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LEADER

A record of decisions made by the Executive Cabinet Member with responsibility for Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary Sectors at a Strategic Level, Corporate Support Services, Financial Services and Budget Development, Registration Services and the Coroner's Service:-

TUESDAY 7th FEBRUARY, 2023

Following consideration of the matters detailed below in the presence of:-

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|--------------------|-------------------------------------|
| Councillor Cox | - Executive Cabinet Member – Leader |
| Councillor Peel | - Major Opposition Spokesperson |
| Councillor Sanders | - Minor Opposition Spokesperson |
| Councillor Grant | - Minor Opposition Spokesperson |
| Councillor Heslop | - Minor Opposition Spokesperson |

Officers

- | | |
|-----------------|--|
| Mr. L. Fallows | - Director of Corporate Resources |
| Ms. H. Gorman | - Borough Solicitor |
| Mr. T. Glennon | - Borough Treasurer |
| Ms. C. Owen | - Head of Legal Services |
| Ms. J. Pollard | - Head of Finance, Corporate Resources and Place |
| Mr. G. Wilson | - Principal Group Accountant |
| Ms. P. Ashcroft | - Data Protection Officer |
| Mrs. V. Ridge | - Democratic Services Manager |

34. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

The Executive Cabinet Member NOTED the report.

35. TREASURY MANAGEMENT OUTTURN REPORT FOR QUARTER 3 2022-2023

The Borough Treasurer submitted a report which put forward the Treasury Management Outturn report for Quarter Three of 2022/2023.

The Executive Cabinet Member was reminded that the report was a requirement of the Council's reporting procedures and covered the Treasury Management activity during the second quarter of 2022/2023 and the associated Prudential Indicators for 2022/2023.

In this regard, the report provided an update on the Treasury Management indicators approved at the meeting of the Budget Council in February, 2022. As at the end of Quarter Three 2022/2023 all indicators were within the limits approved at Budget Council.

The Executive Cabinet Member NOTED the report.

36. AGGREGATE FINANCIAL MONITOR – QUARTER 3 2022-2023

The Borough Treasurer submitted a report which provided information relating to the Quarter Three Financial Outturn in aggregate for the 2022/2023 Financial Year.

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The report summarised the results for the Quarter Three Financial Monitoring exercise for the Council for the 2022/2023 Financial Year, as follows:

- Revenue Expenditure - the Council's revenue outturn position was in line with the budget set in February 2022.
- Capital Expenditure for the 2022/2023 financial year was estimated at £93.628m;
- Capital Prudential Indicators - all Prudential Indicators were within the range approved by Council on 7th February, 2022;
- Reserves - the General Fund Balances remained at £10.7m which was in line with the Borough Treasurer's Guidance; and
- Savings Targets - there was a £37.2m savings target built into the two-year budget 2021-23 and £35.525m had been delivered as at Quarter Three 2022/2023.

The Executive Cabinet Member NOTED the Quarter Three financial position and the key findings in the report now submitted.

37. DIRECTORATE OF CORPORATE RESOURCES – FINANCE REPORT 2022/2023 – QUARTER THREE

The Director of Corporate Resources submitted a report which provided information relating to the financial Quarter Three projected outturn position of the Directorate of Corporate Resources.

Regarding Revenue Expenditure, there was a projected overspend of £115,000 after planned reserve movements.

In relation to Capital Expenditure, the Directorate of Corporate Resources had no current Capital Programme.

Reserves had a projected balance of £8,004,131 earmarked for the end of the year.

The Executive Cabinet Member was advised that budgeted savings for 2021/2023 for the Directorate of Corporate Resources were £7.431m and all savings targets had been met.

The Executive Cabinet Member NOTED the financial position as at Quarter Three.

38. POLICY UPDATES – SPECIAL CATEGORY DATA POLICY, LAW ENFORCEMENT PROCESSING POLICY AND EMAIL MANAGEMENT POLICY

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval of the revised Special Category Data and the Law Enforcement Processing Policies and the new Email Management Policy.

The Executive Cabinet Member was advised that, following the introduction of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, the Council introduced various measures to ensure compliance with the new legislation including the introduction of a suite of policies relating to information governance.

