

**GREATER MANCHESTER AIR QUALITY ADMINISTRATION
COMMITTEE**

DATE: Tuesday, 21st September, 2021

TIME: 10.00 am – 11.00am

VENUE: Council Chamber, Manchester Town Hall Extension -
Mount Street Entrance

AGENDA

Annual Meeting Business

1. APOLOGIES

2. APPOINTMENT OF CHAIR

To seek a nomination for the Chair to the GM Air Quality Administration Committee for the 2021/2022 municipal year.

3. APPOINTMENT OF VICE CHAIR

To seek a nomination for the Vice-Chair to the GM Air Quality Administration Committee for the 2021/2022 municipal year.

BOLTON	MANCHESTER	ROCHDALE	STOCKPORT	TRAFFORD
BURY	OLDHAM	SALFORD	TAMESIDE	WIGAN

4. MEMBERSHIP OF THE GM AIR QUALITY ADMINISTRATION COMMITTEE 2021/22

To note the appointment of the following members by the GM Local Authorities and the GMCA to the GM Air Quality Administration Committee for the 2021/22 municipal year:

District	Member	Substitute
GMCA	Andrew Western	
Bolton	Adele Warren (Con)	Anne Galloway (Con)
Bury	Alan Quinn (Lab)	Nathan Boroda (Lab)
Manchester	Vacancy	Vacancy
Oldham	Abdul Jabbar (Lab)	Steve Williams (Lab)
Rochdale	Sara Rowbotham (Lab)	Vacancy
Salford	Mike McCusker (Lab)	Sophia Lindon (Lab)
Stockport	Tom McGee (Lab)	Jude Wells (Lab)
Tameside	Allison Gwynne (Lab)	Laura Boyle (Lab)
Trafford	Stephen Adshead (Lab)	Jane Slater (Lab)
Wigan	Paul Prescott (Lab)	Joanne Marshall (Lab)

5. MEMBERS CODE OF CONDUCT AND ANNUAL DECLARATION OF INTEREST FORM 1 - 14

To be completed by Members of the Committee and returned to the Governance & Scrutiny Officer.

6. TERMS OF REFERENCE 15 - 16

To note the Terms of Reference of the GM Air Quality Administration Committee.

7. SCHEDULE OF MEETING DATES 2021/22

To confirm the cycle of future meeting dates for 2021-22 and that specific dates be confirmed by the GMCA Governance & Scrutiny Officer following the meeting.

ORDINARY BUSINESS

8. CHAIRS ANNOUNCEMENTS AND URGENT BUSINESS

9. DECLARATIONS OF INTEREST 17 - 20

To receive declarations of interest in any item for discussion at the meeting. A blank form for declaring interests has been circulated with the agenda; please ensure that this is returned to the Governance & Scrutiny Officer at least 48 hours in advance of the meeting.

- 10. MINUTES OF THE MEETING HELD ON 23 MARCH 2021** 21 - 24
- To consider the approval of the minute of the meetings held on 23 March 2021.
- 11. GM CLEAN AIR PLAN - BUS REPLACEMENT FUNDS** 25 - 30
- Report of Simon Warburton, Transport Strategy Director, TfGM.
- 12. GM CLEAN AIR PLAN - CLEAN AIR ZONE: CAMERA AND SIGN INSTALLATION** 31 - 36
- Report of Simon Warburton, Transport Strategy Director, TfGM.

For copies of papers and further information on this meeting please refer to the website www.greatermanchester-ca.gov.uk. Alternatively, contact the following

Governance & Scrutiny Officer: Ninoshka Martins
✉ ninoshka.martins@greatermanchester-ca.gov.uk

This agenda was issued on 13.09.21 on behalf of Julie Connor, Secretary to the Greater Manchester Combined Authority, Broadhurst House, 56 Oxford Street, Manchester M1 6EU

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GM AIR QUALITY ADMINISTRATION COMMITTEE

Date: 21 September 2021

Subject: Members' Code of Conduct and Annual Declaration Form

Report of: Liz Treacy, Monitoring Officer, GMCA

PURPOSE OF REPORT:

To remind Members that the GMCA's Member Code of Conduct sets out high expectations with regard Members' conduct. As Members are co-opted on to a GMCA Committee the GMCA's code applies to them when they are acting in this capacity.

RECOMMENDATION:

Members are requested to:

1. Note the GMCA's Member Code of Conduct (Appendix A) and to complete an annual register of interest form (Appendix B).

CONTACT OFFICER:

Ninoshka Martins, Governance & Scrutiny Officer, GMCA
ninoshka.martins@greatermanchester-ca.gov.uk

BOLTON
BURY

MANCHESTER
OLDHAM

ROCHDALE
SALFORD

STOCKPORT
TAMESIDE

TRAFFORD
WIGAN

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Appendix A

SECTION A: CODE OF CONDUCT FOR MEMBERS

Part 1 General Provisions

1 Introduction and Scope

- 1.1 The Greater Manchester Combined Authority is determined to promote and maintain high standards of conduct by its Members, Co-opted Members and those councillors from Greater Manchester's districts appointed to roles in which they act on behalf of the GMCA. The GMCA has adopted a Code of Conduct for Members in line with its obligations under section 27(2) of the Localism Act 2011.
- 1.2 This Code mandatorily applies to those acting as Members of the GMCA (including the **directly elected** Mayor and Substitute Members), voting Co-opted Members of the GMCA's committees or Appointed Members of Joint Committees, and references to "official capacity" are to be construed accordingly.
- 1.3 Compliance with this Code is a statutory requirement for those identified in paragraph 1.2. To promote good governance the GMCA strongly recommends voluntary compliance with the Code by non-voting Co-opted Members of the GMCA's committees and by elected members from Greater Manchester's ten districts when they otherwise act for or represent the GMCA. Where a member is only subject to the Code through voluntary compliance (as described in this paragraph) they will not in law be subject to the statutory obligations relating to member conduct under Chapter 7, Part 1 of the Localism Act 2011 nor can the conduct of such a member, insofar as it concerns that member's GMCA role, amount to any of the criminal offences referred to in this Code. However, the conduct of a member who has agreed to voluntarily be subject to the Code may be considered under the GMCA's arrangements for determining whether a member has breached the Code.
- 1.4 In this Code – 'meeting' means any meeting of:
- the GMCA; or
 - any of the GMCA's Committees or Sub-Committees, Joint Committees or Joint Sub-Committees.
- For the purposes of this Code "Committee" includes any Fire Committee that may be established by the Mayor.
- 1.5 This Code does not have effect in relation to a member's conduct other than where it is in that member's official capacity.
- 1.6 This Code will be reviewed every two years by the GMCA's Standards Committee or earlier if required by a change in legislation.

