

# **Minutes**

**For Presentation to the Council  
At the meeting to be held on**

**Wednesday, 11 July 2018**

# Minutes

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**COUNCIL**

*At a meeting of the Council on Friday, 18 May 2018 in the Council Chamber, Runcorn Town Hall*

Present: Councillors J. Bradshaw, Abbott, Baker, M. Bradshaw, D. Cargill, E. Cargill, Carlin, Cassidy, Dennett, Fry, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Horabin, Howard, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, A. Lowe, J. Lowe, MacManus, McDermott, A. McInerney, T. McInerney, Morley, Nelson, Nolan, Philbin, Polhill, C. Plumpton Walsh, N. Plumpton Walsh, Joe Roberts, June Roberts, Rowe, Sinnott, G. Stockton, J. Stockton, Teeling, Wainwright, Wall, Wallace, Wharton, Whitley, Woolfall, Wright and Zygadlo

Apologies for Absence: Councillors Logan, Osborne and Thompson

Absence declared on Council business: None

Officers present: D. Parr, I. Leivesley, M. Vasic, M. Reaney and A. Scott

Also in attendance: Twenty-five invited guests and members of the public

*Action*

**COU1 ELECTION OF MAYOR AND DEPUTY MAYOR**

Moved by Councillor Alan Lowe and seconded by Councillor Rowe –

RESOLVED: That Councillor John Bradshaw be elected Mayor of the Borough for the Municipal Year 2018/19.

Moved by Councillor Eddie Jones and seconded by Councillor June Roberts –

RESOLVED: That Councillor Margaret Horabin be elected Deputy Mayor of the Borough for the Municipal Year 2018/19.

**THE MAYOR, COUNCILLOR JOHN BRADSHAW IN THE CHAIR**

**COU2 COUNCIL MINUTES**

The minutes of the meeting of Council held on 18 April 2018, having been circulated, were taken as read and signed as a correct record.

COU3 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:-

- 1) That the Charities he would support during his term of office would be:-
  - Widnes Fellowship Centre; and
  - Widnes and Runcorn Cancer Support
- 2) The Mayor's Chaplain for 2018/19 would be Reverend David Felix.

COU4 MUNICIPAL ELECTION RESULTS 2018/19

Details of the Borough Council elections held on 3 May 2018 were submitted for information.

RESOLVED: That the election results be noted.

COU5 EXECUTIVE BOARD (SELECTION COMMITTEE) 15 MAY 2018

The following results of the Executive Board (Selection Committee) were moved by the Mayor and seconded by the Deputy Mayor.

COU6 DEPUTY LEADER OF THE COUNCIL

RESOLVED: That Councillor Mike Wharton be appointed Deputy Leader of the Council for the Municipal Year 2018/19.

COU7 BOARDS, COMMITTEES AND PANELS

RESOLVED: That the Boards, Committees and Appeals Panel be constituted with the membership as shown for the Municipal Year 2018/19:-

**Health & Wellbeing Board**

Councillors Polhill, T. McInerney, Woolfall and Wright.

**Corporate Policy and Performance Board (11)**

Councillors Gilligan (Chair), Philbin (Vice Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh, Joe Roberts and Wainwright.

**Health Policy and Performance Board (11)**

Councillors J. Lowe (Chair), Baker (Vice Chair), M. Bradshaw, Cassidy, Dennett, C. Gerrard, Horabin,

C. Loftus, Osborne, June Roberts, and Sinnott.

**Environment and Urban Renewal Policy and Performance Board (11)**

Councillors Woolfall (Chair), Fry (Vice Chair), M. Bradshaw, Gilligan, Howard, A. Lowe, Morley, Nolan, Joe Roberts, Sinnott, and Teeling.

**Employment, Learning, Skills and Community Policy and Performance Board (11)**

Councillors MacManus (Chair), C. Plumpton Walsh (Vice Chair), Cassidy, C. Gerrard, Leck, Logan, June Roberts, Rowe, Teeling, Wallace and Whitley.

**Children, Young People and Families Policy and Performance Board (11)**

Councillors Dennett (Chair), Logan (Vice Chair), Carlin, Cassidy, P. Hignett, Horabin, Leck, P. Lloyd Jones, Rowe, J. Stockton and Whitley.

**Safer Policy and Performance Board (11)**

Councillors Thompson (Chair), N. Plumpton Walsh (Vice Chair), Baker, E. Cargill, V. Hill, P. Lloyd Jones, K. Loftus, Logan, Osborne, G. Stockton and Zygadlo.

**Development Control Committee (11)**

Councillors Nolan (Chair), Morley (Vice Chair), Carlin, R. Hignett, V. Hill, J. Lowe, C. Plumpton Walsh, June Roberts, Thompson, Woolfall, and Zygadlo.

**Business Efficiency Board (11)**

Councillors M. Lloyd Jones (Chair), Wall (Vice Chair), M. Bradshaw, E. Cargill, A. Lowe, MacManus, McDermott, Philbin, N. Plumpton Walsh, Joe Roberts and J. Stockton.

**Standards Committee (9)**

Councillors P. Lloyd Jones (Chair), M. Bradshaw, Howard, J. Lowe, McDermott, Sinnott, Wainwright, Wharton and Zygadlo.

**Appeals Panel (20)**

Councillors Wainwright (Chair), A. McInerney (Vice Chair), Abbott, M. Bradshaw, Carlin, Fry, Gilligan, S. Hill, Horabin, Jones, Leck, C. Loftus, McDermott, Morley, Osborne, Philbin, Rowe, Wallace, Whitley and Woolfall.

**Regulatory Committee (11)**

Councillors Wallace (Chair), Abbott (Vice-Chair), Fry, P. Hignett, K. Loftus, McDermott, A. McInerney, Nelson, G. Stockton, Wainwright and Wall.

**Mayoral Committee (5)**

The incumbent Mayor (Councillor J. Bradshaw) and Councillors Gilligan, R. Hignett, Morley and Wright.

**Appointments Committee (6)**

Councillors Polhill and Wharton (plus relevant PPB Chairs x 2) and Opposition Group Leaders (Councillors Rowe and J. Bradshaw).

COU8 APPOINTMENT OF SCRUTINY CO-ORDINATOR

RESOLVED: That Councillor Tony McDermott be appointed Scrutiny Co-ordinator for the Municipal Year 2018/19.

COU9 APPOINTMENT OF CO-OPTEEES

RESOLVED: That

- 1) A Healthwatch Halton representative be appointed as a non-voting Co-optee to the Health Policy and Performance Board for the Municipal Year 2018/19 (name to be supplied); and
- 2) Reverend David Felix be re-appointed as a non-voting Parish Council Co-optee to the Standards Committee for the Municipal Year 2018/19.

COU10 APPOINTMENT TO OUTSIDE BODIES

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, regarding the appointment of Members to serve on various Outside Bodies. A document was tabled showing the recommendations put forward.

RESOLVED: That representatives be appointed to Outside Bodies in accordance with the tabled document.

COU11 EXECUTIVE BOARD PORTFOLIOS

The Leader confirmed that the Executive Board would consist of the following Portfolio holders for the Municipal Year 2018/19:-

Leader's – Councillor Polhill  
Children, Education and Social Care – Councillor Tom McInerney  
Health and Wellbeing – Councillor Wright  
Transportation – Councillor Stan Hill

Community Safety – Councillor Dave Cargill  
Economic Development – Councillor Jones  
Resources – Councillor Wharton  
Environmental Services – Councillor Nelson  
Community and Sport – Councillor Harris  
Physical Environment – Councillor Ron Hignett

RESOLVED: That the Portfolios be noted.

COU12 CONSTITUTION UPDATE 2018/19 (MINUTE EXB 132 REFERS)

Executive Board had considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval of a number of changes to the Council's Constitution.

Strategic Director  
- Enterprise,  
Community and  
Resources

RESOLVED: That Council approve the revised Constitution, including the matters set out in Appendix 1, attached to the report.

COU13 WARD BOUNDARY REVIEW - COUNCIL'S SUBMISSION TO THE LOCAL GOVERNMENT COMMISSION

Council considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to submit a response to the Local Government Boundary Commission for England (the Commission), in relation to a Ward Boundary Review.

Strategic Director  
- Enterprise,  
Community and  
Resources

It was noted that the Commission had conducted an Electoral Review of the Council, which had been triggered by a significant increase in the average electorate in the Farnworth Ward in Widnes. The report set out the ward boundary review process, which would be undertaken in four stages.

As part of the preliminary phase of the review, the Council had been invited to submit its views on the size of Council it believed was right for Halton. This submission document was attached to the report.

RESOLVED: That Council endorse the submission attached to the report, and that it be forwarded to the Local Government Boundary Commission for England.

COU14 CIVIC SUNDAY

The Mayor announced his intention to attend a Civic Service at All Saints Church, Daresbury, Runcorn on

Sunday 24 June 2018 starting at 10.30am.

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*Meeting ended at 7.05 p.m.*



**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 15 March 2018 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson and W. Rourke

Also in attendance: One member of the press

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE BOARD**

EXB118 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

*Action*

The Board was advised that a matter had arisen which required immediate attention by the Board (Minute EXB 136 refers), therefore, pursuant to Section 100 B (4) and 100 E and in view of a contractual obligation to commence the scheme by 26 March 2018, ruled that this item would be considered at this meeting.

EXB119 MINUTES

The Minutes of the meeting held on 22 February 2018 were taken as read and signed as a correct record.

**LEADER'S PORTFOLIO AND CHILDREN, YOUNG PEOPLE AND FAMILIES PORTFOLIO**

EXB120 CONSENT TO LEGISLATION TO ENABLE DEVOLUTION OF THE ADULT EDUCATION BUDGET

The Board considered a report of the Chief Executive, which outlined the process for agreeing the Devolution Order to enable full devolution of the Adult Education Budget

from Government to the Liverpool City Region Combined Authority (LCRCA).

The LCRCA agreed its first Devolution Deal in November 2015. That Agreement included the transfer of adult skills funding to the Combined Authority (CA). It was reported that the subsequent Order which established the CA, contained a number of Adult Education powers, but did not deal with the agreed devolution of funding.

The Board was advised that the principal purpose of the Adult Education Budget was to engage adults in learning which supported the wider economic and social priorities, including community learning and “second chance provision” within colleges. In order to prepare for devolution, the CA was required to meet a series of readiness conditions, including the completion of an Area Based Review and an up to date Skills Strategy.

It was noted that in order to enable the legal powers to be conferred on the CA, an Order needed to be laid and agreed by Parliament, the final draft of which was expected to be circulated by mid May 2018. The Government would then require each of the constituent local authorities and the CA to provide formal consent by mid-June 2018.

RESOLVED: That

- 1) the requirement to provide consent for the draft legislative Order to enable the transfer of Adult Education Budget powers to the Liverpool City Region Combined Authority by June 2018, be noted; and
- 2) authority be delegated to the Chief Executive, in consultation with the Leader, the Portfolio holder for Children, Young People and Families, and the Portfolio holder for Economic Development, to agree the final Order on the basis that this is in line with the existing principles of the City Region’s Devolution Agreement.

Chief Executive

## **HEALTH AND WELLBEING PORTFOLIO**

### **EXB121 CHAMPS PUBLIC HEALTH COLLABORATIVE SERVICE**

The Board considered a report of the Director of Public Health, which sought approval to award a direct contract for the delivery of health services and functions.

The Board was advised that the Cheshire and Mersey Public Health Collaborative (CHAMPS) had been commissioned to deliver and commission public health services across the Cheshire and Mersey footprint. The role of the CHAMPS was to energise the whole system and influence strategic partnerships to focus on prevention and to use the best data and evidence. It was reported that the waiver was sought to award a contract directly to support strategic management, oversight and collaboration as well as clinical support and the commissioning of large scale service delivery.

RESOLVED: That the Board

- 1) notes the contents of the report; and
- 2) agrees to the waiver of Procurement Standing Orders 3.1 in respect of contracts below the EU threshold.

Director of Public Health

#### EXB122 THE NHS HEALTH CHECK PROGRAMME

The Board considered a report of the Director of Public Health, which sought to award new direct contracts for the delivery of the NHS Health Check Programme.

The Board was advised that the Health and Social Care Act 2012 gave local authorities responsibility for public health matters, in conjunction with strategic partners including the NHS England and Clinical Commissioning Groups (CCG). In line with the national policy requirement and performance framework, the Council commissioned clinical health improvement services from General Practices (GP) which included the mandatory provision of an NHS Health Check – vascular risk check screening for eligible residents aged 40-74.

The Board noted that under current arrangements, the Council held service level agreements/contracts with all GPs for the provision of services. Appendix 1 set out details of the current contracts, which were variable in value according to the activity at each practice. To support the Council in meeting its statutory duties, a waiver of Procurement Standing Orders was sought to directly award a contract to each of the GP practices listed in Appendix 1. This would enable clinical support and oversight of service delivery, and allow for an extension to the current offer to ensure maximum take up amongst the local GP providers of essential public health services.

RESOLVED: That the Board

- 1) notes the content of the report; and
- 2) agrees to the waiver of Procurement Standing Order 3.1 in respect of contracts below the EU threshold.

Director of Public Health

#### EXB123 BRITISH RED CROSS

The Board considered a report of the Strategic Director, People, which sought approval to award a contract to the British Red Cross.

The Board was advised that the British Red Cross service supported people for a short period of time during the transition from hospital to home. It played an important part in the discharge management process, offering practical support at a vulnerable time for people.

It was reported that the Council was working with NHS Halton CCG to develop its approach to out of hospital services, and, to ensure continuity of care, it was proposed that the service continued to be delivered by the British Red Cross for a two year period.

RESOLVED: That the Board

- 1) agrees to waive Procurement Standing Orders 3.1 in respect of contracts below the EU threshold; and
- 2) agrees to award a contract to the British Red Cross for a two year period 1 April 2018 to 31 March 2020.

Strategic Director - People

#### EXB124 ALL AGE AUTISM STRATEGY

The Board considered a report of the Strategic Director, People, which provided an update on the new Halton All-Age Autism Strategy.

The Board was advised that the current Autism Strategy was developed in 2012. Since then, a number of national reports relating to Autism had been published and in addition, Halton took part in the Autism Self-Assessment Framework, which was completed at the end of 2016.

A working group was established in July 2017 to move forward with planning a new All-Age Autism Strategy,

with questionnaires, consultation and a draft strategy produced, as detailed in the report. The development of the All-Age Autism Strategy aimed to take a more joined up and holistic approach to developing opportunities and realising potential for people with Autism at every stage of their lives. It was noted that the Health Policy and Performance Board had considered a report on the proposals at its meeting on 27 February 2018.

RESOLVED: That the contents of the report, appendices and comments of the Board be noted.

EXB125 OPTIONS REPORT FOR HALTON'S INVOLVEMENT IN A PARTNERSHIP WITH NEW DIRECTIONS TO DELIVER ADULT SOCIAL CARE

The Board considered a report of the Strategic Director, People, on proposals for the development of an alternative model of social care.

The Board was advised that Arms-length Management Organisations (ALMOs), were first established in England in the early 2000s, and were now used by local authorities in adult social care, which put services on a commercial footing so as to drive the most efficient method of delivery. In practice, ALMOs allowed councils to sell services and compete for business with the private sector.

It was noted that Halton had been in exploratory talks with Knowsley and Sefton Borough Councils to investigate the possibility of a tripartite partnership to deliver adult social care. The report set out details of three options for Members to consider. Option 1 was recommended, as the intention would be to continue to make improvements and deliver future service levels required by the Council and its service users. It was reported that Halton's Adult Social Care services were performing relatively well given the restraints of reduced funding and an increase in complex care case load. In addition, the Council were fully committed to '*One Halton*' – a place-based integrated health and social care model and joint venture with the Clinical Commissioning Group (CCG) – which meant that adult social care services would be fundamental to its delivery.

RESOLVED: That

- 1) the contents of the report are noted; and
- 2) Halton continue with its current method of operation.

Strategic Director  
- People

EXB126 DIRECT AWARD OF CONTRACT TO AGE UK MID MERSEY FOR THE PROVISION OF INFORMATION, PARTICIPATION, SOCIAL INCLUSION AND SAFE AND WELL SCHEMES IN HALTON

The Board considered a report of the Strategic Director, People, on a delivery model for Adult Social Care.

The Board was advised that Age UK Mid-Mersey had provided information, participation, social inclusion and safe and well schemes in the Borough for three years. A range of schemes had been funded through annual contracts with the Council as well as those funded through the local and national Age UK charity.

The Council was currently working to develop its approach to out of hospital services. It was noted that until this work was complete, the service provided by Age UK Mid-Mersey was required to ensure continuity. It was therefore proposed that the current contract be extended for a period of three years to provide the authority with flexibility to re-commission services at an earlier date, if required.

RESOLVED: That

- 1) the waiver of Procurement Standing Order 3.1 in respect of contracts below the EU threshold be agreed; and
- 2) the award of a contract to the Age UK Mid-Mersey for a three year period from 1 April 2018 to 31 March 2021, be agreed.

Strategic Director  
- People

EXB127 DAY, RESIDENTIAL & NURSING HOMECARE AND RESIDENTIAL NURSING HOMES

The Board considered a report of the Strategic Director, People, on the provision of Day, Residential and Nursing Home Care Providers.

The Board was advised that the two contracts referred to in the report – Residential, Nursing Homes – Out of Borough, and Day, Residential and Nursing Home Care – were originally approved for three years ending on 31 March 2018, with the option to extend for a further two years. Details of the current providers of these services were set out at Appendix 1.

It was noted that a Care Home Development Project

Group had been formed to enable stakeholders representing key sectors to work collaboratively in exploring and implementing identified work streams. By extending the contracts with the current providers for a further two year period, this would enable the completion of the Group's work in designing a new model of working to achieve stronger sustainability and improved quality in the sector.

RESOLVED: That the extension of the two current contracts for an additional two years, until 31 March 2020 for services provided by Day, Residential and Nursing Homes Care Providers, be agreed.

Strategic Director  
- People

#### EXB128 TRANSFORMATION OF ADULT SOCIAL CARE

The Board considered a report of the Strategic Director, People, on a proposal to transform the provision of Adult Social Care.

The Board was advised that the North West Association of Directors of Adult Social Services (ADASS) had commissioned a report which explored the future approach to commissioning, practice and market oversight of the adult social care market. The report highlighted some key financial challenges for Halton over the next five years, with an incremental increase in funding required to continue to provide services to all those eligible for support. It was noted that many of the issues highlighted were as relevant to Halton as they were to the region as a whole; these included over-reliance on larger providers; increasing demand with limited capacity; quality concerns; providers exiting the market; and risks in relation to overall sustainability of the market.

It was therefore reported that, if Halton were to continue to deliver quality services to vulnerable adults, it would be necessary to transform the model of care, taking into account the recommendations in the report. Delivery of this new care model would be required in the next twelve months, and would consist of a move from traditional model of paid care to one of working with individuals to help them to continue to live independently for as long as possible. Members noted details of a case study, attached at Appendix 1, which demonstrated how this would work for an individual.

