

# **Minutes**

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

**Wednesday, 17 July 2013**

# Minutes

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**COUNCIL**

*At a meeting of Annual Council on Thursday, 16 May 2013 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Baker, J. Bradshaw, M. Bradshaw, Cassidy, Cole, Dennett, Edge, Fraser, Fry, Gerrard, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Hodge, Horabin, Jones, M Lloyd Jones, P. Lloyd Jones, Morley, C. Loftus, K. Loftus, Logan, A. Lowe, J. Lowe, MacManus, McDermott, A.McInerney, T. McInerney, Nelson, Nolan, Osborne, Parker, Philbin, C. Plumpton Walsh, N.Plumpton Walsh, Polhill, Ratcliffe, Rowe, Sinnott, G. Stockton, J. Stockton, Thompson, Wainwright, Wharton, Woolfall, Wright and Zygadlo

Apologies for Absence: Councillors D. Cargill, E. Cargill, Howard, Lea, Roberts and Wallace

Absence declared on Council business: None

Officers present: M. Reaney, A. Scott, D. Johnson, I. Leivesley, G. Meehan D. Parr and E O'Meara

Also in attendance: Invited guests

*Action*

COU1 ELECTION OF MAYOR AND DEPUTY MAYOR

Moved by Councillor Rowe and seconded by Councillor Gareth Stockton –

RESOLVED: That Councillor Margaret Ratcliffe be elected Mayor of the Borough for the Municipal Year 2013/14.

Moved by Councillor Wright and seconded by Councillor Philbin –

RESOLVED: That Councillor Shaun Osborne be elected Deputy Mayor of the Borough for the Municipal Year 2013/14.

**THE MAYOR (COUNCILLOR MARGARET RATCLIFFE) IN THE CHAIR**

COU2 COUNCIL MINUTES

The minutes of the meetings of Council held on 17 April 2013, having been printed and circulated, were taken as read and signed as a correct record.

RESOLVED: That the minutes of the meetings be confirmed and adopted.

COU3 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:-

- 1) That the Charities she would support during her term of office would be:
  - HEARTS;
  - Delamere Cancer Support and Information Centre; and
  - The Canal Boat Adventure Project
- 2) The Mayor's Chaplain for 2013/14 would be Reverend Beth Gardner.

COU4 EXECUTIVE BOARD (SELECTION COMMITTEE) 14 MAY 2013

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

COU5 DEPUTY LEADER OF THE COUNCIL 2013/14

RESOLVED: That Councillor Mike Wharton be appointed as the Deputy Leader for the Municipal Year 2013/14.

COU6 BOARDS, COMMITTEES, APPEALS PANEL AND WORKING PARTY

RESOLVED: That the Boards, Committees, Appeals Panel and Working Party be constituted with the membership as shown for the Municipal Year 2013/14:

**Executive Board (10)**

Councillors Polhill, (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright.

**Mersey Gateway Executive Board (5)**

Councillors Polhill (Chairman), Wharton, R Hignett, Jones and J Stockton

**Health & Wellbeing Board**

Councillors Polhill, Philbin, Gerrard and Wright

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

Councillors Gilligan (Chairman), J Roberts (Vice Chairman)  
E Cargill, Dennett, S Hill, C. Loftus, A Lowe, A McInerney,  
N Plumpton Walsh, G Stockton, and Wainwright.

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

Councillors E. Cargill (Chairman), J. Lowe (Vice Chairman),  
Baker, Dennett, V Hill, Hodge, Horabin, C Loftus, Sinnott,  
Wallace and Zygadlo

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

Councillors Gerrard (Chairman), Morley (Vice Chairman),  
J Bradshaw, Fraser, P Hignett, MacManus, T McInerney,  
Sinnott, Thompson, Woolfall and Zygadlo.

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

Councillors Edge (Chairman), C Plumpton Walsh (Vice  
Chairman), Cassidy, Howard, P Lloyd Jones, Logan,  
MacManus, Parker, Roberts, Rowe, and Zygadlo.

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

Councillors Dennett (Chairman), Horabin (Vice Chairman),  
M. Bradshaw, E Cargill, Cassidy, Fraser, P Hignett,  
K Loftus, Logan, C. Plumpton Walsh and Woolfall

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

Councillors Osborne (Chairman), N Plumpton Walsh (Vice  
Chairman), Edge, Gerrard, Gilligan, Hodge, V Hill, Lea,  
M Lloyd Jones, Nolan, and Sinnott.

**Development Control Committee (13)**

Councillors Nolan (Chairman), Thompson (Vice Chairman),  
Baker, Cole, R Hignett, S Hill, C Loftus, A McInerney,  
T McInerney, Morley, Osborne, C Plumpton Walsh and  
Rowe.

**Business Efficiency Board (11)**

Councillors A. Lowe (Chairman), M Lloyd Jones (Vice  
Chairman), Cole, Fry, Lea, MacManus, McDermott,  
N Plumpton Walsh, Roberts, G Stockton and Wainwright.

**Standards Committee (9)**

Councillors P Lloyd Jones (Chairman) M Bradshaw, Cole,  
Gerrard, J Lowe, McDermott, T McInerney, Parker,  
Wainwright and Woolfall.

**Appeals Panel (20)**

Councillors Wainwright (Chairman), A McInerney (Vice Chairman), Baker, M Bradshaw, Cassidy, Cole, Edge, Fry, Gilligan, S Hill, V Hill, Howard, M Lloyd Jones, P Lloyd Jones, K Loftus, Logan, Parker, Ratcliffe, Wallace and Woolfall.

**Regulatory Committee (11)**

Councillors K Loftus (Chairman), Wallace (Vice-Chairman), Fraser, Fry, P Hignett, Howard, Lea, A. Lowe, McDermott, Nelson and G Stockton

**Local Development Framework Working Party (15)**

Councillors R Hignett (Chairman), J Bradshaw, Cole, Gerrard, MacManus, Morley, Nolan, Parker, Ratcliffe, C Plumptre Walsh, Roberts, Thompson, Wainwright, Woolfall and Zygadlo

**Mayoral Committee (5)**

The incumbent Mayor (Councillor Ratcliffe) and Councillors Gilligan, T. McInerney, Morley, and Wright

**Appointments Committee (6)**

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

COU7 APPOINTMENT OF SCRUTINY CO-ORDINATOR

RESOLVED: That Councillor Tony McDermott be appointed Scrutiny Co-ordinator for the Municipal Year 2013/14.

COU8 APPOINTMENT OF CO-OPTEE TO THE HEALTH POLICY AND PERFORMANCE BOARD

RESOLVED: That the appointment of Mr John Chiocchi as the Healthwatch Halton representative to the Health Policy and Performance Board for the Municipal Year 2013/14 be confirmed.

COU9 APPOINTMENTS TO OUTSIDE BODIES

The Council considered a report of the Strategic Director, Policy 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 report.

COU10 EXECUTIVE BOARD PORTFOLIOS

The Leader confirmed that the Executive Board would consist of the following portfolio holders for the Municipal Year 2013/14:

Leader's – Councillor Polhill  
Children, Young People and Families– Councillor Philbin  
Health and Adults – Councillor Wright  
Transportation– Councillor John Stockton  
Community Safety– Councillor Dave Cargill  
Economic Development – Councillor Jones  
Resources – Councillor Wharton  
Environmental Sustainability – Councillor Nelson  
Neighbourhood, Leisure and Sport – Councillor Harris.  
Physical Environment – Councillor Ron Hignett

RESOLVED: That the portfolios be noted.

COU11 CIVIC SUNDAY

The Mayor announced her intention to attend a Civic Service at St Michael and All Angels Church, Greenway Road, Runcorn on Sunday 30 June 2013 at 10.00am.

*Meeting ended at 7.05 p.m.*

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**EXECUTIVE BOARD**

*At a meeting of the Executive Board Selection Committee on Tuesday, 14 May 2013 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chairman), Harris, R. Hignett, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: Councillor D. Cargill

Absence declared on Council business: Councillor Jones

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

Also in attendance: Councillor Ratcliffe

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

	<i>Action</i>
<p>EXB1 MINUTES</p> <p>The Minutes of the meeting held on 28 March 2013 were taken as read and signed as a correct record.</p>	
<p>EXB2 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL</p> <p>RESOLVED: That Council be recommended to appoint Councillor Wharton as Deputy Leader of the Council for the 2013/14 Municipal Year.</p>	Chief Executive
<p>EXB3 APPOINTMENT TO BOARDS, COMMITTEES, APPEALS PANEL, WORKING PARTY AND SCRUTINY CO-ORDINATOR POST AND THE APPOINTMENT OF A CO-OPTEE ON THE HEALTH POLICY AND PERFORMANCE BOARD</p> <p>The Board considered a report of the Strategic Director, Policy and Resources, regarding the appointments to the Council's Boards, Committees, Appeals Panel, Working Party and Scrutiny Co-ordinator and the appointment of a non-voting co-optee to the Health Policy and Performance Board. A list of committee memberships was tabled at the meeting.</p>	

RESOLVED: That Council be recommended to

Chief Executive

- 1) agree the appointments to the Council's Boards, Committees, Appeals Panel and Working Party for the Municipal Year 2013/14 with the representation put forward by each of the political groups;
- 2) approve the nomination of Councillor A McDermott as the Scrutiny Co-ordinator for the Municipal Year 2013/14; and
- 3) confirm the appointment as non voting co-optee of Mr John Chiocchi as the Healthwatch Halton representative to the Health Policy and Performance Board for the Municipal Year 2013/14.

*Meeting ended at 2.10 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 23 May 2013 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

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

Also in attendance: None

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

	<i>Action</i>
EXB4 MINUTES	
<p>The Minutes of the meeting held on 14 May 2013 were taken as read and signed as a correct record.</p>	
<p><b>HEALTH AND ADULTS PORTFOLIO</b></p>	
EXB5 SECTOR LED IMPROVEMENT IN ADULT SOCIAL CARE – MEMORANDUM OF UNDERSTANDING	
<p>The Board considered a report of the Strategic Director, Communities, which advised on the approach to Sector Led Improvement (SLI) in Adult Social Care.</p>	
<p>The Board was advised that the Local Government Association, with the support of Government, had developed a new approach to improvement in Adult Social Care. The SLI approach was underpinned by a number of principles, as detailed in the report.</p>	
<p>The Board was further advised, that at the last meeting of the North West Towards Excellence Board, it was agreed that Local Authority engagement with, and support for, the North West's approach to SLI, would be best achieved by inviting each of the twenty-three upper tier local authorities in the region to agree a formal signing of a</p>	

Memorandum of Understanding. A copy of the draft Memorandum was attached at Appendix 1.

It was noted that the North West approach to SLI was based on a number of complementary elements of sector led improvements. These were:

- Thematic reviews;
- Risk-based approach to peer challenge; and
- Risk triggers.

RESOLVED: That the Board

- 1) note the North West approach to Sector Led Improvement in Adult Social Care, as set out in the report; and
- 2) endorse the approach and agree that the Council will participate by giving the Chief Executive, Executive Board Member for Health and Adults and the Strategic Director, Communities, approval to sign the Memorandum of Understanding, shown at Appendix 1.

Strategic Director  
- Communities

## **RESOURCES PORTFOLIO**

### **EXB6 DIRECTORATE OVERVIEW REPORTS**

The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the fourth quarter year-end to 31 March 2013.

The Board was reminded that in September 2011, it had approved a revision to reporting arrangements on performance, in the light of emerging national and local circumstances. The approved changes included presentation of Directorate Performance Overview Reports on a quarterly basis and progress against the Corporate Plan on a six monthly basis; the development and use of a priority based performance report for each Corporate Priority and Policy and Performance Board; and departmental performance reports to be made available via the intranet and the Members' Bulletin.

It was noted that a review of the Council's existing performance management and monitoring arrangements had been undertaken in 2011, based upon an agreed set of principles, which had been agreed by the Corporate Policy and Performance Board, based around the better

management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report (DPOR) provided a strategic summary of the key issues arising from performance in the relevant Quarter for each Directorate. DPOR's from 2012/13 would be presented to Executive Board in line with the presentation of Quarterly Financial Statements. Information for each of the Council's Directorates were attached at Appendices 1-3. The Board noted that monitoring of all relevant high risks would be undertaken and progress be reported against the application of the risk treatment measures in Quarters 2 and 4.

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

#### EXB7 DISPOSAL OF SURPLUS LAND AND BUILDING

The Board considered a joint report of the Strategic Directors, Policy and Resources and Children and Enterprise, on the disposal of surplus land and buildings.

The Board was advised that the Council had a number of property assets which were no longer used, which were predominantly infill plots in secondary locations unlikely to yield high returns. Details of the sites identified as surplus were given on the schedule attached to the report.

The Board noted that the aim was to continue to dispose of surplus sites to sustain the flow of capital receipts, with sites identified and disposals undertaken when market conditions allowed. Following consultation with the relevant Ward Councillors, assets had been identified either for immediate disposal or to be put on hold subject to review; those on hold would be reviewed by the Asset Management Working Group and the Resources Portfolio holder by February 2014.

It was noted that there were a number of other disposals underway, which would be reported separately at the appropriate time. In addition, surplus sites following the construction for the Mersey Gateway Scheme were not readily identifiable until the preferred bidder stage. However, the timescales for such disposals was unlikely to be before the completion of construction in 2016/17.

RESOLVED: That

- 1) the sites on the schedule, declared as surplus and for disposal, be approved;
- 2) the sites on hold be approved for review by February 2014; and
- 3) a further report be brought to Executive Board following this review.

Strategic Director  
- Policy &  
Resources

EXB8 RELEASE OF RESTRICTIVE COVENANT ON PART OF BRENTFIELD ST MARIE'S - KEY DECISION

The Board considered a report of the Chief Executive, on the release of the restrictive covenant on part of Brentfield St Marie's, Heath Road, Widnes.

