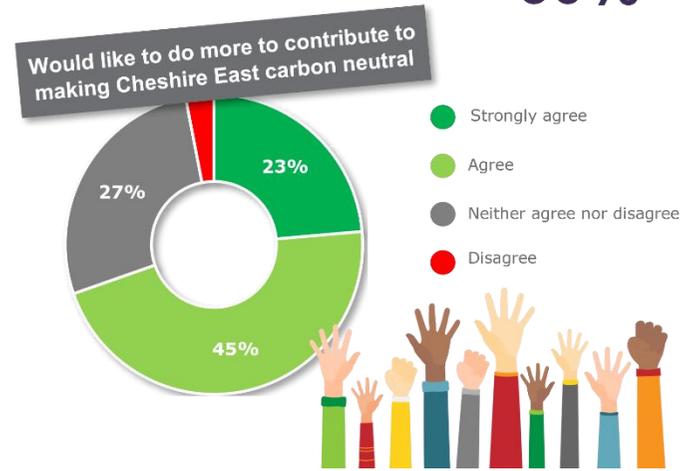
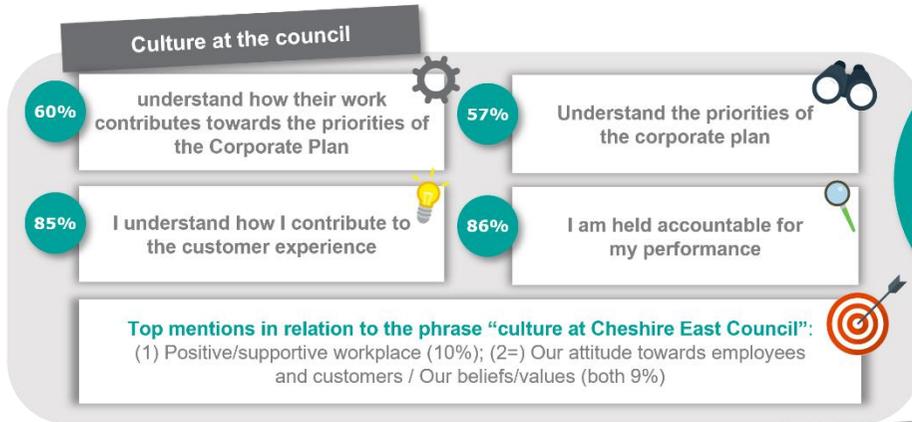
11.10.1 The delivery of the priorities within the Workforce Strategy that are focussed on new ways of working and the delivery of the agile working policy will contribute towards our workforce becoming more carbon neutral, through reduced commuting into work and commuting in between buildings to attend meetings in person.

Access to Information	
Contact Officer:	Sara Barker, Head of HR Sara.barker@cheshireeast.gov.uk 01270 686328
Appendices:	Appendix One - Pulse Survey Infographic
Background Papers:	None

Vision and culture



Part of the DJS Research group



This page is intentionally left blank



Working for a brighter future together

Corporate Policy Committee

Date of Meeting:	9 th June 2022
Report Title:	Health and Safety Update – 2021/22
Report of:	Jane Burns, Executive Director Corporate Services
Report Reference No:	CP/4/22-23
Ward(s) Affected:	All

1. Purpose of the Report

- 1.1. The purpose of this report is to ensure Members of the Corporate Policy Committee are briefed on the health, safety and wellbeing of the organisation and understand how the Council's responsibilities as an employer and to members of the public are met. The Corporate Health and Safety Forum, which consists of representatives from management and the Trade Unions, meets on a quarterly basis and provides both an overview and a route for escalation.

2. Executive Summary

- 2.1. This report and the Appendix provide a summary of data regarding accident and information data for the Council and maintained schools for Quarter 4 2021/22 in total and comparative data for the same periods in the last two years.

3. Recommendations

- 3.1. That the Corporate Policy Committee note the update.

4. Reasons for Recommendations

- 4.1. To ensure that Members are aware of Health and Safety activity and developments in line with the Committee's terms of reference.

5. Other options considered

- 5.1. Not applicable

6. Background

6.1. Table 1 sets out the key accident and incident data for Quarter 4, with comparison data for the previous 2 years. Table 2 sets out the full year data, again with comparison data for the previous 2 years. Appendix 1 provides more detailed analysis of accident and incident information for the Council and maintained schools, and the work of the Health and Safety team for Quarter 4 2021/22 and the full year. Comparative data for the last two years is included to recognise the impact of lockdown restrictions across Council services and maintained schools during 2020/21.

6.2. Accident and incident rates for Council employees and members of the public have increased in Q4 by comparison to the previous year but are still lower than the same period in 2019/20. The exception to this is in maintained schools. There are no areas of concern in terms of trends or sites to bring to the Committee's attention; as previously reported, we have noticed an overall increase in recording of accident and incidents in schools in 2021/22 to date.