RESOLVED: That

- 1) the contents of the report be noted; and
- 2) the recommendations as outlined in section 4.0 of the report, be agreed.

Strategic Director  
- People

#### EXB129 ONE HALTON

The Board considered a report of the Chief Executive / Strategic Director, People, which provided an update on *One Halton*.

*One Halton* would deliver a single fully integrated place based health, wellbeing and social care system for the people of Halton. It had wellness at its heart and would address health and social care needs of the local community.

The *One Halton* Strategic Vision built on the initial commitment of partners to improve the delivery of health and social care by enabling people to take more responsibility for their own health and wellbeing; with people staying in their own homes and communities as far as possible; and when complex care was required, it was timely and appropriate.

To progress *One Halton*, the Council and its partners had established a *One Halton* Accountable Care System Board (the Board), to provide a forum to provide system leadership and meaningful engagement in the development of *One Halton*. Members noted that Appendix 1 contained information about general progress and the emerging approach to *One Halton*. Appendix 2 set out the emerging thinking of a new “model of care”, led by the Halton GP Federations and Bridgewater NHS Community Care Trust.

RESOLVED: That

- 1) Members note the progress of *One Halton*;
- 2) Members support the better integration of health and social care services which is essential, and agree that additional investment in local services is badly needed;
- 3) Members did not support any reorganisation of health and social care services in Halton if it led to greater rationing and privatisation; and

Chief Executive



- 4) Members receive further updates on the progress of *One Halton*.

EXB130 HEALTHY NEW TOWN HALTON HOSPITAL AND WELLBEING CAMPUS

The Board considered a report of the Chief Executive/Strategic Director, People, which provided an update on the development of the Healthy New Town Halton Hospital and Wellbeing Campus.

Halton Healthy New Town was one of 10 demonstrator sites selected by NHS England, but was unique in that it was the only site with a hospital at its centre. It was reported that this opportunity would enable Halton to create a Hospital and Wellbeing Campus at the very heart of Halton Lea, which brought together all of the elements to deliver a seamless health and social care system for the people of Halton.

The Healthy New Town proposals would adhere to the *One Halton* vision, being driven by the Health and Wellbeing Strategy and outcomes. Progress would be monitored by Halton's Health and Wellbeing Board and scrutinised by the Health Policy and Performance Board.

It was confirmed that once the state-of-the-art Cheshire and Merseyside Treatment Centre had been extended, which would accommodate the provision of current services in the General Hospital, the aging hospital would be demolished. This would ensure that the current and future needs of the population of Halton would be met and that there would be no interruption to service delivery.

As part of the ongoing engagement programme, further meetings would be held with Members giving them the opportunity to contribute on the development proposals.

RESOLVED: That

- 1) the current position on the development of the Healthy New Town Halton Hospital and Wellbeing Campus be noted; and
- 2) regular reports will be provided to Members as the Healthy New Town Halton Hospital and Wellbeing Campus proposal is developed.

Chief Executive

## **ECONOMIC DEVELOPMENT PORTFOLIO**

### **EXB131 VOLUNTARY SECTOR FUNDING – GRANT ALLOCATION 2018/19**

The Board considered a report of the Strategic Director, People, on Voluntary Sector Grant Funding Awards for 2018/19.

The Board was advised that the Council had awarded direct grants to local voluntary and charitable organisations for a number of years. Applications were assessed against key criteria, such as impact on outcomes for local people, volunteering and training development opportunities and the impact on reducing the need for statutory services.

It was reported that applications were assessed and recommendations agreed, by a Panel which consisted of the Portfolio holder for Economic Development and Officers from the People Directorate. The report set out the recommendations for an annual allocation for the financial year 2018/19, with the available budget of £214,000, for Members' consideration.

**RESOLVED:** That the Board approve the grant allocations as outlined in the report.

Strategic Director  
- People

## **RESOURCES PORTFOLIO**

### **EXB132 ANNUAL REVIEW OF THE CONSTITUTION 2018/19**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought the approval of Council to a number of changes to the Constitution.

Members were advised that the revised version picked up the changes to the Council's working arrangements that had taken place throughout the year, as well as other changes which were intended to assist the Council to operate more effectively.

The proposals for change had been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02 of the Constitution. It was reported that, apart from the purely technical changes, the proposed amendments that were considered to be of particular significance were listed as an appendix to the report.

RESOLVED: That Council be recommended to approve the revised Constitution, including the matters set out in Appendix 1 attached to the report.

EXB133 REVIEW OF COUNCIL WIDE FEES AND CHARGES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposed fees and charges for Council services for 2018/19.

The Board was advised that, as part of the budget preparations for 2018/19, a review of fees and charges had been carried out. It was proposed that generally, fees and charges be increased in line with inflation, although some had been reviewed with consideration to the impact of the price change.

Attached at Appendix A was a schedule of statutory fees which may increase during the financial year. Chargeable rates for The Brindley and the Registrar's Service were attached at Appendix B and C respectively.

RESOLVED: That the proposed fees and charges for 2018/19 as set out in Appendix A and for 2019/20 as set out in Appendix B and C, attached to the report, be approved.

**PHYSICAL ENVIRONMENT PORTFOLIO**

EXB134 COMMUNITY SHOP

The Board considered a report of the Chief Executive, which provided a progress report on the development of a Community Shop in Halton.

The Board was advised that the Community Shop model was a supermarket with a targeted membership which aimed to tackle food poverty. The concept was to provide quality branded food at discounted prices to reach people that needed help to achieve financial independence. This was achieved by redistributing food that was surplus in the supply chain, which would otherwise end up in landfill.

It was reported that after undertaking a feasibility study, commissioned by Big Local and Well Halton in September 2017, a site in Windmill Hill was identified as a suitable location for the opening of a Community Shop in Halton. Regardless of its location, it was noted that all households that were eligible for membership within the Borough would have the opportunity to become members as part of a rolling programme that would target identified areas

Strategic Director  
- Enterprise,  
Community and  
Resources

Strategic Director  
- Enterprise,  
Community and  
Resources

of need. Alongside this, Members were advised that a Community Shop would provide employment and training opportunities; provide financial and debt advice; reduce dependence on food banks; and offer two-course low cost lunches to its members.

RESOLVED: That the Board support the continued development of a Community Shop in Halton, as outlined in the report.

Chief Executive

**RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

EXB135 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

EXB136 FRESENIUS KABI DEVELOPMENT, MANOR PARK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a proposed development at Manor Park, Runcorn.

The report set out details of potential clawback of land receipt, should adjacent land at Manor Park be developed in the future.

RESOLVED: That Executive Board

- 1) agrees in principle to indemnify the current developers, should any clawback in respect of future development on adjacent land in the ownership of the Council be payable, as outlined in the report; and
- 2) delegates final signoff of any clawback agreements to the Chief Executive in consultation with the Leader, and Portfolio holders for Physical Environment and for Resources.

Strategic Director  
- Enterprise,  
Community and  
Resources

**MINUTES ISSUED: 20 March 2018**

**CALL-IN: 27 March 2018**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 27 March 2018**

*Meeting ended at 2.45 p.m.*

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**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 19 April 2018 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, M. Osborne, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, S. Wallace-Bonner, W. Rourke and E. O'Meara

Also in attendance: Two members of the public and one member of the press

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

**EXB137 MINUTES**

The Minutes of the meeting held on 15 March 2018 were taken as read and signed as a correct record.

**CHILDREN YOUNG PEOPLE AND FAMILIES**

**EXB138 HIGH NEEDS UPDATE**

The Board considered a report of the Strategic Director, People, which provided an update on the High Needs budget for 2018/19.

The Board was advised that funding received by local authorities from Government for pupils with special educational needs had not kept pace with the increase in demand. It was reported that the needs of children and young people with additional support requirements had become more complex; in addition, the Government had extended cover for children and young people from 0 to 25 years of age.

Under new Government regulations, only 0.5% of funding could be moved between funding blocks, if approved by Schools Forum. In previous years, reserves had been

used to fund the high needs overspend, but it was noted that the reserves had now been fully committed.

The report set out details of the indicative budget for High Needs for 2018/19. A range of budget reductions, discussed at the Schools Forum, were attached at Appendix A. It was noted that there was a shortfall of over £220,000. Following a review, a further report would be brought to the Board setting out future funding options.

RESOLVED: That

- 1) applications for Enhanced Provision continue to be considered for the Summer term 2018;
- 2) a review be undertaken with a report to the Board in June 2018; and
- 3) the Board approve the reductions in central spend included in Appendix A.

Strategic Director  
- People

## **HEALTH AND WELLBEING PORTFOLIO**

### **EXB139 CARE PROVIDER CONTRACT UPLIFT 2018/19 - KEY DECISION**

The Board considered a report of the Strategic Director, People, on the proposed annual uplift for domiciliary and care home providers within Halton for 2018/19.

The Board was advised that the care sector was critical to the sustainability of the health and social care economy and ensured that the Council was able to support adults to live as independently as possible in their own homes.

It was reported that one of the main challenges for the sector had been the introduction of a new mandatory National Living Wage (NLW) for workers aged 25 and above from 1 April 2016. In addition, changes in case law required providers to pay the NLW for each hour worked in an overnight "sleep-in". It was reported that the Council had engaged with all care home, supported housing and domiciliary care providers that would be working in the Borough in 2018/19 in respect of inflationary increases. The report set out details of the proposed increases for each sector for Members' consideration.



Reason(s) for Decision

The Adult Social Care budget 2018/19 for Residential and Nursing Care was set on the assumption of an inflationary increase of 3.5%. Any increase over 3.5% would exert financial pressure on the budget.

Alternative Options Considered and Rejected

The social care market had been recognised nationally as being extremely fragile and the Council had a statutory duty to maintain market stability and sufficiency under the Care Act 2014. Not providing an inflationary uplift at a time when providers must pay the National Living Wage would destabilise the market. In addition, people were living longer with very complex health care needs and Halton needed a robust and skilled workforce to continue to provide high quality care for some of the most vulnerable people in the community.

The recommended increase was based on an analysis of the cost pressures on providers and included an element of flexibility to ensure that market sustainability and quality was maintained whilst being affordable to Halton.

An increase less than the recommendations could undermine market stability as providers would not be able to meet their mandatory responsibility to pay staff the National Living Wage, resulting in services becoming financially unviable. This would impact negatively on the local health and social care system, with a potential knock on effect for supporting timely discharge from hospital.

An increase of more than the recommendations would impact negatively on the Council's finances and would be unaffordable. The Council would have less money available to meet its statutory duties and continue to support vulnerable adults.

Implementation Date

1 April 2018.

RESOLVED: That the Board

- 1) note the contents of the report; and
- 2) give approval to actively enter into discussions with Care Providers, with a view to offer a 3.5% uplift for 2018/19.

Strategic Director  
- People

EXB140 THE PROCUREMENT OF A NEW INTEGRATED SEXUAL HEALTH SERVICE FOR HALTON - KEY DECISION

The Board considered a report of the Director of Public Health, on the procurement of a new Integrated Sexual Health Service.

The Board was advised that Halton Borough Council was responsible for commissioning services to promote the health and wellbeing of the residents of Halton. It was noted that it was a mandatory requirement of the Public Health grant that local authorities were responsible for the commissioning of sexual health services, as detailed in the report.

The current contract for this service was due to end in September 2018, although there was capacity within the contract for a one year extension, to enable a procurement exercise to be undertaken to secure a provider to deliver a new service. It was proposed that an integrated service be procured in partnership with Warrington Borough Council, which would increase choice for local people and enable better utilisation of resources across a larger footprint.

Reason(s) for Decision

A decision was required to enable the procurement exercise to commence. As the value of the proposed contract would exceed the EU threshold for services of this type, Board approval was sought.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

The new procurement process would commence immediately with the new service in place by April 2019.

RESOLVED: That Executive Board

- 1) approve the proposal to commence the procurement of a new integrated Sexual Health Service for Halton and Warrington;
- 2) support the proposal to enter into a joint commissioning arrangement which would be led

Director of Public Health

by Warrington Borough Council; and

- 3) when the commissioning exercise is completed, a report would be submitted to the Executive Board with a view to formally approving the detailed arrangements.

## **ENVIRONMENTAL SERVICES PORTFOLIO**

### **EXB141 HOUSEHOLD WASTE RECYCLING CENTRES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on proposed changes to the policy and operating practices at Halton's Household Waste Recycling Centres (HWRCs).

The Board was advised that a review of HWRCs in Halton had been undertaken. Table 1 in the report set out details of the increase in annual operating costs since 2014/15. It was reported that the purpose of the review was to identify options to reduce the overall costs associated with each Centre whilst maintaining a high level of customer service. Research was undertaken into the operation of HWRCs across a number of other local authority areas, both regionally and nationally, and four key options for change had been identified for Members' consideration. The four were as follows and were detailed in the report, together with the rationale behind each:

- To reduce the current opening hours at the Centres;
- To amend aspects of the current Vehicle Permit Scheme;
- To introduce a new 'Halton Resident Only' Policy; and
- To introduce a new Policy of charging for the deposit of 'non household' waste items at the HWRCs.

It was noted that the Environment and Urban Renewal Policy and Performance Board (PPB) had considered a report on the proposals, recommending that Executive Board approve the introduction of a number of changes to the current Policy and operating practices at the Centres.

The Board wished to place on record their thanks to Members of the PPB for their work and contribution to the Policy. In addition, they also wished to record their thanks to the Waste Operatives who provided a consistent service across the Borough during the 2017/18 winter months.

RESOLVED: That

1) Members approve

- (i) that the current opening times for Halton's HWRCs be amended and new opening times of 9.00am to 5.00pm be introduced to operate all year round;
- (ii) that the current HWRC Vehicle Permit Scheme be amended and the number of Temporary Permits that each household is eligible to receive be reduced from 12 per year to 6 per year;
- (iii) a new 'Resident Only Policy' which limits access to the Council's HWRCs to Halton residents only and prohibits access to non-residents of the Borough;
- (iv) a new Policy of charging for the deposit of 'non-household waste' items at Halton's HWRCs; and,

2) the Strategic Director - Enterprise, Community and Resources, be authorised, in consultation with the Executive Board Member for Environmental Services, to take all such actions and to make any decisions necessary to develop and implement the proposals set out in Recommendation (ii), including the implementation date for each individual proposal and the setting of the level of charge for depositing Hardcore within the range of £2.50 to £3.00 per standard sized 'rubble sack'.

Strategic Director  
- Enterprise,  
Community and  
Resources

## **RESOURCES PORTFOLIO**

### **EXB142 BUSINESS PLAN 2018 - 2019**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the adoption of the Council Business Plan 2015-18, as a basis for action and performance monitoring.

The Board was advised that the Council developed its business plan in parallel with the determination of its annual budget and the review and refresh of Corporate and Directorate Risk Registers. The Plan was formulated as a series of extracts representing each of the Council's six strategic priority areas. Each of the Business Plan extracts

provided details of specific objectives and performance measures which would provide a focus for the ongoing monitoring of progress throughout the coming financial year.

It was noted that Elected Members were engaged in the development of Directorate Plans, primarily through the autumn cycle of individual Policy and Performance Board meetings. This allowed Members to consider key themes for each strategic priority area and develop specific improvement activities and targets for the coming year.

RESOLVED: That

- 1) the draft Business Plan extracts be received; and
- 2) the Chief Executive, in consultation with the Leader, be authorised to make any final amendments and adjustments that may be required.

Strategic Director  
- Enterprise,  
Community and  
Resources

#### EXB143 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 3 2017 - 18

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key objectives/milestones and performance targets for the third quarter to 31 December 2017.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate. The Board noted that such information was key to the Council's performance management arrangements and the Executive Board had a key role in monitoring performance and strengthening accountability. Performance Management would continue to be important in the demonstration of value for money and outward accountability.

RESOLVED: That the report, progress and performance information be noted.

#### EXB144 PENSIONS DISCRETION STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the annual publication of the Pensions Discretion Statement (the Statement).

The Board was advised that the 2017/18 Statement

had been approved in March 2017. The Statement for 2018/19 was based upon the previous Statement, and it was reported that no new discretions had been added or removed. In addition, there had been no material changes to the Local Government Pension Scheme Regulations 2013, that would result in a change in the Statement.

RESOLVED: That the Pensions Discretion Statement for 2018/19 be approved.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO AND ENVIRONMENTAL SERVICES PORTFOLIO**

**EXB145 IMPROVEMENTS TO WORK FACILITIES AT CEMETERY SITES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding improvement works to facilities at Widnes Cemetery and Runcorn Cemetery.

The Board was advised that the current garage and storage facilities at both Widnes Cemetery and Runcorn Cemetery have reached the end of their useful life and had become unsightly and/or dangerous.

It was proposed to erect a new purpose built garage and hard standing at Widnes Cemetery along with new storage bays for soil and green waste. In addition, a new storage bay area and skip store was proposed for Runcorn Cemetery, split between the old cemetery and new cemetery extension, east of Langdale Road. The report set out details of the cost of the proposals and it was noted that the annual capital financing cost of the scheme would be met from the existing Cemeteries revenue budget.

RESOLVED: That

- 1) the proposed capital scheme to erect a new storage garage and waste storage bays at Widnes Cemetery and new storage bays at Runcorn Cemetery be approved; and
- 2) Council be recommended to include the scheme in the 2018/19 Capital Programme, to be funded as set out in paragraph 5.1 of the report.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO AND  
COMMUNITY SAFETY PORTFOLIO**

EXB146 SKY LANTERN AND HELIUM BALLOON RELEASES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to prohibit the release of sky lanterns and helium balloons from Council owned land.

The report outlined the risks which had been identified in respect of the release of sky lanterns and helium balloons into the open air and the options available to control their use within the Borough. It was proposed that in order to mitigate the risks associated with the use of sky lanterns and helium balloons, a Policy be adopted to prohibit the release of both from Council owned land.

It was noted that the Policy would only apply to Council owned land and would not prohibit the release from private land. The Environment and Urban Renewal Policy and Performance Board had considered the matter at its meeting on 28 February 2018, and recommended a communications campaign to raise awareness of the safety risks and environmental impacts so as to discourage the use of such events on private land.

RESOLVED: That the Board approve a Policy which prohibits the release of sky lanterns and helium balloons on Council owned land.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB147 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT  
1972 AND THE LOCAL GOVERNMENT (ACCESS TO  
INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions

were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

**PHYSICAL ENVIRONMENT PORTFOLIO AND RESOURCES PORTFOLIO**

EXB148 ASSET DISPOSAL - THE OLD TRANSPORTER PUBLIC HOUSE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of the Council's freehold interest in the site known as The Old Transporter Public House, Runcorn.

The report set out the details of a proposed redevelopment of the area, to include the public house and adjoining residential building by a local developer.