2 General Principles

- 2.1 The Code and the associated guidance are based on the following general principles.
- 2.2 Members must behave according to the highest standards of personal conduct in everything they do when acting as a Member or voting Co-opted Member (or in the case of those voluntarily subject to compliance with the Code in accordance with paragraph 1.3 above, where they are otherwise acting on behalf of the GMCA). They must observe the following principles of conduct, some of which are set out in law. The seven principles of Standards in Public Life known as the Nolan Principles underpin the provisions of the GMCA's Code of Conduct for Members. They are set out in paragraphs 2.3 to 2.9 below.
- 2.3 Selflessness: holders of public office should act solely in terms of the public interest.
- 2.4 Integrity: holders of public office **must avoid** placing themselves under any obligation to **people or** organisations that might try inappropriately to influence them in the work. **They should not act or take decisions on order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.**
- 2.5 Objectivity: **Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.**
- 2.6 Accountability: Holders of public office are accountable for their decisions and must submit themselves to whatever scrutiny is appropriate to **ensure this.**
- 2.7 Openness: Holders of public office should **act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.**
- 2.8 Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- 2.9
- 2.10 Leadership: Holders of public office should **exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.**Where those covered by this Code act as a representative of the GMCA:
- (a) on another relevant authority, they must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, they must comply with this Code, unless it conflicts with any other lawful obligations to which that other body may be subject.

- 2.11 It is an individual's responsibility to comply with this Code. Failure to do so may result in a sanction being applied by the GMCA. A failure by a Member coming within the scope of paragraph 1.2 above to declare a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and/or disqualification from office for a period of up to 5 years.

3 General Obligations for Members

3.1 You must not:-

- a. Do anything which may knowingly cause the GMCA to breach the Equality Act 2010;
- b. Bully or be abusive to any person;
- c. Intimidate or attempt to intimidate any person who is or is likely to be:
 - a complainant
 - a witness, or
 - involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with the GMCA's Code of Conduct; or
- d. do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the GMCA.

3.2 You must not:

- a. Disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - i. You have the consent of a person authorised to give it;
 - ii. You are required to do so by law;
 - iii. The disclosure is made to a third party for the purpose of obtaining professional **legal** advice, provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure:
 - is reasonable and in the public interest; and
 - is made in good faith and in compliance with the reasonable requirements of the GMCA; **and I have consulted with the Monitoring Officer prior to its release or**
- b. **Do not improperly use knowledge gained solely as a result of your role as a Councillor for the advancement of yourself, friends, family members, employer or business interests**
- c. Prevent another person from gaining access to information to which that person is entitled by law.

- 3.3 You must not conduct yourself in such a way which could reasonably be regarded as bringing your office or the GMCA into disrepute.

3.4 You:

- a. must not use or attempt to use your position as a Member improperly to **the advantage or disadvantage** for myself or any other person, ; and
- b. must, when using or authorising the use by others of the resources of the GMCA:
 - act in accordance with the GMCA’s reasonable requirements;
 - ensure that such resources are not used improperly for political purposes (including party political purposes) **or be conducive to, the discharge of the functions of the GMCA or of the office to which I have been appointed;** and
- c. must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

3.5 When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- a. The GMCA’s Treasurer (section 73 officer); or
- b. The GMCA’s Monitoring Officer

where that officer is acting pursuant to his or her personal statutory duties.

3.6 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the GMCA.

LOCALISM ACT 2011

GREATER MANCHESTER COMBINED AUTHORITY (GMCA) CODE OF CONDUCT FOR MEMBERS

Register of Members' and Substitute Members' Disclosable Pecuniary Interests (in accordance with Sections 30 and 31 of the Localism Act 2011 and the relevant authorities (disclosable pecuniary interests) Regulations 2012 (S.I 2012 No.1464) and Members and Substitute Members personal interests in accordance with paragraph 2.1 of the GMCA's Code of Conduct for Members.

I, _____

Member of the GMCA's Waste and Recycling Committee give notice that I have set out at Part 1 below under the appropriate heading the disclosable personal interests that I am required to notify to the GMCA's Monitoring Officer in accordance with Sections 30 and 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and/or by virtue of Rule 16 of the GMCA's Procedure Rules and that I have set out at PART 2 below the personal interests which I am required to notify to the GMCA's Monitoring Officer under Paragraphs 7.1 and 7.2 of the Code of Conduct for Members adopted by the GMCA at its meeting on the 27 July 2012 and have put 'NONE' where I am not required to notify any disclosable personal interests or personal interests under any heading.

I am aware that in accordance with Section 30(3) of the Localism Act 2011, I am required to notify at Part 1 both my own disclosable personal interests and also any disclosable personal interests of:

1. my spouse or civil partner,
2. a person with whom I am living as husband and wife, or
3. a person with whom I am living as if we were civil partners

("my partner"), where I am aware that my partner has the disclosable personal interest.