It was explained that the policies on Special Category Data and the Law Enforcement Processing Policies had now been reviewed and updated to reflect legislative and administrative changes together with current practices and a copy of these were appended to the report.

The Email Management Policy had also been drafted to provide improved governance on the retention of personal data and to outline guidance to staff and members around managing emails more effectively. A copy of this was appended to the report.

The Executive Cabinet Member APPROVED the revised Special Category Data and the Law Enforcement

Processing Policies and the new Email Management Policy as detailed in the report.

39. REQUEST TO ESTABLISH ADDITIONAL POSTS WITHIN THE LEADERSHIP SUPPORT TEAM

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval to permanently increase the current staffing establishment within the Leadership Support Team by two FTE.

The Executive Cabinet Member was advised that the Leadership Support Team was formed in November, 2019 to provide PA support to the Leadership Team at the Council and at this time sufficient staff were recruited to provide support to the Leadership Team who were then in post. However, as the team had developed and changes within the Leadership Team structure had arisen it had become apparent, in the post-pandemic environment, that there was a shortfall in personal assistants available to support the Leadership Team in accordance with the agreed standards.

In view of the above and in order to continue to provide an efficient support service to the Leadership Team the following was proposed, viz:-

- The current 12-month fixed term contract to be made a permanent post to allow for sufficient support within Corporate Resources to accommodate all Chief Officers and free up the Team Leader to focus on transformation work and development of the team; and
- The current 6-month fixed term contract to be made a permanent post to allow for sufficient support within the Place Directorate.

The Executive Cabinet Member AGREED to increase the current staffing establishment within the Leadership Support Team to meet service demand, as detailed in the report.

CONFIDENTIAL ITEMS

The background papers and reports in relation to the following items were considered confidential as defined in paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.

40. REVIEW OF LEGAL SERVICES – POST CONSULTATION REPORT

The Director of Corporate Resources submitted a report which set out the results of consultation on proposals to review Legal Services and also sought the Executive Cabinet Member's approval to implement the final proposals.

The report outlined the proposals and it was stated that consultation on the proposed changes to the service was carried out for a period of 30 days from 21st November, 2022.

A summary of the key consultation issues raised together with the response from management were detailed in Appendix 4 to the report and Appendix 5 detailed the formal trade union response to the proposals.

The Executive Cabinet Member was advised that the final proposals, having taken account of feedback received during consultation, did not include any significant changes and it was also stated that management would undertake a post implementation review.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix 6 to the report.

The Executive Cabinet Member APPROVED –

- (i) The final proposals in relation to the review of Legal Services having due regard to the consultation feedback and the Equality Impact Assessment as detailed in the report; and AGREED –**

- (ii) Subject to the approval of the Head of Paid Service, to delegate implementation of the new structure, including details of voluntary redundancy arrangements and consequential redundancy selection, to the Chief Executive and the Director of Corporate Resources.**

41. PROVISION OF A TOXICOLOGY SERVICE TO HM CORONER, MANCHESTER WEST

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval to waive Standing Orders relating to Contracts to allow the awarding of a contract for the provision of toxicology services to HM Coroner by means of direct appointment.

The Executive Cabinet Member was advised that Toxicology services were currently provided to HM Coroner by Alere Forensics, however, in November, 2022 the service was informed that Alere would cease trading early in 2023. Consequently, the service was informed in January, 2023 that the Company was no longer accepting any further requests for toxicology testing with effect from 11th January, 2023.

The report stated that the provision of a reliable and efficient toxicology service was vital for the Coroner to provide a cause of death in certain circumstances and, therefore, there was a need to urgently secure the provision of another supplier for this service.

In view of the above, the Executive Cabinet Member was advised that at the present time there were very limited number of companies able to provide a toxicology service and of those currently available, only one, Toxicology UK Ltd was able to provide an efficient and effective service. Consequently, approval was sought to waive Standing Orders relating to Contracts and award the contract to Toxicology UK Ltd.

The Executive Cabinet Member AGREED to waive Standing Orders relating to Contracts to allow the direct

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appointment of Toxicology UK Ltd for the provision of toxicology services to HM Coroner, Manchester West.