RESOLVED: That

- 1) the disposal of the site to the company and for the amount stated in the report, subject to contract be approved; and
- 2) the Operational Director, Economy, Enterprise and Property be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO**

EXB149 THE HIVE - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on The Hive Leisure Complex, Widnes.



RESOLVED: That existing arrangements continue.

**CALL IN**

**MINUTES ISSUED: 24 April 2018**

**CALL-IN: 1 May 2018**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 1 May 2018**

Strategic Director  
- Enterprise,  
Community and  
Resources

*Meeting ended at 2.20 p.m.*

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**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Tuesday, 15 May 2018 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, E. Dawson, M. Vasic, G. Cook and M. Reaney

Also in attendance: Councillor V Hill and one member of the press

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

**EXB150 MINUTES**

The Minutes of the meeting held on 19 April 2018 were taken as read and signed as a correct record.

**EXB151 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL**

RESOLVED: That Council be recommended to appoint Councillor Mike Wharton as Deputy Leader of the Council for the 2018/19 Municipal Year.

Chief Executive

**EXB152 APPOINTMENT TO BOARDS, COMMITTEES, APPEALS PANEL AND SCRUTINY CO-ORDINATOR AND THE APPOINTMENT OF CO-OPTees TO VARIOUS BOARDS**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding appointments to the Council's Boards, Committees, Appeals Panel and Scrutiny Co-ordinator and the appointment of a non-voting Co-optee to the Health Policy and Performance Board, and a non-voting Parish Council Co-optee to the Standards Committee. A list of committee memberships was tabled at the meeting.

RESOLVED: That Council be recommended to make the following appointments:-

- 1) To the Council's Boards, Committees, Appeals Panel and Scrutiny Co-ordinator post for the 2018/19 Municipal Year;
- 2) The appointment of a Healthwatch Halton non-voting Co-optee on the Health Policy and Performance Board for the 2018/19 Municipal Year (name to be supplied); and
- 3) Reverend David Felix be re-appointed as a non-voting Parish Council Co-optee on the Standards Committee for the 2018/19 Municipal Year.

Strategic  
Director -  
Enterprise,  
Community and  
Resources

*Meeting ended at 2.05 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 14 June 2018 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, S. Wallace-Bonner, G. Cook, P. Preston and E. O'Meara

Also in attendance: None

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE BOARD**

EXB1 MINUTES

*Action*

The Minutes of the meeting held on 15 May 2018 were taken as read and signed as a correct record.

**LEADER'S PORTFOLIO**

EXB2 LIVERPOOL CITY REGION COMBINED AUTHORITY (BUSINESS RATE SUPPLEMENTS FUNCTIONS) ORDER

The Board received a report of the Chief Executive regarding the use of his emergency powers in connection with the devolution of powers to the Mayoral Combined Authority to raise Business Rates Supplements.

The Board was advised that there were no plans to use the powers and that the powers were there to fund specific projects and were not to fund more general Combined Authority (CA) costs. Additionally, it was noted that the powers did not form part of the Liverpool City Region CA's overall financial strategy.

RESOLVED: That the action taken by the Chief Executive under his delegated authority, in consultation with

the Leader, the Operational Director, Legal and Democratic Services and the Operational Director, Finance, be noted and confirms on behalf of the Council that

- 1) the draft Statutory Instrument (SI) (attached to the report) is agreed in principle by Halton Borough Council; and
- 2) Halton Council consents to the making of the Liverpool City Region Combined Authority (Business Rates Supplements Functions) Order.

## **CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO**

### **EXB3 ADULT SOCIAL CARE FUNDING – IMPROVED BETTER CARE FUND (IBCF) ALLOCATION 2018/19**

The Board considered a report of the Director of Adult Social Services on Adult Social Care Funding allocation 2018/19.

In the Spring 2017 budget, the Chancellor announced an additional £2 billion of new funding for Councils in England, over a three year period to spend on adult social care services. This was recognised as an important step towards closing the gap in Government funding for adult social care ahead of the expected publication of the Green paper on future sustainability of the sector.

The report set out details of the proposed allocations for Board approval, many of which commenced in 2017/18 and were expected to continue into 2018/19. It was reported that due to the short term nature of this additional funding, the schemes would be kept under review in respect of the outcomes and financial impact achieved.

**RESOLVED:** That the Board notes the contents of the report and approves the allocations as outlined in the report.

Director of Adult Social Services

### **EXB4 HALTON'S SUPPORTED HOUSING NETWORK SPECIALIST SUPPORT TEAM**

The Board considered a report of the Strategic Director, People, on proposals to establish a specialist team within the Halton Supported Housing Network Support Team.

It was reported that the proposed specialist team of

six staff would be based at the new emergency flats at Bredon and in the community as a whole. The new service option at Bredon flats had been established and built in response to two key demands; the need to find immediate accommodation when care packages had broken down; and the effective and safe care for service users engaged in behaviour that challenged services. The Board was advised that an emergency staff support team would enhance the models of support already provided. This would have positive implications for some of Halton's most vulnerable service users and was key to Halton's strategic commitment to the Transforming Care Agenda.

RESOLVED: That Executive Board support the establishment of a specialist team within the existing Supporting Housing Network Service, as detailed within the report.

Strategic Director  
- People

EXB5 SCHOOLS CAPITAL UPDATE – 2018/19 - KEY DECISION

The Board considered a report of the Strategic Director, People, which provided an update on Schools Capital Funding.

The report set out details of funding received via the Healthy Pupil Capital Fund (HPCF); additional capital works requirements for the remodelling of Ashley School and Simms Cross School; and Social, Emotional and Mental Health Resource Bases at Beechwood Primary School and at Halton Lodge Primary School.

It was reported that the HPCF funding for 2018/19 was a result of revenue generated from the Soft Drinks Industry Levy, with Halton's allocation being £70,362. The funding – allocated for one year only - was to be used for improving the physical and mental health of children and young people. It was reported that the funding would be distributed equally to Halton's Community and Voluntary Controlled Nursery, Primary and Special Schools.

The additional capital work requirements at Ashley and Simms Cross Schools would allow for internal remodelling for an enhanced learning/school environment at each school. An element of the capital works had been approved by the Board at its meeting on 18 January 2018.

Special Provision Capital Funding had been announced by the Department for Education for local authorities to invest in provision for children and young people with Special Educational Needs and Disabilities. It

was noted that Halton's allocation over a three year period would be £500,000. It was recommended that two specific resource bases be accommodated at Beechwood Primary School and Halton Lodge Primary School, with additional accommodation to be built specifically to support children in Foundation and Key Stage 1.

Reason(s) for Decision

To deliver and implement the capital programmes.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

The works at Simms Cross School and Ashley School needed to be completed by September 2018. It was anticipated that the works at Beechwood and Halton Lodge Primary Schools would be completed in time for the 2019/20 academic year.

RESOLVED: That

- 1) the Healthy Pupil Capital Fund (HPCF) and application procedure for 2018/19 be noted;
- 2) the proposals for capital works at Ashley School and Simms Cross Primary School, funded from the Basic Need Capital Funding, be approved; and
- 3) the proposals regarding the provision of Social, Emotional and Mental Health Resource Bases at Beechwood Primary School and Halton Lodge Primary School, together with the publishing of statutory notices, be approved.

Strategic Director  
- People

EXB6 HIGH NEEDS UPDATE - KEY DECISION

The Board received a report of the Strategic Director, People, which provided an update on the available High Needs funding for 2018/19, and which also set out a range of proposed budget reductions for 2018/19. The report also sought permission to consult partners on new guidance which set out support for pupils with Special Educational Needs and Disabilities (SEND).



The Board was advised that Halton faced a significant budget deficit of over £2.1m in its High Needs Budget in 2018/19. The Board had previously agreed a range of budget reductions at its meeting on 18 April 2018, however, a shortfall remained. The report set out proposals to address the funding gap.

It was reported that final figures for 2018/19 indicated there would be a small amount of reserves (£153,754), and it was intended that this would be used to fund the gap in High Needs and support discretionary support for schools. However, the Education and Skills Funding Agency had over allocated the High Needs block, and would therefore look to recoup this funding.

The current arrangements for supporting pupils with SEND had been reviewed and Guidance on Supporting Pupils, attached to the report at Appendix A, had been developed. The document set out the roles and responsibilities of different partners and the criteria for applying for discretionary support – previously known as Enhanced Provision. It was proposed that the budget for top up funding be delegated to a panel of Head teachers or senior school staff from the Primary and Secondary sectors, with local authority Officers attending in an advisory capacity.

#### Reason(s) for Decision

The increased demand for support for pupils with special educational needs, the level of complexity of some pupils and reduced flexibility to transfer money between the different funding blocks leading to a budget deficit.

#### Alternative Options Considered and Rejected

To cease enhanced provision funding.

#### Implementation Date

1 September 2018.

RESOLVED: That

- 1) the Board note the changes to the allocations in the High Needs Budgets, as set out in Paragraph 3.2 of the report, as a result of changes to funding made available by Central Government; and
- 2) approval is given to consult schools, parent and

Strategic Director  
- People

carer representatives on the Guidance for Supporting Pupils with SEND, to ensure additional support is determined by a Headteacher Panel and based on the specific needs of individual children.

**EXB7 STAIR LIFT INSTALLATION CONTRACT – PRELIMINARY ESTIMATES REPORT**

The Board considered a report of the Strategic Director, People, which sought approval to undertake a procurement exercise to commission a supplier of stair lift installation services.

The Board had considered a report at its meeting on 22 February 2018, which outlined a proposed new model of provision of stair lifts. Following Board approval, an options appraisal had been completed by the Procurement team regarding the various routes to market. It was noted that the preferred option was to award a contract as a result of conducting a mini competition with the nominated providers on a framework.

It was also reported that a waiver request had been submitted to the Head of Procurement to allow the Council to continue using the current provider for a period of four months, whilst the procurement exercise took place.

**RESOLVED:** That the Board

- 1) gives approval to undertake a procurement exercise to commission a supplier of stair lift installation services; and
- 2) notes the waiver request, as detailed in paragraph 3.2 of the report, in order to continue using the existing Stannah contract until new arrangements were in place.

Strategic Director  
- People

**HEALTH AND WELLBEING PORTFOLIO**

**EXB8 WORK PLACE HEALTH & TIME TO CHANGE EMPLOYER PLEDGE**

The Board considered a report of the Director of Public Health, which provided an update on work undertaken across the Borough to improve workplace health, and to encourage the Council to sign up to the “Time to Change” Employer Pledge.

The Board was advised that over the past eighteen months, the Health Improvement Team had rolled out a comprehensive Workplace Health Programme (the Programme) to local businesses across Halton. Depending on the needs of individuals and businesses, a tailored package of support for businesses, including a review of health policies, health checks, smoking cessation and health awareness events, was established. It was reported that the next phase of the Programme would be to work with local businesses to further improve their mental health offer and support them to undertake the “Time to Change” Employer’s Pledge.

Time to Change was the leading national social movement aimed at improving public attitudes and behaviour towards people with mental health problems. Time to Change provided support to employers to develop an action plan to get employees to talk about mental health. An action plan for Halton Borough Council would provide support in a number of key areas, as detailed in the report. It was proposed that a small working group be established to develop and drive the Time to Change Employer Pledge action plan. It was noted that an example of some key actions were set out in Appendix 1, attached to the report.

RESOLVED: That

- 1) the report be noted; and
- 2) the Board approve participation in the Time to Change Employer Pledge.

Director of Public Health

## **TRANSPORTATION PORTFOLIO**

### **EXB9 TERM SERVICE CONTRACT FOR HIGHWAYS**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval for a one year extension to the Term Service Contract for Highway Improvement and Maintenance Services.

It was reported that the current contract provided the option to award up to four separate extensions, each for a period of one year, so long as the contractor met or exceeded the Acceptable Performance for each Key Performance Indicator (KPI). The Board noted that the contractor had achieved the Acceptable Performance level for the financial years 2017/18 and therefore were entitled to

a one year extension to the contract period.

RESOLVED: That a one year extension to the Term Service Contract for Highway Improvement and Maintenance Services with Tarmac CRH Limited, be approved.

Strategic Director  
- Enterprise,  
Community and  
Resources

## **ECONOMIC DEVELOPMENT PORTFOLIO**

### **EXB10 PROMOTING HALTON'S VISITOR ECONOMY**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on proposals for promoting Halton's Visitor Economy.

It was reported that the Employment, Learning and Skills and Community Policy and Performance Board recently carried out a scrutiny topic review of Halton's Cultural offer within the City Region context. One conclusion from this review was that there needed to be a strong interaction between Halton's Cultural Offer and the Visitor Economy.

At the same time, a report was commissioned by the Liverpool City Region Local Enterprise Partnership, which assessed how, through additional investment, the sector could be developed to support Halton's wider economic strategy and help to shape its sense of place.

The report set out details of the proposals and opportunities for links with the Council's regeneration priorities, and by making such connections, the benefits of a vibrant Visitor Economy would be embedded in Masterplans and/or Delivery Plans for the respective Key Impact Areas.

RESOLVED: That progress to date to raise the profile of Halton's Visitor Economy be noted and the proposals in sections 4 and 5 of the report, be approved.

## **RESOURCES PORTFOLIO**

### **EXB11 2017/18 FINANCIAL OUTTURN**

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2017/18.

The Board was advised that the final accounts for 2017/18 were near completion; the revenue spending for each Department, which would be subject to external audit,

was attached to the report at Appendix 1.

It was reported that since 2010, the Council had experienced significant reductions in Government grant funding, which had occurred at a time when the demand for, and costs of, Council services had rapidly increased. Despite this, the Council had managed its finances by restricting spending to only essential items and used its reserves to assist with the funding of services with significant extra cost pressures.

The report provided details on the key budget variances within the following services:-

- Children and Families;
- Adult Social Care;
- Community and Environment;
- Economy, Enterprise and Property; and
- Central Support.

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and Balances Strategy. The Council's General Reserve stood at £3.806m, which was considered not sufficient, given the level of increased service pressure, continued public spending cuts and the risk of fluctuations in the level of business rates retained. However, it was reported that a number of reserves had been reviewed and a further £1.200m moved into the General Reserve to increase the balance to a more prudent level.

A breakdown of School Budgets and spending for 2017/18 was provided, indicating a total of £3.8m at 31 March 2018. Capital Spending had been revised to reflect an additional allocation of Disabled Facilities Grant funding, received in the final quarter of 2017/18. Capital Spending at 31 March 2018 was 99.4% of the total Capital Programme, and it was noted that no slippage had been calculated on the Mersey Gateway Construction Costs or the Mersey Gateway Liquidity Fund.

RESOLVED: That

- 1) the report be noted; and
- 2) the information within the report be taken into

account when reviewing the 2018/19 budget monitoring position, medium term forecast and saving proposals for future years.

EXB12 TERM CONTRACT TENDER FOR PROFESSIONAL SERVICES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding the procurement of a professional services term contract for complete design service for building works across the Borough.

It was reported that the current contract for design services would end on 16 November 2018. It was proposed that a new contract would be awarded for a period of three years with the option for the Council to extend for a further one year. A tender process would commence in June/July 2018, with the anticipated annual value of the contract being £275k. It was noted that tender submissions would be evaluated on both price and quality, with a ratio of 30%:70%, with the outcome being reported to the Board in due course.

RESOLVED: That Members note that a procurement process will be entered into via The Chest, with the purpose of securing a professional services term contract for a complete design service for building works across the Borough.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB13 2018/19 TO 2020/21 CAPITAL PROGRAMME

The Board considered a report of the Operational Director, Finance, which presented the Council's total forecast Capital Programme expenditure and associated funding for 2018/19 to 2020/21.

The report updated Members on the latest position on the Council's Capital Programme, including planned Capital Programme expenditure 2018/19 to 2020/21, a summary of how this would be financed and details of Capital Receipts. The report also outlined the proposed use of the ICT Capital Allocation, and the proposed programme of activities, attached at Appendix A to the report.

RESOLVED: That

- 1) Council be recommended to approve the updated Capital Programme for 2018/21, including forecast spend and funding, as set out in Table 1 and

Operational  
Director - Finance

Table 2 attached to the report;

- 2) The Strategic Director, Enterprise, Community and Resources, in consultation with the portfolio holder for Transportation, be delegated to agree an implementation programme of Highways and Transportation schemes to be delivered in 2018/19; and
- 3) The proposed use of the ICT rolling Capital programme for 2018/19, as set out in Appendix A attached to the report, be noted and approved.

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **EXB14 ASTMOOR REGENERATION PROGRAMME**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding the implementation of a regeneration programme for Astmoor Industrial Estate.

It was reported that in March 2017, the Board approved the Mersey Gateway Regeneration Plan *Plus* (the Plan), which had helped to prioritise resources for physical and economic regeneration of eight Regeneration Impact Areas. The Plan set out a cohesive package of development opportunities and identified key infrastructure and enabling projects needed to support the Borough's economic growth. Astmoor Industrial Estate was one of the eight Areas and an Annual Delivery Plan had been developed to steer the development and regeneration programme for the area. This was attached to the report at Appendix A.

The report provided the Board with a detailed summary of the Strategic Context, the Vision and Objectives, the Masterplan and Delivery Strategy, the Funding Profile and the Governance and Management Structure.

**RESOLVED:** That

- 1) Members approve the two stages of public consultation to be undertaken, which will inform a future Masterplan and Delivery Strategy for Astmoor, as outlined in Section 3.10 of the report;
- 2) the proposed approach to a regeneration

Strategic Director  
- Enterprise,  
Community and  
Resources

programme for Astmoor, as set out in the Annual Delivery Plan (attached to the report at Appendix A), be noted;

- 3) Members acknowledge the potential benefits from investing in Council resources to deliver a five year regeneration programme for Astmoor, as outline in Section 3.17 of the report; and
- 4) following feedback from the consultation process, a further report be presented to Executive Board, to seek formal adoption of a Masterplan and Delivery Strategy for Astmoor.

#### EXB15 AMENDMENT TO HOUSING ALLOCATIONS POLICY

The Board considered a report of the Strategic Director, People, which sought approval to amend the Council's Housing Allocations Policy, Property Pool Plus (PPP).

The Board was advised that, as part of the Government's commitment to reduce homelessness and eliminate rough sleeping, new regulations – The Homelessness Reduction Act – had been implemented in April 2018. It was reported that as a result, local authorities would need to make policy and service changes to ensure that they were fully equipped to deliver and comply with legal statutory duty requirements.

It was reported that it would be necessary for a full review of the Council's Housing Allocations Policy to be undertaken to address the needs of all clients, to ensure that the priority categories and criteria were compliant with national trends and legislation. The results and recommendations would be reported to the Board in Spring 2019.