PART 1

DISCLOSABLE PECUNIARY INTERESTS

1. Any employment, office, trade, profession, or vocation carried out for profit or gain

Member	
Partner	

NB: You need to include details of any employment or business in which you or your Partner are engaged. Employees should give the name of their employer. You should give the name of any company of which you or your Partner are a partner or remunerated director. Where you or your Partner hold an office, give the name of the person of the body which appointed you or your Partner (in the case of a teacher in a maintained school – the local education authority; in the case of an aided school – the school’s governing body)

2. Sponsorship

NB: You must declare any payment or provision of any other financial benefit (other than from the GMCA) made or provided to you in respect of any expenses incurred by you in carrying out your duties as a Member / Substitute Member of the GMCA, or towards your election expenses, within the period of 12 months ending with the day on which you give your notification to the GMCA’s Monitoring Officer for the purposes of Section 30(1) of the Localism Act 2011 and/or by virtue of Rule 18 of the GMCA’s Procedure Rules. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. Contracts with the GMCA

Member	
Partner	

NB: You should describe all contracts of which you are aware, which are made between the GMCA and

- (i) either yourself or your Partner or
- (ii) a body in which you or your Partner have a beneficial interest (being a firm in which you or your Partner is a partner, or a body corporate of which you or your Partner is a director, or in the securities of which you or your partner have a beneficial interest),

which are not fully discharged and which are contracts under which goods or services are to be provided or works are to be executed.

Please note that the reference to “securities” means “shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

4. Land in the area of the GMCA

Member	
Partner	

You should include any land (including houses, buildings or parts of buildings and any interests as mortgagee) within the GMCA’s boundaries in which you or your Partner, either alone or jointly, have a proprietary interest for your or your Partner’s benefit. You should give the address or brief description to identify it. **If you live within the GMCA’s boundaries you should include your home under this heading** either as owner, lessee or tenant. You should also include any property from which you or your partner receive rent, or of which you or your partner are the mortgagee.

5. Licences to occupy land

Member	
Partner	

NB You should include any land (including buildings or parts of buildings) within the GMCA's boundaries which you or your Partner have a right to occupy for 28 days or longer (either alone or jointly with others). You should give the address or a brief description to identify it.

6. Corporate tenancies

Member	
Partner	

NB: You should list here any tenancies of properties of which you are aware, where the landlord is the GMCA and the tenant is a body in which you or your Partner have a beneficial interest (being a firm in which you or your Partner is a partner, or a body corporate of which you or your Partner is a director, or in the securities of which you or your partner have a beneficial interest).

Please note that the reference to "securities" means "shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

7. Securities

Member	
Partner	

NB: You should list here any beneficial interest of you or your Partner in securities of a body where –

- (a) that body (to your knowledge) has a place of business or land within the GMCA's boundaries; and
- (b) either –
 - (i) the total nominal value of the securities held by you or your Partner exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your Partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Please note that the reference to "securities" means "shares, debentures, debenture stock, Loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society"

PART 2
PERSONAL INTERESTS

1. Bodies to which you are appointed or nominated by the GMCA

*NB: You should record here details of your **position of general control or management**, in any –*

- Body to which you have been appointed or nominated by the GMCA as its representative.*

2. Interests in charities, societies and other bodies

*NB: You should record here details of your **position of general control or management**, in any –*

- Public authority or body exercising functions of a public nature;*
- Company, industrial and provident society, charity, or body directed to charitable purposes. (Freemasons should include here membership of the Masonic Grand Charity)*
- Body whose principal purposes include the influence of public policy, including party associations, trade union or professional association.*

3. Gifts and hospitality

You should list here any person from whom you have received a gift(s) or hospitality with an estimated value of at least £100 (including multiple gifts and/or hospitality with an aggregate value of at least £100 from the same person). You should provide a description of the gift(s) or hospitality and the person you believe to be the source of the gift(s) and hospitality (including accumulative gifts and/or hospitality).

You should list any such gifts or hospitality which you have received within whichever is the shortest of the period of 3 years or the period since you were first elected as a Member / Substitute Member of the GMCA.

I recognise that it can be a CRIMINAL OFFENCE under Section 34 of the Localism Act 2011 to:-

1. fail to comply with the obligation to notify the GMCA's Monitoring Officer of any disclosable pecuniary interests as required by Section 30(1) of the Localism Act 2011;
2. provide information in relation to disclosable pecuniary interests that is materially false or misleading, and
3. fail to comply with the obligation to notify the GMCA's Monitoring Officer of any further disclosable pecuniary interests that require notification in accordance with Sections 30(2) and 30(3) of the Localism Act 2011.

I authorise this information to be made available in the GMCA's Public Register of Member's / Substitute Member's Interests which will be published on the GMCA's website as required by Section 29(6)(b) of the Localism Act 2011.

Signed:

Date:

OFFICE USE ONLY

RECEIVED

Signed GMCA

Date

GM Clean Air Quality Administration Committee – Terms of Reference

General

The Air Quality Administration Committee is a joint committee created by the ten Greater Manchester local authorities (“the Constituent Authorities”) and the Greater Manchester Combined Authority (“the GMCA”) under section 101(5) of the Local Government Act 1972 and Part 4 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.

Membership of the Committee

The membership of the committee shall be eleven, consisting of the lead executive member for clean air of each of the Constituent Authorities and the relevant portfolio holder responsible for clean air of the GMCA from time to time. The Constituent Authorities and the GMCA shall also each nominate a substitute executive member/assistant portfolio holder to attend and vote in their stead.

Role of the Committee

To enable the joint discharge of the GMCA’s and Constituent Authorities’ functions under sections 82 to 84 of the Environment Act 1995 (Air Quality) and in relation to the Greater Manchester Clean Air Plan (excluding such decisions that must be taken by the charging authorities jointly under Part 3 of, and Schedule 12 to, the Transport Act 2000 and regulations made thereunder).

Powers to be discharged by the Committee

The Committee shall have the power to discharge jointly:

- the GMCA’s and the Constituent Authorities’ functions under sections 82 to 84 of the Environment Act 1995
 - the GMCA’s functions in relation to the Greater Manchester Clean Air Plan (including the taking of action likely to promote or improve the economic, social or environmental well-being of Greater Manchester in connection with it and the use of grants made by the Secretary of State under section 31 of the Local Government Act 2003 to implement that plan).
- the Constituent Authorities functions under the Greater Manchester Clean Air Plan including those under Part 3 of, and Schedule 12 to, the Transport Act 2000 and regulations made thereunder (excluding any decision thereunder that must be taken jointly by charging authorities) including, but not limited to:
 - action required under the Environment Act 1995 (Greater Manchester) Air Quality Direction 2020 (other than the making of the joint local charging scheme);
 - the exercise of their powers under sections 176, 177 and 192 of the Transport Act 2000;

- the application of the Constituent Authorities' shares of any net proceeds of a joint local charging scheme made by them.