Table 1 – Quarter 4 Accident and Incident Figures			
Council (EMPLOYEES)	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,561	3,596	3,565
Accidents	35	33	63
RIDDOR Reportable	-	2	-
Incident Rate %	9.8	9.2	17.7

Schools (EMPLOYEES)	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,055	3,064	3,105
Accidents	38	14	30
RIDDOR Reportable	2	1	2
Incident Rate %	12.4	4.6	9.7

Council (MOTP)	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	146	84	160
RIDDOR Reportable	4	-	-

Schools (MOTP)	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	116	56	82
RIDDOR Reportable	-	2	-

Total Accidents	Q4 21/22	Q4 20/21	Q4 19/20
Council	181	117	223
Schools	154	70	112

Incidents	Q4 21/22	Q4 20/21	Q4 19/20
Council	87	164	111
Schools	2	14	9

Table 2 – Full year accident and incident figures			
Council (EMPLOYEES)	2021/22	2020/21	2019/20
Accidents	147	141	264
RIDDOR Reportable	4	5	9
Schools (EMPLOYEES)	2021/22	2020/21	2019/20
Accidents	108	59	93
RIDDOR Reportable	6	1	7
Council (MOTP)	2021/22	2020/21	2019/20
Accidents	477	331	724
RIDDOR Reportable	6	4	10
Schools (MOTP)	2021/22	2020/21	2019/20
Accidents	412	325	316
RIDDOR Reportable	2	2	10
Total Accidents	2021/22	2020/21	2019/20
Council	624	472	988
Schools	520	384	409
Incidents	2021/22	2020/21	2019/20
Council	432	530	471
Schools	19	34	59

- 6.3.** Accident and incident/near miss reports are recorded for members of staff and for members of the public. This covers Council and school staff/employees, and members of the public who are injured or have a near miss on Council land, or in the course of receiving services provided by the Council.
- 6.4.** In a school context, accidents and incidents to pupils are treated and recorded as members of the public. As the RIDDOR reporting guidance is to record when a person is taken directly to hospital for treatment, many accidents are initially flagged as RIDDORs as pupils attend hospital as a precaution. The Health and Safety Executive advice is for these to be reported under RIDDOR only where there is a fault with equipment, facilities or the accident arose as a lack of supervision.
- 6.5.** An accident is an unplanned and uncontrolled event which causes injury to persons, damage to property or a combination of both. Examples include a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown, an act of non-consensual physical violence done to a person at work.
- 6.6.** An incident, or near miss is an unplanned and uncontrolled event which does not cause injury or damage but could do so. Examples include articles falling

near to people, short circuits on electrical equipment, and verbal aggression towards employees.

- 6.7.** The data in Tables 1 and 2 includes events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR). These regulations require the employer to report certain categories of accident, injury, certain diseases, and certain types of dangerous occurrences (those which had the potential to cause injury) to the Health and Safety Executive (HSE). Also reportable are accidents where the injury results in the person being off work for more than 7 days. The HSE may choose to further investigate these reports.
- 6.8.** During Quarter 4 there were 2 RIDDOR reportable accidents to staff in maintained schools, and 4 RIDDOR reportable accidents relating to members of the public in Council services or on Council land.
- 6.9.** One member of school staff fell in their classroom whilst re-arranging a wall display and was taken to hospital with a suspected fracture. Another staff member tripped whilst on a school trip and attended hospital as they lost consciousness momentarily. There were no issues with defects or other causes of concern and both staff members have subsequently returned to their workplaces.
- 6.10.** A service user at a Cheshire East supported living network was taken to hospital due to an accident which occurred whilst they were receiving personal care, although first aid at site was given, as a precautionary measure, the individual was taken to A&E for further assessment. They received treatment for a minor injury and returned to the network premises.
- 6.11.** A member of the public was taken to hospital after falling on a public right of way; there were no reported defects or trip hazards at the site, but the member of the public was taken directly to hospital and was found to have sustained a fracture.
- 6.12.** A contractor working at a Cheshire East site was taken to hospital after being injured by a piece of equipment in high winds. They required treatment to a cut which couldn't be treated sufficiently on site.
- 6.13.** A visitor to Tatton Park sustained an injury to their knee after a drain cover gave way as they were walking around the site and required hospital assessment. The defect was covered and taped off prior to corrective maintenance work being completed.
- 6.14.** There are no accidents or incidents requiring HSE investigation from Council or School figures during the year to date.
- 6.15.** An incident, although an event where no physical injury occurs, may still be reportable under RIDDOR depending on the circumstances. Data is provided on events reported from Council staff, School Staff and Members of the Public (MOTP). There are no such incidents to report on in for Quarter 4.

- 6.16.** Data relating to the Council's Alternative Service Delivery Vehicles is not reflected in these figures. This information is reported to and considered by their respective Boards.
- 6.17.** Data relating to Academies is also excluded. Academies are responsible for completing their own accident reporting, including making RIDDOR reports to the Health and Safety Executive where necessary. There is no requirement for Academies to publish information in relation to accidents and incidents publicly, but arrangements for responsibilities for Health and Safety, including monitoring and reviewing activity will be set out in the school's Health and Safety policy, which they are required to have to ensure compliance with various Health and Safety legislation.
- 6.18.** A range of Health and Safety related training is co-ordinated by the Health and Safety team, in conjunction with the Council's Workforce Development team. This is provided to Council and School delegates. Course provision usually includes a variety of first aid training, including refresher and requalification training, and courses such as "Leading Safely" and "Managing Safely" supported by the Institute of Occupational Safety and Health (IOSH).
- 6.19.** During the pandemic, and whilst colleagues are supported to work from home wherever possible, essential training to support service delivery, primarily around first aid has been prioritised and conducted following Covid secure practices. We have worked with our training provider to identify where training can be effectively delivered using remote means, and courses have been delivered throughout 2021/22. We are now able to start increasing class sizes and frequency of courses.
- 6.20.** Details of courses and attendance for Quarter 4 are provided in the Appendix; this includes the first sessions of IOSH Managing Safely qualifications and refreshers held since the pandemic and are looking to increase the availability of face to face training provision. Course attendance was affected by cancellations due to Covid during this quarter to a lesser degree than previously through the year. Course feedback continues to be positive, particularly around the care taken in delivering face to face training.
- 6.21.** Support to maintained schools is supplemented by a bought back advice and guidance service provided by the Health and Safety team. This is also available to Academies. Visits to schools were paused during the first national lockdown and have been subsequently provided through a combination of 'virtual' and physical site visits, which have been positively received.
- 6.22.** School visits during Quarter4 have been on-site, although the decision for remote or on-site visit is made between the school and the Schools Health

and Safety advisor prior to the visit. Advice and guidance has been provided throughout the pandemic, to the Council's Education team, and individual schools as needed.