RESOLVED: That

- 1) the report be noted;
- 2) subject to the unanimous agreement of the Local Authorities participating in the Sub-Regional Property Pool Plus Scheme, the Board agrees to amend the Council's Housing Allocations Policy, to include the additional sub-banding, which would ensure that additional priority is awarded to those registered under Homelessness Prevention and/or

Strategic Director  
- People



Relief, in accordance with the Homelessness Reduction Act 2017; and

- 3) the Board approves the undertaking of a policy review for the purpose of further amending the Housing Allocations Policy, to take account of provisions within the Localism Act 2012, the Homelessness Act 2017 and the Housing Allocations Code of Guidance.

**MINUTES ISSUED: 19 June 2018**

**CALL-IN: 26 June 2018**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 26 June 2018**

*Meeting ended at 2.20 p.m.*

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**HEALTH AND WELLBEING BOARD**

*At a meeting of the Health and Wellbeing Board on Wednesday, 28 March 2018 at The Halton Suite - Halton Stadium, Widnes*

Present: Councillors Polhill, (Chair), T. McInerney, Woolfall and Wright and N. Atkin, P. Cooke, G. Ferguson, P. Frost, T. Hemming, T. Hill, N. Gregory, M. Larkin, W. Longshaw, E. O. Meara, D. Nolan, D. Parr, J. Regan, D. Roberts, R. Strachan.

Apologies for Absence: B. Dutton, A. Fairclough, A. McIntyre, M. Pickup, S. Wallace Bonner and S. Yeoman.

Absence declared on Council business: None

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

**HWB28 MINUTES OF LAST MEETING**

The Minutes of the meeting held on 17<sup>th</sup> January 2018 having been circulated were signed as a correct record.

**HWB29 HEALTHY NEW TOWN HALTON HOSPITAL AND WELLBEING CAMPUS - PRESENTATION**

The Board received a presentation from David Parr, Chief Executive Halton Borough Council, who provided an update on the development of the Healthy New Town Halton Hospital and Wellbeing Campus. A £40 million bid had been submitted to NHS England to create a Hospital and Wellbeing Campus at the very heart of Halton Lea, which would bring together all of the elements to deliver a seamless health and social care system for the people of Halton.

However, it was reported that NHS England had announced 40 hospitals and community centres that would receive a combined total of £760 million and the Halton bid had been unsuccessful. It was noted that only six facilities across the entire north were granted funding and none were in Merseyside or Cheshire and only one in the North West.

*Action*

The Board expressed their disappointment that the bid had been unsuccessful but agreed that although it would be a challenge to gain funding for the Healthy New Town Halton Hospital and Wellbeing Campus, work would continue to achieve this.

RESOLVED: That

1. The current position on the development of the Healthy New Town Halton Hospital and Wellbeing Campus be noted; and
2. Regular reports be provided to the Board as the Healthy New Town Halton Hospital and Wellbeing Campus proposal is developed.

Chief Executive

#### HWB30 ONE HALTON PREVENTION MODEL AND FRAMEWORK PRESENTATION

The Board received a presentation from the Director of Public Health, outlining the work that had taken place to date to develop the One Halton Prevention Model and Framework.

The Board was advised that the aim of *One Halton* was to deliver a place based health, integrated, user friendly, prevention model. It would make the most of local talents and assets, services and providers and enable people to stay well and within reason manage their own health. It aimed to improve health outcomes so that people live longer, healthier and happier lives.

It was noted that the next stage in the development of the model and framework would be to:

- Share the draft model for discussion – March 2018
- Scope what we currently have for prevention – April 2018
- Decide 5 key initiatives we would like to focus on initially – May 2018
- Develop an action plan – June 2018
- Share the plan with the Board – September 2018

RESOLVED: That the presentation be received.

HWB31 ALL-AGE AUTISM STRATEGY

The Board considered a report of the Strategic Director, People, which provided an update on the new Halton All-Age Autism Strategy.

The Board was advised that the current Autism Strategy was developed in 2012. Since then, a number of national reports relating to Autism had been published and in addition, Halton took part in the Autism Self-Assessment Framework, which was completed at the end of 2016.

A working group was established in July 2017 to move forward with planning a new All-Age Autism Strategy, with questionnaires, consultation and a draft strategy produced, as detailed in the report. The development of the All-Age Autism Strategy aimed to take a more joined up and holistic approach to developing opportunities and realising potential for people with Autism at every stage of their lives. It was noted that the Health Policy and Performance Board had considered a report on the proposals at its meeting on 27 February 2018.

RESOLVED: That the contents of the report and appendices be noted.

HWB32 CARE QUALITY COMMISSION (CQC) - LOCAL SYSTEM REVIEW (LSR) OF HEALTH & SOCIAL CARE IN HALTON: ACTION PLAN UPDATE

The Board received a report of the Director of Adult Social Services, which provided an update on progress towards the actions included in the Action Plan developed following the Care Quality Commission (CQC) – Local System Review (LSR) of Health and Social Care in Halton. The Plan included details on those actions which had been completed and the progress to date of those actions which were outstanding.

RESOLVED: That the Board note the contents of the report and associated appendix.

HWB33 ONE HALTON

The Board considered a report of the Chief Executive / Strategic Director, People, which provided an update on *One Halton*.

*One Halton* would deliver a single fully integrated place based health, wellbeing and social care system for the

people of Halton. It had wellness at its heart and would address health and social care needs of the local community.

The *One Halton* Strategic Vision built on the initial commitment of partners to improve the delivery of health and social care by enabling people to take more responsibility for their own health and wellbeing; with people staying in their own homes and communities as far as possible; and when complex care was required, it was timely and appropriate.

To progress *One Halton*, the Council and its partners had established a *One Halton* Accountable Care System Board (the Board), to provide a forum to provide system leadership and meaningful engagement in the development of *One Halton*. Members noted that Appendix 1 contained information about general progress and the emerging approach to *One Halton*. Appendix 2 set out the emerging thinking of a new “model of care”, led by the Halton GP Federations and Bridgewater NHS Community Care Trust.

RESOLVED: That

1. the progress of *One Halton* be noted;
2. the better integration of health and social care services which are essential, and that additional investment in local services is badly needed, be supported; and
3. the Board receive further updates on the progress of *One Halton*.

Chief Executive

#### HWB34 TRANSFORMING DOMICILIARY CARE

The Board received an update report on the progress of the Transforming Domiciliary Care Programme. Domiciliary Care describes the delivery of care and support services to people within their own homes. The Council had recommissioned the domiciliary care provision for the borough with a lead agency, Premier Care. The contract was for up to 7 years providing stability and security in this sector.

On behalf of Premier Care, John Regan attended the meeting and advised the Board on the progress of the contract, including details on the recruitment and retention of staff.

RESOLVED: That the report be noted.

#### HWB35 COMMUNITY SHOP

The Board considered a report of the Chief Executive, which provided a progress report on the development of a Community Shop in Halton.

The Board was advised that the Community Shop model was a supermarket with a targeted membership which aimed to tackle food poverty. The concept was to provide quality branded food at discounted prices to reach people that needed help to achieve financial independence. This was achieved by redistributing food that was surplus in the supply chain, which would otherwise end up in landfill.

It was reported that after undertaking a feasibility study, commissioned by Big Local and Well Halton in September 2017, a site in Windmill Hill was identified as a suitable location for the opening of a Community Shop in Halton. Regardless of its location, it was noted that all households that were eligible for membership within the Borough would have the opportunity to become members as part of a rolling programme that would target identified areas of need. Alongside this, Members were advised that a Community Shop would provide employment and training opportunities; provide financial and debt advice; reduce dependence on food banks; and offer two-course low cost lunches to its members.

RESOLVED: That the Board support the continued development of a Community Shop in Halton, as outlined in the report.

#### HWB36 SUPPORT FOR KEY GOVERNMENTAL ACTION ON OBESITY

The Board considered a report of the Director of Public Health, which provided information on new options to tackle obesity. It was recognised that the causes of obesity are complex, environmental, physiological and behavioural factors all interrelate and play their part in influencing the prevalence of obesity. At a local level Halton had a wide range of activities to tackle obesity. This included:

- An integrated healthy lifestyle and wellness programme;
- Health planning policies; and

- 0-19 service working with schools to be health promoting.

However it was felt that national government needed to do more to support the efforts of local areas in particular to take the lead on following three areas of action, details of which were outlined in the report:

- Implement the food revolution;
- Tackle food poverty; and
- Introduce a fairer and greater obesity focus of the use of the sugar levy.

RESOLVED: That the Board note the contents of the report and support the three key areas for government action.

*Meeting ended at 3.21 pm*



**CHILDREN YOUNG PEOPLE AND FAMILIES POLICY AND PERFORMANCE  
BOARD**

*At a meeting of the Children Young People and Families Policy and Performance Board on Monday, 11 June 2018 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Dennett (Chair), Logan (Vice-Chair), Carlin, Cassidy, P. Hignett, Horabin, Leck, P. Lloyd Jones, J. Stockton and Whitley

Apologies for Absence: Councillors Rowe

Absence declared on Council business: None

Officers present: A. McIntyre, A. Jones, T. Coffey and H. Bell

Also in attendance: One member of the public

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

CYP1 MINUTES

The Minutes of the meeting held on 29 January 2018 were taken as read and signed as a correct record.

CYP2 PUBLIC QUESTION TIME

The Board was advised that no public questions had been received.

CYP3 EXECUTIVE BOARD MINUTES

The minutes relating to the Children, Young People and Families Portfolio that have been considered by the Executive Board since the last meeting of this Board, were attached at Appendix 1 for information.

RESOLVED: That the minutes are noted.

CYP4 SSP MINUTES

The minutes of the Halton Children's Trust meeting held on 22 February 2018 were submitted to the Board for information.

Smoking and Vaping – vaping would be an ongoing matter

for discussion at the Trust. The Police had given a presentation to the Trust on vaping and the information would be sent to the Board. Members were concerned that pupils were using vapourisers on school transport.

Halton's Children Safeguarding Board arrangements – Members would be included in the consultation which would begin in September 2018.

Operational  
Director –  
Children &  
Families

RESOLVED: That the minutes are noted.

CYP5 ANNUAL REPORT 2017-18

The Chair presented the Children, Young People and Families Policy and Performance Board's Annual Report for 2017-18.

He wished to place on record his thanks to Members and Officers for their commitment, support and hard work carried out throughout the year.

RESOLVED: That the 2017-18 Annual Report be received and noted.

CYP6 APPLYING CORPORATE PARENTING PRINCIPLES FOR CHILDREN IN CARE AND CARE LEAVERS

The Board received a report from the Strategic Director – People, informing them of the changes to statutory duties for children in care and the introduction of seven corporate parenting principles under the *Children and Social Work Act 2017*.

It was reported that the principles should shape the mind-set and culture of every part of a local authority in how it carried out all of its functions in relation to looked after children and care leavers. The guidance gave a number of examples and questions that Members and Officers should ask in evaluating how effective corporate parenting was demonstrated in relation to high ambition and support for children and care leavers.

It was noted that although the statutory duties applied directly to local authorities, they could not be delivered in isolation from agency partners who played a central part and had given their commitment to partnership working.

Appended to the report was the Department for Education's *Applying Corporate Parenting Principles to Looked After Children and Care Leavers*, the statutory

guidance for local authorities (February 2018).

Members raised the following points/queries:

Section 4 – Implementing the Principles: Examples of questions for local authorities – could we see a report based on these to demonstrate our effectiveness?

Yes a report would be compiled based on these.

How were the aspirations of young people taken into consideration?

There were a range of methods used for this such as: one to one's; continuity via the social worker; and CIC Council involvement.

Are you satisfied that you could pick up serious issues with abuse?

Yes, there are a number of different avenues for this to be identified such as within schools, allegations that are made, the individual review officers and independent visitors. It was also important to reassure the child that they could speak openly to these people around them.

Can the Children in Care (CIC) Council be invited to a Board meeting?

They would be approached and invited. It was announced that there was a CIC event on 26 June 2018, which had been designed by the CIC Council to celebrate their achievements and those of their carers and foster carers.

Members agreed that it was important to know what our children in care's wishes and feelings and aspirations were. Other than the methods discussed above, it was noted that this dialogue was encouraged through education, social and leisure activities and the citizen work that they did.

The Chair requested that the Elected Members' social worker visits be reinstated, as these had been carried out in the past. Officers would arrange these and advise Members when more information was available.

RESOLVED: That Members note the seven principles and revised expectations in acting as corporate parents.

Operational  
Director –  
Children &  
Families

## CYP7 CHILDREN IN CARE PLACEMENTS

Members received a report from the Strategic Director – People, which provided the Children in Care Scorecard for the end of year (31 March 2018), with a

particular focus on children's placements.

It was reported that the majority of children in care were in foster placements; a mix of in-house foster placements and external independent foster placements (IFAs). There were 76 fostering households within Halton and 19 households were at various stages of the assessment process.

Members were advised that a collaboration had been launched with Warrington, Cheshire East and Cheshire West and Chester, to improve the marketing, recruitment and assessment of foster carers via a co-ordinated recruitment and marketing hub which was launched in April this year. Staff had already seen an increase in enquiries to Halton to be assessed as foster carers.

The report discussed the importance of having sufficient foster carers within the Borough and advised that the training and support given to foster carers was being revised, to help them develop skills to care for children with more complex and challenging behaviour. The report also provided detailed information on the various different types of placements of children in care.

The Board was advised that the sufficiency strategy for placements had been refreshed and a number of actions were identified, as the capacity in fostering and residential services both in-house and via agencies had been reducing. Shortly a placement team would be established with dedicated roles to manage the identification and sourcing of independent fostering and residential placements and to build better relationships with the independent sector, as detailed in the report.

Members raised the following questions:

Can an individual foster in two different Boroughs?

No you have to be registered with one agency.

With regards to SafeBase and attachment training – could this be extended to schools' governors?

The Virtual School Head (VSH) had additional duties under the Children and Social Work Act 2017. Officers agreed to raise with the VSH how governors could be informed about the work that was being done with schools. It was reported that the Council was in the process of bidding for an area of funding for the Virtual School Head to be able to assist and support children in care.

Were there any statistics relating to the success of adoptions in Halton?

The Local Authority remained in touch with adopting parents for 3 years after the order was made. Following that contact was taken over by the area where the family live. It was highlighted that the teenage years tend to be when problems arise, relating to social media for example, and the child contacting the birth family.

The *Adoption Support Fund* was available whereby an adopting parent can request an assessment of the child and apply for help such as therapy. Actual percentages of breakdowns were not immediately at hand, however a company called *CoramBAAF* had data relating to this. Officers would apply for this and forward to the Board.

Were the time limits still in place for adoptions?

Yes they were and challenges were still being faced regarding adoptions of siblings and BME children.

RESOLVED: That the report be noted.

Operational  
Director –  
Children &  
Families

CYP8 EVERYONE EARLY HELP STRATEGY 2018-2021

The Board received a report from the Strategic Director – People, which presented the new *Everyone Early Help Strategy* that combined children, adults and public health. The draft document was appended to the report.

It was reported that services to support children, families and vulnerable adults were facing unprecedented challenges. It was clear that early help and prevention services should make up the cornerstone of any delivery model. If low-level needs could be prevented from developing into more serious or acute needs, then this was advantageous to both the provider and service user. It was noted that effective early help and prevention could not only increase independence, improve outcomes and the quality of life for individuals, but also provide a financial return to the Local Authority in the form of cost avoidance and a reduction in the use of more expensive, acute resources.

Members were advised that this transformation in thinking was about undertaking a whole system review of the approach to early help and prevention, with a focus on increasing the resilience of communities and their potential to help themselves, supported by a planned prioritisation of resources, integration, collaboration and understanding the benefits that early help could have on a wide range of longer term outcomes for everyone involved.

The report advised of Halton's approach to early help and prevention where there had been a long standing commitment across all agencies and strategic partners. It was noted that the Council had restructured in 2016-17 to combine the adult and children directorates to create the People's Directorate. Following this it was agreed to create a new joint early help strategy that would sit across the new People Directorate. The report continued, discussing the five key aims of the Strategy, and then the three priorities within the Strategy that all agencies would work towards to help further embed early help principles.

In response to Members' comments the following was noted:

- once the Strategy had been approved the final KPI would be developed and shared with the Board;
- that the Strategy was aimed at all partners including the CCG and had been aligned to the original One Halton approach. The CCG were members of the Strategic Group; the Early Intervention Strategic Partnership Board; and
- It was agreed that self-reliance and resilience building was crucial and there was work being carried out in schools and with families as well as in early years to instil skills which would help parents/carers to better support their own children rather than rely on others to do it for them.

The Board supported the Strategy and requested to be kept up to date with its progress. The Strategy would also be shared with the Health PPB and the Children's Trust.

RESOLVED: That the Board receives the draft strategy and comments made are noted.

CYP9 FURTHER DEVELOPING LINKS BETWEEN HALTON'S BUSINESSES AND SCHOOLS

The Board received the final recommendations proposed by the Scrutiny Topic Group agreed in January 2017 titled '*Further developing links between Halton's Businesses and Schools*'.

It was reported that three lines of enquiry were agreed and then explored:

Operational  
Director -  
Education,  
Inclusion and  
Provision

- Employer engagement;
- Careers education information; and
- Business needs.

It was noted that whilst the scrutiny work was taking place, the Government released its new Careers Strategy: *Making the most of everyone's skills and talents*. Following this the statutory guidance for schools and colleges about the requirements for delivering careers guidance and linking with employers was updated. These documents were reviewed by the Topic Group during their final meeting and had also influenced the final recommendations. The final recommendations developed by the Scrutiny Topic Group were listed in paragraph 3.4 of the report and were discussed.

Members made the following comments:

- The Careers and Enterprise Company based in St Helens had selected the 3 schools to be involved in the pilot mentoring programme in Halton without any input from Halton itself, so Members asked if Halton could be involved in future initiatives to support the selection process;
- Members noted that although the termly Director's report to Governors contained information about careers guidance and developing employability skills, this needed highlighting so that Governors were encouraged to read and disseminate the information. Officers advised that there was also a 'Chair of Governors' briefing termly, and the careers articles were highlighted in those meetings; and
- Members requested that the Careers and Enterprise Company attend a future Board meeting.

In response to Members' queries regarding the quality assurance of Careers Plans developed by schools/colleges, Members were advised that the recommendation made by the Scrutiny Topic Group was to monitor the existence of plans in line with the National Careers Strategy. The scrutiny of Careers Plans and also Careers Guidance in schools/colleges rested with Ofsted.

RESOLVED: That the Board agrees the recommendations.

CYP10 SCRUTINY TOPIC 2018-19

The Board were requested to select a topic they would like to explore during 2018-19. The Chair suggested that Children's Mental Health Provision be taken forward as the topic for 2018-19; this was agreed by the Board.

RESOLVED: That the Board

- 1) agrees that the scrutiny topic group for 2018-19 will be Children's Mental Health Provision; and
- 2) that the membership of the group be open to all Members of the Board.