The discharge of such functions includes the doing of anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of those functions.

Operation of the Committee

- The Committee shall appoint a chair at its first meeting;
- The Quorum of the Committee shall be 8 members;
- Each member shall have one vote;
- The Chair shall not have a casting vote;
- Unless required by law, decisions shall be made by a simple majority.

Declaration of Councillors' Interests in Items Appearing on the Agenda

Name and Date of Committee.....

Agenda Item Number	Type of Interest - PERSONAL AND NON PREJUDICIAL Reason for declaration of interest	NON PREJUDICIAL Reason for declaration of interest Type of Interest – PREJUDICIAL Reason for declaration of interest	Type of Interest – DISCLOSABLE PECUNIARY INTEREST Reason for declaration of interest

Please see overleaf for a quick guide to declaring interests at GMCA meetings.

Quick Guide to Declaring Interests at GMCA Meetings

Please Note: should you have a personal interest that is prejudicial in an item on the agenda, you should leave the meeting for the duration of the discussion and the voting thereon.

This is a summary of the rules around declaring interests at meetings. It does not replace the Member's Code of Conduct, the full description can be found in the GMCA's constitution Part 7A.

Your personal interests must be registered on the GMCA's Annual Register within 28 days of your appointment onto a GMCA committee and any changes to these interests must notified within 28 days. Personal interests that should be on the register include:

1. Bodies to which you have been appointed by the GMCA
2. Your membership of bodies exercising functions of a public nature, including charities, societies, political parties or trade unions.

You are also legally bound to disclose the following information called Disclosable Personal Interests which includes:

1. You, and your partner's business interests (eg employment, trade, profession, contracts, or any company with which you are associated).
2. You and your partner's wider financial interests (eg trust funds, investments, and assets including land and property).
3. Any sponsorship you receive.

Failure to disclose this information is a criminal offence

Step One: Establish whether you have an interest in the business of the agenda

1. If the answer to that question is 'No' then that is the end of the matter.
2. If the answer is 'Yes' or 'Very Likely' then you must go on to consider if that personal interest can be construed as being a prejudicial interest.

Step Two: Determining if your interest is prejudicial

A personal interest becomes a prejudicial interest:

1. where the wellbeing, or financial position of you, your partner, members of your family, or people with whom you have a close association (people who are more than just an acquaintance) are likely to be affected by the business of the meeting more than it would affect most people in the area.
2. the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

For a non-prejudicial interest, you must:

1. Notify the governance officer for the meeting as soon as you realise you have an interest.
2. Inform the meeting that you have a personal interest and the nature of the interest.
3. Fill in the declarations of interest form.

To note:

1. You may remain in the room and speak and vote on the matter

If your interest relates to a body to which the GMCA has appointed you to, you only have to inform the meeting of that interest if you speak on the matter.

For prejudicial interests, you must:

1. Notify the governance officer for the meeting as soon as you realise you have a prejudicial interest (before or during the meeting).
2. Inform the meeting that you have a prejudicial interest and the nature of the interest.
3. Fill in the declarations of interest form.
4. Leave the meeting while that item of business is discussed.
5. Make sure the interest is recorded on your annual register of interests form if it relates to you or your partner's business or financial affairs. If it is not on the Register update it within 28 days of the interest becoming apparent.

You must not:

Participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business, participate in any vote or further vote taken on the matter at the meeting.

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**GREATER MANCHESTER AIR QUALITY ADMINISTRATION COMMITTEE HELD ON
TUESDAY 23 MARCH 2021, AT 9:00 AM VIA MICROSOFT TEAMS**

PRESENT:

Councillor Andrew Western	GMCA
Councillor Adele Warren	Bolton Council
Councillor Lucy Smith	Bury Council
Councillor Angeliki Stogia	Manchester City Council
Councillor Barbara Brownridge	Oldham Council
Councillor Wendy Cocks	Rochdale Council
Councillor Mike McCusker	Salford City Council
Councillor Tom McGee	Stockport Council
Councillor Stephen Adshead	Trafford MBC
Councillor Alison Gwynne	Tameside Council
Councillor Paul Prescott	Wigan Council

ALSO IN ATTENDANCE:

Councillor Alan Quinn	Bury Council
Councillor Basat Sheikh	Manchester City Council
Councillor Laura Boyle	Tameside Council

OFFICERS IN ATTENDANCE

Simon Warburton	TfGM
Megan Black	TfGM
Julie Connor	GMCA
Jamie Fallon	GMCA

Julie Connor, GMCA Secretary opened the meeting and welcomed everyone to the first virtual meeting of the Greater Manchester Air Quality Administration Committee. Members were advised that the meeting was being livestreamed, and outlined meeting etiquette.

AQC 01/21 APPOINTMENT OF CHAIR

The GMCA Secretary invited nominations for the role of Chair for the 2022/22 Municipal Year. The Committee agreed the appointment of Councillor Andrew Western (Trafford Council) as Chair for the 2021/22 Municipal Year.

RESOLVED/-

That Councillor Andrew Western be appointed as Chair for the 2021/22 Municipal Year.

AQC 02/21 APPOINTMENT OF VICE CHAIR

The Chair asked for nominations for the role of Vice-Chair for the 2021/22 Municipal Year. The Committee agreed the appointment of Councillor Angeliki Stogia (Manchester) as Vice-Chair for the 2021/22 Municipal Year.

RESOLVED/-

That Councillor Angeliki Stogia (Manchester) be appointed as Vice-Chair for the 2021/22 Municipal Year.

AQC 03/21 APOLOGIES

Apologies for absence were received from Councillors Jude Wells (Stockport).