6.23. The Health and Safety team undertake reviews of policies on a rolling basis to ensure they reflect relevant legislation, current best practice, and the operation of the Council. Updates to existing policies are made following consultation with the Corporate Health and Safety Forum. Since the last report to Committee, the following guidance and policies have been reviewed

- Fire Safety Guidance Note
- Fire Safety Inspection Checklist
- Provision and use of Work Equipment Regulations 1998 (PUWER) Guidance Note & Assessment Form
- Safety Inspections Procedure & Checklist
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Guidance Note
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Quick Reference Guide
- Control of Substances Hazardous to Health (COSHH) Policy & Guidance Note
- Portable Electrical Equipment Guidance Note
- Electricity at Work Quick Reference Guide

7. Implications

7.1. Legal

7.1.1. Activity relating to the summaries in this report contributes to ensuring that the Council's statutory responsibilities as an employer are met.

7.2. Finance

7.2.1. There are no implications for the Council's MTFS arising from this report.

7.3. Policy

7.3.1. Policy implications are covered in the body of the report.

7.4. Equality

7.4.1. There are no direct equality implications arising from this update report.

7.5. Human Resources

7.5.1. There are no direct HR implications arising from this report; the activity outlined in this report is to ensure the health, safety, and wellbeing of employees.

7.6. Risk Management

7.6.1. There are no specific risks arising as a result of this update report.

7.7. Rural Communities

7.7.1. There are no direct implications for rural communities arising from this update report.

7.8. Children and Young People/Cared for Children

7.8.1. There are no direct implications for children and young people arising from this update report.

7.9. Public Health

7.9.1. There are no direct implications for public health arising from this update report.

7.10. Climate Change

7.10.1. There are no direct implications for climate change arising from this update report.

Access to Information	
Contact Officer:	Josie Griffiths Head of Audit and Risk Management Josie.griffiths@cheshireeast.gov.uk
Appendices:	1.0: Q4 Accident and Incident Statistics
Background Papers:	n/a

This page is intentionally left blank

Accident and Incident Statistics – Quarter 4 2021/22

Quarter 4 Accident and Incident Figures			
Council (EMPLOYEES)	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,561	3,596	3,565
Accidents	35	33	63
RIDDOR Reportable	-	2	-
Incident Rate	9.83	9.18	17.67

Schools (EMPLOYEES)	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,055	3,064	3,105
Accidents	38	14	30
RIDDOR Reportable	2	1	2
Incident Rate	12.44	4.57	9.66

Council (MOTP)	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	146	84	160
RIDDOR Reportable	4	-	-

Schools (MOTP)	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	116	56	82
RIDDOR Reportable	-	2	-

Total Accidents	Q4 21/22	Q4 20/21	Q4 19/20
Council	181	117	223
Schools	154	70	112

Incidents	Q4 21/22	Q4 20/21	Q4 19/20
Council	87	164	111
Schools	2	14	9

Accident and Incident Statistics – 2021/22

Full year accident and incident figures – 2021/22 with comparison figures 2020/21 and 2019/20			
Council (EMPLOYEES)	2021/22	2020/21	2019/20
Accidents	147	141	264
RIDDOR Reportable	4	5	9

Schools (EMPLOYEES)	2021/22	2020/21	2019/20
Accidents	108	59	93
RIDDOR Reportable	6	1	7

Council (MOTP)	2021/22	2020/21	2019/20
Accidents	477	331	724
RIDDOR Reportable	6	4	10

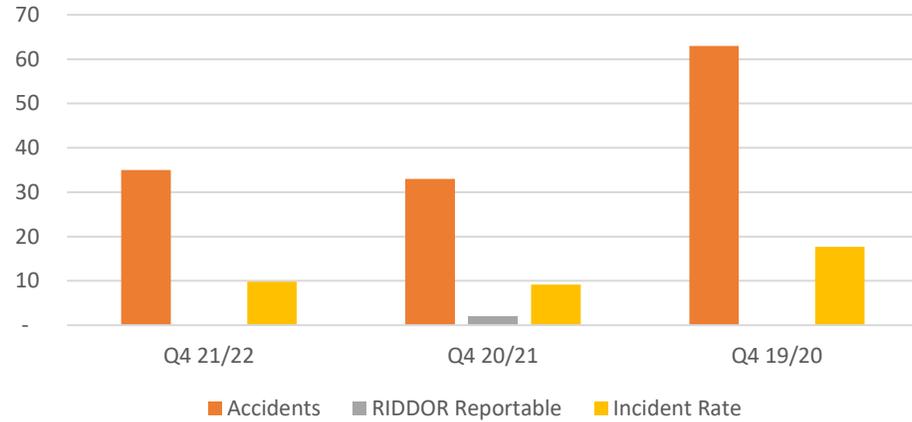
Schools (MOTP)	2021/22	2020/21	2019/20
Accidents	412	325	316
RIDDOR Reportable	2	2	10