CYP11 PERFORMANCE MANAGEMENT REPORT - QUARTER 3 2017-18

The Board received the Performance Management reports for quarter 3 of 2017-18 (1 October to 31 December 2017) and were requested to consider and raise any questions or points of clarification in respect of these.

It was noted that the key priorities for development or improvement in 2017-18 were agreed by Members and included in the Local Authority's Business Plan, for the various functional areas reported to the Board as follows:

- Education, Inclusion and Provision Services; and
- Children and Families Services.

The reports detailed progress made against objectives and milestones and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

It was commented that this information was now out of date, so Officers provided the Board with some up to date information in relation to quarter 4; however this was still to be verified. Once the quarter 4 performance management reports had been finalised, they would be sent to Members in advance of the next agenda.

RESOLVED: That the performance management reports for quarter 3 of 2017-18 be received.

*Meeting ended at 8.50 p.m.*



**EMPLOYMENT, LEARNING AND SKILLS, AND COMMUNITY POLICY AND  
PERFORMANCE BOARD**

*At a meeting of the Employment, Learning and Skills, and Community Policy and Performance Board on Monday, 25 June 2018 in The Board Room - Municipal Building, Widnes*

Present: Councillors MacManus (Chair), C. Plumpton Walsh (Vice-Chair), Cassidy, Leck, Logan, June Roberts, Rowe, Teeling, Wallace and Whitley

Apologies for Absence: None

Absence declared on Council business: None

Officers present: W. Rourke and A. Jones

Also in attendance: Councillor Jones, in accordance with Standing Order number 50 and one member of the public

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

**ELS1 MINUTES**

The Minutes from the meeting held on 19 February 2018, were taken as read and signed as a correct record.

ELS26 – It was announced that the DWP contract had been renewed for a further 6 years.

ELS 27 – The Chair advised the recommendations from the Topic Group had now been to Executive Board. He invited the Portfolio holder for Economic Development, Councillor Jones, to update the Board with the recent progress made in relation to the promotion of Halton's Cultural Offer within a City Region context.

ELS 32 – It was confirmed that the Liverpool City Region Skills Strategy document would be included on the next agenda.

**ELS2 PUBLIC QUESTION TIME**

The Board was advised that there were no public questions received.

*Action*

Operational  
Director - Economy,  
Enterprise &  
Property

ELS3 ANNUAL REPORT 2017-18

The Board received the Employment, Learning and Skills and Community Policy and Performance Board's Annual Report for 2017-18.

The Chair wished to convey his thanks to the Vice Chair and all Members of the Board and Officers for their support throughout the year.

RESOLVED: That the Annual Report is received.

ELS4 POLICY UPDATE

The Board received a Policy update which informed them of recent national policy announcements relevant to the Employment, Learning and Skills, and Community Policy and Performance Board.

It was reported that there were a number of policy, legislation, consultation and guidance documents that were issued by Government departments and agencies that had varying degrees of relevance to issues on the employment, learning and skills and community agenda and related topics.

Members were invited to view further information on the items discussed in the report on the Government's web site, and were advised that the information should be considered alongside the key developments and emerging issues that were set out in the quarterly monitoring reports.

RESOLVED: That the report is noted.

ELS5 APPRENTICESHIPS GROWTH PLAN

A report was received from the Strategic Director – Enterprise, Community and Resources, which updated Members on the significance and relevance for stakeholders in the Borough of Halton, of the recently published Apprenticeship Growth Plan.

It was noted that the Apprenticeship Growth Plan had been developed in direct response to the Liverpool City Region (LCR) Area Review of Post-16 Education and Training that reported on 10 January 2017. The Area Based Review recommended an '*apprenticeships growth plan to drive forward targets for the expansion of the breadth and volume of apprenticeships*'.

Members were advised that the LCR Apprenticeship Hub, on behalf of the Combined Authority, commissioned *Eunoia* Research to develop the Apprenticeship Growth Plan in conjunction with employers, stakeholders, local authorities, colleges and independent training providers. The Plan offered a truly collaborative approach to ensuring a greater alignment between the demand for and the supply of high quality apprenticeships and was a key document to develop collective action, galvanise and promote collaborative activity by colleges and training providers and ensure a co-ordinated approach to driving forward apprenticeship delivery over the next 3 years. Further it was reported that the aspiration was to deliver 20,000 apprenticeships across the LCR per annum by 2020.

The report continued to discuss the aims of the Plan and its key challenges, as well as the priorities for growth and key actions to drive growth.

Following Members' discussion it was noted that European Social Funding (ESF) money would be available until 2021/2022 and discussions were ongoing with Government regarding replacement funding. Also, some small to medium enterprises (SMEs) were put off by employing apprentices due to costs, however they were encouraged to do so and were helped by subsidies in some cases.

RESOLVED: That the Board

- 1) notes the report; and
- 2) notes the comments made in consideration of how the Board could help support the Growth Plan's supporting ambitions.

#### ELS6 INTERNATIONAL BUSINESS FESTIVAL

The Board received a report of the Strategic Director – Enterprise, Community and Resources, on the recent International Business Festival (IBF).

It was reported that the Festival was first established in 2014 and was held every two years. Previous festivals had attracted over 50,000 attendees and facilitated an estimated £500m worth of business deals. Members were advised that it was claimed to be the world's largest business festival, providing businesses the space, support and expertise to make connections and realise their potential.

It was noted that the event took place on nine days over three weeks, between 12 and 28 June 2018, with open hours between 8.00 am to 18.30 pm. There would be a focus on a different growth industry theme for each day. It was reported that there would be 100 world leading companies, institutions and trade and investment bodies showcasing their products and services. The report provided further information on the industry types attending, the delegates and guest speakers.

Regarding Halton's involvement it was noted that the Regeneration and Business Growth Teams had been involved in the planning, design and delivery of the promotional materials, and featured on the staffing rota for the Liverpool City Region (LCR) stand.

The report also made reference to the LCR Skills show that was coordinated by the LCR Apprenticeship Hub (which was hosted by Halton). This took place on 18 June 2018 and was a free one day event which brought together the residents within the LCR area and local employers, apprenticeship providers, colleges and universities, under one roof.

In response to queries it was noted that Members could attend next year but there was a cost involved and there was a requirement to register. With regards to previous feedback from the event, it was suggested that there were previously too many speakers and people wanted more networking opportunities; this seemed to have been addressed this year and was considered a success with many innovative employers in attendance.

RESOLVED: That the Board notes the progress made to ensure the success of the event.

#### ELS7 SCRUTINY TOPIC GROUP

The Board received the proposed Scrutiny Topic Group brief for the year 2018-19.

Further to the PPB meeting in March, it was reported that Members agreed to the establishment of a Scrutiny Topic Group which would consider how local residents could be encouraged to access the better paid jobs being created in the Borough.

The structure and format of the Topic Group was presented to Members in Appendix 1 attached to the report. It was noted that Members' comments with regards to young

people with post graduate degrees finding it difficult to find jobs and the aspirations of young people not being heard in schools, would form part of the scrutiny.

The following Members nominated themselves to join the group: Councillors Wallace, June Roberts, Teeling, Leck, C. Plumpton Walsh, Whitley, Cassidy and the Chair, Councillor MacManus.

RESOLVED: That the Board

- 1) Agrees to the project brief and scope of the Scrutiny Topic; and
- 2) That the Members named above be included in the Scrutiny Topic Group.

ELS8 PERFORMANCE MANAGEMENT REPORTS QUARTERS 3 & 4 - 2017-18

The Board received the performance management reports for Quarters 3 (sent earlier to Members) and 4 of 2017-18 and were requested to consider and raise any questions or points of clarification in respect of these.

It was noted that the key priorities for development of improvement in 2017-18 were agreed by Members and included in Directorate Plans, for the various function areas reported to the Board as follows:

- Enterprise, Employment and Skills; and
- Community and Environment

The report detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

Members queried the cancellation of swimming lessons at the Community Centres due to lack of staff and the reasons for this. Also, with regards to the *Households into Work* programme that went live in quarter 4, Members requested to know where the households were in the Borough. It was noted that the financial figures relating to the end of last year would be available for the next meeting.

RESOLVED: That Quarters 3 and 4 performance management reports be received.

Operational  
Director - Economy,  
Enterprise &  
Property

*Meeting ended at 7.45 p.m.*

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**HEALTH POLICY AND PERFORMANCE BOARD**

*At a meeting of the Health Policy and Performance Board held on Tuesday, 27 February 2018 at Council Chamber, Runcorn Town Hall*

Present: Councillors J. Lowe (Chair), S. Baker, M. Bradshaw, E. Cargill, Dennett, C. Gerrard, Horabin, M. Lloyd Jones and Sinnott

Apologies for Absence: Councillors Osborne, Parker and Mr T. Baker (Co-optee)

Absence declared on Council business: None

Officers present: A. Jones, D. Nolan, L Wilson, D. Parr, P. Frost, B. Kay, and L. Taylor

Also in attendance: J. Regan – Premier Care, L. Thompson, S. McHale and A. Davies – NHS Halton Clinical Commissioning Group (CCG) and Councillors G. Stockton, Wall, Wright, N. Plumpton Walsh and C. Plumpton Walsh, P. Lloyd Jones, Gilligan, Howard, R. Hignett, C. Loftus, K. Loftus, Logan, J. Bradshaw and Rowe.

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

HEA32 MINUTES

The Minutes of the meeting held on 28 November 2017 having been circulated were signed as a correct record.

HEA33 PUBLIC QUESTION TIME

It was confirmed that a statement had been received from a member of the public for Members' attention. A response would be sent to the sender.

*The Chair declared a Disclosable Other Interest in the following item as her son's partner works for Premier Care so she did not take part in the debate following the presentation.*

HEA34 DOMICILIARY CARE IN HALTON

The Board received a presentation from John Regan, the Director of *Premier Care Limited*, Halton Borough Council's lead contracted domiciliary care agency, regarding domiciliary care provision in Halton.

Members were aware that one of the main drives over the past decade both locally and nationally had been to offer support to people in their own home for as long a period as was possible. One of the most effective ways to do this had been through offering care and support to people in their own home through a domiciliary care agency.

It was noted that over the past 12 months Halton had undertaken the re-procurement of domiciliary care provision within the Borough which had led to there being one main provider, Premier Care, delivering provision where there had previously been 9 providers. Although there was one main provider, the existing contract with Premier Care, along with 3 other incumbent providers, had been extended until 31 March 2018, to allow those agencies to work together to establish a robust sub-contracting arrangement and support and strengthen local market providers.

The presentation provided Members with details of how the current system of Domiciliary Care provision worked in Halton; an overview of implementation of the new contract arrangements; challenges being faced and how Premier Care and the Council were working together to maintain the delivery of high quality services.

Following the presentation the following responses were provided to Member's queries:

- The total number of care hours delivered was approximately 1500 in Runcorn and 2000 in Widnes;
- The same carers visited the same clients on most occasions; however there could be instances where this was not always possible;
- The Premier Care office was situated in Ashley House, Widnes;
- An in-house recruitment officer was available in Ashley House and recent recruitment of staff had taken place;
- The total number of staff TUPE'd was 81 and these staff received refresher training prior to starting their jobs; and
- Training within the branch took place each week and all staff received an induction as part of the training.

RESOLVED: That the Board note the report and presentation.



HEA35 PRESENTATION FROM CHIEF EXECUTIVE ON ONE HALTON PLACE BASED CARE

The Board received a presentation from the Chief Executive, David Parr, on '*One Halton Place Based Care*'.

The Board was advised that the aim of *One Halton* was to deliver a single fully integrated place based health, wellbeing and social care system for the people of Halton, that had wellness at its heart but also addressed the health and social care needs of the local community of Halton, wherever possible from within Halton, and was easy to access, cost effective, high quality and clinically robust.

It was announced that the plan was in its development phase and would build on the health and social care expertise that already existed in Halton. The delivery and support of the plan was discussed and it was noted that the Health and Wellbeing Board would be the Governing Body of the plan, responsible for scrutinising all consultation responses.

Also included in the presentation to Members was the *Healthy New Town Wellness Centre*. This was one of 10 demonstrator sites selected by NHS England but was unique, as it was the only site with a hospital at its centre. This opportunity was highlighted, in that it would enable Halton to create a Health and Wellbeing Campus at the very heart of Halton Lea.

Finally, the Board was informed of the arrangements that had been in place within NHS Halton CCG since 4 February 2018, following the departure of NHS Halton CCG's Interim Accountable Officer.

Following the presentation the Chair invited comments from Board Members and the following points were clarified:

- There would be four multi-discipline GP 'hubs', two in Runcorn and two in Widnes. No health centres would be closed or moved;
- The staff who will work in the hubs were already there, it would be a more efficient use of resources as they would be working differently;
- Although people may want to be seen by their GP when they were unwell, in most cases (after hearing GP feedback) they could be seen by other professionals, thus freeing up GP resources;
- Patient consultation and engagement sessions had

taken place which were documented and would continue to take place through 2018 in conjunction with Members and partners within the local health economy;

- Halton Council had submitted a £40m bid to improve Halton Hospital into the 2020's;
- The development of the Healthy New Town masterplan would take into consideration shops and services already available in the area;
- Halton General Hospital would only be demolished after the state-of-the-art Cheshire and Merseyside Treatment Centre had been extended to accommodate all services currently delivered in the Hospital.

Members were invited to discuss the One Halton Place Based Care plan further with the Chief Executive and the CCG and it was agreed that the presentation be sent to all 56 Members of the Council.

RESOLVED: That the Board notes the report and receives the presentation.

#### HEA36 SCRUTINY REVIEW REPORT – HEALTH IMPROVEMENT TEAM

The Board received the draft Scrutiny Review report of the Health Improvement Team (HIT).

Members were advised that the report was commissioned by the Health Policy and Performance Board and was considered a suitable topic considering the HIT had transferred to Council services in 2014, so they had time to evolve and embed the service over this time. A scrutiny review working group was established and support was given by a Principal Policy Officer from the policy team and the Divisional Manager – Integrated Wellbeing Services.

The report provided details of the participation and the activity of the group undertaken between June and November 2017. It was reported that six recommendations had been identified as a result of the topic group and approval for these was now sought so that they could be forwarded to the Executive Board. The recommendations were listed on page 31 of the agenda, which was paragraph 7 of the *Health Policy and Performance Board – Scrutiny Review of The Health Improvement Team (HIT)*, as attached at Appendix 1. Members agreed to endorse these recommendations going forward to Executive Board.

As part of Member involvement in the current business planning process Members were presented with a range of topic areas identified for consideration for scrutiny for the municipal year 2018/19, as described in paragraph 3.3.1 of the report. The Chair also invited suggestions from Members that were not listed in the report.

After discussion, the Board agreed that *Care Homes – Funding and Sustainability* would be the subject of the scrutiny topic group during 2018/19.

RESOLVED: That the Board

- 1) endorses the Scrutiny Review of the Health Improvement Team and its recommendations going forward to the Executive Board; and
- 2) agrees that the scrutiny topic group for 2018/19 is Care Homes – Funding and Sustainability.

#### HEA37 INTRODUCTION OF THE REFERRAL FACILITATION SYSTEM (RFS): UPDATE

The Board received an update on the introduction of the referral facilitation system in Halton, in light of the national digital programme.

It was reported that in October 2016, NHS Halton Clinical Commissioning Group's (CCGs) Governing Body approved an invest-to-save approach for the implementation of a Referral Facilitation System (RFS) as part of the CCG Quality Referral Programme. The process was to facilitate the transfer of primary care referrals to secondary care via a secure electronic Integrated Care Gateway (ICG).

A patient would then be offered a choice of secondary Care Provider via use of the national e-referral system (where it was available). The administration associated with e-referral i.e. contacting the patient and booking them into an appropriate clinic electronically, was then handled by the centralised Referral Management Centre (RMC) which was currently provided by Midlands and Lancashire Commissioning Support Unit (MLCSU).

The report discussed the national programme developments, since the implementation of the referral system in Halton. Further it discussed the implications for Primary Care and the RFS locally.

In response to Member's queries regarding proof of

referral and patient notification, it was noted that the referral would be recorded with the relevant GP's records and that the patient would still receive a letter as they did now, containing details of the appointment.

RESOLVED: That the report is noted.

HEA38 OLDER PEOPLE'S MENTAL HEALTH AND DEMENTIA CARE

The Board received an update on the impact of the reconfiguration of the older people's bed base within North West Boroughs Healthcare NHS Foundation Trust (NWBFT), following the closure of Grange Ward in the Brooker Centre.

It was noted that the model of care was implemented in 2012 for Older People with Dementia and Memory loss which was a high quality community service pathway, designed to support people in their own home for as long as possible. The objective was to re-design services for people in later life in order to ensure that effective, timely and personalised services were available, to support the growing number of people who would experience memory and cognitive loss and the onset of dementia.

Members were reminded of the proposals regarding the closure of the beds at Grange Ward, as explained in paragraph 3.7 of the report. The Ward closed in December 2016 and the existing patients within Grange Ward (3 at that time) were moved to other wards within the NWBFT footprint. It was reported that mitigations were put in place to support the transport needs of families to ensure access for visitors, and patient navigators were instigated to support the families. Additionally an Admiral Nurse Service and a Care Home Liaison Service was also commissioned, as described in the report.

The Board received the in-patient data for January 2017 to March 2017, and from April 2017 to September 2017. It was noted that the latest Delayed Transfers of Care lists (as at 18 January 2018) showed that there were no Halton in-patients currently delayed.

Following the update Members requested to know the total number of psychiatrists in Halton and whether support was still available for carers etc, who were having difficulties with travel arrangements; this information would be made available to Members following the meeting as it was not known.

Members reminded Officers that it was agreed previously, at the special meeting held in December 2016 to discuss this matter, that apart from patients, carers and their families being supported with their transport requirements, that the care navigator role would remain in place for the duration of the patient's intervention to support the multi-disciplinary professionals involved in the patients care including Social Workers; so they queried if this was still in place. A response would be sought and Members informed.

RESOLVED: That the report be noted.

Director of Adult  
Social Services

#### HEA39 ALL-AGE AUTISM STRATEGY

Members received an update on the Halton *All-Age Autism Strategy*, which was appended to the report in its current draft version.

It was reported that this was developed in 2012 and since this there had been a number of national publications relating to Autism that needed to be taken into consideration. Also Halton took part in the Autism Self-Assessment Framework (SAF) which was completed at the end of 2016. Following this, a working group was established in July 2017 to move forward with planning a new All Age Autism Strategy; the work carried out by the group was discussed in the report.

Appended to the Strategy was the Delivery Plan for 2018-2019, together with the following 4 Appendices:

1. The Voice of Autism – Ashley High School;
2. Consultation with Schools;
3. Summary of Sims Cross Resource Base questionnaire to parents; and
4. Children's Services Diagnostic Pathway.

Members welcomed the strategy and discussed instances where people had gone undiagnosed up to adulthood in the past, which had caused them varying problems. In response it was noted that the development of the All-age Autism Strategy aimed to take a more joined up and holistic approach to developing opportunities and realising potential for people with Autism at every stage of their lives.