AQC 04/21 CHAIRS ANNOUNCEMENTS AND URGENT BUSINESS

The Chair thanked Members for their attendance at the first meeting of the Greater Manchester Air Quality Administration Committee.

AQC 05/21 DECLARATIONS OF INTEREST

RESOLVED/-

No declarations of interest were received.

AQC 06/21 MEMBERSHIP

Members noted the membership for the 2021/22 Municipal Year.

District	Member	Substitute Member
GMCA	Cllr Andrew Western	Cllr Martyn Cox
Bolton	Cllr Adele Warren	Cllr Anne Galloway
Bury	Cllr Lucy Smith	Cllr Alan Quinn
Manchester	Cllr Angeliki Stogia	Cllr Basat Sheikh
Oldham	Cllr Barbara Brownridge	Cllr Ateeque Ur-Rehman
Rochdale	Cllr Sara Rowbotham	Cllr Wendy Cocks
Salford	Cllr Mike McCusker	Vacancy
Stockport	Cllr Jude Wells	Cllr Tom McGee
Trafford	Cllr Stephen Adshead	Vacancy
Tameside	Cllr Allison Gwynne	Cllr Laura Boyle
Wigan	Cllr Paul Prescott	Vacancy

Members were advised that Councillor McCusker had replaced Councillor Antrobus as Salford's representative on the Committee.

RESOLVED/-

1. That the 2021/22 Membership of the Committee be noted.
2. That it be noted that Councillor McCusker had replaced Councillor Antrobus as Salford's representative on the Committee.

AQC 07/21 GM CLEAN AIR PLAN: GOVERNANCE

Members received a presentation from Megan Black TfGM, Head of Logistics & Environment, TfGM which set out the joint committee functions and progress in making

preparatory arrangements to ensure that the 10 GM authorities were in a position to implement a charging Clean Air Zone (CAZ) in Spring 2022. The following key points were highlighted:

- GM must launch a Clean Air Zone in 2022 to meet the requirement of the direction to secure compliance with NO2 standards in the shortest possible time, and by 2024 at the latest.
- GM must make a final plan no later than Summer 2021 in order to be in a position to launch a Clean Air Zone in 2022.
- To support implementation Government had provided initial support funding of £36m.
- The preparatory procurement arrangements required to deliver the CAZ and other GM CAP measures have commenced without a risk of the consultation outcome being pre-judged. Preparatory work was required in order to maintain delivery momentum in line with the funding arrangements agreed with JAQU, for example in relation to automatic number plate recognition (ANPR) cameras, back office systems and service providers. Formal contract awards were expected to take place throughout 2021.
- The 10 Local Authorities, and GMCA agreed that TfGM would act as an 'operating body' responsible for day-to-day operation of the CAZ and the implementation of other GM CAP measures.
- As there were several key charging authority functions that can only be discharged by the charging authorities (and as the GMCA is not a charging authority), the following governance arrangements have been established:
 - a Joint Committee of charging authorities to enable decisions to be taken that were required to be taken jointly by the Constituent Authorities' as charging authorities in relation to the GM CAZ ("Clean Air Charging Authorities Committee"); and
 - a Joint Committee of the charging authorities, and the GMCA to enable the joint discharge of the GMCA's and Constituent Authorities' functions under sections 82 to 84 of the Environment Act 1995 (Air Quality) and in relation to the GM CAZ (excluding such decisions that must be taken by the charging authorities jointly under Part 3 of, and Schedule 12 to, the Transport Act 2000 and regulations made thereunder) ("Air Quality Administration Committee").
- The next steps would include progressing to contract award and assessing the findings of the GM CAP and MLS consultations, with a view to developing a final plan for consideration by Summer 2021.

Members raised the following comments and questions:

- The update was welcomed.
- A Member explored whether the Terms of Reference for the Joint Committees were included within the agenda.

It was confirmed that the Terms of Reference was set out within Appendix 1 of the report (page 12 of the merged agenda).

- A Member from Bury requested further information regarding whether GM was seeking the same powers as London in relation to moving traffic regulations which would enable CCTV cameras to fine motorists who inappropriately used box junctions, or park on double yellow lines.

Simon Warburton, Transport Strategy Director, TfGM, confirmed that the broader Transport Management Strategies and Policies were incredibly important and the National Bus Strategy outlined the intention to address the moving traffic offences issue, but did not provide sufficient detail to enable officers to confirm how this would progress. Members were advised that key route policies were being investigated further with DfT and it was agreed that further information would be shared with the Committee as appropriate.

- A Member from Stockport advised that cross party Members were keen to advance discussions around possible locations for improved signage, along with addressing concerns and intelligence locally. It was acknowledged that local authorities were all facing similar issues which needed to be considered as part of this agenda.

Megan Black confirmed that TfGM were aware of the requirements in Stockport and these were being addressed with Officers.

- A Member from Bury, highlighted the importance of clearly communicating with residents, in particularly on the implications of the CAZ.

The Chair agreed that public engagement on the implications of the proposal was critical and would be a focus following the elections.

RESOLVED/-

1. That the update be noted.
2. That the joint committees functions as set out in this report at paragraph 3.3 and the terms of reference, as set out in Appendix 1 be noted.
3. That the progress that has been made in the preparatory arrangements that are required to implement a charging Clean Air Zone in Spring 2022 to ensure the achievement of Nitrogen Dioxide compliance in the shortest possible time and by 2024 at the latest as required by the Ministerial Direction be noted.

AQC 07/21 DATE OF NEXT MEETING

RESOLVED/-

That the Committee would reconvene as appropriate.

GM Air Quality Administration Committee

Date: 21 September 2021

Subject: GM Clean Air Plan – Bus Replacement Funds

Report of: Simon Warburton, Transport Strategy Director, TfGM

PURPOSE OF REPORT:

To set out the details of the Clean Bus Fund Replacement scheme designed to distribute the bus replacement funds as set out in the agreed GM Clean Air Plan policy.