The Board was advised that the Council had been approached with a proposition to develop part of the land at St Marie's club for social housing and to secure the future use of playing pitches. Plans attached at Appendix 1 to the report showed the frontage of land which was proposed for sale to HHT for social housing, subject to planning permission, and the two playing pitches which would be transferred to the Wids. It was noted that the removal of the restrictive covenant would apply to the frontage land only. Appendix 2 showed land edged red, where a new restrictive covenant would be applied which would restrict the use of land for playing pitches and leisure uses.

It was further noted that the proposal supported the Borough's Housing and Leisure objectives and was in line with the Unitary Development Plan and upcoming Core Strategy.

Reason(s) for Decision

To ensure a sustainable use of playing pitches and provide new social housing.

Alternative Options Considered and Rejected

The 'do nothing' option had been considered but this would impact on the long-term viability of the rugby pitches.

Implementation Date

Once approval had been agreed, the recommendations would be implemented immediately.

RESOLVED: That the Board approve the variation to the restrictive covenant on Brentfield St Marie's, subject to the following conditions:

Chief Executive

- 1) the release of the covenant shall apply only to the frontage land formerly used as clubhouse, car park, etc and identified on the plan at Appendix 1. The Operational Director, Legal and Democratic Services to ensure that the release is only implemented when the following conditions have been satisfied;
- 2) the land released from the covenant shall be used for the development of social housing only;
- 3) the restrictive covenant shall continue for the remaining two rugby pitches at Brentfield; and
- 4) a new restrictive covenant in favour of the Council shall be applied to the land shown at Appendix 2 at Prescott Road playing fields for the land to be used for playing pitches and leisure only.

EXB9 LIVERPOOL CITY REGION SUBMISSION TO THE 2013 SPENDING REVIEW

The Board considered a report of the Operational Director, Finance, which sought agreement to the Liverpool City Region (LCR) submission ahead of the Government's 2013 Spending Review.

The Board was advised that the 2013 Spending Review, the H M Treasury-led process which allocated resources across government departments, would be published on 26 June 2013. Although the review would be effective from 2015/16, no confirmation had been given on the number of years it would cover. In his 2013 budget report, the Chancellor announced that the themes driving the 2013 Spending Review would be growth, efficiency and public service reform.

The LCR Submission, details of which were attached at Appendix 1, had been drafted to emphasise the level of cuts the region had to deal with before and during the 2010 Spending Review. The Submission had sought the views of Finance and Policy leads in the six LCR Council's as well as Merseyside Police Service, Merseyside Fire and Rescue

Service, Merseyside Recycling and Waste Authority and Merseytravel.

The Board was advised that the submission set out key areas of concern and risk for the LCR Authorities, including :

- Localisation of Council Tax Support;
- Council Tax Referenda;
- Protection of Specific Grants including Public Health Funding;
- Increasing costs of Adult Social Care;
- Business Rate Retention;
- New Homes Bonus; and
- Scope for Further Cuts.

It was noted that the Submission would be presented to the LCR Cabinet on 24 May 2013 and then to H M Treasury and the local Members of Parliament. In addition, it would also be provided to the Local Government Association, Sigoma, Local Government Information Unit and New Local Government Network, for consideration as part of their submissions.

RESOLVED: That the Liverpool City Region submission to the 2013 Spending Review, as set out in the Appendix to the report, be approved.

Operational  
Director - Finance

## **PHYSICAL ENVIRONMENT PORTFOLIO**

### **EXB10 DARESBUY RGF PROJECT - WAIVER OF STANDING ORDERS**

The Board considered a report of the Strategic Director, Children and Enterprise, on the waiver of Standing Orders in respect of the Daresbury Regional Growth Fund (RGF) Project.

The Board was advised that there was an urgent need to secure the power element of the RGF programme at Daresbury. This required Halton Borough Council entering into a contract with Scottish Power within the necessary timescales. Details of the process and critical timeframe were given in the report for Members' information.

RESOLVED; That the Board note that a waiver of Standing Orders under SO1.8.1 "Emergency Waiver via the Chief Executive" was obtained to allow the Council to contract for the electricity connection for Daresbury Laboratory with Scottish Power Power Systems Ltd in the



sum of £3.93m. This allowed the Council to contract within the necessary timescales for Regional Growth Funding.

EXB11 STATEMENT OF COMMUNITY INVOLVEMENT LOCAL PLAN DOCUMENT

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to publish the draft Statement of Community Involvement (SCI) Local Plan Document for public consultation.

The Board was advised that the SCI set out the way the Council would involve the local community, stakeholders and statutory bodies in the preparation and revision of Local Plans. The SCI described the Council's procedures and arrangements for involving the community when considering planning applications and major proposals for development. It was noted that the procedures contained within an adopted SCI must be followed for consultation on all Local Plan documents and all planning applications in Halton.

It was reported that the Council's first SCI was adopted in 2007. An updated version had been prepared to include a number of legislative changes in the way planning documents were prepared. In addition, technological advances had seen the emergence of online and electronic communication as the preferred media for many individuals and organisations. A copy of the draft consultation document was attached at Appendix A. The period of consultation would be four weeks.

RESOLVED: That

- 1) the consultation draft Statement of Community Involvement, attached at Appendix A, be approved for the purposes of public consultation for a four week period; and
- 2) any minor drafting amendments which may be made to the draft Statement of Community Involvement prior to public consultation, be delegated to the Operational Director, Policy, Planning and Transportation, in consultation with the Physical Environment Executive Board Member.

Strategic Director  
- Policy &  
Resources

EXB12 SHARED SERVICES: HISTORIC ENVIRONMENT SERVICE LEVEL AGREEMENT 2013-2018 AND SERVICE LEVEL AGREEMENT FOR MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE 2013-2018

The Board considered a report of the Strategic Director, Policy and Resources, on shared service agreements.

The Board was advised that the Council's Planning Service utilised shared services for the provision of 'rare expert' advice in relation to ecological and heritage conservation matters. The shared service contracts with Sefton Borough Council and Cheshire West and Chester Councils respectively, were due for renewal. The report provided details of the Service Level Agreements (SLA's) provided for the Historic Environment Service and the Merseyside Environmental Advisory Service.

The Board noted that a renewal of the existing SLA's would ensure that the Council was able to comply with statutory duties and with the National Planning Policy Framework (2012).

RESOLVED: That

- 1) the Service Level Agreement between Halton Borough Council and Cheshire West and Chester Council for the provision of historic environment services through the Archaeology Planning Advisory Service be renewed for a period of five years from 1<sup>st</sup> April 2013, to 31<sup>st</sup> March 2018 for an annual sum of £14,693.74. The Operational Director - Policy, Planning and Transportation be delegated the power to agree the sum payable annually under the contract within the limits of the existing budgetary provision;
- 2) the Service Level Agreement between Halton Borough Council and the Merseyside Environmental Advisory Service for the provision of environmental technical advice in connection with planning matters be renewed for a period of five years from 1<sup>st</sup> April 2013, to 31<sup>st</sup> March 2018 for an annual sum of £14,660. The Operational Director - Policy, Planning and Transportation be delegated the power to agree the sum payable annually under the contract within the limits of the existing budgetary provision; and

Strategic Director  
- Policy &  
Resources

- 3) use of Procurement Standing Orders 1.8.4 (e) and (f) to waive Procurement Standing Order 4.1 for contracts up to but not exceeding £173,934 in value to allow the Archaeology Planning Advisory Service and the Merseyside Environmental Advisory Service to supply services as outlined in paragraph 1.2 be approved.

EXB13 JOINT MERSEYSIDE AND HALTON JOINT WASTE LOCAL PLAN - ADOPTION OF PLAN - KEY DECISION

The Board considered a report of the Strategic Director, Policy and Resources on the adoption of the Joint Merseyside and Halton Joint Waste Local Plan.

The Board was advised that Government planning policy required Local Plans to address sustainable waste management. Local Authorities were required to put in place a Local Plan which provided a policy framework and land allocations for new waste management infrastructure to meet the identified needs of each Council.

Following full Council resolution, Halton entered into a joint arrangement with the five Merseyside District Authorities to prepare the Joint Merseyside and Halton Waste Local Plan (WLP). The Board was advised that the WLP was primarily focused on providing new capacity and new sites for waste management uses and for the delivery of a robust policy framework to control waste development.

It was noted that the WLP principally contained:

- a Vision statement to guide future waste management decisions over the next 15 years;
- strategic objectives and a Spatial Strategy to guide delivery of the Vision;
- controlling and enabling Development Management Policies designed to provide certainty in planning decisions;
- site allocations for both local and sub-regional sites which were broadly distributed across all six Council areas; and
- an Implementation and Monitoring Framework.

Reason(s) for Decision

Government Policy (PPS 10) required that waste must be dealt with in a sustainable way. The Council was producing a Joint Waste Local Plan for the Merseyside sub-region. Drafting of the Plan had reached the stage where the policy

framework contained in the Waste Local Plan needed to be subject to public scrutiny.

#### Alternative Options Considered and Rejected

The Waste Local Plan had been prepared through a multi stage process. Previous public consultation stages had been completed and were detailed in section 5.2 of the report.

These reports documented the evolution of the Plan and the options for policies and sites that had been considered and rejected. The results of the public consultation, engagement with stakeholders, industry and the Local Authorities and detailed technical assessments, had all been used to inform preparation of the Local Plan. The Preferred Options stage reports set out the alternative options considered.

#### Implementation Date

The Joint Merseyside Waste Local Plan was scheduled to be adopted by all six partner Districts in the Summer of 2013.

RESOLVED: That Council be recommended to

- 1) note the results of public consultation on the proposed modifications to the Merseyside and Halton Joint Waste Local Plan that was undertaken between November 2012 and January 2013 (Appendix 1);
- 2) welcome the report from the Planning Inspector which concluded that, subject to the proposed modifications, the Plan “meets the criteria for soundness in the National Planning Policy Framework” and “provides an appropriate basis for waste planning for Merseyside and Halton over the next 15 years” (Appendix 2);
- 3) agree that the Waste Local Plan (Appendix 3) be adopted as part of the statutory development plan by each of the districts on a single date which shall be one working day after the final (sixth) Full Council resolution has been received;
- 4) note that several of the adopted Unitary Development Plan saved policies (listed in paragraph 4.11, Table 2 of the report) will be replaced by Waste Local Plan policies including the site allocations; and

Strategic Director  
- Policy &  
Resources

- 5) grant delegated authority to the Operational Director, Policy, Planning and Transportation, in consultation with the Physical Environment Portfolio Holder to make minor typographical changes to the Waste Local Plan, prior to its final publication.

EXB14 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 item 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 case, the public interest in maintaining the exemption outweighed 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.

**PHYSICAL ENVIRONMENT PORTFOLIO**

EXB15 FORMER CROSSVILLE DEPOT, RUNCORN AND LAND AT EARLE ROAD, WIDNES WATERFRONT, REGENERATION

The Board considered a report of the Chief Executive, on the development of the former Crossville depot, Runcorn and land at Earle Road, Widnes Waterfront.

The report advised Members on the progress that had been made to bring about the development of the sites. It also asked the Board to note the commercial changes to the terms of the respective development agreements.

RESOLVED: That Council be recommended to note the changes made under powers of delegation as detailed in the report.

Chief Executive

**CALL IN**

**MINUTES ISSUED: 29 May 2013**

**CALL-IN: 5 June 2013**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 5 June 2013**

*Meeting ended at 2.35pm*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 13 June 2013 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

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

Also in attendance: Audrey Williamson, Chair of the Local Safeguarding Children Board (for Minute EXB 18)

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

EXB16 MINUTES

The Minutes of the meeting held on 23 May 2013 were taken as read and signed as a correct record.

**LEADER'S PORTFOLIO**

EXB17 EUROPEAN STRUCTURAL FUNDS 2014-20

The Board considered a report of the Strategic Director, Children and Enterprise, on the opportunities for funding under the new European Structural Funds Programme 2014-20.

The report provided Members with an overview of the European Structural Funds Programme (the Programme). It was noted that there were four thematic objectives within the Programme as well as other investment priorities. The Board was advised that Local Enterprise Partnerships (LEPs) would be the principal delivery vehicle for the future of European Structural and Investment Funds (SIF). LEPs would lead on investment strategies for their local area and fulfil a 'Strategic Oversight' role.

*Action*

A number of priorities had been identified for the Liverpool City Region and the report detailed the priorities identified for Halton, resources and match funding requirements and the actions expected over the next couple of months.

RESOLVED: That the key priorities for Halton be approved for presentation to the Liverpool City Region LEP as part of the LEP Investment Strategy.

Strategic Director  
- Children and  
Enterprise

**CHILDREN YOUNG PEOPLE AND FAMILIES  
PORTFOLIO**

EXB18 CHILD SEXUAL EXPLOITATION STRATEGY

The Board considered a report of the Strategic Director, Children and Enterprise, which provided an overview of national policy developments regarding Child Sexual Exploitation (CSE). Audrey Williamson, Chair of the Local Safeguarding Children Board, was in attendance and addressed the Board on this item.

The Board was advised that published guidance stated that all Local Safeguarding Children Boards (LSCBs), should assume that sexual exploitation occurred in their area unless there was clear evidence to the contrary. In addition, LSCBs should consider sexual exploitation in fulfilling all of their functions as set out in Chapter 3 of the document 'Working Together to Safeguard Children'.

Members were advised that in 2011, a number of reports were published, which attempted to gauge the level of CSE nationally. The Coalition Government had identified CSE as a key focus of its policy with regards to children and young people. In November 2011, it published the 'Tackling Child Sexual Exploitation Action Plan', which identified seven actions which would be the responsibility of LSCBs.