Members commented that some children could miss out on a diagnosis as the Strategy would only be implemented in the Borough's maintained schools. Further, there were no timescales with regards to referrals and

parents would want to know this type of information.

The Board asked for clarity on the position with regards to the Youth Justice Service and speech and language therapy not being available in Halton. This information would be made available to Members following the meeting as it was not known.

RESOLVED: That the Board notes the contents of the report and associated appendices and the comments made regarding this.

Director of Adult  
Social Services

#### HEA40 TOP-UP FEES

The Board was introduced to the new Policy for '*Additional Payments for Accommodation in Residential Care*' (Top-Up Fees); this was appended to the report.

The Board was advised that the Care Act now included a framework for the implementation of Care Home top-up fees. A 'top-up fee' was described as being the difference between what the local authority would usually expect to pay (depending on a person's care needs) and the extra cost of a specific care home. The additional cost was reflected in an additional service or added value. The top-up fees could apply if a person chose a care home that was more expensive than the Council agreed rate, including circumstances where a person had been paying for their own care under a private arrangement.

The report outlined the procedures relating to top-up fees and a person's right to choose between providers. It also advised of the 9 providers in the Borough who had implemented top-up fees so far.

It was noted that the Policy would be reviewed in the Summer of 2018 in light of the expected Government Green Paper on care and support for older people.

Following presentation of the paper, the following points were made in response to Member's queries:

- The amounts referred to in the table in paragraph 3.7 were weekly payments;
- The top-up payments could be made by a third party, e.g. a family member;
- There were 15 care homes for older people in Halton and 7 specialist care homes with individually agreed fees;
- The care homes could increase their fees on a yearly

- basis, following consultation with the Council;
- Before a person's funding reduced to £23,500, relatives were encouraged to request a review of care of the resident; and
  - Out of Borough placements were still funded by the Council as they were the responsible authority.

Members also requested to know whether the funding available affected the accommodation choices the Council made; and whether there were any interest and administration charges applied and if so, at what point were they applied. Officers would respond once this information was available.

RESOLVED: That the Board notes the report and appendix.

Director of Adult  
Social Services

HEA41 PERFORMANCE MANAGEMENT REPORTS, QUARTER 3  
2017/18

The Board received the Performance Management Reports for Quarter 3 of 2017/18.

Members were advised that the report introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to health in Quarter 3, which included a description of factors which were affecting the service.

The Board was requested to consider the progress and performance information and raise any questions or points for clarification and highlight any areas of interest or concern for reporting at future meetings of the Board.

It was noted that the financial information presented in the reports was Quarter 3 so was not up to date. Officers advised that the financial recovery plan was in place to ensure the budget came out on target. The Board asked for more up to date information on the budget position and year end projection.

The Chair advised that more detailed commentary under the 'key observations/milestones' headings of the report was required in the future.

RESOLVED: That the Quarter 3 priority based reports be received.

Director of Adult  
Social Services

*Meeting ended at 9.00 p.m.*

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**HEALTH POLICY AND PERFORMANCE BOARD**

*At a meeting of the Health Policy and Performance Board held on Tuesday, 19 June 2018 at Council Chamber, Runcorn Town Hall*

Present: Councillors J. Lowe (Chair), Baker (Vice-Chair), Cassidy, Dennett, Horabin, C. Loftus, June Roberts, Sinnott and D. Wilson - Co-optee Healthwatch Halton

Apologies for Absence: Councillor Osborne

Absence declared on Council business: Councillor M. Bradshaw

Officers present: S. Wallace-Bonner, M. Vasic, A. Jones and H. Moir

Also in attendance: Dr Andrew Davies – Clinical Chief Officer, NHS Halton CCG & NHS Warrington CCG and Maria Austin – NHS Halton CCG

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

HEA1 MINUTES

The Minutes of the meeting held on 27 February 2018 having been and circulated were signed as a correct record.

HEA2 PUBLIC QUESTION TIME

It was confirmed that one public question had been received. The Member of the public was not at the meeting to present the question, so a response would be provided from Dr Andrew Davies, Clinical Chief Officer, NHS Halton CCG & NHS Warrington CCG.

HEA3 HEALTH AND WELLBEING MINUTES

The minutes of the Health and Wellbeing Board from its meeting on 17 January 2018 were presented to the Board for information.

RESOLVED: That the minutes be noted.

HEA4 HEALTH POLICY AND PERFORMANCE BOARD ANNUAL REPORT : 2017/18

The Board received the Health Policy and

Performance Board's Annual Report for April 2017 to March 2018.

The Chair conveyed her thanks to all Members of the Board and Officers, for their commitment and support throughout the year.

RESOLVED: That the Annual Report for April 2017 to March 2018 be noted.

HEA5 BRIDGEWATER COMMUNITY HEALTHCARE NHS FOUNDATION TRUST

The Board received a presentation from Dr Andrew Davies, Clinical Chief Officer, NHS Halton Clinical Commissioning Group (CCG), which provided an update on Bridgewater Community Healthcare NHS Foundation Trust.

It was reported that during 2017-18 NHS Halton CCG had a contract in place with Bridgewater Community Foundation Trust and during that period a number of clinical quality concerns had been raised with the Trust, specifically around leadership, workforce and sustainability. The CCG had been working with other commissioners in a collaborative commissioning forum to agree arrangements that would reinforce and continue to build upon the services provided by Bridgewater by addressing the issues associated with the health and well-being of the residents of Halton.

The update outlined the quality surveillance timelines, escalating quality concerns, and the quality risk profile tool used by commissioners. It was noted that a follow up Quality Risk Profile (QRP) meeting with commissioners, regulators, NHS England and Bridgewater was planned in August 2018, to assess progress.

Members were pleased to hear that the surveillance was being carried out on Bridgewater following the CQC inspection outcome last year. They requested the presentation detailed above be emailed to them for further scrutiny. The Chair requested that a further update be brought to the Board for the September 2018 meeting.

RESOLVED: That the Board note the contents of the report and associated presentation.

Director of Adult Social Services

HEA6 EVERYONE EARLY HELP STRATEGY 2018-2021

The Board received a report from the Strategic

Director – People, which presented the new *Everyone Early Help Strategy* that combined children, adults and public health. The draft document was appended to the report.

It was reported that services to support children, families and vulnerable adults were facing unprecedented challenges. It was clear that early help and prevention services should make up the cornerstone of any delivery model. If low-level needs could be prevented from developing into more serious or acute needs, then this was advantageous to both the provider and service user. It was noted that effective early help and prevention could not only increase independence, improve outcomes and the quality of life for individuals, but also provide a financial return to the Local Authority in the form of cost avoidance and a reduction in the use of more expensive, acute resources.

Members were advised that this transformation in thinking was about undertaking a whole system review of the approach to early help and prevention, with a focus on increasing the resilience of communities and their potential to help themselves, supported by a planned prioritisation of resources, integration, collaboration and understanding the benefits that early help could have on a wide range of longer term outcomes for everyone involved.

The report advised of Halton's approach to early help and prevention where there had been a long standing commitment across all agencies and strategic partners. It was noted that the Council had restructured in 2016-17 to combine the adult and children directorates to create the People Directorate. Following this it was agreed to create a new joint early help strategy that would sit across the new People Directorate. The report continued discussing the five key aims of the Strategy, and then the three priorities within the Strategy that all agencies would work towards to help further embed early help principles.

Overall Members agreed that help in the early years was important and they would like the Strategy to develop and be a success. They had some reservations with the priorities outlined in paragraph 3.7, requesting more clarity. They also questioned the framework of the Strategy and how would success be measured. In response it was commented that outcomes would be detailed in the delivery plan, which would be included as the document developed. Members discussed the importance of communities, schools, public health, the voluntary sector organisations and community organisations all being involved and brought together to ensure the success of the Strategy. Further, it

was suggested that a seminar be arranged to present the Strategy to all Members of the Council.

RESOLVED: That the Strategy be received and comments made noted.

Strategic Director  
- People

#### HEA7 PROCEDURES OF LOWER CLINICAL PRIORITY

The Board received an update from Dr Andrew Davies, following the public consultation and NHS Clinical commissioning Group's (CCG's) Governing Board decision on the Merseyside review of the Cheshire and Merseyside Procedures of Lower Clinical Priority.

By way of a reminder, in September 2017 the Board was informed of the Merseyside wide review of the existing Procedures of Lower Clinical Priority and the process being undertaken for the stakeholder and public engagement. The consultation lasted 12 weeks and was undertaken in Autumn 2017, with feedback being collated in November. Following this the policy development steering group reviewed the consultation feedback and made any final amendments where it was appropriate. The final set of policies were prepared and presented to each of the CCG's governing bodies in January 2018 (except Knowsley CCG when it was March). Following this all CCG Governing bodies approved the review and the proposed policies and had adopted them from the beginning of April 2018.

The following documents were appended to the report:

- Collaborative Policy Development Project: Governing Body paper seeking sign off of all policies reviewed to date, ahead of implementation with providers;
- Appendix 1 – Rationale for decisions tracker – suites 1 and 2 policies December 2017;
- Appendix 2 – Comparison document demonstrating the proposed changes for PLCP Policy 2018-19 against the current PLCP Commissioning Policy 2014-15 – December 2017;
- Policy Development Project Working Group Meeting 12 – Minutes 14 November 2017;
- Collaborative Policy Development Project: Governing Body paper seeking sign off of all policies reviewed to date, ahead of implementation with providers;
- Procedures of Lower Clinical Priorities – Reviewing Local Health Policies – supporting evidence; and
- Criteria Based Clinical Treatments.

It was commented that it was important to note that the existing policies had been in place for many years so the review was to bring them up to date with new procedures etc, and to bring consistency amongst them all.

The Chair suggested that a summary / table of changes would be helpful to the Board. Also the comments regarding the availability of mental health services for children under 16 years old and difficulties with funding requests being followed up were noted by Dr Davies. He advised that a follow up report could be submitted to the Board.

RESOLVED: That the Board

- 1) notes that NHS Halton CCG's Governing Body approved the review of the revisions to the policies in January 2018, following a presentation of the policy review to Halton's Health PPB which became operational on 18 April 2018; and
- 2) notes that the policies have adopted the current relevant national guidelines for care and comply with the general equity duties set within the national regulations.

*The Chair, Councillor J. Lowe declared a Disclosable Other Interest in the following item, as her son's partner works for a domiciliary care provider, so she did not take part in any discussion.*

#### HEA8 DOMICILIARY CARE & CARE HOMES – QUALITY UPDATE

Members received a report from the Strategic Director – People, updating them on key issues with respect to Domiciliary Care and Care Homes locally.

It was reported that it was a key priority for the Council to ensure the provision of a range of good quality services to support adults requiring commissioned care in the Borough. The Care Act 2014 had made this statutory through a choice of diverse high quality services that promoted wellbeing. It was noted that the Care Quality Commission (CQC) was responsible for the registration, inspection and assessment of all registered providers. However, the Care Act 2014 placed the duty of securing the quality of care in Halton on the Council itself.

In Halton it was noted that there were 26 registered care homes which provided 781 beds operated by 15

different providers. The capacity ranged from independent to large providers, with from 4 to 66 beds. The report went on to discuss the CQC ratings and comments made by them and discussed the functions of the Council's Quality Assurance Team. Appendix 1 provided performance data relating to the care homes.

It was noted that with regards to domiciliary care, there were 4 contracted provider agencies that covered the area providing 700 people with supportive packages of care delivering 22,000 care hours per month. Appendix 2 provided performance data relating to domiciliary care.

Members discussed the performance data provided and the capacity of care homes in Halton, which was presently extremely high at about 98%. The following was also discussed and noted:

- The difficulties faced by domiciliary care agencies and their staff who have to use public transport, as some areas had poor transport links or none at all;
- The difficulties faced in recruitment and retention of staff;
- The Council had recently purchased two care homes that were struggling;
- The Council had a statutory duty to work with private care homes to help sustain them;
- The Council worked in partnership with Care Home providers, ensuring that they were accountable for the services being provided.

RESOLVED: That the Board notes the contents of the report and its associated appendices.

#### HEA9 NHS HALTON CCG CONSULTATION & ENGAGEMENT

The Board received a report from the Strategic Director – People, presented by Dr Andrew Davies, which informed them of the NHS Halton CCG engagement and consultation requests from the following three GP practices:

- 1) Appleton Village Surgery: requesting consideration of a new build;
- 2) Beeches Medical Centre: requesting being relocated to another site;
- 3) Upton Rocks Practice: proposing the closure of Hale Village branch site.

The report provided details of the reasons for the requests made by the GP practices which were discussed in

detail by the Board. It was noted that the website links to the consultations would be shared with the Board, as would the outcomes of the consultations when they were over.

RESOLVED: That

- 1) A robust programme of consultation and engagement is undertaken with all relevant stakeholders;
- 2) Responses to the concerns regarding the Appleton Village new build be noted;
- 3) A 12 week consultation is undertaken with Beeches Medical Centre patients to understand any patient concerns and aid the decision making process regarding the proposed location; and
- 4) A 12 week consultation is undertaken with Upton Rocks Hale Village patients to understand any patient concerns and aid the decision making process regarding the proposed closure of Hale Village branch site.

Director of Adult  
Social Services

#### HEA10 DRAFT TOPIC BRIEF FOR SCRUTINY REVIEW OF CARE HOMES – FUTURE SUSTAINABILITY

The Board received the draft Topic Brief for the Scrutiny Review of the Care Homes – Future Sustainability.

It was noted that further to a meeting held on 13 December 2017 with Members of the Board, the following priorities were agreed for Adult Social Care for 2018-19:

- Care Homes – Future Sustainability;
- Supported Housing / Accommodation Review;
- Acute Trust / Acute Mental Health – National pressures and how these translated into local pressures; and
- Accountable Care System.

Following the Health PPB in February 2018 and following discussion, Members chose the *Care Home – Future Sustainability* as the area for the scrutiny review during 2018-19. The draft Topic Group brief had been prepared and was attached with the report for approval.

It was noted that the scrutiny would start in June 2018 with a visit to Millbrow Care Home on 28 June 2018 at 3pm for the official opening. The final report and

recommendations would be presented at the February 2019 meeting of the Health PPB.

RESOLVED: That the Board

- 1) approve the draft Topic Brief for the Scrutiny Review of the Care Homes – Future Sustainability; and
- 2) agrees that the membership of the Topic Group be open to all Members of the Board.

HEA11 PERFORMANCE MANAGEMENT REPORTS, QUARTER 4 2017/18

The Board received the Performance Management Reports for Quarter 4 of 2017/18.

Members were advised that the report introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to health in Quarter 4, which included a description of factors which were affecting the service.

The Board was requested to consider the progress and performance information and raise any questions or points for clarification and highlight any areas of interest or concern for reporting at future meetings of the Board.

It was noted that the Council had recently joined *Ripfa*, organisation which offered a research engine to promote evidence based practice and provided training opportunities. Officers had received positive feedback on them from social workers.

RESOLVED: That the Quarter 4 priority based reports be received.

*Meeting ended at 8.25 p.m.*



**SAFER POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Policy and Performance Board on Tuesday, 20 February 2018 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Thompson (Chair), N. Plumpton Walsh (Vice-Chair), Abbott, S. Baker, Edge, V. Hill, P. Lloyd Jones, K. Loftus, Osborne and Zygadllo

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Andrews, M. Cotgreave, G. Ferguson, D. Perchard and B. Seabury and S. Tierney

Also in attendance: Councillor D. Cargill under Standing Order 33. Also 2 representatives from CGL

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

	<i>Action</i>
SAF24 CHAIRMAN'S ANNOUNCEMENTS	
<p>The Chair announced that Cheshire Police had set their precept which included an increase of 7.2%. On behalf of the Board, the Chair also sent best wishes for a speedy recovery to Chris Patino.</p>	
SAF25 MINUTES	
<p>The Minutes of the meeting held on 21<sup>st</sup> November 2017 were taken as read and signed as a correct record.</p>	
SAF26 PUBLIC QUESTION TIME	
<p>It was reported that no public questions had been received.</p>	
SAF27 CHESHIRE FIRE & RESCUE ANNUAL REPORT	
<p>The report was deferred until a future meeting date.</p>	

SAF28 EMERGENCY PLANNING

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the work undertaken by the Emergency Planning team during the last year.

Members received a presentation which highlighted the Teams key duties and responsibilities, statutory duties, the Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations (COMAH) 2015, key plans in place to ensure resilience within Halton, exercises that take place at COMAH sites in the Borough, implications for the Council of the Major Accident Hazard Pipeline (MAHP) Regulations 1996, details of Emergency Centres and work with partners.

In addition, it was noted that the team had been working towards developing SharePoint and an Emergency Planning Portal, via the intranet, with the aim to ensure emergency planning documents, Business Continuity Plans and Training Programmes could be easily accessed by Emergency Responders. The team was also working with Emergency Planning colleagues within the Liverpool City Region and Registered Social Landlords, regarding Business Continuity resilience planning.

RESOLVED: That the report be noted.

SAF29 CONSUMER ADVICE

The Board considered a report of the Strategic Director, People, which outlined the work of the Trading Standard's Consumer Advice Service and how it worked with the National Citizen's Advice Consumer Helpline. The report also provided some case studies from the last financial year.

In addition, Members received information on changes to consumer legislation since 2015 and the performance of Halton Trading Standards Consumer Advice service. In the last financial year the Consumer Advice Service obtained at least £39,476 for Halton consumers. As only a small percentage of consumers advise on the outcome of their complaint, the figure was likely to be much higher.

RESOLVED: That the report be noted.

SAF30 THE TRADING STANDARDS SCAMS PROJECT

The Board considered a report of the Strategic Director, People, which described the work of the Trading Standard's Scams project. The report set out:

- the different types of scams;
- who could become vulnerable to them;
- the impacts of being scammed;
- the approach taken in Halton;
- the impact of the project to date;
- an estimate of the extent of the problem in Halton; and
- individual case studies.

Arising from the discussion, the Board noted that call-blockers were available free of charge from the National Trading Standards Scams Team. Further information on how these could be accessed would be forwarded to Members.

RESOLVED: That the report be noted and the work undertaken by the Scams Project be welcomed.

SAF31 WHITE RIBBON CAMPAIGN

The Board considered a report which provided an update on the progress in relation to the White Ribbon Campaign (WRC) and which outlined the proposed action plan put in place to achieve White Ribbon status. The action plan set out the activities which were planned in Halton over the next two years, including intended completion dates and planned outcomes.