RECOMMENDATIONS:

The Air Quality Administration Committee is requested to:

1. Approve the establishment and distribution of the bus replacement funds.

CONTACT OFFICERS:

Eamonn Boylan – Chief Executive, GMCA and TfGM –
eamonn.boylan@greatermanchester-ca.gov.uk

Simon Warburton – Transport Strategy Director, TfGM – simon.warburton@tfgm.com

Liz Treacy – GMCA Solicitor and Monitoring Officer – liz.treacy@greatermanchester-ca.gov.uk

Megan Black – Interim Head of Logistics & Environment – megan.black@tfgm.com

Equalities Impact, Carbon and Sustainability Assessment:

The GM CAP is a place-based solution to tackle roadside NO₂ which will have a positive impact on carbon.

<u>BOLTON</u>	<u>MANCHESTER</u>	<u>ROCHDALE</u>	<u>STOCKPORT</u>	<u>TRAFFORD</u>
<u>BURY</u>	<u>OLDHAM</u>	<u>SALFORD</u>	<u>TAMESIDE</u>	<u>WIGAN</u>

Risk Management:

Initial risk register set out in Clean Air Plan OBC (March 2019).

Legal Considerations:

The legal consideration have been set out in the GMCA report of the GM Clean Air Plan, published on 21 June 2021¹.

Financial Consequences – Revenue:

Initial Financial Case set out in Clean Air Plan OBC (March 2019), with all development and delivery costs to be covered by central Government.

Financial Consequences – Capital:

Initial Financial Case set out in Clean Air Plan OBC (March 2019), with all development and delivery costs to be covered by central Government.

Number of attachments to the report: 0 (zero)

Comments/recommendations from Overview & Scrutiny Committee: Not applicable

BACKGROUND PAPERS:

- 25 June 2021, report to GMCA: GM Clean Air Final Plan
- 31 January 2021, report to GMCA: GM Clean Air Plan: Consultation
- 31 July 2020, report to GMCA: Clean Air Plan Update
- 29 May 2020, report to GMCA: Clean Air Plan Update
- 31 January 2020, report to GMCA: Clean Air Plan Update
- 26 Jul 2019, report to GMCA: Clean Air Plan Update
- 1 March 2019, report to GMCA: Greater Manchester's Clean Air Plan – Tackling Nitrogen Dioxide Exceedances at the Roadside - Outline Business Case
- 11 January 2019, report to GMCA/AGMA: Clean Air Update
- 14 December 2018, report to GMCA: Clean Air Update
- 30 November 2018, report to GMCA: Clean Air Plan Update

¹ <https://democracy.greatermanchester-ca.gov.uk/documents/s15281/GMCA%20210621%20Report%20Clean%20Air%20Plan%20-%20FINAL%20FINAL.pdf>

- 26 October 2018, report to GMCA: GM Clean Air Plan Update on Local Air Quality Monitoring
- 15 November 2018, report to HPEOS Committee: Clean Air Update
- 16 August 2018, report to HPEOS Committee: GM Clean Air Plan Update
- UK plan for tackling roadside nitrogen dioxide concentrations, Defra and DfT, July 2017

TRACKING/PROCESS	
Does this report relate to a major strategic decision, as set out in the GMCA Constitution?	No
EXEMPTION FROM CALL IN	
Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?	N/A
GM Transport Committee	N/A
Overview & Scrutiny Committee	N/A

1. BACKGROUND

- 1.1 The Government has instructed many local authorities across the UK to take quick action to reduce harmful Nitrogen Dioxide (NO₂) levels following the Secretary of State issuing a direction under the Environment Act 1995. In Greater Manchester, the 10 local authorities, the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM) are working together to develop a Clean Air Plan to tackle NO₂ Exceedances at the Roadside, herein known as Greater Manchester Clean Air Plan (GM CAP).
- 1.2 The GM CAP is a package of measures to deliver NO₂ reductions to within legal limits within the shortest possible time. Part of the package of measures is to deliver a Clean Bus Fund (CBF) to support the upgrade of non-compliant buses to a minimum of Euro VI standard through either a retrofit grant or a replacement grant.
- 1.3 The GMCA – Clean Air Final Plan report on 25 June 2021 set out the Final Clean Air Plan and policy following a review of all of the information gathered through the GM CAP consultation and wider data, evidence and modelling work has been agreed by the ten GM Local Authorities. This includes the GM Clean Air Plan Policy, that outlines the boundary, discounts, exemptions, daily charges of the Clean Air Zone as well as the financial support packages offered towards upgrading to a compliant vehicle, including the eligibility criteria to be applied.

- 1.4 The GMCA – Clean Air Update report on 29 May 2020² detailed that GM had been awarded £15.4m for bus retrofit and as set out in the GMCA - GM Clean Air Final Plan report on 25 June 2022, GM has been awarded £3.4m to support bus replacement by small and medium size companies. This figure includes the JAQU estimated delivery costs at 5%.
- 1.5 The 25 June 2021 GMCA report set out that the Air Quality Administration Committee has the authority to establish and distribute the funds set out in the agreed GM Clean Air Plan policy.
- 1.6 This report outlines the progress made to distribute CBF retrofit monies and the details of the CBF replacement scheme, recommending the launch of the fund.

2. CLEAN BUS FUND

- 2.1 Owners/registered keepers of a non-compliant vehicle that is subject to the GM CAZ charge may be eligible to apply for financial support towards upgrading to a compliant vehicle, subject to meeting eligibility criteria. The aim of the funding is to support an upgrade to a compliant vehicle and to mitigate the negative socio-economic effects of the GM CAZ. The Clean Bus Fund provides financial support for the upgrade of non-compliant buses used on registered bus services within GM.
- 2.2 Bus Operator engagement has taken place in July/ August 2021, with meetings being held with each operator to update on GM Clean Air Plans and impacts on bus operators, including:
 - Exemptions – school contracts (entered into before 31st March 2019 and expire in July 2022);
 - Exemptions – training vehicles;
 - Replacement funds; and
 - Buses on TfGM Tendered routes that run post May 2022 (CAZ launch) where there is no contractual Euro VI requirement.
- 2.3 Some operators have indicated that there is potentially a long lead time to procure compliant buses, therefore TfGM are working to provide operators with as much time as possible ahead of the CAZ launch on 30 May 2022.
- 2.4 Launching the scheme in September will give operators approx. 9 months to apply for replacement funding and procure replacement buses before the CAZ launches in May 2022.