A Pan-Cheshire CSE and Missing from Home Strategic Group had been established. A Strategy and Protocol with each LSCB had also been approved. It was noted that the Strategy had been approved as a joint Cheshire and Merseyside strategy with the exception of Cheshire East. In addition, a Pan Cheshire Action Plan, which reflected the areas that would be addressed under the Government's 'Tackling Child Sexual Exploitation Action Plan', had been produced. A Sub Group had completed a number of objectives from the Action Plan and focussed on:

- Developing ways of collating and sharing



information on CSE in Halton;

- Planning awareness raising sessions for pupils from Year 8 onwards across Halton's High Schools; and
- Ensuring training at the appropriate level, and awareness raising materials available to frontline staff.

Ms Williamson was thanked for her attendance and for the work of the LSCB.

RESOLVED: That the contents of the report be noted.

## **ECONOMIC DEVELOPMENT PORTFOLIO**

### **EXB19 HALTON BOROUGH COUNCIL WORK EXPERIENCE**

The Board considered a report of the Strategic Director, Children and Enterprise, on the provision of work experience for unemployed residents with the Borough Council.

The Board was advised that the Halton Employment Partnership (HEP) worked closely with the Halton People in Jobs team to match suitable clients to job vacancies or work experience opportunities. Since November 2012, the HEP team had sourced a number of work placements and supported 49 clients into placements. Details of the type of support for clients on placements was contained in the report.

The Board was advised that a placement would enable an unemployed person to gain real life work experience in a structured environment which in turn helped to build their confidence, with the added benefit of clients being able to add details of this experience to their CV. It was reported that some departments across the Council had offered work experience placements and graduate internships in the past. Further details of this and of the outcome for individuals involved, were provided in the report.

It was noted that, as part of the Borough's People's Plan, the Council had developed a Volunteering Strategy, which set out the Council's commitment to supporting volunteering opportunities within the Council. It was considered that work experience opportunities for local unemployed job seekers would fit with this Strategy.

RESOLVED: That the provision of work experience for unemployed Halton residents with the Council be supported.

Strategic Director  
- Children and  
Enterprise

**CALL IN**

**MINUTES ISSUED: 14 June 2013**

**CALL-IN: 21 June 2013**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 21 June 2013**

*Meeting ended at 2.20 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 27 June 2013 in The Boardroom, Municipal Building*

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: S. Baker, S. Clough, G. Cook, R. Gummery, D. Johnson, I. Leivesley, G. Meehan, D. Parr, M. Reaney, S. Riley and M. Simpson

Also in attendance: None

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

	<i>Action</i>
<p>EXB20 MINUTES</p> <p>The Minutes of the meeting held on 13 June 2013 were taken as read and signed as a correct record.</p> <p><b>LEADER'S PORTFOLIO</b></p> <p>EXB21 SPRINKLERS - NEW RESIDENTIAL PROPERTIES</p> <p>The Board considered a report of the Chief Executive on the introduction of sprinklers in all new residential properties.</p> <p>The Board was advised that Cheshire Fire Authority's Policy Committee endorsed and approved a sprinkler policy statement in September 2011. It was noted that Fire and Rescue Services had maintained belief in the benefits of the installation and use of sprinkler systems and remained committed to their promotion. It was reported that, over the years, England had fallen behind the rest of the UK with Scotland and Wales approving new legislation to require sprinklers in certain buildings. The report of the Cheshire Fire Authority, attached to the Board report, provided comparative details for Members' information.</p> <p>The report asked for support for a campaign to lobby</p>	

for the introduction of sprinklers in all new residential properties and specifically in high-rise blocks, which would improve health and safety in the Borough and potentially save lives.

RESOLVED: That the Board support action to lobby for the introduction of sprinklers in all new residential properties and specifically high-rise blocks.

Chief Executive

**CHILDREN YOUNG PEOPLE AND FAMILIES  
PORTFOLIO**

EXB22 PRIORITY SCHOOL BUILDING PROGRAMME

The Board considered a report of the Strategic Director, Children and Enterprise, on the Priority School Building Programme.

In July 2011, the Department of Education (DfE) announced that it was commencing the privately financed Priority School Building Programme to address those schools in the worst building condition. To be considered for inclusion in the programme, the local authority and maintained schools must have agreed to be part of a long term private finance agreement.

The Board was advised that Halebank CE Voluntary Controlled Primary School was included in the list of schools in the North West Group, to be taken forward as part of a single development package. The authority was required to submit an Outline Business Case to the Treasury for consideration over the Summer. However, prior to that the local authority was required to enter into a Memorandum of Understanding, which authorised the Secretary of State to manage the school's progression through the procurement project.

It was noted that the Memorandum of Understanding aimed to establish the respective obligations and commitments during the term of the Project Agreement. In addition, the Council, as landowner of the playing field site, would also need to enter into a Landowner Agreement, to allow the Secretary of State and the appointed contractor access rights to construct the new school building.

Reason(s) for Decision

To enable the re-build of the school to progress as part of the DfE's Priority School Building Programme.

Alternative Options Considered and Rejected

The authority did not have other capital funding to enable the re-build of the school.

Implementation Date

Building works were likely to commence in 2015.

RESOLVED: That

- 1) the current position of the Priority School Building Programme in respect of Halebank CE Voluntary Controlled Primary School and the progression of the scheme be noted;
- 2) the Strategic Director, Children and Enterprise, in consultation with the Portfolio holder, enter into the Memorandum of Understanding Agreement, with all documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services; and
- 3) the Strategic Director, Children and Enterprise, in consultation with the Portfolio holder, finalise the Landowner Agreement with all documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

Strategic Director  
- Children and  
Enterprise

EXB23 AMALGAMATION OF PUPIL REFERRAL UNITS -  
CONSULTATION FEEDBACK - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which provided consultation feedback on the proposed amalgamation of Pupil Referral Units at The Bridge School and Key Stage 4 Gateway.

The Board was reminded that, at its meeting on 28 March 2013, it was agreed that a consultation would be undertaken to amalgamate The Bridge School Pupil Referral Unit and Key Stage 4 Gateway Pupil Referral Unit by bringing existing Key Stage 4 staff and provision under the leadership of The Bridge School.

Consultation commenced on 15 April 2013 and 34 responses were received. A breakdown of the respondents was provided in the report with a full record of the comments

received attached at Appendix A. It was noted that a total of 23 respondents agreed with the proposal to amalgamate. The report provided a detailed explanation of the issues raised by those that did not support the proposal for Members' consideration.

Reason(s) for Decision

The implications of the School Funding reform on PRUs and the current vacancies at the Key Stage 4 Gateway provided an opportunity to achieve greater consistency and better value for money by amalgamating both PRUs.

Alternative Options Considered and Rejected

Maintaining two PRUs but putting in place one leadership structure across both PRUs – this was rejected as whilst remaining as two PRUs, there were limited cost efficiencies to be achieved, e.g. each PRU would have to purchase their own Service Level Agreements.

Implementation Date

1 September 2013.

RESOLVED: That the Board approve the amalgamation of The Bridge School and Key Stage 4 Gateway by:

- 1) extending the age range of The Bridge School from accepting 11-14 year olds to accepting 11 - 16 year olds from 1 September 2013;
- 2) bringing existing Key Stage 4 Gateway staff, pupils and provision under the leadership of The Bridge School with effect from 1 September 2013; and
- 3) ceasing the Key Stage 4 Gateway Pupil Referral Unit as a distinct unit from 31 August 2013.

Strategic Director  
- Children and  
Enterprise

EXB24 WAIVER OF STANDING ORDERS - MUSIC SERVICES IN SCHOOLS

The Board considered a report of the Strategic Director, Children and Enterprise, which requested the waiver of Procurement Standing Orders in respect of the Provision of Music Services to schools.

The Board was advised that, following a successful bid for Music Hub funding, Halton partnered with Warrington to form a Music Hub in September 2012. It was noted that the Music Hub received a grant from the Arts Council, ring-fenced for the development of music provision for schools. As a condition of grant funding, the Council were required to deliver on four key areas to ensure that every child aged 5-18 had the opportunity to learn to play a musical instrument, to provide an opportunity to perform, to ensure clear progression routes that were available and affordable and to develop a Singing Strategy.

It was reported that the Halton and Warrington District Music Service (HWDMS) provided music services in Halton schools. Their contract, which was due to end on 31 July 2013, required them to provide Whole Class Tuition projects for schools as well as the Halton Schools' Concert and Training Band.

The Board noted that the purpose of the waiver of Procurement Standing Orders was to award the incumbent supplier a one year contract based on the current terms and conditions currently agreed.

RESOLVED: That

- 1) the waiver of Procurement Standing Orders 4.1 be approved; and
- 2) the waiver be for the period from 1 September 2013 to 31 July 2014.

Strategic Director  
- Children and  
Enterprise

#### EXB25 CAPITAL - BASIC NEED - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which outlined the methodology used to prioritise the schools for the Basic Need funding for 2013/14 and 2014/15.

The Board was advised that, Basic Need funding was allocated to local authorities in recognition of the significant pressures faced in providing additional school places. For Halton, the Basic Need funding for 2013/14 would be £1,203,445. The model which Halton used to allocate Basic Need funding in previous years had been applied again for 2013/14 and 2014/15, and identified those schools with the strongest case for support.

The report contained a more detailed explanation of

those schools which had been considered as being the highest priority. Birth data was also analysed for 2014 and 2015 and compared against the Pupil Number Capacity. It was noted that the forecast data indicated that there was sufficient capacity for pupils entering the schools in Runcorn and Widnes at Reception age. However, Beechwood Primary School was identified as being in need of Basic Need support as it was operating above capacity overall with four year groups oversubscribed.

Reason(s) for Decision

To deliver and implement the Basic Need Capital Programme.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

Works at Beechwood Primary School to commence as soon as possible, in order for the school to increase their planned admission number.

RESOLVED: That the Board

- 1) agree the prioritisation process outlined within the report;
- 2) agree that a capital project be developed to address a Basic Need issue at Beechwood Primary School; and
- 3) a further report be submitted to Executive Board, detailing how the balance of the Basic Need funding for 2013/14 and 2014/15 will be allocated.

Strategic Director  
- Children and  
Enterprise

*(N.B. Councillor Jones declared a Disclosable Other Interest in the following item of business as he was a Governor at Fairfield Infants School.)*

EXB26 OUTCOME OF THE CONSULTATION ON EXTENDING THE AGE RANGE OF FAIRFIELD JUNIOR SCHOOL AND CLOSURE OF FAIRFIELD INFANT SCHOOL - KEY DECISION

The Board considered a report of the Strategic



Director, Children and Enterprise, which provided a summary of the outcome of the first phase of consultation on the re-organisation of Fairfield Infant School and Fairfield Junior School.

The Board was reminded that, at its meeting on 28 March 2013, it had approved the commencement of consultation on the proposal to expand Fairfield Junior School from 1 January 2014. The first phase of consultation closed on 29 May 2013. It was noted that both Governing Bodies supported the proposal with 52 of the 74 other respondents being in favour of the proposed amalgamated school. A summary of the responses was attached at Appendix C.

The next stage was to proceed to statutory consultation in September 2013, which would seek views on:

- Changing the age range of Fairfield Junior School to age 4-11 to become an 'all through' primary school from 1 January 2014;
- The Published Admission Number to remain at 80 per year group;
- Fairfield Infant School to be discontinued from 31 December 2013; and
- All the pupils in the Junior and Infant School become part of the 'all through' Primary School.

#### Reason(s) for Decision

The Headteacher of the Junior School had acted as Executive Headteacher of the Infants and Junior School since September 2012. During this time, the Infant School had been graded as 'Good' by Ofsted. Combining both schools to an "all through" primary, would allow a more coherent and consistent approach to provision at Fairfield Infants and Juniors, and ensure that there was a smooth transition from Key Stage 1 to Key Stage 2.

#### Alternative Options Considered and Rejected

No change to the current provision was considered, however this was rejected as it did not provide the same opportunities for curriculum continuity and development, flexibility for staffing and resources and allow seamless transition across the key stages.

Implementation Date

The next phase of the consultation was scheduled to commence on 4 September 2013 for six weeks.

RESOLVED: That

- 1) the responses on the first phase of consultation be noted; and
- 2) commencement of statutory consultation be approved.

Strategic Director  
- Children and  
Enterprise

EXB27 INFORMATION, ADVICE AND GUIDANCE - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which provided an update on the current provision of careers information, advice and guidance (IAG) to young people in Halton.

The Board was advised that, local authorities had a statutory duty to encourage, enable and assist young people to participate in education or training. Under the Education Act 2011, there was also a requirement for them to record and report the education, training and employment status of their 16-19 year old residents to the Department for Education (DfE) on a monthly basis. The same Act also determined that from September 2012, schools, colleges or providers, had a responsibility to deliver careers IAG to their learners.

Services were currently provided through the Greater Merseyside Connexions Partnership Ltd (GMCP), whose contract would end on 31 March 2014. It was noted that the planned support services for young people from April 2014 would be delivered through a mix of in-house and externally procured services, as detailed in the report. These services would be supported and co-ordinated through the 14-19 Division.

Reason(s) for Decision

The current contract for IAG services ends on 31 March 2014 and could not be extended.

Alternative Options Considered and Rejected

The option of all six Merseyside Local Authorities jointly commissioning all IAG Services was considered and rejected, due to the different approach each local authority had adopted to RPA, links to other services and the efficiency agenda.