Total Accidents	2021/22	2020/21	2019/20
Council	624	472	988
Schools	520	384	409

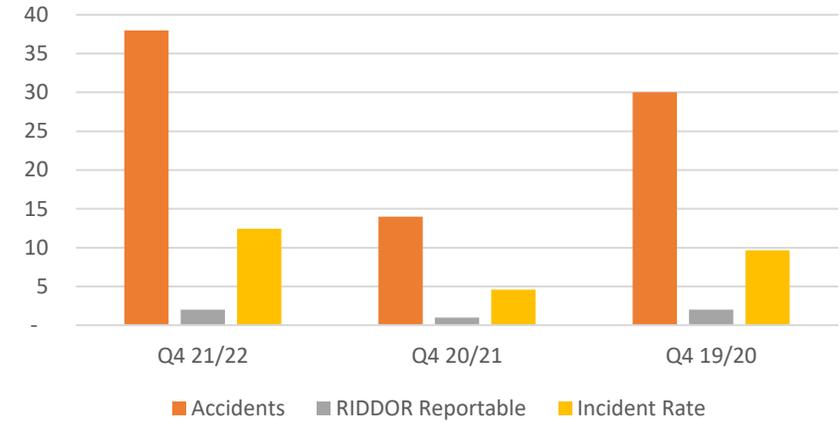
Incidents	2021/22	2020/21	2019/20
Council	432	530	471
Schools	19	34	59