3. CLEAN BUS FUND – RETROFIT

- 3.1 This fund provides a financial support mechanism to retrofit buses with older engine standards to the less polluting Euro VI standard where possible. This funding is available to eligible vehicles used on registered bus services within GM.

² Also considered by the GM Authorities through their own constitutional decision-making arrangements.

- 3.2 The Fund provides a grant of up to £16,000 towards retrofit to a compliant standard via a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) certified system. Funding is available to eligible vehicles that have been operating a registered bus service within GM, for not less than six (6) full consecutive calendar months immediately prior to the date of application and are less than 13 years old.
- 3.3 The CBF retrofit scheme opened for applications in December 2020. At the time of writing 72 applications have been made by 21 operators with £11.7m awarded in grants. As part of setting up this scheme TfGM defined the processes required to manage the applications and grant awards, procured a grant administration system, and established a grant administration team.
- 3.4 Bus operators can still apply for retrofit funding through the online portal (<https://retrofitgrant.cleanairgm.com/default.aspx>).
- Retrofit funds are paid directly to Applicants, subject to suitable evidence being provided. Funding is released on the following basis:
 - 25% of the amount on the invoice is released on receipt of an acceptable order confirmation.
 - 75% of the amount on the invoice is released on receipt of a completion certificate issued by the Approved supplier;
 - Alternatively, where a deposit has not been paid, 100% may be paid on receipt of a completion certificate issued by the Approved supplier.

4. CLEAN BUS FUND – REPLACEMENT

- 4.1 This fund provides a financial support mechanism to replace of non-compliant vehicles for small and medium sized bus operators, operating on registered bus services in GM.
- 4.2 A grant of £16,000 is available towards the cost of replacing a non-compliant vehicle used on a registered bus service within GM with a compliant vehicle which meets GM CAZ emission standards.
- 4.3 The CBF replacement scheme will also be administered by TfGM and the development of the scheme has processes defined to support the replacement applications (based on the existing retrofit grant administration processes and utilising the grant administration system).
- 4.4 Bus operators will be invited to apply for replacement funding through the same online portal.
- 4.5 There are eligibility checks for the Replacement fund to ensure that the applicant is a micro, small or medium operator, this has been built into the grant administration process and application form.
- 4.6 Replacement funds will be paid direct to the applicant, subject to suitable evidence being provided. There will be no deposit payments made; funding will be 100% on completion of purchase of a replacement compliant bus.

5. RECOMMENDATIONS

5.1 The recommendations are set out at the front of the report.

GM Clean Air Quality Administration Committee

Date: 21 September 2021

Subject: GM Clean Air Plan – Clean Air Zone: Camera and Sign Installation

Report of: Simon Warburton, Transport Strategy Director, TfGM

PURPOSE OF REPORT:

To update on the installation of ANPR cameras and road signs required for the GM Clean Air Zone.

RECOMMENDATIONS:

The Air Quality Administration Committee is requested to:

1. Note the progress of the installation of the cameras and signs required for the GM Clean Air Zone.

CONTACT OFFICERS:

Eamonn Boylan – Chief Executive, GMCA and TfGM –
eamonn.boylan@greatermanchester-ca.gov.uk

Simon Warburton – Transport Strategy Director, TfGM – simon.warburton@tfgm.com

Liz Treacy – GMCA Solicitor and Monitoring Officer – liz.treacy@greatermanchester-ca.gov.uk

Megan Black – Interim Head of Logistics & Environment – megan.black@tfgm.com

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ROCHDALE
SALFORD

STOCKPORT
TAMESIDE

TRAFFORD
WIGAN

Equalities Impact, Carbon and Sustainability Assessment:

The GM CAP is a place-based solution to tackle roadside NO₂ which will have a positive impact on carbon.

Risk Management:

Initial risk register set out in Clean Air Plan OBC (March 2019).

Legal Considerations:

The legal consideration have been set out in the GMCA report of the GM Clean Air Plan, published on 21 June 2021¹.

Financial Consequences – Revenue:

Initial Financial Case set out in Clean Air Plan OBC (March 2019), with all development and delivery costs to be covered by central Government.

Financial Consequences – Capital:

Initial Financial Case set out in Clean Air Plan OBC (March 2019), with all development and delivery costs to be covered by central Government.

Number of attachments to the report: 0 (zero)

Comments/recommendations from Overview & Scrutiny Committee: Not applicable

BACKGROUND PAPERS:

- 25 June 2021, report to GMCA: GM Clean Air Final Plan
- 31 January 2021, report to GMCA: GM Clean Air Plan: Consultation
- 31 July 2020, report to GMCA: Clean Air Plan Update
- 29 May 2020, report to GMCA: Clean Air Plan Update
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¹ <https://democracy.greatermanchester-ca.gov.uk/documents/s15281/GMCA%20210621%20Report%20Clean%20Air%20Plan%20-%20FINAL%20FINAL.pdf>

- 11 January 2019, report to GMCA/AGMA: Clean Air Update
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- UK plan for tackling roadside nitrogen dioxide concentrations, Defra and DfT, July 2017

TRACKING/PROCESS	
Does this report relate to a major strategic decision, as set out in the GMCA Constitution?	No
EXEMPTION FROM CALL IN	
Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?	N/A
GM Transport Committee	N/A
Overview & Scrutiny Committee	N/A

1. BACKGROUND

- 1.1 The Government has instructed many local authorities across the UK to take quick action to reduce harmful Nitrogen Dioxide (NO₂) levels following the Secretary of State issuing a direction under the Environment Act 1995. In Greater Manchester, the 10 local authorities, the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM) are working together to develop a Clean Air Plan to tackle NO₂ Exceedances at the Roadside, herein known as Greater Manchester Clean Air Plan (GM CAP).
- 1.2 The GMCA – Clean Air Final Plan report on 25 June 2021² set out the Final Clean Air Plan and policy following a review of all of the information gathered through the GM CAP consultation and wider data, evidence and modelling work has been agreed by the ten GM Local Authorities. This includes the GM Clean Air Plan Policy, that outlines the boundary, discounts, exemptions, daily charges of the Clean Air Zone (CAZ) as well as the financial support packages offered towards upgrading to a compliant vehicle, including the eligibility criteria to be applied.