Implementation Date

1 April 2014.

RESOLVED: That

- 1) a revised approach to the delivery of face to face services which encourage, enable and assist young people to participate in education and training, as outlined in section 3.4.1 be approved;
- 2) a Council based Raising Participation Age monitoring service to meet the statutory requirement to track 16-18 year olds in the Borough, and provide a monthly report to the Department for Education, as outlined in section 3.5 be approved;
- 3) Halton Borough Council to be the lead authority in a partnership approach to co-ordinating an Raising Participation Age monitoring service, in a cluster of authorities as outlined in section 3.6, be approved; and
- 4) the approaches above be further developed and implemented.

Strategic Director  
- Children and  
Enterprise

EXB28 WAIVER OF PROCUREMENT STANDING ORDERS IN RESPECT OF INVESTIGATION SERVICES

The Board considered a report of the Strategic Director, Children and Enterprise, on the waiver of Procurement Standing Orders in respect of the Investigation Services.

The Board was advised that a second, independent investigation had been required at The Bridge and The Gateway Pupil Referral Units. Given the urgency, the need for continuity, the number of Council employees involved and the sensitive nature of the investigation, the Head of

Human Resources advised that Stobarts Business Services be commissioned to undertake the work. The use of Procurement Standing Orders Emergency Procedures was carried out in consultation with the Head of Procurement.

It was noted that the waiver of Procurement Standing Orders 4.1 (Competition Requirements), would be effective for the course of the investigation only.

RESOLVED: That

- 1) the waiver of Procurement Standing Orders 4.1 (Competition Requirements) via the Chest, through the use of Procurement Standing Orders 1.8.2 Emergency Procedures, be approved; and
- 2) it be noted that this waiver would be for one commission until the completion of the second investigation undertaken by Stobarts Business Services at The Bridge and The Gateway Pupil Referral Units.

Strategic Director  
- Children and  
Enterprise

## **HEALTH AND ADULTS PORTFOLIO**

### **EXB29 URGENT CARE – OPTIONS APPRAISAL**

The Board considered a report of the Strategic Director, Communities, which provided details of the options under consideration in response to the development of local Urgent Care.

The Board was advised that a business case was prepared in September 2010 for the development of an Urgent Care Centre on the Halton Hospital site. As part of NHS Halton Clinical Commissioning Group's (HCCG) commissioning intentions for 2012/13, a review of the original business case was completed to inform an options appraisal and reflect the health care system changes within the last two years.

Three options had been considered for the delivery of an urgent care model within Halton, which were summarised in the report. These options had been presented to the Council's Health Policy and Performance Board, Halton's Urgent Care Partnership Board and the HCCG's Governing Body. It was reported that the preferred option was Option One – Creation of an additional Walk-in Centre plus a Clinical Decision Unit at Halton Hospital site, and maintain

current services within Widnes Walk-in Centre.

The Board noted that business cases would be developed for Option One to ensure its financial viability. This, along with the results of public consultation would be presented to a number of forums for further consideration including the Urgent Care Partnership Board, the HCCG Senior Management Team and the Governing Body, Halton's Executive Board and relevant Trust Executive Directors.

RESOLVED: That

- 1) the contents of the report and associated appendices be noted; and
- 2) the Board support Option One, as outlined in the report.

Strategic Director  
- Communities

## **NEIGHBOURHOOD LEISURE AND SPORT PORTFOLIO**

### **EXB30 HALTON HOUSING STRATEGY 2013-18 - KEY DECISION**

The Board considered a report of the Strategic Director, Communities, which presented a finalised version of Halton's Housing Strategy 2013/18 for adoption.

The Board was reminded that, at its meeting on 24 January 2013, it had considered a report which set out the principal elements of the draft Housing Strategy 2013/18 and approved the documents for consultation purposes.

Formal consultation, which ended on 22 March 2013, sought the views of partners, stakeholders and residents. It was reported that in the main, the comments received did not raise new issues, but sought to expand and add emphasis to existing information already in the evidence paper, in particular, around Welfare Reforms. Where possible, the text had been amended to accommodate these comments but the Strategy itself remained largely unchanged.

#### Reason(s) for Decision

Under Part 7 of the Local Government Act 2003, local authorities were expected to produce a Housing Strategy which gave an overview of housing in their district and set out priorities for action.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

2013/14 to 2017/18.

RESOLVED: That Council be recommended to approve the revised Housing Strategy, attached at Appendix A and supporting evidence document attached at Appendix B.

Strategic Director  
- Communities

EXB31 LIBRARY STRATEGY 2013-16 - KEY DECISION

The Board considered a report of the Strategic Director, Communities, on the Library Strategy for 2013/16.

The Board was advised that the Public Libraries and Museums Act 1964, required that local authorities provided “a comprehensive and efficient library service”. Although the national library standards did provide a framework at one time, local authorities were now able to determine the level and priorities of their own library service.

The Library Strategy, attached at Appendix 1, defined the priorities for the service in Halton over the next three years. Since 2009, a number of reports and studies commissioned by Government departments and other organisations considered what libraries should offer to their communities. It was noted that the Strategy took account of all previous published reports, but focused on two current documents which would influence the development of the service in the future. These were reported as Universal Offers and Envisioning the Library of the Future, as detailed in the report.

Consultation on the key elements of the Strategy would close on 30 June 2013. The Libraries Vision would be supported by five overarching strategic objectives, each with specific commitments and goals, with the priorities under each objective to be identified in the annual action plan.

Reason(s) for Decision

To outline the priorities for the library service in Halton over the next three years, to ensure the statutory responsibility is fulfilled whilst contributing to the strategic priorities of the

Council and delivering the service within available resources.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

June 2013.

RESOLVED: That

- 1) Council be recommended to approve the Library Strategy 2013/16; and
- 2) any further editorial changes/corrections required following the close of consultation be delegated to the Strategic Director, Communities, in conjunction with the Portfolio Holder for Neighbourhood, Leisure and Sport.

Strategic Director  
- Communities

**TRANSPORTATION PORTFOLIO**

EXB32 HIGHWAY IMPROVEMENTS AT A 558 DARESBUURY EXPRESSWAY UNDER THE DEPARTMENT FOR TRANSPORT'S LOCAL PINCH POINT PROGRAMME

The Board considered a report of the Strategic Director, Policy and Resources, which advised Members of the award of grant funding through the Department for Transport's (DfT) Local Pinch Point Programme (LPPP).

The Board was advised that the LPPP was aimed at removing bottlenecks on local highway networks and improving access to development sites to support growth and create additional jobs and housing. In February 2013, the Council submitted a bid for funding from the DfT from a total fund of £170m. Halton's bid, which was successfully fast tracked, comprised a package of schemes designed to increase traffic capacity at three existing junctions on the A533 Daresbury Expressway. This would increase traffic capacity at key highway access points to the Daresbury (SciTech) Enterprise Zone and east Runcorn strategic housing development sites.

The report provided information on the funding contribution, subject to the Council agreeing to a number of conditions. The basis of the bid was that all works would be

undertaken within the existing Highway boundaries and delivered by March 2015.

It was noted that the Council's framework consultants, Mott MacDonald Ltd, had worked closely on the preparation of the LPPP bid. However, their Engineering Consultancy Framework Contract expired in April 2013, prior to confirmation of the DfT's scheme approval. Members were advised that it was proposed to waive Procurement Standing Order 4.1 (Competition Requirements) for reasons of urgency and for this scheme only, to enable the preparatory surveys, scheme design and project management services to proceed for this LPPP scheme with Mott MacDonald Ltd.

RESOLVED: That

- 1) the award of £1.675m grant funding for the Daresbury Enterprise Zone/East Runcorn Housing Access Improvement Scheme under the DfT's Local Pinch Point Programme be noted;
- 2) Council be recommended to approve the inclusion of the LPPP scheme into the Council's Capital Programme at a total estimated cost of £2.394m to be phased over 2013/14 and 2014/15; and
- 3) in accordance with Procurement Standing Order 1.8.4, Procurement Standing Order 4.1 (Competition Requirements) be waived, and design and scheme preparation services be procured from Mott MacDonald Ltd for reasons of urgency as set out in the report.

Strategic Director  
- Policy &  
Resources

## RESOURCES PORTFOLIO

### EXB33 2012/13 FINANCIAL OUTTURN

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2012/13.

The Board was advised that the final accounts for 2011/12 were complete; the revenue spending position for each Department, which would be subject to external audit, was attached to the report at Appendix 1.

It was reported that budget savings for 2013/14 were



implemented over two tranches, the first of which consisted of savings of £6.04m, and approved by Council in December 2012. As a result of some of these savings being implemented early, it provided part-year budget savings in 2012/13.

The report provided details on the key variances (which were in addition to the overall net underspend) in the following services:

- Children and Families;
- Economy, Enterprise and Property;
- Finance;
- Human Resources;
- Prevention and Assessment;
- Commissioning and Complex Care;
- Community and Environment; and
- Corporate and Democracy

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 Balances stood at £8,067,000, which, given the financial climate, was considered to be at a reasonable level.

With regard to Capital Spending, details of spending against the 2012/13 Capital Programme, were attached at Appendix 2. It was noted that spending was £7.1m below the revised capital programme of £57.8m, which represented 87% delivery of the revised capital programme. It was reported that the main areas of significant slippage were in respect of Castlefields Regeneration, The Grange (PFI) Project, Widnes Crematorium (Cremators) and Bungalows at Halton Lodge.

RESOLVED: That the report be noted.

*(N.B. Councillor Nelson declared a Disclosable Other Interest in the following item of business as he was a Governor at the Grange School.)*

EXB34 2013/14 TO 2015/16 CAPITAL PROGRAMME

The Board considered a report of the Operational Director, Finance, on the Council's total forecast capital programme expenditure and associated funding over the next three years.

As part of the Medium Term Financial Strategy, Executive Board had approved the capital strategy on 29 November 2012. This covered the period 2013/14 to 2015/16. Council approved the overall capital programme for the same period at its meeting on 6 March 2013, which at the time were based on estimates of capital allocations.

The Council would continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme, through for example, Section 106 agreements.

Estimates of capital receipts over the medium term were based on forecast land and building sales. Given the current subdued state of the property market, and with no expected sign of recovery over the term of the capital programme, a cautious approach needed to be followed, and as such, there were no funds available for new capital starts unless external funding was generated to finance the cost.

RESOLVED: That the Council's Capital Programme for 2013/16, including forecast spend and funding, be noted.

**INFORMATION ISSUE**

Members were advised of the Chief Executive's intention to use Emergency Powers to Waive Procurement Standing Order 4.1 in pursuant of 1.8.4 ( c ) & (d) in respect of the contract renewal for ICT security software.

It was noted that it was necessary to waive Procurement Standing Order 4.1 in order to procure the MacAfee security gateway licence for a further 3 years at a cost of £145,000 – funded from the existing ICT capital programme – resulting in a £40,000 saving for the authority.

Members agreed and noted the action taken by the Chief Executive.

**MINUTES ISSUED: 2 July 2013**

**CALL-IN: 9 July 2013**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 9 July 2013**

*Meeting ended at 2.43 p.m.*

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**MERSEY GATEWAY EXECUTIVE BOARD**

*At a meeting of the Mersey Gateway Executive Board on Thursday, 13 June 2013 in the The Board Room - Municipal Building, Widnes*

Present: Councillors Polhill (Chairman), R. Hignett, Jones, J. Stockton and Wharton

Apologies for Absence: None

Absence declared on Council business: None

Officers present: E. Dawson, L. Derbyshire, D. Lyon, M. Noone, S. Nicholson and D. Parr

Also Present: Councillors D Cargill, Nelson, Philbin and Wright

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

MGEB1 MINUTES

The Minutes of the meeting held on 24 January 2013 were taken as read and signed as a correct record.

MGEB2 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 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 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,

*Action*

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.

### MGEB3 PROGRESS TOWARDS THE SELECTION OF THE PREFERRED BIDDER - KEY DECISION

The Board considered a report of the Chief Executive which gave details on the procurement process for the Mersey Gateway Bridge project which had now reached the stage where Final Tender submissions had been received and the evaluation process was almost completed.

The Mersey Gateway Project Director provided Members with a detailed and comprehensive presentation setting out details of the three submissions received and the evaluation undertaken by the Mersey Gateway Team.

It was reported that at this stage, the evaluation process had produced a clear front runner and a clear second placed consortium.

In accordance with the Council's procurement process, the leading bidder had been identified as the provisional preferred bidder, with the final stages of the evaluation process involving the confirmation of arrangements for securing the proportion of project finance that was to be guaranteed under the HM Treasury scheme (the UK Guarantee Scheme – UKGS) to confirm the position set out in the provisional preferred bidder's submission. It was reported that discussions with UKGS would be concluded shortly and were progressing positively.

Furthermore, it was reported that the Project Team were also seeking final clarification on a small number of technical matters, that had been identified to the Committee.

In conclusion, it was reported that until all matters had been resolved to the satisfaction of the Council and the evaluation process had been completed, the identity of the provisional preferred bidder should remain confidential.

After taking full account of all relevant and appropriate information it was:-

RESOLVED That:

- (1) The provisional preferred bidder be awarded the contracts for the Mersey Gateway Bridge project subject to satisfying the Council on the outstanding matters identified at the meeting such that their tender remains the most economically advantageous, as identified by the Council's evaluation criteria; and
- (2) The Chief Executive, in consultation with the Leader, the Deputy Leader, the Transport Portfolio Holder, the Mersey Gateway Project Director, the Operational Director (Transport), the Operational Director (Finance) and the Operational Director (Legal), be authorised, to take all necessary actions, to award the contracts for the Mersey Gateway project to the provisional preferred bidder on being satisfied that the outstanding matters identified to the committee are resolved to his reasonable satisfaction.