Quarter 4 2021/22 and previous year comparisons

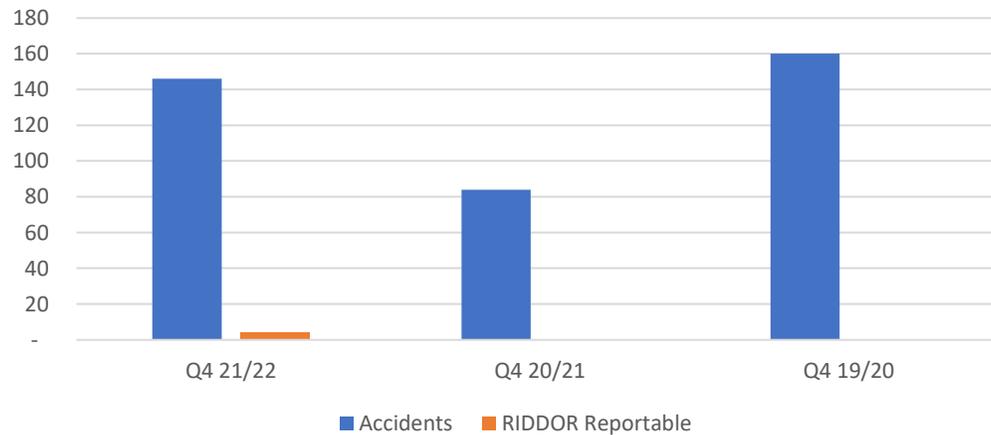
Council Employee Accidents



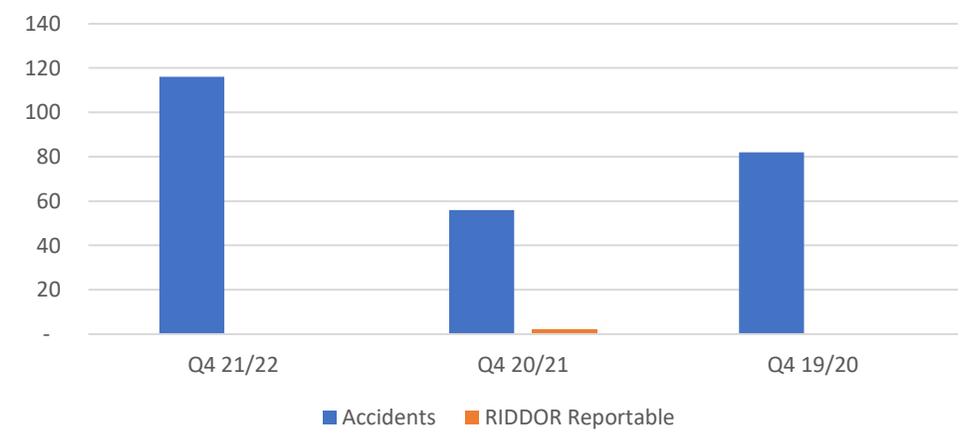
School Employee Accidents



Council - Members of the Public Accidents

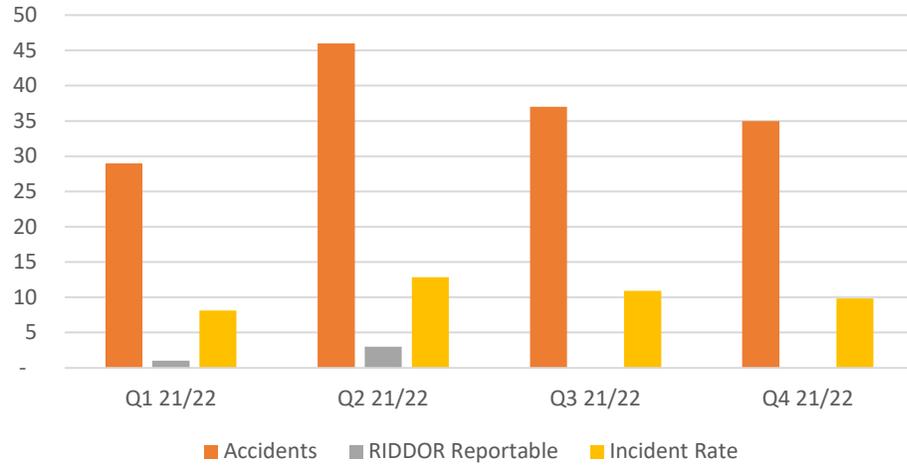


School - Members of the Public Accidents

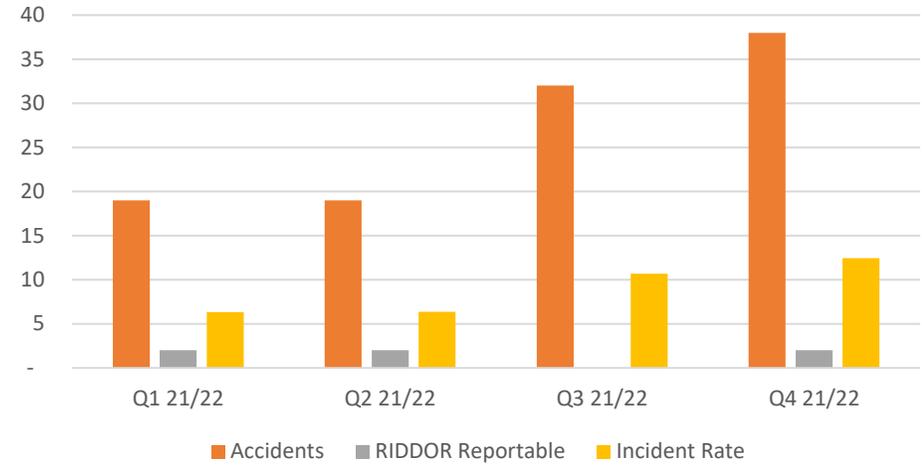


2021/22 – All quarters

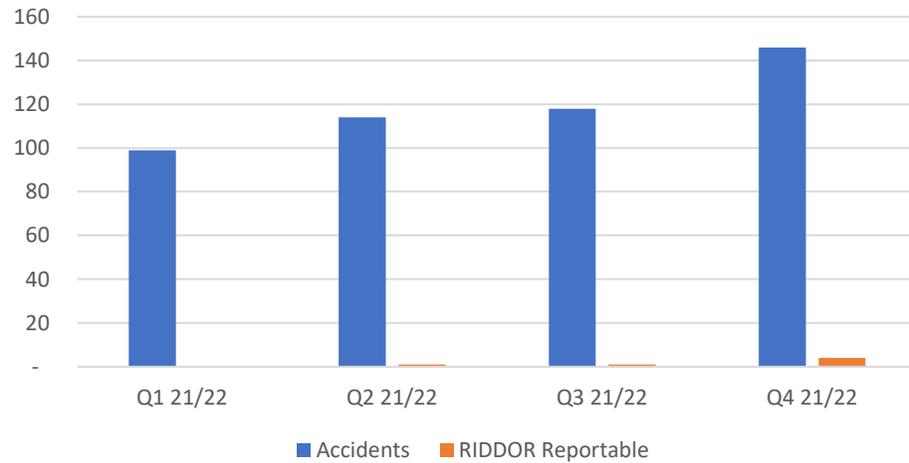
Council Employee Accidents



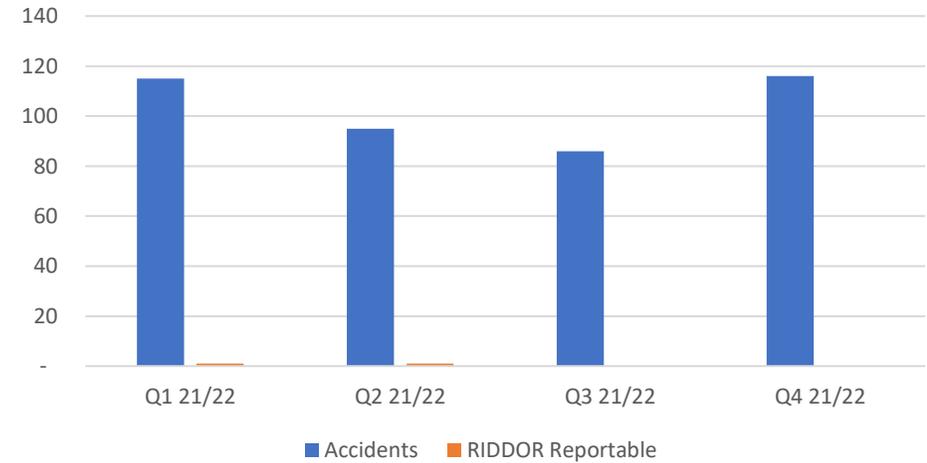
School Employee Accidents



Council Member of the Public Accidents



School - Members of the Public Accidents



School Visits - 2021/22

Type of School	Q1	Q2	Q3	Q4	Total 2021/22
Primary Maintained	16	8	11	5	40
Primary Academy	12	7	6	7	32
Secondary Maintained	0	0	1	0	1
Secondary Academy	5	0	0	0	5
Special	1	1	0	1	3
Special Academy	0	1	1	1	3
Local Exhaust Ventilation Tests – D&T	0	2	N/A Service no longer provided	N/A Service no longer provided	2
Local Exhaust Ventilation Tests - Science	0	2	N/A Service no longer provided	N/A Service no longer provided	2