It was proposed that a White Ribbon Working Party be established to oversee the process with the following membership:

Councillor Abbott  
Councillor Baker  
Councillor K Loftus  
Councillor Thompson  
Councillor N Plumpton Walsh

RESOLVED: That

1. the report and action plan (appendix 1) be noted; and
2. the White Ribbon Working Party be established with the following membership:

Councillor Abbott  
Councillor Baker  
Councillor K Loftus  
Councillor Thompson  
Councillor N Plumpton Walsh

SAF32 ALCOHOL AND MISUSE SERVICES IN HALTON

The Board received a presentation from a representative from the Integrated Substance Misuse Service (CGL) on the work carried out to tackle Alcohol and Substance misuse across the partnership in the Borough. CGL was a fully integrated substance misuse service offering rapid and open access to assessment and treatment for people experiencing problems with drugs and/or alcohol, promoting recovery from addiction and dependence.

It was noted that a Cheshire and Merseyside five year forward view Alcohol Board had been established. The Board had developed a plan which set out actions which if delivered at scale would prevent alcohol-related harm, improve health and social outcomes for individuals and communities and reduce demand on local services across health, social services and criminal justice settings. A multi-agency board had been established to provide oversight and drive the work forward.

A service user addressed the Board to share his experience of the support he received from CGL.

Arising from the discussion, Members were invited to contact CGL to arrange a visit to the centre.

RESOLVED: That the presentation be noted.

SAF33 NIGHT TIME ECONOMY

The Board considered an update report on the positive work that was being carried out in partnership with the Police and Council to make Halton night time economy safer. The report provided information on

- enforcement performance activity;
- violent crime in public spaces;
- CCTV commissioning tests;
- Licensing visits;
- Stryker camera;
- Pub and Club Watch;
- Gambling visits; and

- Warning/advice letters/false fake IDs.

RESOLVED: That the report be noted.

At the conclusion of the meeting, the Chair, on behalf of the board, thanked Councillor Edge for her contribution as a Councillor and wished her well for the future.

*Meeting ended at 8.40 p.m.*

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**SAFER POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Policy and Performance Board on Tuesday, 12 June 2018 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Thompson (Chair), N. Plumpton Walsh (Vice-Chair), S. Baker, E. Cargill, V. Hill, P. Lloyd Jones, K. Loftus, Logan and G. Stockton

Apologies for Absence: Councillor Zygadllo

Absence declared on Council business: None

Officers present: M. Andrews, C. Patino, G. Ferguson and S. Bell

Also in attendance: S. Devereux, Cheshire Fire and Rescue and Donna Wells, Young Addaction.

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

		<i>Action</i>
SAF1	<b>CHAIR'S ANNOUNCEMENTS</b>  The Chair firstly introduced and welcomed the new Members of the Board. He discussed the previous work undertaken by the Board to achieve White Ribbon status. It was agreed that an action plan would be circulated, together with dates for a Working Party. The Working Party would meet to consider any suggested amendments and to give final approval before submission for White Ribbon Status.	
SAF2	<b>MINUTES</b>  The Minutes of the meeting held on 20 <sup>th</sup> February 2018 were taken as read and signed as a correct record.	
SAF3	<b>PUBLIC QUESTION TIME</b>  It was reported that no questions had been received.	
SAF4	<b>SSP MINUTES</b>  The minutes from the previous Safer Halton Partnership (SHP) meeting held on 21 <sup>st</sup> February 2018 were presented to the Board for information.	

SAF5 ALCOHOL AND SUBSTANCE MISUSE IN HALTON

The Board considered a report on the work carried out to tackle Alcohol and Substance misuse across the Borough involving Young Addaction and specialist community services for adults. The report provided:

- Information against related targets set in the Community Strategy;
- Details of the services provided by Young Addaction;
- Information on the specialist community services provided for adults, including the number of those engaged in recovery support and structured treatment and recovery rates;
- A summary of key achievements in the last quarter; and
- Emerging issues around opiate clients and the expansion of the needle exchange services in Runcorn and Widnes.

RESOLVED: That the report be noted.

SAF6 CHESHIRE FIRE AND RESCUE ANNUAL REPORT

The Board considered a copy of the Cheshire Fire and Rescue Service Annual report for Halton 2017-18, and received an update on the Integrated Risk Management Plan 2017-18 (IRMP).

On behalf of Cheshire Fire and Rescue Service, Stuart Devereux attended the meeting and outlined the Service performance in Halton during the past year and compared the different type of incidents attended to previous year performance. The Board noted:

- A new Fire Chief had been recently appointed;
- The recruitment of apprentice Fire Fighters in Cheshire;
- Details on the Fire Station Build Programme and the current Fire Service Property Enhanced Programme;
- Information on the blue light collaboration;
- The outcome of the staff survey; and
- Information on safe and well visits.

RESOLVED: That

1. the report be noted; and
2. the Board thanked Stuart Devereux for his informative



presentation.

SAF7 TRANSFER OF CHANNEL COORDINATION FROM POLICE TO LOCAL AUTHORITIES

The Board considered a report by the Director Enterprise, Community and Resources, which outlined the transfer of Channel and Prevent responsibilities from the Police to local authorities' responsibility. The Prevent Strategy had been reviewed and revised in line with the Counter-Terrorism and Security Act 2015. The Act placed a duty on specified authorities requiring them to have due regard to preventing people from being drawn into terrorism. It also established a statutory responsibility for every local authority to ensure they had an identified panel to assess the vulnerability of identified individuals and put in place support plans, known as 'Channel Panels'.

Since the establishment of the Channel Programme the responsibility for assessment and case management had been held by the Police. However, in line with a broader aim to position all Prevent activity closer to local communities and forging a stronger link with local authority safeguarding activities, the Home Office had indicated their desire to transfer many responsibilities from the Police to local authorities.

In 2016, the Home Office initiated the 'Dovetail' pilot to assess the feasibility of transferring the resources and responsibility for administering the process and case management aspects of Channel from the police to local authorities, trialled initially in nine areas. The evaluation of the pilot was broadly positive and the decision of the Home Office was to extend the transfer of functions from the police to local authorities in more areas on a regional basis, commencing in the North West. The intention was to implement a regional model with funding being provided by the Home Office to resource the assessment of referrals and management of cases by Local Authority Channel Coordinators.

An initial consultation meeting was held in October 2017 with Channel Panel Chairs and other local authority representatives on the options on the allocation of Coordinators in the region, based on current referral and case activity, and the expectations on local authorities to manage and recruit to these nationally defined roles. For the Merseyside and Cheshire part of the region a preferred option of a 'Three-Hub Model' was identified on the day by the local authority representatives in attendance.

Consequently, discussion was held on possible management arrangements and the expectation of hosting by one local authority in the area. It was considered that, due to the level of existing resource and understanding already in place on Prevent and Channel, Liverpool City Council was best positioned to host these new roles, subject to clarity of hosting requirements, funding provision and service level arrangements across the wider area.

It was noted that work is currently going on to draw up role descriptions for those posts. The posts would be fully funded by the Home Office.

RESOLVED: That the report be noted.

SAF8 ORGANISED CRIME GANG - CHILDHOOD CRIMINAL EXPLOITATION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which presented Halton's response to Organised Criminal Gangs and the Government Strategy to tackle County Lines and Childhood Criminal Exploitation. The Serious and Organised Crime Strategy placed significant emphasis on the importance of effective local partnerships. To support this, a partnership group had been established, chaired by the Chief Executive to tackle organised crime groups in Halton (Operation Portfolio). The key objectives of the partnership group were outlined in the report.

Donna Wells from Young Addaction, was also in attendance to provide a presentation which highlighted the work by the service to deliver The Criminal Exploitation Project – Risk and Resilience. This was a project which aimed to prevent children being drawn into criminal activities by older criminals and gangs. Approximately 40 young people had taken part in the project delivered to groups and one to one and included support from the Amy Winehouse Foundation and Gangs Line. It was noted that feedback from those children and parents who had been involved in the project had been positive.

RESOLVED: That the report and presentation on Halton Council's Criminal Exploitation Project be noted.

*Meeting ended at 8.25 p.m.*

**ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD**

*At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 28 February 2018 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), V. Hill, Morley, Nolan, Sinnott and J. Stockton

Apologies for Absence: Councillor Howard, Joe Roberts and Wall

Absence declared on Council business: None

Officers present: G. Ferguson, W. Rourke and J. Unsworth

Also in attendance: Councillors Carlin and Wainwright and pupils and staff from Ormiston Bolingbroke Academy.

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

EUR22 MINUTES

The Minutes of the meeting held on 15<sup>th</sup> November 2017 having been circulated were signed as a correct record.

EUR23 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

EUR24 EXECUTIVE BOARD MINUTES

The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.

RESOLVED: That the Minutes be received.

N.B. Councillor Sinnott declared a disclosable other interest in the following item of business as her husband was employed as a centre assistant.

*Action*

EUR25 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 2 OF 2017/18

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 2 of 2017/18.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Development and Investment Services;
- Highways and Transportation, Logistics and Development Services;
- Waste and Environmental Improvement and Open Space Services; and
- Housing Strategy.

Arising from the discussion the following matters were raised by Councillor Stockton and a written response would be provided:

- PPTLI14 – average no of days to repair street lighting fault; and
- PPTLI16 - % of buses on time

RESOLVED: That the second quarter performance monitoring reports be received and noted.

EUR26 BUSINESS PLANNING 2018 -19

Members were provided with an update on Business Planning for the period 2018-19 and were asked to consider the Directorate objectives, milestones and measures for services for this period that fell within the remit of this Policy and Performance Board (PPB).

Key priorities for development or improvement for the various functional areas reporting to this PPB were outlined in a three year Business Plan presented to the Board in 2017. Given the remit of this Board, extracts from the Draft Plan were presented for consideration.

Members were informed that plans could only be finalised once budget decisions had been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available

post March 2018.

RESOLVED: That the Draft Business Plan extract be received and forwarded to the Executive Board for approval.

EUR27 SKY LANTERN AND HELIUM BALLOON RELEASES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which outlined the risks which had been identified in respect of the release of sky lanterns and helium balloons into the open air and the options available to control their use within the Borough. It was proposed that in order to mitigate the risks associated with the use of sky lanterns and helium balloons, a Policy be adopted to prohibit the release of both on Council owned land.

It was noted that the Policy would only apply to Council owned land and would not prohibit the release from private land. However, following approval by the Executive Board, a communications campaign would raise awareness of the safety risks and environmental impacts and may discourage the use of such events on private land.

RESOLVED: That

1. the recommendation set out within paragraph 4.8 of the report be endorsed; and
2. a report be presented to the Executive Board recommending the adoption of a Policy to prohibit the release of sky lanterns and helium balloons on Council owned land.

Strategic Director,  
Enterprise,  
Community and  
Resources

EUR28 HOUSEHOLD WASTE RECYCLING CENTRES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which requested Members to endorse proposed changes to current Policy and operating practices at Halton Household Waste Recycling Centres (HWRCs).

Due to increased costs associated with operating Halton's two HWRCs, together with the continuing financial pressures being felt by the Authority as a result of cuts to its funding by Central Government, a review of the Council's HWRCs operations had been undertaken. The purpose of the review was to identify options to reduce the overall costs associated with the operation of the Centres whilst maintaining a high level of customer service.

As part of the review, and in addition to looking at Halton's own current practices, research was undertaken into the operation of HWRCs across a number of other local authority areas; both regionally and nationally and four key options for change had been identified for Members' consideration. The four were as follows and were detailed in the report, together with the rationale behind each:

- To reduce the current opening hours at the Centres;
- To amend aspects of the current Vehicle Permit Scheme;
- To introduce a new Halton Resident Only Policy; and
- To introduce a new Policy of charging for the deposit of 'non household' waste items at the HWRCs.

Subject to the endorsement by the Board, it was proposed that a report would be submitted to the Executive Board in April and the proposals would be introduced on a phased basis throughout the new financial year.

Members of the Waste Topic Group were thanked for their contributions towards the review and subsequent report.

RESOLVED: That

1. the proposals set out in paragraph 4.30 of the report be endorsed; and
2. a report be presented to the Executive Board recommending the approval and implementation of the proposals set out in paragraph 4.30 of the report.

Strategic Director,  
Enterprise,  
Community and  
Resources

## EUR29 REGENERATION WORKING PARTY UPDATE

The Board considered a report which provided an update on the work of the Regeneration Working Party. Following a presentation to the Board in September 2017, a Working Party was established to enable Members to contribute to the design and development of future development regeneration schemes, with particular regard to the opportunities that would arise following the completion of the Mersey Gateway and handback of land that was no longer required for this project.

The Working Party had met and considered the following key impact areas and their initial comments on each to date were outlined in the report:

- Runcorn/Runcorn Station Quarter;
- The Widnes Waterfront;
- Astmoor Business Park;
- Ditton Corridor; and
- West Runcorn Employment Growth Area.

It was noted that once the following three remaining key impact areas were considered by the Working Party a further report would be presented to the Board:

- Halton Lea Healthy New Town;
- Southern Widnes; and
- West Bank

In addition to the customary consultation that would be required on individual projects, it was also proposed that the Board would receive an update report on a six monthly basis.

RESOLVED: That

1. Members welcome the work being undertaken by the Regeneration Working Party in contributing to the development of Halton's Regeneration Priorities; and
2. Members agree to the continuation of the Working Party in order to complete the assessment and review of the remaining regeneration priority areas.

#### EUR30 ENVIRONMENTAL STUDENT GROUP AT ORMISTON BOLINGBROKE RUNCORN

The Board received a presentation from pupils representing Ormiston Bolingbroke Academy School which outlined to Members the work of the Ormiston Citizenship Programme, how pupils would benefit from the Programme and the improvements they aimed to make for the wider community. In addition, pupils explained a variety of environmental improvements they aimed to achieve which would improve the local area and the range of activities they had undertaken to raise funds for a selection of different charities.

Pupils discussed with Members a poster campaign which would target Primary School children to encourage them to dispose of litter appropriately and a needle exchange programme.

On behalf of the Board the Chair thanked the pupils for their informative presentation and congratulated them for

innovative environmental improvement campaigns and their charity work. In addition, the Divisional Manager - Waste and Environmental Improvement, had forwarded his contact details to the School to see if the Waste Management Department could support the School with their work.

RESOLVED: That the presentation be received.

N.B Councillor J. Stockton declared a disclosable other interest in the following item of business as he was a Board Member of Merseytravel

EUR31 ROWIP 2 LIVERPOOL CITY REGION COMBINED RIGHTS OF WAY IMPROVEMENT PLAN.

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided information on the Liverpool City Region (LCR) joint Rights of Way Improvement Plan (ROWIP), a copy of which had been forwarded to Members for comment. Halton had produced its first statutory Public Rights of Way Improvement Plan in 2009. With the creation of the LCR joint ROWIP each authority had identified the successes of previous individual ROWIP whilst combining the ambitions of each member authority looking to the future.

Members noted that the ROWIP was a statutory document which dealt specifically with Rights of Way and traffic free corridors. The document was designed to give a forward looking vision as to how they would be used, promoted and upgraded over the next decade. The Plan aimed to bring Rights of Way in line with all other Highways and include them in the LCR's overall commitment to promote and encourage sustainable travel. It was not intended as a comprehensive guide to all future maintenance and capital schemes. Instead Halton would bring forward schemes which would then be evaluated. It was the ambition of the LCR to ensure that ROWIP enhancements were linked into the mainstream delivery of a range of schemes. At present, such committed schemes being taken forward through this programme were:

- Bridgewater Canal Pedestrian and Cycle Improvements
- Runcorn East Rail Station Access Improvements
- Jaguar Land Rover JLR-3MG Cycle Corridor
- A56 Sustainable Links to Sci-Tech Daresbury
- Astmoor Business Hub Corridor

One of the many advantages of a joint ROWIP



approach was the ability to coordinate funding bids toward common goals as well as working together to create successful, user friendly cross boundary links. It was hoped that this approach would progress economic and socio-economic targets (for example, walking and cycling strategies) whilst improving transport links and opening up sustainable travel choices across the region.

RESOLVED: That the Board supports the Rights of Way Improvement Plan and recommends that the Executive Board formally endorses it.

Strategic Director,  
Enterprise,  
Community and  
Resources

*Meeting ended at 7.45 p.m.*

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**CORPORATE POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 5 June 2018  
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh and Joe Roberts

Apologies for Absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, E. Dawson, G. Ferguson, T. Dean, L Pennington-Ramsden and R. Rout

Also in attendance: None

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

		<i>Action</i>
CS1	<p>MINUTES</p> <p>The Minutes from the meeting held on 30<sup>th</sup> January 2018 were taken as read and signed as a correct record.</p>	
CS2	<p>PUBLIC QUESTION TIME</p> <p>The Board was advised that no public questions had been received.</p>	
CS3	<p>EXECUTIVE BOARD MINUTES</p> <p>The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board.</p> <p>Under Minute EXB101, a Member commented that the plans did not include affordable rented property and that this should be monitored for similar applications. In addition, under Minute EXB102, a Member requested could all Councillors be kept updated. It was agreed that this would be considered.</p>	

RESOLVED: That the minutes be noted.

CS4 MEMBERS DEVELOPMENT GROUP NOTES

The Board considered the minutes of the Member Development Group meeting held on 23<sup>rd</sup> November 2017.

Arising from the discussion, Mark Reaney agreed to check the progress on the development of an electronic system to enable Members to update their development plans online.

RESOLVED: That the minutes be noted.

CS5 CORPORATE HEALTH AND SAFETY POLICY

The Board received an update report on the reviewed Corporate Health and Safety Policy, a copy of which had been previously circulated to Members. The Health and Safety (at work) Act placed a legal duty on employers to ensure, so far as is practicable, the health, safety and welfare of employees and others affected by our actions. It stated that organisations with five or more employees must have a written health and safety policy, setting out how it manages health and safety.

It was reported that the Policy had been reviewed and the only amendments related to the name changes for the Directorates.

On behalf of the Board, the Chair thanked Tony Dean for his contribution and wished him well in his retirement.

RESOLVED: That the reviewed Corporate Health and Safety Policy be noted.

CS6 CORPORATE ACCIDENT / INCIDENT REPORT 1.4.17 TO 31.3.18

The Board was provided with a report from the Strategic Director, Enterprise, Community and Resources, which presented details of corporate accident statistics with associated trends, from 1 April 2017 to 31<sup>st</sup> March 2018.

Officers commented that the report highlighted the national and local health and safety information, in particular the new HSE strategy, and together with performance and incident trends, these formed the basis for the recommended actions for 2017/18. In order to be proactive in health and safety management the report also indicated

the number of completed risk assessments and training delivered to staff.

It was highlighted that there had been an increase in the number of accidents leading to 'days lost', with 24 this year and 19 last year. This had led to an increase in the number of actual 'days lost' with 269 this year compared to 173 last year and an increase in the number of 'over 7 day' absences and specified injuries (as reported under RIDDOR).

RESOLVED: That the report be noted.

CS7 ANNUAL REPORT 2017/18

The Board considered a copy of the Annual Report from the Chair of the Corporate Services Board, 2017/18. The Board met three times during the year and the report set out the work carried out and the recommendations throughout the Municipal Year April 2017 to March 2018.