**MINUTES ISSUED: 14 June 2013**

**CALL-IN: 21 June 2013**

**Any matter decided by the Mersey Gateway Executive Board may be called in no later than 5.00pm on 21 June 2013**

*Meeting ended at 4.25 p.m.*

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**HEALTH AND WELLBEING BOARD**

*At a meeting of the Health and Wellbeing Board on Wednesday, 22 May 2013 at Karalius Suite, Stobart Stadium, Widnes*

Present: S. Banks, D. Johnson, A. McIntyre, E. O'Meara, Cllr Philbin, Cllr Polhill (Chairman), N. Sharpe and Cllr Wright, A Jones, J Bucknall, G Hales, A McNamara, S Wallace Bonner, S Yeoman, J Stephens, A Marr, M Cleworth, M Treharne, J Wilson and D Lyon.

Apologies for Absence: Cllr Gerrard, D. Parr, D. Sweeney, A. Williamson, N Rowe and K Fallon

Absence declared on Council business: None

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

*Action*

HWB1 MINUTES OF LAST MEETING

The Minutes of the meeting held on 13 March 2013 were taken as read and signed as a correct record subject to noting that Sally Yeoman and Gaynor Hales had submitted their apologies in advance of the meeting.

HWB2 TEENAGE PREGNANCY PRESENTATION

The Board received a presentation from John Bucknall, Integrated Commissioning Manager, on teenage pregnancy in Halton.

It was suggested that young women in Halton felt they had limited prospects in life and that the best option for them was to become pregnant. Further it was suggested that the use of drugs and alcohol amongst young people left them vulnerable in certain situations. He commented that statistics showed that families in Halton had children earlier than the national average and the pattern tended to be followed across generations.

The Board was advised that The National Support Team Visit back in October 2008 gave the following priority actions and recommendations for Halton:

- To improve and extend provision and access to a full range and choice of sexual health information, advice and services;
- The Joint Commissioning Plan needed to identify additional contraception funding already in the PCT general allocation for 2008/09 and forthcoming for 2009/10;
- There needed to be a designated young people's services with an emphasis on positive sexual health and wellbeing;
- Universal advertising aimed at young people, families/carers and professionals was required, around the availability of sexual health services;
- It was important that positive partnerships existed to encourage meaningful partnership working.

In response to the recommendations, it was reported that Halton had established a Teenage Pregnancy Group as a means to share good practice and learning to identify opportunities for collaboration. Further, Halton had increased the number of young people focused sexual health clinics and made them more accessible by changing opening times and venues. Also, media tools had been implemented to promote positive relationships and sexual health to young people, for example the website [www.getiton](http://www.getiton).

Halton had also increased the number of holistic health sessions in schools, facilitated by youth workers and increased the number of targeted programmes in schools, such as *Teens and Toddlers*, *Skills for Change* and *Healthitude*. Further, the VRMZ outreach bus had been commissioned which provided a mobile and street based service, engaging with young people in 'hotspot' areas.

John provided the current picture of Teenage Pregnancy, in that it had fallen in 2012 and was predicted to fall in 2013. He advised that the challenges for the future would include:

- Continuing to ensure meaningful partnership working through the Targeted Youth Support Strategy Group;
- Encouraging all partners to become involved in the delivery of *Teens and Toddler* and other programmes in schools;
- Continuing to encourage all schools to take up the offer of targeting programmes in schools;
- Increasing the number of targeted campaigns aimed at promoting positive relationships and young people's sexual health clinics;

- Continuing to deliver sexual health provision in hotspot areas, through the VRMZ outreach bus and street based teams and to ensure sustainability of such provision;
- To monitor numbers accessing young people's sexual health clinics and review types of interventions requested;
- Continued training to all frontline staff on talking to young people about sexual health and relationships; and
- Increasing the number of male registrations on to the C-Card condom scheme.

Following the presentation the following comments were noted:

- Not all schools had engaged in the holistic health programmes, such as Catholic schools. It was noted however the programmes could be customised to suit them;
- The development of the School Nurses would help to back up the above programmes;
- It was possible to associate the drop in teenage pregnancies with the increase in GCSE achievements and reduction in NEETs;
- Pregnancy as a 'lifestyle' choice was now more difficult due to austerity measures.

RESOLVED: That the presentation and comments made be noted.

### HWB3 FALLS STRATEGY 2013 - 2018

The Board was advised that falls had been identified as a particular risk in Halton due to higher levels of falls in older people as well as higher levels of hospital admissions due to falls. Consequently, a Falls Strategy for 2013 – 2018 had been developed which set out the importance of understanding the complexities of both the causes and effects of falls. In particular, the strategy highlighted the high risk of social isolation that falls could lead to.

In addition, the Strategy aimed to identify areas that needed to improve in Halton, and it also recommended the following outcomes that formed the basis for the action plan and the implementation of the strategy:

- Develop current workforce training;
- Develop a plan for awareness raising with both the public and professionals;

- Improve partnership working;
- Set and deliver specific targets to reduce falls;
- Develop a prevention of falls pathway;
- Identify gaps in funding of the pathway; and
- Improve Governance arrangements to support falls.

Members noted that it was anticipated that the strategy would be launched in June during *Falls Awareness Week*; a joint public and professional week taking place on 17<sup>th</sup> to 21<sup>st</sup> June. It was also noted that the Strategy implementation would be through the multi-disciplinary Falls Steering Group and this Group would report to the Urgent Care Board. It was proposed that performance would be reported to the Health and Wellbeing Board on a quarterly basis.

RESOLVED: That

1. the Falls Strategy 2013 - 2018 be supported and approved; and
2. the Board agrees to receive quarterly reports on performance against the strategy action plan.

#### HWB4 FRANCIS INQUIRY

The Board considered a report which provided an overview of the key findings and recommendations of the second Francis Inquiry and the actions to be delivered locally to ensure the quality and safety of health care provision for the population of Halton.

The Francis 2 High Level Enquiry (following on from the first one published in 2009) outlined the appalling suffering of many patients at the Mid Staffordshire Hospital. This was caused by a serious failure on the part of the Provider Trust Board who did not listen sufficiently to its patients and staff or ensure the correction of deficiencies brought to the Trust's attention. It failed to tackle an insidious negative culture involving a tolerance of poor standards and a disengagement from managerial and leadership responsibilities.

Following on from the Inquiry, all NHS Provider Trusts were now required to review this high level enquiry and assess and have an action plan in place for monitoring by the Governance Committee on behalf of the Board of Directors. This was a requirement within the Quality Contract for 2013/14 for submission to the Commissioners during early 2013.

Members were advised that the Government had produced its response to the second Francis Inquiry in March 2013 – *Patients First and Foremost*, in which it stated that the NHS was there to serve patients and must therefore put the needs, the voice, and the choice of patients ahead of all other considerations. The response outlined actions in five key areas:

- Preventing problems;
- Detecting problems quickly;
- Taking action promptly;
- Ensuring robust accountability; and
- Ensuring staff were trained and motivated.

In order to ensure the full implementation of all areas of the Inquiry recommendations, NHS Halton Clinical Commissioning Group had/would:

- Included within the contract requirements the submissions of review and action plan for the Francis Inquiry report including a commitment to the Duty of Candour;
- Included within the contract quality metric in relation to time to care, nursing/care assistant training, clinical leadership and organisational culture;
- Receive and review outcomes including delivery of actions required of internal reviews and respond appropriately;
- Develop and maintain a process to ensure cost improvement programmes within providers were reviewed and impact assessed for any potential impact on quality and safety;
- Develop and maintain processes for GPs and others including members of the public to raise concerns regarding the quality of care and ensure these were investigated and acted upon;
  
- Develop and maintain a robust early warning system for care quality across all providers and ensure any issues were acted upon effectively;
- Be an active member of the *Quality Surveillance Group*;
- Work with providers in a supportive way to support continuous improvements and developments in quality whilst ensuring any issues were monitored and managed effectively; and
- Ensure open, regular and robust reporting of performance of providers locally and ensure local people are engaged in these processes for reporting.

It was commented that the Quality Surveillance Groups would meet locally and regionally to provide leadership for quality improvement. They had proved useful for people to exchange information and share ideas in an open and honest way. It was noted that the local Healthwatch group were represented on the Quality Surveillance Group.

This agenda item would also be taken to the next meeting of the Safeguarding Adults Board.

RESOLVED: That

1. the contents of the report and the findings of the Inquiry be noted; and
2. the actions planned locally be noted.

#### HWB5 EARLY HELP STRATEGY

The Board considered a report of the Strategic Director, Children and Enterprise, on Halton Children's Trust first Early Help Strategy.

The Board was advised that Early Help had been a priority for over two years. The Early Help and Support Strategic Sub-Group (EHaS) of the Children's Trust regularly reported to the Executive Board highlighting progress of Halton's model of "Team Around the Family" (TAF).

It was reported that in 2012, the next step was for the development of an early help strategy and local offer, with the emphasis on early intervention in order to have a positive impact on families. The strategy would need to focus primarily on pre-birth to five year old children and their families. The draft Strategy attached to the report, comprised the main Strategy, four cross cutting themes that spanned across the Children's Trust, a joint action plan and an appendix that highlighted Halton's Local Offer.

RESOLVED: That

1. the Early Help Strategy, Local Offer and action plan be endorsed; and
2. the Early Help Strategy be implemented in conjunction with the 0 – 5 year old Development Action Plan, a priority of the Health and Wellbeing Board.

## HWB6 NATIONAL CHILD MEASUREMENT PROGRAMME (NCMP) OUTCOMES

The Board received a report from the Director of Public Health, which provided an update of levels of childhood obesity in Halton, as recorded through the National Child Measurement Programme (NCMP). The NCMP involved school nurses measuring the height and weight of all children in reception (aged 4 – 5) and year 6 (aged 10 – 11) annually. Using these figures the child's body mass index was calculated and this provided a measure of the proportion of children who were overweight or obese in these individual year groups. Paragraph 3.4 of the report highlighted that the NCMP would report the percentage of children who were of 'excess weight', incorporating both the number of children who were overweight and the number who were obese, this would simplify the interpretation of results.

It was reported that in Halton there had been an extensive programme working with both schools and early year settings to reduce the levels of childhood obesity. This included the school Fit4Life Programme which tackled overweight and had impacted on year 6 obesity rates. The Fit4Life programme targeted schools with the highest obesity rates. It offered education for teachers and children and their parents in cooking, healthy eating and the importance of exercise. Data from the programme indicated that for participating schools the Fit4life programme reduced the level of excess weight by approximately a third. In addition, the following programmes were also offered in Halton:

- Healthitude which linked the personal, social and health education curriculum and had a healthy eating component to it;
- Healthy Early Years Programme (Fit4life) for children aged up to five and their families;
- Children's Centres and Early Years Providers continued to work to meet the Healthy Early Years standards;
- The development of an Infant Feeding Team and weaning services; and
- The national programme to increase the number of Health Visitors.

Members were advised that the data gathered for 2011/12 indicated reductions in the levels of excess weight in both reception and year 6 children when compared to 2010/11 figures. The rates of children who were obese and overweight in reception and year 6 had reduced in 2011/12 in all measures with the exception of the number of year 6 children who were overweight. However, evidence from staff running the Fit4life Programme in schools suggested that one of the reasons for the increase in the number of children in year 6 who were overweight, was as a result of obese children successfully losing weight and moving to the overweight category. It was noted that for the first time since NCMP had started, Halton had rates of obesity that were similar to the England average for all measures and ages. For a more detailed analysis, the Board was referred to the full NCMP report which was attached at Appendix one.

RESOLVED: That the Board

1. note progress in reducing levels of excess weight (overweight and obese) in children in Halton from 28.4% in 2010/11 to 23.1% in 2011/12 for children in reception and from 37.5% in 2010/11 to 34.5% in 2011/12 in year 6 children;
2. note that children in Halton were now at the same weight as the England average;
3. note the impact of the Halton Healthy Early Years Standards and schools "Fit4life" Programme; and
4. note that in the future, performance reporting against this outcome would change to a measure of "excess weight" (which included both children who were overweight and children who were obese).

#### HWB7 CHIMAT – CHILD HEALTH PROFILE

The Board received a report on the Child Health Profile (CHIMAT) which was released each year by the Public Health Observatory and provided a summary of the health and wellbeing of children and young people in Halton. Data that was included was available at a national level and enabled Halton to benchmark their health outcomes against the England average values.

It was noted that Health outcomes were very closely related to levels of deprivation, the more deprived an area the poorer health outcomes that would be expected. Overall



the health and wellbeing of children in Halton was generally worse than the England average, as with levels of child poverty. Currently Halton was the 27<sup>th</sup> most deprived borough in England out of 326 boroughs and, as such, would be expected to have lower than average health outcomes. It was noted that the infant and child mortality rates were similar to the England average.

Members were advised that there were 26 out of the 32 health and wellbeing indicators included in the CHIMAT report which were applicable to Halton. In the 2013 report, there was an improvement in 19 areas, equal performance in five and reductions in performance in two outcomes (which had recently improved: young people not in education employment or training; and teenage conception). Six indicators were new in 2013, therefore could not be compared to the 2012 report. The report detailed the areas where Halton had successfully improved rates, those where it had maintained and those areas where performance in Halton remained lower than the England average.

It was noted that whilst child health remained a challenge for Halton, there was a need to continue to drive to improve outcomes for children and young people. Whilst improvements had been seen in 2011/12, work to maintain these improvements would continue, in order to reduce the gap between Halton's outcomes and the England average. The Board was asked to support work in those areas where performance remained below the England average and also where progress had been made programmes in these areas be continued to be supported. The main areas identified in CHIMAT where further improvements were needed included:

- Children and young people who were not in education, employment or training and youth justice;
- Hospital admissions (all causes);
- Breast feeding rates and smoking at the time of delivery;
- Child poverty; and
- Child development.