Training Provision – Quarter 4 2021/22

Course	Number of Courses held	Council Staff Attendees	School Staff Attendees
First Aid at Work (blended-learning) (3 days)	3	6	14
First Aid at Work Re-qualification (2 days)	5	10	14
Paediatric First Aid (blended-learning) (2 days)	3	1	21
Emergency First Aid at Work (1 day)	3	13	7
Basic Life Support – delivered to Cheshire East Library Service (half day)	7	37	0
IOSH Managing Safely Refresher (1 day) (On-line)	1	3	2
IOSH Managing Safely (3 days) (On-line)	1	1	7
Total	23	71	65

Work Programme – Corporate Policy Committee – 2022/23

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/5/22-23	14 Jul 2022	Draft Communications Strategy	To seek approval to consult residents on a draft communications strategy.	Executive Director Corporate Services	Comms survey to be undertaken in April 2022. A consultation on the strategy will follow committee decision, subject to approval.	Yes	No	An open and enabling organisation	No
CP/6/22-23	14 Jul 2022	Approach to Consultation and Engagement	To agree a refreshed approach to consultation and engagement.	Director of Policy and Change	Residents Survey to be undertaken to underpin action plan, subject to approval.	Yes	Yes	An open and enabling organisation	No
CP/7/22-23	14 Jul 2022	Strategic Risk Register Assurance Report	To review and provide assurance and an overview on the Council's Strategic Risk Register for 2021/22.	Director of Governance and Compliance (Monitoring Officer)	Service area updates Early May 2022.	No	Yes	An open and enabling organisation	No
CP/8/22-23	14 Jul 2022	Performance Outturn 2021/22 Report	To receive Performance Outturn in 2021/22 in relation to key performance measures.	Director of Policy and Change	N/A	No	Yes	A council which empowers and cares about people	No
CP/10/22-23	14 Jul 2022	Shared Services Review recommendations for ICT	To report back on the findings of the due diligence work and to approve a way forward	Executive Director Corporate Services	Shared Services Joint Committee	Yes	TBC	An open and enabling organisation	No
CP/12/22-23	14 Jul 2022	Review of Outside Organisations	To appoint a member working group to review the arrangements around outside organisations to ensure that they remain fit for purpose in line with the aims and objectives of the Corporate Plan.	Director of Governance and Compliance (Monitoring Officer)	TBC	TBC	TBC	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/9/22-23	6 Oct 2022	First Financial Monitoring Report for 2022/23	To provide information on performance against the financial strategy during the 2022/23 Financial Year in relation to the Committee's responsibilities. The Committee will be asked to: - Note the financial performance in 2022/23 as it relates to: income and expenditure of Revenue and Capital budgets; movement in reserves; achievement of MTFS proposals. - Note or approve any mitigating action as a consequence of the performance in 2022/23 - Note or approve financial management transactions, such as virement and supplementary estimates, as required by the Constitution.	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/13/22-23	6 Oct 2022	Performance Outturn 2022/23 Report Quarter 1	To review the Performance Outturn for Quarter 1. To agree the strategic performance dashboard.	Director of Policy and Change	N/A	No	No	A council which empowers and cares about people	No
CP/14/22-23	6 Oct 2022	Strategic Risk Register Assurance Report 2022/23 Quarter 1	To provide an update on Strategic Risk Register following a review of content at Q1.	Director of Governance and Compliance (Monitoring Officer)	Service area updates Early Sept 2022.	No	Yes	An open and enabling organisation	No
CP/16/22-23	6 Oct 2022	Communications Strategy update following Public Consultation	To approve the communications strategy following consideration of the outcome of public consultation.	Executive Director Corporate Services	Public consultation	Yes	No	An open and enabling organisation	No
CP/17/22-23	6 Oct 2022	Mid-Year Review of the Corporate Plan	To review progress made against delivery of the Corporate Plan and agree any amendments.	Director of Policy and Change	Consultation activity to be undertaken.	Yes	Yes	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/18/22-23	6 Oct 2022	B4B Lessons Learnt Post Implementation Review	To report back on the findings of the lessons learnt review.	Executive Director Corporate Services	Shared Services Joint Committee/Joint Scrutiny Committee.	Yes	TBC	An open and enabling organisation	TBC
CP/19/22-23	6 Oct 2022	Customer Experience Strategy	To provide information on achievements in relation to the Council's Customer Experience Strategy The Committee will be asked to: - Note performance against the measures contained within the Customer Experience Strategy - Note or approve further activity in improving the Customer Experience as required.	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/20/22-23	6 Oct 2022	Digital Strategy	To provide information on achievements in relation to the Council's Digital Strategy The Committee will be asked to: - Note performance against the measures contained within the Digital Strategy - Note or approve further activity in improving the Customer Experience as required.	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/21/22-23	6 Oct 2022	ICT Strategy Update	To provide an update on the principles of the Council's Information and Communications Management ICT Strategy.	Executive Director Corporate Services	Yes	Yes	No	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/15/22-23	1 Dec 2022	Second Financial Monitoring Report for 2022/23	To provide information on performance against the financial strategy during the 2022/23 Financial Year in relation to the Committee's responsibilities. The Committee will be asked to: - Note the financial performance in 2022/23 as it relates to: income and expenditure of Revenue and Capital budgets; movement in reserves; achievement of MTFS proposals. - Note or approve any mitigating action as a consequence of the performance in 2022/23. - Note or Approve items to be considered as part of the 2023 to 2027 MTFS - Note or approve financial management transactions, such as virement and supplementary estimates, as required by the Constitution.	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/22/22-23	1 Dec 2022	Organisational Culture Programme update	To review the programme of activities.	Head of Strategic HR	N/A	No	No	A council which empowers and cares about people	No
CP/23/22-23	1 Dec 2022	Review of Workforce Efficiencies and Terms and Conditions	To review progress and provide an update on the review of terms and conditions.	Head of Strategic HR	N/A	Yes	Yes	An open and enabling organisation	No
CP/24/22-23	1 Dec 2022	Workforce Strategy Update	To receive an updated Strategy.	Head of Strategic HR	N/A	No	Yes	An open and enabling organisation	No
CP/25/22-23	1 Dec 2022	Strategic Risk Register Assurance Report 2022/23 Quarter 2	To provide update on Strategic Risk Register following a review of content at Q2.	Director of Governance and Compliance (Monitoring Officer)	Service area updates Early Nov 2022.	No	Yes	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/26/22-23	1 Dec 2022	Performance Outturn 2022/23 Report Quarter 2	To report on Performance Outturn Q2.	Director of Policy and Change	N/A	No	No	A council which empowers and cares about people	No
CP/27/22-23	1 Dec 2022	Equality, Diversity, and Inclusion - annual report and progress against strategy	To review progress with the Equality and Diversity and Inclusion Strategy.	Director of Policy and Change	TBC	Yes	Yes	An open and enabling organisation	No