RESOLVED: That the Annual Report be noted.

CS8 AMENDMENT TO COUNCIL TAX SECTION 13A DISCOUNT POLICY STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which proposed the following two amendments to the Council Tax Section 13A Discount Policy Statement, in relation to discretionary council tax relief provided to Care Leavers:

- Where a Care Leaver was jointly and severally liable to pay council tax with one or more residents in a property who were not Care Leavers, the Council tax for the property would only be reduced by 50% (rather than 100%). This was to ensure that non Care Leavers were not advantaged through the policy and that relief was only provided to eligible Care Leavers; and
- The wording of the Section 13A Policy Statement would be amended to enable the Council to provide discretionary council tax relief to Care Leavers regardless of which Council had previously acted as their corporate parent. This would ensure that the Council could provide a reciprocal agreement to that provided for Halton Care Leavers who move to other boroughs.

RESOLVED: That the Executive Board be Strategic Director,

recommended to approve the amended Council Tax Section 13A Discount Policy Statement attached as Appendix A.

Enterprise,  
Community and  
Resources

CS9 HALTON BOROUGH COUNCIL UPDATE ON APPRENTICESHIP POLICY APPRENTICESHIP LEVY & PUBLIC SECTOR TARGET

The Board considered an update report of the Strategic Director, Enterprise, Community and Resources, on Apprenticeships within Halton Borough Council. The report outlined the

- current number of apprenticeships;
- the number of new apprenticeships since the introduction of the Government Apprenticeship Levy introduced in April 2017;
- the development of the existing workforce through the use of the Apprenticeship Levy to promote Continuous Professional Development;
- the work commissioned in 2017 by the Liverpool City Region which resulted in a number of initial recommendations around additional brokerage support and details of the 3 key priorities identified;
- an outline of the regional and national picture; and
- Halton's Apprenticeship Policy which was updated in 2017.

RESOLVED: That the information be noted and a further report be submitted in 6 months.

Strategic Director,  
Enterprise,  
Community and  
Resources

CS10 TOPIC GROUPS 2018/19

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which sought to develop a work programme of topics for the Board to examine in 2018/19. It was noted that the Board had previously arranged a Topic Group to consider the Discretionary Support Scheme and this had provided significant guidance to Officers and the Executive Board in relation to the delivery of that extremely important service. It was proposed that this Topic Group would continue to meet and it would be expanded to include Universal Credit. Consideration would also be given to setting up a second Topic Group if required.

Arising from the discussion it was noted that:

- an update report on discretionary support would be

provided to the next meeting, which will also include the latest information regarding Universal Credit;

- the Board's remit with regard to Traveller sites would be checked; and
- a presentation from the IT section be provided to a future meeting.

RESOLVED: That

1. the Discretionary Support Scheme Topic Group continue to meet and be expanded to include Universal Credit; and
2. consideration would be given to setting up a second Topic Group if required.

Strategic Director,  
Enterprise,  
Community and  
Resources

#### CS11 GENDER PAY GAP

The Board considered a report which presented information and calculations for the Council in relation to the Gender Pay Gap. From April 2017, Gender pay reporting legislation required all organisations that employed over 250 employees to publish statutory calculations every year showing how large the pay gap was between their male and female employees. The gender pay gap was defined as the difference in the average earnings of men and women over a specified period, regardless of their role or seniority.

Halton Borough Council's information was published on 30<sup>th</sup> March 2018, full details of which were outlined in the report.

RESOLVED: That the content of the report be noted.

#### CS12 PERFORMANCE MANAGEMENT REPORTS QTR 3 AND QTR 4 - 2017-18

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 3 and 4 of 2017/18.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Human Resources and Organisational Development;

- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

It was noted that demand for job recruitment had increased within the Council and the reasons for this were being analysed.

RESOLVED: That the third and fourth quarter performance monitoring reports be received and noted.

*Meeting ended at 8.30 pm*



**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 9 April 2018 at The Board Room - Municipal Building, Widnes*

Present: Councillors Nolan (Chair), Morley (Vice-Chair), J. Bradshaw, Carlin, Gilligan, R. Hignett, C. Plumpton Walsh, June Roberts, Thompson, Woolfall and Zygadlo

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, G. Henry, P. Peak and L. Wilson-Lagan

Also in attendance: 7 Members of the public

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE COMMITTEE**

*Action*

DEV39 MINUTES

The Minutes of the meeting held on 6 March 2018 having been circulated, were taken as read and signed as a correct record.

DEV40 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS

The Committee was advised that two matters had arisen which required immediate attention by the Committee (Minutes 44 and 45 refer). Therefore, pursuant to Section 100 B(4) and 100 E and due to the need to allow the maximum time for a considered response by Members (44) and time constraints due to a public Inquiry (45), the Chairman ruled that the items be considered as a matter of urgency.

DEV41 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and in accordance with its powers and duties, made the decisions described below.

DEV42 - 18/00018/FUL - PROPOSED DEMOLITION OF EXISTING BUILDINGS AND ERECTION ON A NEW WAREHOUSE / MANUFACTURING FACILITY (USE CLASS B1/B2/B8) WITH ASSOCIATED CAR PARKING AND SERVICE ROAD AT MANOR PARK INDUSTRIAL ESTATE, STUART ROAD, RUNCORN

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

Since publication of the agenda it was reported that issues raised as a result of the original submission had been fully addressed. Additionally the applicant had provided a detailed response to queries raised regarding surface water attenuation, to the satisfaction of the Council's Highways Officer. Members were advised that an additional condition was recommended requiring the implementation of the footpath link in accordance with the approved plans, prior to occupation.

The Committee agreed that the application be approved subject to the conditions listed and the addition of the condition mentioned above.

**RESOLVED:** That the application be approved subject to conditions relating to the following:

1. Standard 3 year timescale for commencement of development;
2. Specifying approved and amended plans;
3. Requiring submission and agreement of a Construction Environmental Management Plan, including wheel wash;
4. Materials condition(s) requiring the submission and approval of the materials to be used (BE2);
5. Landscaping condition, requiring submission and approval both hard and soft landscaping (BE1/2);
6. Submission and agreement of boundary treatment including gates/barriers (BE2);
7. Submission and agreement of scheme of biodiversity features including bat and bird boxes;
8. Condition requiring development be carried out in accordance with the approved Ecological Appraisal and bat survey reports and recommendations, mitigation and avoidance measures contained therein (GE21);
9. Condition restricting construction and delivery hours audible at site boundary (BE1);
10. Submission and agreement of detailed lighting

- scheme including measures to minimise impacts on foraging and commuting bats (PR4/GE1);
11. Detailed site investigation, including mitigation to be submitted and approved in writing (PR14);
  12. Submission and agreement of detailed retaining wall design and special working methods to minimise bank excavation/loss of trees/vegetation;
  13. Conditions relating to tree protection during construction (BE1);
  14. Vehicle access, parking servicing etc to be constructed prior to occupation of properties/commencement of use (BE1);
  15. Requiring submission and agreement of cycle parking details (TP6);
  16. Requiring submission and agreement of electric vehicle parking and charging points(s) details (NPPF);
  17. Condition relating to discovery of unidentified contamination (PR14);
  18. Condition requiring surface water/highway drainage be carried out as approved (BE1/PR5);
  19. Requiring development be carried out in accordance with the approved site and finished floor levels (BE1);
  20. Submission and agreement of Site Waste Management Plan (WM8);
  21. Submission and agreement of a sustainable waste management plan (WM9);
  22. Requiring submission and agreement of onsite waste storage (WM9);
  23. Conditions restricting external storage and working (E5); and
  24. Prior to occupation the implementation of the footpath link in accordance with the approved plans.

DEV43 - 18/00021/FUL - PROPOSED DEVELOPMENT OF 28 NO. APARTMENTS IN 3 STOREY BLOCKS WITH ASSOCIATED CAR PARKING AND ANCILLARY DEVELOPMENT AT SPORTING FORD, 64 HOUGH GREEN ROAD, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

The Committee was advised that since the publication of the report the outstanding issues relating to bin storage, parking and servicing had been resolved by amendment to the scheme, which had altered the mix of apartments to 16 two bedroom apartments and 12 one bedroom apartments. Delegated authority was requested to

approve the scheme subject to the listed conditions and receipt of minor amendments relating to door sizes of bin stores and cycle shelter design, and the agreement of a legal agreement as set out in the conditions.

RESOLVED: That the application be approved subject to the following:

- a) A legal or other appropriate agreement relating to securing financial contributions to Open Space.
- b) Conditions relating to the following:
  1. Standard 3 year permission to commence development (BE1);
  2. Condition specifying approved and amended plans (BE1);
  3. Requiring submission and agreement of a Construction Management Plan including vehicle access routes and construction car parking (BE1);
  4. Materials condition, requiring the submission and approval of the materials to be used (BE2);
  5. Landscaping condition, requiring the submission and approval of landscaping details (BE2);
  6. Boundary treatments to be submitted and approved in writing (BE2);
  7. Wheel cleansing facilities/strategy to be submitted and approved in writing (BE1);
  8. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
  9. Vehicle access, parking, servicing etc, to be constructed prior to occupation of properties/commencement of use (BE1);
  10. Condition relating to the implementation of bin store provision (BE1);
  11. Requiring submission and agreement of site and finished floor and site levels (BE1);
  12. Site investigation, including mitigation/validation to be submitted and approved in writing (PR14);
  13. Condition relating to the implementation of cycle store provision in accordance with details to be submitted and approved (TP6);
  14. Submission and agreement of biodiversity enhancement features including bird/bat boxes, insect/hedgehog houses etc (BE1 and GE21);
  15. Requiring submission and agreement of foul and surface water drainage including attenuation (PR16);
  16. Submission and agreement of Site Waste Management Plan (WM8);

17. Requiring submission and agreement of electric vehicle parking and charging point(s) details (NPPF); and
18. Grampian style condition requiring removal of taxi rank.

- c) That if the Section 106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director - Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application.

DEV44 - 18/00132/FUL - PROPOSED EXTERNAL ALTERATIONS TO INSERT NEW WINDOWS AND ENTRANCE DOORS AND FOUR PRIOR APPROVAL APPLICATIONS AT VICTORIA BUILDINGS, HIGH STREET, RUNCORN;

18/00129/P3JPA – PRIOR NOTIFICATION FOR PROPOSED CHANGE OF USE OF FIRST AND SECOND FLOOR FROM OFFICES (USE CLASS B1) TO 16 NO. STUDIO APARTMENTS (USE CLASS C3);

18/00130/P3MPA – PRIOR NOTIFICATION FOR PROPOSED CHANGE OF USE OF PART OF GROUND FLOOR FROM FORMER BANK (USE CLASS A2) TO 4 NO. STUDIO APARTMENTS (USE CLASS C3);

18/00131/P3PPA – PRIOR NOTIFICATION FOR PROPOSED CHANGE OF USE OF BASEMENT FROM STORAGE AND DISTRIBUTION (USE CLASS B8) TO 5 NO. STUDIO APARTMENTS (USE CLASS C3);

18/00133/PDJPA – PRIOR NOTIFICATION FOR PROPOSED CHANGE OF USE OF GROUND FLOOR FROM OFFICES (USE CLASS B1) TO 4 NO. STUDIO APARTMENTS (USE CLASS C3).

Members were advised that all five applications related to the same building and were to be determined by the Development Control Committee due to the cumulative number of residential units being proposed. Four of the five applications are prior approval applications under Schedule 2, Part 3, of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as Amended). The fifth application was a full planning application for the external changes required to facilitate the changes of use proposed. Due to the related nature of the applications, they were presented in one report.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

The Committee was advised that since the publication of the report, amended plans had been received which addressed the issue with the alterations not respecting the character of the building. This amendment limited the alterations required to the outward facing elevations and Officers now considered all the applications to be acceptable and recommended approval of all five.

It was noted that two representations had been received from Councillors Norman Plumpton Walsh and Sinnott, who raised concerns about the small size of the bedsits, the lack of availability for parking, access to the building and the lack of natural light in the basement.

It was reported that due to the need to issue a decision within a 56 day period on prior approval applications, delegated authority was requested for the Operational Director – Planning, Policy and Transportation, to determine the applications following the expiry of the publicity. Also to consider any representations received which were relevant to the considerations of the applications as set out in the report and consideration of any amended plans received which attempted to address the issues raised.

Members discussed all applications and considered the updated Officer's recommendations relating to 18/00130/P3MPA and 18/00132/FUL, where the plans had been amended. They considered that the limiting of the alterations on these two applications to the outside of the building did not go far enough to maintain the strong design features and detail of the outward facing elevations. The Committee made the decisions described below, for each application.

RESOLVED: That

- a) delegated authority is given to the Operational Director – Planning, Policy and Transportation, to issue a decision within a 56 day period as required on prior approval applications, following the expiry of the publicity; and
- b) the delegated power be exercised along the following line:

**18/00129/P3JPA & 18/00133/P3JPA**

That prior approval for the change of use from Class B1(a) (offices) to Class C3 (dwellinghouses) was not required; and

Development under Class O is permitted subject to the condition that it must be completed within a period of 3 years starting with the prior approval date.

**18/00130/P3MPA**

Delegated authority is granted, to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair, to determine the application following clarification of the implications in relation to the external alterations.

**18/00131/P3PPA**

That prior approval for the change of use from class B8 (storage or distribution centre) to Class C3 (dwellinghouses) was not required; and

Development under Class P was permitted subject to the condition that it must be completed within a period of 3 years starting with the prior approval date.

**18/00132/FUL**

The application was refused as the proposed external alterations would result in the conversion of existing windows into entrance doors in the main outward facing elevations to both High Street and Devonshire Place, which would not respect the character of the building and adversely affect the streetscene. So the proposal was contrary to the provisions of Policy BE2 of the Halton Unitary Development Plan.

**DEV45 LAND AT DELPH LANE ETC, DARESBURY**

The Committee was advised that an e-mail had been received from the Planning Inspectorate on 9 April 2018, relating to the Redrow appeals on the above site.

Officers requested delegated authority is granted to the Operational Director – Policy, Planning and Transportation, so that the requests from the Inspector (and any other matters) can be complied with before the completion of the Inquiry.

RESOLVED: That authority is delegated to the Operational Director – Planning, Policy and Transportation, to answer the requests of the Planning Inspectorate and to decide on all matters arising in connection with the upcoming appeals.

*Meeting ended at 6.55 p.m.*



**REGULATORY COMMITTEE**

*At a meeting of the Regulatory Committee on Wednesday, 14 March 2018 in the Council Chamber, Runcorn Town Hall*

Present: Councillors K. Loftus (Chair), Wallace (Vice-Chair), Fry, P. Hignett, McDermott, A. McInerney, Nelson, Parker, G. Stockton, Wainwright and Wall

Apologies for Absence: None

Absence declared on Council business: None

Officers present: N. Wheeler, K. Cleary, J. Tully and S.Thornett

Also in attendance: 7 Members of the public.

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE COMMITTEE**

REG20 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS

*Action*

The Committee was advised that a matter had arisen which required immediate attention by the Committee (Minute REG30 refers), therefore, pursuant to Section 100 B (4) and 100 E and in view that the facts of the case had been made known shortly before the date of the meeting and were sufficiently serious not to be left to the next ordinary meeting of the Committee, the Committee ruled that this item would be considered at this meeting.

REG21 MINUTES

The Minutes of the meeting held on 17<sup>th</sup> January 2018 having been circulated were signed as a correct record.

REG22 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

- (1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the following item only of the Committee Agenda, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed , being information defined in Section 100 (1) and paragraph,3 of Schedule 12A of the Local Government Act 1972.

**To avoid any allegation of bias Cllr Parker declared an interest in the following matter and took no part in the application or decision.**

REG23 TAXI MATTER

Case No 706

RESOLVED: That the Single Status Drivers Licence be revoked with immediate effect.

REG24 TAXI MATTER

Case No 707

RESOLVED: That

- (1) a Single Status Drivers Licence be granted subject to standard pre-conditions and standard

Chief Executive

conditions; and

(2) Private Hire Operators Licence be granted subject to standard conditions

REG25 TAXI MATTER

Case No 708

RESOLVED: That a Single Status Drivers Licence be granted subject to standard pre-conditions and standard conditions.

Chief Executive

**To avoid any allegation of bias Cllr Nelson declared an interest in the following matter and took no part in the application or decision.**

REG26 TAXI MATTER

Case No 709

RESOLVED: That Single Status Drivers Licence be suspended for 1 month but that the suspension be suspended for a period of 12 months.

Chief Executive

REG27 TAXI MATTER

Case No 710

RESOLVED: That a Single Status Drivers Licence be granted subject to standard pre-conditions and standard conditions.

Chief Executive

REG28 TAXI MATTER

Case No 712

RESOLVED: That the application be deferred to the next available meeting of the Regulatory Committee.

Chief Executive

REG29 TAXI MATTER

Case No 713

RESOLVED: That a Single Status Drivers Licence be granted subject to standard pre-conditions and standard conditions.

Chief Executive

REG30 TAXI MATTER

Case No 714

RESOLVED: That the matter be placed on record and  
no further action taken.

Chief Executive

*Meeting ended at 9.16 p.m.*

**APPOINTMENTS COMMITTEE**

*At a meeting of the Appointments Committee held on Thursday and Friday, 17 and 18 May 2018 at the Box 9 - Halton Stadium, Widnes*

Present: Councillors Polhill (Chair), S. Hill, Wharton and Woolfall

Apologies for Absence: Councillor J. Bradshaw and Rowe

Absence declared on Council business: None

Officers present: I. Leivesley and R. Rout

**ITEMS DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE COMMITTEE**

	<i>Action</i>
<p>APC1 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985</p> <p>The Panel considered:</p> <ol style="list-style-type: none"> <li>1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1 of Schedule 12A of the Local Government Act 1972; and</li> <li>2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.</li> </ol> <p>RESOLVED: That, as in all the circumstances of the case, the public interest in maintaining the</p>	

exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A(4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1 of Schedule 12A of the Local Government Act 1972.

APC2 SHORTLISTING FOR THE POST OF OPERATIONAL DIRECTOR - POLICY, PLANNING AND TRANSPORTATION

The Committee considered the outcome of a Candidate Assessment held on 17 May 2018.

RESOLVED: That the candidate shortlist, for interview by the Committee on 18 May 2018, be approved.

APC3 SELECTION INTERVIEWS FOR THE POST OF OPERATIONAL DIRECTOR - POLICY, PLANNING AND TRANSPORTATION

The Committee conducted an interview for the post of Operational Director, Policy, Planning and Transportation.

RESOLVED: That

- 1) Mr Tim Gibbs be appointed to the post of Operational Director, Policy, Planning and Transportation; and
- 2) Executive Board be informed of the appointment, prior to it being formally confirmed within the Council staffing establishment.

Strategic Director  
- Enterprise,  
Community and  
Resources

*Meeting ended at 11.00 a.m.*