² Also considered by the GM Authorities through their own constitutional decision-making arrangements.

- 1.3 The report set out that the geographic scale of the zone (almost 1,300km²) is such that over 2,300 road signs and almost 1,000 automatic number plate recognition (ANPR) cameras will need to be installed on the highway network. The cameras need to be integrated into a technology platform, that will also be connected to the payment and vehicle checking services which are being established by central government.
- 1.4 The GM Authorities in considering the report agreed the locations of ANPR and signage locations. This report provides an update on the installation of the cameras and signs required for the GM Clean Air Zone.

2. SIGNAGE

- 2.1 The Traffic Signs Manual offers advice to traffic authorities and their contractors, designers and managing agents in the United Kingdom, on the use of traffic signs and road markings on the highway network. Mandatory requirements are set out in the Traffic Signs Regulations and General Directions 2016 (as amended) (TSRGD).
- 2.2 The signs required for a Clean Air Zone have been designed centrally by Government's Joint Air Quality Unit to ensure the signs meet the Department for Transport's (DfT) requirements and match with the design principles of existing TSRGD restrictions. However, they are not prescribed i.e. not detailed in the Traffic Signs Manual and so their use requires the Authorisation of the Secretary of State.
- 2.3 Authorisation from the Secretary of State has been secured to place Clean Air Zone signs on the highway network to support the implementation of the GM CAZ.
- 2.4 Signage implementation will commence on 29 September 21 with the current programme schedule showing completion by 31 March 2022. Given the time between installation and the anticipated implementation date of the Clean Air Zone of Monday 30 May 2022³ temporary sign faces have been developed in accordance with existing DfT authorisations to raise awareness about the zone. The "live" signs and "pre-go live" signs are shown at Appendix One. The signs can not include any web addresses or QR codes for reasons of safety.

3. ANPR

- 3.1 The Clean Air Zone will run seven days a week, 24 hours a day. It will be enforced by a network of Automatic Number Plate Recognition (ANPR) cameras to identify non-compliant vehicles travelling in the zone.
- 3.2 The ANPR cameras are purpose built and mounted on either lamp posts or dedicated poles. They are designed to achieve a specific field of view and are fixed to 'look' at the highway and record the Registration Number of passing vehicles. The cameras are not able to be moved by remote operators. Each camera will have sticker that will link to the privacy notice on the Clean Air GM website⁴.
- 3.3 The first ANPR camera was installed on Vernon Street, Bolton in August, with around 850 more to follow.

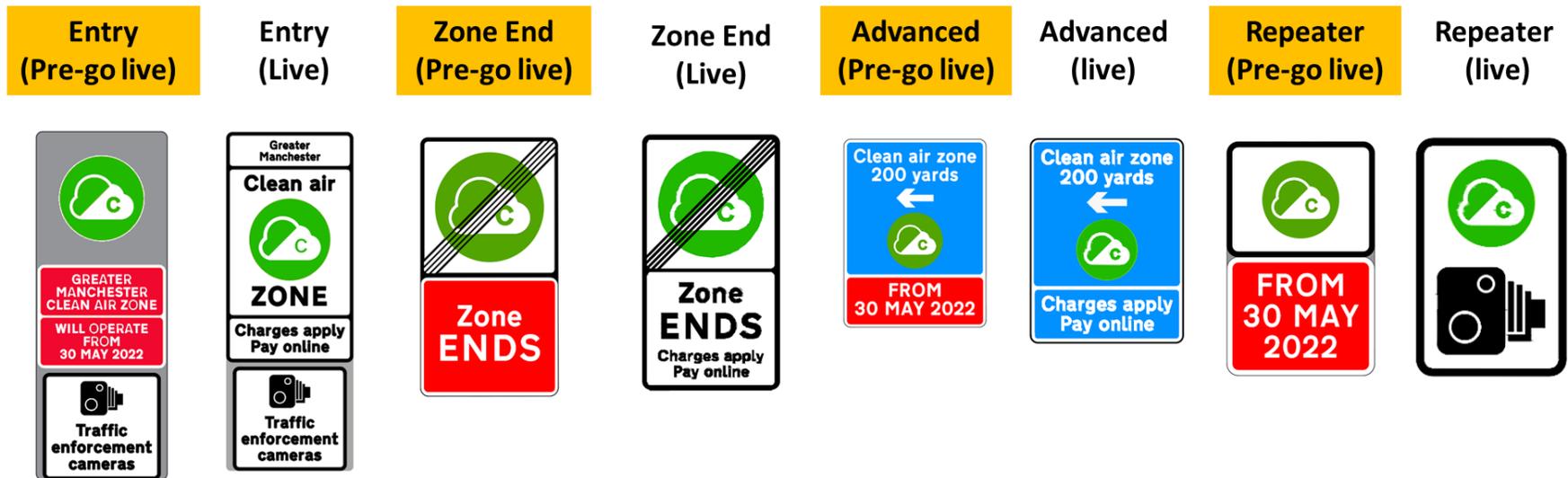
³ Subject to joint GM and JAQU agreement on overall 'readiness', including that the Central Charging Portal and national Vehicle Checker is 'GM ready'.

⁴ [Clean Air Zone ANPR privacy notices | Clean Air Greater Manchester \(cleanairgm.com\)](https://www.cleanairgm.com/privacy-notice)

4. RECOMMENDATIONS

4.1 The recommendations are set out at the front of the report.

5. APPENDIX ONE – CLEAN AIR ZONE “LIVE” SIGN AND “PRE-GO LIVE” SIGNS



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