RESOLVED: That

1. the contents of the 2013 Child Health Profile and the progress that had been made against a challenging baseline be noted. Out of the 26 areas 19 had improved (Green Arrow), 5 had stayed the same (=) and 3 were worse (red arrow). The new data for teenage conceptions showed dramatic

improvements; and

2. any comments be reported back to the Director of Public Health.

HWB8 NATIONAL CONSULTATION – SUSTAINABLE DEVELOPMENT STRATEGY FOR THE HEALTH, PUBLIC HEALTH AND SOCIAL CARE SYSTEM

The Board was advised that the Sustainable Development Unit was working in partnership across NHS England and Public Health England with the desire to engage with all agencies responsible for delivering and commissioning health within the new Health and Social Care structures. In January 2013 a new strategy for sustainable development in the health, public health and social care system was launched for consultation. The closing date for consultation was 31<sup>st</sup> May 2013 and it was suggested within the consultation document that all elected members, staff, members of the Health and Wellbeing Board and local community be consulted in order to formulate a considered response.

It was noted that the strategy consultation document would like consideration to be given to two key aspects of the next strategy:-

- Should the scope of the strategy be widened beyond the NHS to the wider social care and public health system? and
- Should the approach of the strategy be widened beyond carbon reduction to include other areas of sustainable development?

Members of the Health and Wellbeing Board were requested to comment directly to the Public Health Team by 27 May 2013 to enable collation and completion of the final consultation response by 31 May 2013.

RESOLVED: That

1. the Health and Wellbeing Board consider the proposed response to the consultation and agree the mechanism of response on behalf of Halton Borough Council; and
2. Members of the Board share the document with appropriate staff and members to generate any additional comments and suggestions and report

back to Public Health Team no later than 27<sup>th</sup> May to  
enable completion of the consultation process.

*Meeting ended at 3.30 p.m.*

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**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, 20 May 2013 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Dennett (Chairman), Horabin (Vice-Chairman), M. Bradshaw, E. Cargill, Cassidy, Fraser, P. Hignett, K. Loftus, Woolfall and Miss L. Lawler

Apologies for Absence: Councillors C. Plumpton Walsh

Absence declared on Council business: None

Officers present: K. Hall, A. McIntyre, S. Nyakatawa and M. Simpson

Also in attendance: C. Pollard

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

*Action*

CYP1 MINUTES

The Minutes of the meeting held on 25<sup>th</sup> February 2013 were taken as read and signed as a correct record.

CYP2 PUBLIC QUESTION TIME

It was reported that no public questions had been received.

*(NB: Councillor Dennett declared a Disclosable Other Interest in the following item due to being Chair of the Management Committee for the Pupil Referral Unit)*

CYP3 EXECUTIVE BOARD MINUTES

The Board received a report which contained the minutes relating to the Children, Young People and Families portfolio which had been considered by Executive Board Committee since the last meeting of the PPB.

In relation to EXB179 the Board queried the number of pupils in the Pupil Referral Unit (PRU). In response it was noted that under the new funding arrangements the Key Stage 4 PRU would be funded to 40 base places and the

Key Stage 3 PRU would be funded for 20 base places. It was further noted that top up funding would only be allocated based on the real time admission of young people and Members were advised that the funding changes meant that the current model of PRU provision would not be sustainable.

RESOLVED: That the minutes and comments made be noted.

#### CYP4 SSP MINUTES

The minutes of the Halton Children's Trust meetings held on 29 January and 12 March 2013 were submitted to the Board for information.

RESOLVED: That the minutes be noted.

#### CYP5 QUARTERLY MONITORING REPORTS

The Board considered a report of the Strategic Director – Policy and Resources, which provided performance management information for Quarter 4 of 2012/13.

It was reported that in line with the revised Council's Performance Framework for 2012/13, the PPB had been provided with a Children and Young People's Priority Based report which identified key issues that arose from performance in Quarter 4. The priorities and common areas of focus were set out in the report as follows:

- commissioning;
- early help and support;
- common areas of focus: workforce planning and development, asset management of resources.

Arising from the report, the following points were highlighted / noted.

- a project had been launched for Narrowing the Gap (NgT), and 12 schools had taken part in the programme where they would be engaging in action and research to identify strengths and weaknesses to determine what support was required;
- in relation to the Special Education Needs Children and Families Bill 2013 Members were informed of the single assessment process and the pathfinder champions. It was anticipated that the single assessment process would be completed in

September 2014;

- with regards to LP107COP it was noted that teams were working with consultants to provide the required support in early years settings to improve attainment;
- there had been a significant improvement in 16-18 year olds Not in Education, Employment or Training (NEET), compared to last year and there was a multi-agency approach to customise individual packages to help young people;
- the figure for alcohol related hospital admissions for under 18's had been reduced by 20.2%
- there were still difficulties in recruiting and retaining social work frontline managers and a targeted focus group with staff that could progress into management would be held in May 2013 to identify barriers and inform of an action plan. It was further noted that this was a national problem.

The Board wished to place on record its congratulations to the Learning and Achievement Team on the attainment levels for Children in Care.

RESOLVED: That the fourth quarter monitoring reports and comments made be noted.

CYP6 SUSTAINABLE COMMUNITY STRATEGY - YEAR END MONITORING REPORT

The Board considered a report of the Strategic Director, Policy and Resources which provided information on the progress in achieving targets contained within the 2011-2016 Sustainable Community Strategy (SCS) for Halton.

It was reported that the SCS for Halton was the central document for the Council and its partners which provided an evidence-based framework through which actions and shared performance targets had been developed and communicated.

Appended to the report for information was the progress from April 2012 to March 2013, which included a summary of all indicators for the Children and Young People's priority within the SCS.

Arising from discussion of the report the following points were noted:

- In relation to SCS / CYP12 both targets had been met;

- There had been a huge improvement in teenage conception rates which had been sustained to date;
- The Board felt that student services were considered beneficial to schools and it was suggested that Members who were school governors could encourage schools to take up the service

The Chairman wished to place on record thanks to the Performance and Improvement Team for simplifying the reports and information.

RESOLVED: That the report and comments made be noted.

#### CYP7 CHAIR'S ANNUAL REPORT

The Board considered a report of the Strategic Director, Children and Enterprise which provided Members with an annual report outlining the work carried out by the Board and Officers in 2012 – March 2013. The Chair wished to place on record his thanks to Members and Officers for all their co-operation and hard work carried out throughout the year.

RESOLVED: That the Annual Report be received and be recommended to Full Council.

#### CYP8 MENTAL HEALTH PREVENTION & PROMOTION SERVICES

The Board received a report of the Strategic Director, Children and Enterprise which provided an update on the mental health scrutiny topic following presentation of the report to the Health PPB on 5 March 2013.

It was reported that the Health PPB approved a topic brief to review mental health prevention and promotion provision in Halton. A copy of the brief and membership of the topic group were appended to the report for information.

Members were advised after considerable discussion the topic group examined the feasibility of establishing a joint Health / CYPF topic group to consider mental health provision across Adult and Children's services, and it was noted that there were already significant pieces of work being undertaken in relation to mental health that fell outside of the proposed scope of the scrutiny review topic. Therefore it was proposed that the Health PPB topic group would focus activity on the mapping of mental health prevention and promotion in addition to the development of



a joint, intergenerational prevention and promotion campaign.

The Board received a presentation from Mr Dave Sweeney, Operational Director of Integration, Halton CCG/LA, on the development of a joint intergenerational anti-stigma campaign around mental health issues.

The presentation set out the following:

- the main focus was around preventing people across all age groups developing mental illnesses;
- a joint mapping exercise had been undertaken to assess the services and assets available for supporting people who had psychological problems;
- one of the largest factors for young people not seeking help was the stigma around mental health issues;
- a campaign was to be launched entitled “Halton’s Like Minds” which would involve 16 pieces of artwork being displayed in the form of life size exhibitions spanning all generations, that would use local people and local stories as case studies and would signpost access to help; and
- the aim was to raise awareness of mental health and wellbeing and help reduce the stigma surrounding mental health;

Arising from the presentation Members discussed ways of portraying mental health issues in really young children, the importance of including schools in the campaign, the percentage of young people that did not attend sessions once they had been referred and how to improve it, and the importance of evaluating the campaign regularly to ascertain whether it was “fit for purpose”.

RESOLVED: That

- 1) the focus of the mental health scrutiny review be the joint mapping of mental health prevention services across Children’s and Adult’s services; and
- 2) the development of an intergenerational anti-stigma campaign be approved

Strategic Director  
Children and  
Enterprise

CYP9 ASPIRE

The Board considered a report of the Strategic Director, Children and Enterprise which updated Members on process since the Aspire core team was restructured in

the Summer Term 2012.

It was reported that in September 2011 Halton and Warrington entered into a partnership with Serco which was named Aspire, whose role was to sell school improvement services across the two local authorities with plans to expand across the North West Area.

The Aspire team consisted of 19 staff previously employed as National Strategies consultants. Grant funding for the posts ceased at the end of March 2011 and in July 2012 outline proposals were put forward to Aspire to reduce the central core team which led to a restructure of the core team.

Members were advised that the Aspire core team of 19 staff was reduced to 6 staff. Reasons for the low levels of buy-back were outlined in the report for information. It was noted that the key driver for the restructuring of the core team was to reduce fixed costs and generate more income from school by revising the offer to school across Halton and Warrington.

The report set out the proposed changes and options that were considered by the Strategic Board to secure the viability of the service. It was noted that the Strategic Board agreed to continue with the current model which would be evaluated on a regular basis.

The Board discussed the high costs of using Aspire and it was noted that the cost had been reduced to reflect market rates. Members were advised that Halton would continue to buy school improvement services from Aspire but it would be on a pay as you go basis. It was further reported that some schools were working together to obtain better value for services.

RESOLVED: That the Board:-

- 1) note the contents of the report and the implications for future delivery of school improvement services; and
- 2) note the proposed changes to secure the viability of the service.

*Meeting ended at 8.35 p.m.*

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

*At a meeting of the Employment, Learning, Skills and Community Policy and Performance Board on Wednesday, 5 June 2013 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Edge (Chairman), Howard, P. Lloyd Jones, Logan, MacManus, Parker, Roberts and Zygadlo

Apologies for Absence: Councillor C. Plumpton Walsh

Absence declared on Council business: None

Officers present: L. Faint, J. Griffiths, T. Leather, P. Reilly-Cooper, W Rourke, S. Saunders, M. Simpson and D. Unsworth

Also in attendance: Councillor Jones in accordance with Standing Order No. 33

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

	<i>Action</i>
<p>ELS1 MINUTES</p> <p>The Minutes from the meeting held on 25 March 2013, were taken as read and signed as a correct record.</p>	
<p>ELS2 PUBLIC QUESTION TIME</p> <p>It was reported that no public questions had been received.</p>	
<p>ELS3 EXECUTIVE BOARD MINUTES</p> <p>The Board considered the Minutes of the meeting of the Executive Board relevant to the Employment, Learning, Skills and Community Portfolio since the last meeting of the Board.</p> <p>RESOLVED: That the Minutes be noted.</p>	
<p>ELS4 QUARTERLY MONITORING REPORTS</p> <p>The Board received a report of the Strategic Director, Policy and Resources, which set out the Priority Based</p>	

Performance Management Report for the fourth quarter of 2012/13. The report detailed progress against service objectives/milestones and performance targets as described factors affecting the service, structured by key priorities as stated in section 3.3 of the report.

It was reported that in line with the Council Performance Framework for 2012/13, the PPB had been provided with an ELS&C Priority Based Overview Report which identified the key issues that arose from performance in Quarter 4. The priorities and common areas of focus were set out in the report as follows:

- supporting growth and investment;
- raising skill levels and reducing unemployment; and
- enhancing resident's quality of life.

Members were advised that the two departmental quarterly monitoring reports for Economy, Enterprise and Property, and Community and Environment were available via a link in the report.

In receiving the monitoring reports, the following questions had been submitted and responses given were detailed below:

1. Item 5a page 9 – paragraph 2.1.2  
What is the Learning and Skills Improvement Service (LSIS) which carried out a mock OFSTED on us and when?

Response

LSIS is funded through the Department for Business Innovation and Skills (BIS) although the service would no longer be funded from 1 September 2013 due to Government cuts. LSIS worked on behalf of BIS in supporting learning and skills providers to drive up improvements. This was through a number of strands including training, consultancy, organisation health checks (mock inspections) and through provision of training materials. LSIS undertook a mock inspection on 7<sup>th</sup> and 8<sup>th</sup> February 2013. The division was fortunate to have secured support from LSIS for a number of years which had directly impacted on driving up quality.

2. The main message that the inspection produced was contrary to the official OFSTED report on the same service (page 82). What was the time scale between

the two inspections?

Response

The Ofsted inspection was 23-26 April 2013 (2 months after the LSIS visit)

3. Could the use of the word 'Threats' on item 2.1.2 be explained?

Response

This was from the standard template that LSIS use to pull together their reports from the visit which included a well-used method to sum up findings called a SWOT analysis, (strengths, weaknesses, opportunities and threats).

4. Could you provide the definition of the term "Changing Demands",

Response

The funding for adult learning has changed, there was now more emphasis on accredited provision and on supporting people to gain employability skills and employment. In the past funding had been given as a block grant, however now a large part of funding would be generated based upon outcomes.

5. Has LSIS been sent a copy of the official Ofsted report?

Response

The official report was released in the public domain on 24<sup>th</sup> May and a copy was sent to LSIS

6. Page 10, 2.1.4 – is there any information on what is in the pipeline for the Halton Employment Partnership Team?

Response

The two main projects were the Highways Maintenance contract for Halton and Warrington which Tarmac had been awarded and the other was the Mersey Gateway. The preferred bidder would be announced around 21<sup>st</sup> June 2013. The HEP was the main point of referral for all recruitment and training

requests that came from the project which was expanded upon in item 6D.