CP/28/22-23	1 Dec 2022	Transformation Programme Update	To receive a report on the outcomes achieved by the Brighter Futures Transformation Programme and agree a refreshed Transformation Programme.	Director of Policy and Change	To be informed by the Residents Survey.	Yes	No	An open and enabling organisation	No
CP/29/22-23	1 Dec 2022	Reporting proposed changes in governance	Report from Constitution Working Group - Routine constitutional updates for Council 14 Dec 2022.	Director of Governance and Compliance (Monitoring Officer)	Throughout the year.	No	Yes	An open and enabling organisation	No
CP/30/22-23	1 Dec 2022	Financial Planning: Medium Term Financial Strategy 2023 to 2027 Consultation	To allow the Committee to engage in the MTFS 2023 to 2027 consultation process The Committee will be asked to: - Note the 2023 to 2027 MTFS proposals as related to the Committees responsibilities. - Provide feedback on the proposals as consultees	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/43/22-23	1 Dec 2022	Domestic Taxbase 2023-24	To approve the Council Tax base for 2023-24.	Director of Finance and Customer Services (s151 Officer)	N/A	Yes	Yes	An open and enabling organisation	No
CP/41/22-23	1 Dec 2022	Review of Outside Organisations	To receive the recommendations of the working group and make recommendations to Council.	Director of Governance and Compliance (Monitoring Officer)	TBC	TBC	TBC	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/31/22-23	9 Feb 2023	Third Financial Monitoring Report for 2022/23 - Part A: Summary and Narrative	<p>To provide information on the Council's performance against the financial strategy during the 2022/23 Financial Year.</p> <p>The Committee will be asked to:</p> <ul style="list-style-type: none"> - Note the financial performance in 2022/23 as it relates to: income and expenditure of Revenue and Capital budgets; movement in reserves; achievement of MTFS proposals across all Committees. - Note or approve any mitigating action as a consequence of the performance in 2022/23 in relation to the Committees responsibilities. - Note or Approve items being considered as part of the 2023 to 2027 MTFS - Note or approve financial management transactions, such as virement and supplementary estimates, as required by the Constitution. 	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/32/22-23	9 Feb 2023	Medium Term Financial Strategy 2023 to 2027	<p>To recommend the Medium-Term Financial Strategy for 2023 to 2027 to Council for approval. The report will incorporate the Council's Priorities, Budget, Policy Proposals and Capital Programme. The report will also include the Capital, Treasury Management, Investment and Reserves Strategies.</p> <p>The Committee will be asked to:</p> <ul style="list-style-type: none"> - Have regard to the report of the Chief Financial Officer on the robustness of financial estimates and adequacy of reserves. - Recommend the MTFS 2023 to 2027 to Council for approval - Note or approve financial management transactions, such as virement and supplementary estimates, as required by the Constitution. 	Director of Finance and Customer Services (s151 Officer)	Public Consultation December 2022 to January 2023.	Yes	Yes	An open and enabling organisation	No
CP/33/22-23	9 Feb 2023	Annual Pay Policy Statement	To seek approval of the Pay Policy Statement 2023/24 – changes from 2022/23 will be highlighted in the report. Report then approved at Council.	Head of Strategic HR	N/A	No	Yes	An open and enabling organisation	No
CP/34/22-23	9 Feb 2023	Media relations protocol review	To approve an updated media relations protocol.	Executive Director Corporate Services	Informal consultation with internal stakeholders prior to consideration by Committee.	No	No	An open and enabling organisation	No
CP/35/22-23	9 Feb 2023	ICT Strategy Update	To review progress with the ICT Strategy 2022-2025.	Executive Director Corporate Services	Yes	Yes	No	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/36/22-23	23 Mar 2023	Performance Outturn 2022/23 Report Quarter 3	To review the Performance Outturn for Q3.	Director of Policy and Change	N/A	No	No	A council which empowers and cares about people	No
CP/44/22-23	23 Mar 2023	Third Financial Monitoring Report for 2022/23 - Part B: Full Report	To provide information on the Council's performance against the financial strategy during the 2022/23 Financial Year. The Committee will be asked to: - Note the financial performance in 2022/23 as it relates to: income and expenditure of Revenue and Capital budgets; movement in reserves; achievement of MTFS proposals across all Committees. - Note or approve any mitigating action as a consequence of the performance in 2022/23 in relation to the Committees responsibilities. - Note or Approve items being considered as part of the 2023 to 2027 MTFS - Note or approve financial management transactions, such as virement and supplementary estimates, as required by the Constitution.	Director of Finance and Customer Services (s151 Officer)	N/A	No	Yes	An open and enabling organisation	No
CP/37/22-23	23 Mar 2023	Strategic Risk Register Assurance Report 2022/23 Quarter 3	To provide update on Strategic Risk Register following a review of content at Q3.	Director of Governance and Compliance (Monitoring Officer)	Service area updates Early Feb 2022.	No	Yes	An open and enabling organisation	No
CP/38/22-23	23 Mar 2023	Annual Cyber Security Update	To provide an update on Cyber Security, outlining key aspects and ongoing measures to protect against threats to CEC.	Executive Director Corporate Services	N/A	No	No	An open and enabling organisation	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/39/22-23	23 Mar 2023	Annual Equality Report	To review the annual report.	Director of Policy and Change	Information from all Council consultations is used to inform the annual equality report.	Yes	Yes	A council which empowers and cares about people	No
CP/40/22-23	23 Mar 2023	Census Data	To receive a report of the key Cheshire East data from the 2021 Census, subject to it being available.	Director of Policy and Change	N/A	Yes	No	An open and enabling organisation	No
CP/42/21-22		Commercial/Enterprise Strategy	To approve a new strategy as part of the BTFFP.	Executive Director Corporate Services	Yes	Yes	Yes	An open and enabling organisation	No
CP/45/21-22		MoD Employer Recognition Award - Gold and Silver Schemes	TBC	Director of Commissioning	TBC	TBC	Yes	An open and enabling organisation	No
CP/48/21-22		Corporate Peer Challenge Update	Further discussion is being had with the LGA.	Executive Director Corporate Services	TBC	TBC	Yes	An open and enabling organisation	No
TBC		Integrated Care System Updates	TBC	Executive Director Adults, Health and Integration	TBC	TBC	TBC	A council which empowers and cares about people	TBC
TBC		Great British Rail Headquarters	TBC	Executive Director Place	TBC	TBC	TBC	An open and enabling organisation	TBC
TBC		Levelling Up/Devolution	TBC	Executive Director Place	TBC	TBC	TBC	An open and enabling organisation	TBC
TBC		ASDV	TBC	Executive Director Place	TBC	TBC	TBC	An open and enabling organisation	TBC
TBC		Locality Working	To consider an approach to improving the quality of life within the community and the way services are provided. The report will incorporate ways of working with parish and town councils and local Members' say in local decision.	Executive Director Adults, Health and Integration	TBC	TBC	TBC	A council which empowers and cares about people	TBC