7. Page 10, 2.1.5 – How many Governors attended the presentation about Family Learning?

Response

4 Governors attended.

8. Page 17 CE LI 6 - Could this performance measure be altered or another measure considered as it is based on the number of items borrowed rather than figures of computer usage and events etc.

Response

That is correct the measure is not reflective of how people using the library, however this would be given consideration in the future.

9. Page 17 CE LI 7 – Would the survey be extended to include 14 & 15 year olds as they were not in the target value of 24%?

Response

It was reported that they were not in the target value. The figure came from the Active People Survey which was a national survey that was proposing to include the views of 14 and 15 year olds. This was not confirmed yet and when it was ready to be introduced, Members would be informed.

10. In quarter 3 there was a noticeable shortfall in the income targets for both EEP and CE divisions. Has this improved in quarter 4?

Response

The income targets have improved slightly.

Members commented on the reduction in services provided by the Citizens Advice Bureau and the need to deliver support in terms of budgeting skills and money management in light of the welfare reform. The Board also requested further information in relation to the Work Programme Improvement and it was noted that there had been significant improvements over the last two quarters.

RESOLVED: That the quarterly monitoring report and comments made be noted.

ELS5 SUSTAINABLE COMMUNITY STRATEGY - YEAR END MONITORING REPORT

The Board considered a report of the Strategic Director, Policy and Resources which provided information on the progress in achieving targets contained within the 2011-2016 Sustainable Community Strategy (SCS) for Halton.

It was reported that the SCS for Halton was the central document for the Council and its partners which provided an evidence-based framework through which actions and shared performance targets had been developed and communicated.

Appended to the report for information was the progress from April 2012 to March 2013, which included a summary of all indicators for the Employment, Learning, Skills and Community priority within the SCS.

Members discussed the withdrawal of funding for the Adult Literacy and Numeracy qualifications from August 2012. It was noted that the courses had been replaced by functional skills which was a different type of qualification but covered similar areas.

The Board wished to place on record congratulations to Riverside College for the improvement in NVQ4 qualifications.

RESOLVED: That the report and comments made be noted.

ELS6 CHAIR'S ANNUAL REPORT

The Board considered a report of the Strategic Director, Children and Enterprise, which provided an Annual Report of the work carried out by the Employment, Learning, Skills and Community Policy and Performance Board for 2012/13. The report set out work carried out and the recommendations made for work programmes throughout the Municipal Year April 2012 to March 2013.

The Chair wished to place on record her thanks to Members and Officers for their continued support and hard work throughout 2012/13.

The Chair also wished to congratulate the Procurement Team and all those involved, for receiving a best practice award from the Government for the work carried out helping small businesses secure contracts with the authority. Halton was named as one of 10 winners in the 'Best Councils to do business with' category out of 67 entries.

RESOLVED: That the Annual report be noted.

#### ELS7 LIBRARY STRATEGY

The Board considered a report of the Strategic Director, Communities, which set out Halton's Library Strategy in draft format for comment.

It was reported that the library service had a statutory responsibility to provide "a comprehensive and efficient library service" as set out in the Public Libraries and Museums Act 1964. It was further noted that the national library standards did provide a framework for provision of service however they had been abolished and local authorities were able to determine the level and priorities of their own library services.

The Board was informed that the draft Library Strategy, (which was appended to the report for information), defined the priorities for the service in Halton over the next 3 years to ensure Halton fulfilled the statutory responsibilities whilst contributing to the strategic priorities of the Council and delivering service within available resource. The 5 priorities were reported as follows and detailed further in the report:

- inspiring a community of readers and learners;
- employment, enterprise and developing online skills;
- extending access through innovation and new technology;
- providing a relevant and responsive library service;
- and
- workforce development.

Members were advised that the Strategy took into account previous published reports that advised organisations what their libraries should offer and also focussed on the two current documents that would influence development of the service in the future which were, 'Universal Offers' and 'Envisioning the Library of the Future'. These were outlined in further detail in the report.



Furthermore the report set out the Libraries Vision, strategic objectives, and next steps.

Arising from discussion of the report the following points were made.

- availability of digital records for non-library users and provision of local history material and memorabilia being available through a portal website;
- library usage figures of people from outside the borough were low;
- the key challenge for the service to continuously improve and modernise the delivery of service and the ongoing commitment to technological innovation for new and existing users;
- Members queried whether Job Centre Plus were helping to fund Work Clubs in libraries. In response it was noted that JCP would support the Council through the programme and they had completed their second run of job clubs, however they were yet to find a sustainable format to deliver the clubs and were currently re-visiting this.

RESOLVED: That the draft Library Strategy and comments made be noted.

#### ELS8 READ ON – VOLUNTEER READERS’ PROJECT

The Board received a report of the Strategic Director, Children and Enterprise which informed Members of the launch of the ‘Read On Volunteer Readers’ Project for 2013 including its origins and progress to date.

It was reported that the latest Skills for Life Survey (2011) showed that the number of adults at Entry 1 level or below had actually increased from 3.4% in 2003 to 5% in 2011. In Halton 6.5% of the adult population were at Entry level 1 or below which was equivalent to the reading ability of a Reception aged child. Appropriate provision to support adults in Halton was an identified gap with public funding focussed on Levels 1 and above. It was further noted that the Read On Volunteers project was meeting the identified need in the Borough. The report set out in detail the different elements of the project including how volunteers were selected and interviewed, how it had been supported and ways in which support was provided.

Members received a presentation from Louise Faint, Curriculum Manager, Learning and Development which set out the following:

- details of the project;
- effect of poor reading;
- level of need in the borough;
- training programme & structure of delivery for volunteers;
- benefits for volunteers;
- 2011/12 & 2012/13 cohort;
- 2 x case studies; and
- future plans.

Arising from discussion of the presentation, Members felt that the percentage of adults at Entry level 1 was higher than 6.5% in Halton as many of the people in this category were difficult to reach. The Board noted that the Project was a fantastic opportunity to help adults and the case studies had proven results. Furthermore Members welcomed the proposals to include IT usage in the programme in light of the Welfare Reform and online registrations required.

RESOLVED: That the Board welcome the launch of the Read On Volunteer Readers' Project.

#### ELS9 ERDF BUSINESS SUPPORT PROGRAMME

The Board considered a report of the Strategic Director, Children and Enterprise which informed Members on the progress of Halton's Business Support Programme which was Halton's element of a pan-Merseyside European Development Fund (ERDF).

It was reported that it had been government policy to migrate business support from the public to the private sector. As a consequence a number of business support agencies, which traditionally had played a role in the Borough of Halton had either ceased to exist or curtailed their activities.

As a result, the provision of business support to certain types of companies in the Liverpool City Region (LCR) had declined. The LCR Authorities and partners, therefore jointly brought forward a funding bid under ERDF Priority 4.2 to address a number of the gaps in current and future business support provision in the City Region.

It was reported that the ERDF Business Support Programme was based on four key principles, which were set out in the report for information and that the programme would lever £381,852.41 of European support and Council funding into a series of business support interventions.

The Board received a presentation from Tim Leather, Lead Officer Business Improvement and Growth, and Dave Unsworth, Project Manager, ERDF 4.2 Business Support Programme, which set out the following:

- details of the support programme;
- Halton's element was delivery of the initial evaluation;
- duration of the programme, timescales, output and budget;
- update on enquiries, eligibility and referrals;
- areas for support for small, medium enterprises (SME); and explanation of support provided;
- details of eligibility criteria;
- details of suppliers and their specialisms; and
- a flow chart detailing the process.

Arising from discussion of the presentation Members discussed the possibility of SME's challenging the diagnostic provided, the auditing process, the procurement of executive financial management and also felt that the service provided was excellent.

The Chair thanked Tim Leather and Dave Unsworth for an informative presentation.

RESOLVED: That

- 1) the progress made to date and comments made be noted; and
- 2) the Board welcome the additional investment being allocated to deliver Business Support activities in Halton.

#### ELS10 SCRUTINY TOPIC - WELFARE REFORM UPDATE

The Board received a report of the Strategic Director, Children and Enterprise which provided an update on the topic group which had been established to consider the main aspects of the Welfare Reform changes on Employment Learning and Skills Provision in the Borough.

It was reported that the group met on 29 April 2013, to discuss a number of considerations the topic group would debate and assess what would ultimately inform and influence the Council's response to the Welfare Reform Act. The considerations were set out in the report for information.

The group held another meeting on 23 May where they discussed the following:

- less capacity for CAB to support people due to reduced funding;
- changes to legal aid and the impact this was having;
- the importance of helping people to stay in employment as well as find employment; and
- the development of a mini work programme.

RESOLVED: That

- 1) the summary of key considerations and actions from the Topic Group's first meeting be noted; and
- 2) an evaluation report be presented to the Board no later than September 2013.

Strategic Director  
Children and  
Enterprise

#### ELS11 OFSTED INSPECTION OF EMPLOYMENT LEARNING & SKILLS DIVISION

The Board considered a report of the Strategic Director, Children and Enterprise which provided details of the outcome of the recent Ofsted inspection of the Adult Learning & Skills Development Service.

It was reported that the work carried out by the department was governed by the framework for the inspection of further education and skills. (The Common Inspection Framework), the overall aim of which was to evaluate how efficiently and effectively education and training provision met learners' needs.

It was noted that learning and skills providers received two working days' notice prior to a planned Ofsted inspection. On 19 April, the Adult Learning Service received a call advising that an Ofsted inspection would take place from Tuesday 23 to Friday 26 April and that a team of inspectors would undertake the inspection.

Members were advised that it was agreed to change the scope of the inspection to better reflect the work of the Adult Learning Service as part of a wider ELS division. The inspection would examine and make 'key aspect' judgements on 3 areas:

- outcomes for learners;
- quality of teaching and assessment; and
- effectiveness of leadership and management.

The report set out the inspection process, an explanation of the grades and their characteristics, the

outcomes, key findings and next steps.

The final grades for the Adult Learning Service Ofsted inspection were very positive, as detailed below:

<b>Aspect</b>	<b>Grade</b>
<ul style="list-style-type: none"> <li>• Overall Effectiveness of provision</li> </ul>	Good (2)
<ul style="list-style-type: none"> <li>• Effectiveness of leadership and management</li> </ul>	Outstanding (1)
<ul style="list-style-type: none"> <li>• Outcomes for learners</li> </ul>	Outstanding (1)
<ul style="list-style-type: none"> <li>• Quality of teaching, learning and assessment</li> </ul>	Good (2)
<b>Curriculum Grades</b>	
<ul style="list-style-type: none"> <li>• employability</li> </ul>	Outstanding (1)
<ul style="list-style-type: none"> <li>• community learning</li> </ul>	Good (2)

Members noted that to have received 3 areas of outstanding practice was a massive achievement and commended the work of officers and partners involved.

It was further noted that Ofsted were so impressed with Halton's practices, they wished to return in the future to carry out case studies and gain further evidence of good practice to identify models to roll out across other Local Authority provision of Adult Learning.

RESOLVED: That the report be noted.

*Meeting ended at 8.45 p.m.*

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**HEALTH POLICY AND PERFORMANCE BOARD**

*At a meeting of the Health Policy and Performance Board held on Tuesday, 4 June 2013 at Council Chamber, Runcorn Town Hall*

Present: Councillors E. Cargill (Chairman), J. Lowe (Vice-Chairman), Baker, Dennett, V. Hill, Hodge, C. Loftus, Sinnott, Wallace and Zygadllo

Apologies for Absence: Councillor Horabin and Mr J Chiochi

Absence declared on Council business: None

Officers present: L. Derbyshire, D. Nolan, E. O'Meara, S. Wallace-Bonner and L Wilson

Also in attendance: Tony Chambers (Countess of Chester), Angela Delea (NHS Halton CCG), Jenny Owen (HCCG), Jan Snodden (NHS Halton CCG), Dave Sweeney (HBC/CCG), Alison Tonge (NHS England) and Simon Wright (Warrington & Halton Hospital).

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

	<i>Action</i>
HEA1 MINUTES	
<p>The Minutes of the meeting held 4 March 2013 having been printed and circulated were signed as a correct record.</p>	
HEA2 PUBLIC QUESTION TIME	
<p>The Board was advised that no public questions had been received.</p>	
HEA3 HEALTH & WELLBEING MINUTES	
<p>The Minutes of the Shadow Health and Wellbeing Board of its meetings held on 12 December 2012 and 16 January 2013 were submitted to the Board for consideration.</p> <p>RESOLVED: That the minutes be noted.</p>	
HEA4 PUBLIC HEALTH ANNUAL REPORT 2012	

The Board considered a report of the Director of Public Health which provided an overview and presentation of the Halton and St Helens Public Health Annual Report 2012.

The Board was advised that the report provided an update on last year's recommendations and included details of the improvements, challenges and new structures that had been established to address these challenges. It also highlighted the improvements in health, including:-

- Cardio-vascular Disease and recommendations on future action;
- Tobacco Control and recommendations on future action; and
- Dental Health and recommendations on future action.

It was reported that the Key challenges included:-

- Cancers and recommendations on future action;
- Early Years development and recommendations on future action; and
- Alcohol and recommendations on future action.

The Board also received a presentation from Eileen O'Meara, Director of Public Health which highlighted the Public Health Annual Report 2012 key messages and recommendations.

The Board noted that smoking had been reduced in the Borough. However, concern was raised regarding the impact of the incinerator and it was suggested that this could be monitored via public health. In response, it was reported that it had been recommended that it be monitored at source. However, after discussion, it was agreed that consideration be given to monitoring the impact of the incinerator throughout the Borough.