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
TBC		Parental leave for councillors	Following on from the decision of Council in July 2019, to recommend to Council a policy for parental/carers leave for councillors.	Director of Governance and Compliance (Monitoring Officer)	TBC	Yes	TBC	A council which empowers and cares about people	No

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **General Appeals Sub Committee**
held on Tuesday, 3rd May, 2022 in the Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor S Edgar (Chair)
Councillor L Anderson
Councillor D Murphy

OFFICERS IN ATTENDANCE

Nicola Burke, Solicitor, Adults and Education, People Team
Karen Shuker, Democratic Services
Joanne Bowkett, Admissions, Transport and Fair Access Team Manager
Ian Marshall, Operations Support Manager, Transport

OTHERS IN ATTENDANCE

Councillor P Butterill (Observer)

1 APPOINTMENT OF CHAIR**RESOLVED**

That Councillor S Edgar be appointed as Chair of the meeting

2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

5 EXCLUSION OF THE PRESS AND PUBLIC**RESOLVED**

That the press and public be excluded from the virtual meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involves the likely discussion of exempt information as defined in Paragraphs 1 and

2 of Part 1 of Schedule 12A to the Local Government Act 1972 and the public interest would not be served in publishing the information.

6 SCHOOL TRANSPORT APPEALS

Consideration was given to the following School Transport Appeals.

(a) Case 1 - 10.05am

Case One

The Sub-Committee considered an appeal against a decision of the Council not to offer assisted school transport.

The Sub-Committee heard the appeal based on the written and oral evidence of the Presenting Officer, who detailed the local authority's case, and the written and oral evidence of the appellant and the appellants supporter. Members of the Sub-Committee asked questions by way of clarification.

The Presenting Officer, the appellant and the appellants supporter withdrew from the meeting, following which the Sub-Committee reached its decision.

RESOLVED

That the appeal be upheld.

(b) Case 2 - 10.35am

Case Two

The Sub-Committee considered an appeal against a decision of the Council not to offer assisted school transport.

The Sub-Committee heard the appeal based on the written and oral evidence of the Presenting Officer, who detailed the local authority's case, and the written and oral evidence of the appellant and the appellants supporter. Members of the Sub-Committee asked questions by way of clarification.

The Presenting Officer, the appellant and the appellants supporter withdrew from the meeting, following which the Sub-Committee reached its decision.

RESOLVED

That the appeal be upheld.

The meeting commenced at 10.00 am and concluded at 11.23 am

Councillor S Edgar (Chair)

This page is intentionally left blank