The Board noted that there had been a number of initiatives established to address alcohol abuse in the Borough and that a considerable amount of funding had been made available for these initiatives. It was also noted that Trading Standards monitored off licenses for illegal trading and used mystery shoppers on a regular basis.

It was reported that supermarket retailers were not



participating in initiatives to reduce alcohol abuse in the Borough and Members of the Board were encouraged to help with this matter.

RESOLVED: That

- (1) the report and comments raised be noted;
- (2) the presentation be received; and
- (3) Eileen O'Meara be thanked for her informative presentation.

#### HEA5 SMOKEFREE PLAYGROUNDS

The Board considered a film on the initiative Play Smokefree, a voluntary scheme which keeps children's play areas in Cheshire and Merseyside smoke free. It was reported that Halton Borough Council was the first to implement the successful scheme in Cheshire and Merseyside. The film outlined how the initiative had been established.

RESOLVED: That the film be noted.

#### HEA6 VASCULAR SERVICES ACROSS CHESHIRE & MERSEYSIDE

The Board considered a report and presentation of the Strategic Director, Communities which gave an update, from Alison Tonge, Director of Commissioning - Cheshire, Warrington & Wirral Area Team, NHS England, on the development of Vascular Services across Cheshire and Merseyside following the National Clinical Advisory Team's (NCAT's) further review conducted in February 2013.

The presentation:-

- Highlighted the reasons for the service being reviewed;
- Explained that reviews were underway across England, many had been completed; progress was good locally with an implementation in October 2013;
- Gave details of the system before and after the review in respect of leg ulcer treatment, the access and the quality for Halton residents; and

- The future role of Warrington Hospital.

The following comments arose from the discussion:-

- The Board agreed with having a Centre of Excellence for Vascular Services. However, the Board unanimously agreed that the Centre of Excellence being located at the Countess of Chester had failed to take account of the significant social and economic deprivation in Halton and the ageing population. They highlighted that Chester was inaccessible via public transport from Halton, it entailed 2 or 3 changes and these patients would not be able to have any visitors during their stay as it would not be financially viable. In response, it was reported that there was a direct route from Runcorn. In reply, the Members highlighted that this was via Runcorn East Train Station which was on the periphery of Runcorn and was not accessible to residents in the Borough. It was also highlighted that the evening service was very limited with no bus service supporting it, which could result in residents being stranded at the station. It was emphasised that Halton had the lowest car ownership in the North West and a high percentage of people were also not able to drive;
- It was acknowledged that other clinical and medical services would create centres of excellence in the future. However, it was suggested that a number of vulnerable people in the Borough, who were part of the poverty trap, would be severely disadvantaged because they would not have sufficient money to access the services. In response, it was reported that commissioners and hospitals delivering care would work together to find solutions to problems such as transport and the accessibility of services. They would be looking at improving outcomes and ensuring that there were no local barriers to accessing services. It was reported that Councillors would be involved in the transport options/solutions. The Board highlighted that the Council did not provide transport to hospital and did not have any funding in the budget to establish such a service;
- It was highlighted that Warrington Hospital would not have required a new build if it had been

selected as the Centre of Excellence. In response, it was reported that all hospitals required some changes to make them fit for purpose;

- The importance of early intervention and access to services such as cancer was noted;
- It was noted that the ambition was to keep care as local as possible and only the specialist treatment would be undertaken at the centre; and
- It was noted that the Abdominal Aortic Aneurysm Screening would be rolled out across the Borough this year. It was also noted that further information on this would be circulated to all Members of the Board.

RESOLVED: That

- (1) the report, presentation and comments raised be noted; and
- (2) Alison Tonge be thanked for her informative presentation.

HEA7 CCG INTEGRATED COMMISSIONING STRATEGY 2013-15 & INTEGRATED DELIVERY PLAN 2013/14

The Board considered a report of the Strategic Director, Communities which highlighted that as part of its authorisation requirements, NHS Halton Clinical Commissioning Group (CCG) was required to produce an integrated commissioning strategy for 2013-15 and an operational delivery plan for 2013-14.

The Board was advised that The NHS Commissioning Board (now known as NHS England) required all CCGs to produce clear and credible commissioning plans. These must take into account the planning guidance published by NHS England in Everyone Counts: Planning for Patients 2013/14 (December 2012), the NHS Outcomes Framework and the Mandate as well as the CCG's local priorities.

It was reported that the commissioning strategy and operational delivery plan were required as part of the CCG's authorisation processes. It was also reported that they had been produced with support from NHS England's Merseyside team. In addition, it was also reported that the CCG had developed its commissioning plans via engagement with local people and member practices.

The following comments arose from the discussion:-

- Page 64 - Strategic Objectives (7) – It was noted that the authorisation process tested a number of action points;
- Page 78 (3) – Friends and Family Test – It was noted that this was a national requirement for all providers and patients would be contacted via phone or a company and asked five questions, i.e. would you recommend our service to family and friends etc;
- Page 88 PC 2 (e) – It was noted that this was a North West wide policy that ensured when a patient was at the end of their life, if they chose not to be subject to the resuscitation process, their choice would be respected;
- The importance of ensuring that nothing was overlooked when transferring the services from the PCT to the CCG and the measures and funding that had been put in place to minimise the risk was noted;
- The Board noted the mens shed service, which was a project operated by Halton Haven to help men access services when their spouse/partner had died; and
- Page 87 – PC1 4 and 5 – Redesign of integrated discharge teams and develop wellbeing practice model and extend to all practices – It was noted that there would be no additional funding and that existing funding would be utilised more efficiently.

RESOLVED: That

- (1) the report, comments raised and the appended Strategy and Delivery Plan be noted;
- (2) the commissioning intentions for the coming year be noted; and
- (3) the next steps as outlined in paragraph 3.4 of the report be noted.

The Board considered a report of the Strategic Director, Communities which gave the Members an update regarding the provider Quality Accounts 2012/13 that had been received and commented on.

The Board was advised that Organisations providing healthcare arranged and funded by the NHS produced an annual Quality Account. Healthcare providers publishing Quality Accounts had a legal duty to send their Quality Account to the Overview and Scrutiny Committee (OSC) in the Local Authority area, inviting comments on the report prior to publication. The OSC would then have the opportunity to read over the Quality Accounts, review the information that was included and produce a statement covering their view of the content of the document.

The Board was further advised that a Joint Quality Accounts event had taken place on Tuesday 30 April 2013. Healthcare providers had been invited to present a summary of their Quality Accounts and a briefing note regarding the event was attached as Appendix 1 to the report.

It was reported that comments and views from the Board on the Quality Accounts would be in the form of a written letter to each provider. Halton Clinical Commissioning Group would be sent separate comments.

Furthermore, the Board was advised that the GPs had been critical of the mental health services and the CCG had arranged a Board meeting with the 5 Boroughs Partnership NHS Foundation Trust.

It was reported that an email account had been established which enabled GPs to raise their issues directly with the CCG if they had any problems with any provider.

It was reported that St Helens and Knowsley Quality Accounts had been presented Mersey wide on 9 May 2013. There had been a number of issues / concerns raised and the Quality Accounts would be re-written to reflect these issues and concerns. The Accounts would be re-submitted to the CCG for review and would also be shared with this Board.

RESOLVED: That the report, Appendix 1 and comments raised be noted.

The Board considered a report of the Strategic Director, Communities which presented the Annual Report for the Health Policy and Performance Board for April 2012-March 2013 attached as Appendix 1 to the report.

It was reported that during 2012 -13 the Board had looked in detail at many of Halton's Health and Social Care priorities. Further details of these were outlined within the Annual Report set out in Appendix 1 to the report.

The Chairman took the opportunity to thank Officers and Members for their contribution to the Board and Working Groups during the last municipal year.

RESOLVED: That the report be noted.

*Note: Councillor J Lowe Declared a Disclosable Other Interest in the following item of business in respect of Homelessness as a Member of the YMCA Board.*

#### HEA10 PERFORMANCE MANAGEMENT REPORT 2012/13 - QUARTER 4

The Board considered a report of the Strategic Director, Policy and Resources, regarding the Quarter 3 Monitoring Reports for the fourth quarter of 2012/13 to 31 March 2013. The report detailed progress against service objectives / milestones and performance targets and described factors affecting the service for:-

- Prevention and Assessment; and
- Commissioning & Complex Care.

The Board was advised that after consultation with Members, and in line with the revised Council's Performance Framework for 2012/13 (approved by the Executive Board), the reports had been simplified with an overview report provided for the Health Priority. This identified key developments, emerging issues and the key objectives / milestones and performance indicators for quarter three. However, the full departmental quarterly reports were available in the Members Information Bulletin to allow Members to access the reports as soon as they were available and within six weeks of the quarter end. The Departmental quarterly monitoring reports were also available via the link in the report.

The following points arose from the discussion:-

- Page 157 – Domestic Abuse – Clarity was sought

on where the homeless hostel would be located in Widnes. It was suggested that in the current economic climate and with the new Welfare Reforms, it was important to consider establishments for homeless families. In response, it was reported that information on the location would be circulated to all Members of the Board. The Board also requested that a report on homelessness services be presented to a future meeting of the Board;

- Page 154 – Integrated Care Homes Support Team – clarity was sought on the funding. In response, it was reported that this had been an agreement with the PCT and the team would prevent some hospital admissions in the future. There had been a delay because it had proved difficult to recruit but the funding had been allocated and the team would be established in the near future;
- Page 157 – The Board requested a copy of the plans for Lugsdale Road, Widnes;
- Page 163 – CCC 11 – It was noted that an update report would be presented to the Board in the near future;
- Page 168/169 – Adult Social Care Outcomes Framework Indicators – Officers were congratulated on the performance on these indicators; and
- The Board receive an update report on domestic violence.

RESOLVED: That the report and comments raised be noted.

#### HEA11 URGENT CARE - OPTIONS APPRAISAL

The Board considered a report of the Strategic Director, Communities which gave Members details of the options being considered to develop a local response to Urgent Care as part of the consultation process.

The Board was advised that a Business Case had been prepared for the development of an Urgent Care Centre on the Halton Hospital site, and had been submitted to the Clinical Commissioning Committee in September

2010. It was anticipated that the development of an Urgent Care Centre at Halton would provide the following benefits:-

- Equity of access across Runcorn and Widnes;
- More clinically appropriate services available within the community; and
- Reduce the overall admission rates through the development of alternative local provision.

The Board was further advised that three options had been considered for the delivery of an urgent care model within Halton, which are summarised below, with details in terms of each option's associated pathways being outlined in Appendix 1 to the report :-

- Option 1- Creation of an additional Walk in Centre plus a Clinical Decision Unit at Halton Hospital Site; Maintain Walk in Centre at Widnes;
- Option 2 - Creation of an additional Walk in Centre at Halton Hospital Site; and
- Option 3 - Development of a Clinical Decision Unit at Halton Hospital Site – plus extended primary care hours to provide Walk in provision within primary care localities.

It was reported that the options had been presented to both Halton's Urgent Care Partnership Board and HCCG's Governing Body and the preferred option supported by both Groups for further consideration was Option 1. It was therefore proposed that business cases were developed for Option 1 to ensure its financial viability. These business cases along with the results of public consultation would be presented to the following forums for further consideration :-

- Urgent Care Partnership Board;
- HCCG Senior Management Team (SMT);
- HCCG Governing Body;
- HBC's Executive Board;
- Relevant Trust Executive Directors: Bridgewater, St Helens & Knowsley Teaching; and
- Hospital and Warrington Halton Hospital Foundation Trust.

The Board noted the current activities as set out in paragraph 3.8 of the report.



The Board supported Option 1 - the creation of an additional Walk in Centre plus a Clinical Decision Unit being established on the Halton Hospital Site and the Walk in Centre in Widnes being maintained.

RESOLVED: That

- (1) the report be noted;
- (2) the Board support business plans being developed for Option 1 to ensure its financial viability; and
- (3) a progress report be presented to the Board in the near future.

#### HEA12 DRAFT FALLS PREVENTION SCRUTINY REVIEW

The Board considered a report of the Strategic Director, Communities which gave Members details of the draft Scrutiny Review of Falls Prevention report for approval to go forward to Executive Board.

The Board was advised that a scrutiny review working group had been established with seven Members from the Board, a Principal Policy Officer from the policy team and the Divisional Manager Intermediate Care. The report had been commissioned because falls were a leading cause of mortality due to injury amongst older people aged 65 and over. They also contributed to the life expectancy gap between Halton and England.

The Board was further advised that the scrutiny review had been conducted between April 2012 and January 2013. A copy of the presentations that the group had received were set out in Appendix 2 to the report. It was reported that Appendix 1 of the report set out the recommendations to be approved by the Executive Board.

The Chairman, took the opportunity to thank Officers and Members for taking part in the review and congratulated them on the excellent work.

RESOLVED: That

- (1) the report and comment raised be noted; and
- (2) the Board endorse the Scrutiny Review and that its recommendations be presented to the Executive Board for approval.

HEA13 SCRUTINY TOPIC 2013/14: MENTAL HEALTH

The Board considered a report of the Strategic Director, Communities which gave Members an update on the mental health scrutiny topic group following the report presented to the Board on 5 March 2013.

The Board was advised that in March 2013 the Board had approved the topic brief to review mental health prevention and promotion provision in Halton. The following Members had been nominated onto the group:-

Councillors: Ellen Cargill, Joan Lowe, Sandra Baker, Mark Dennett, Miriam Hodge, Margaret Horabin, Kath Loftus, Geoff Logan, Pamela Wallace and Geoff Zygadllo.

The Board was further advised that discussions at that meeting examined the feasibility of establishing a joint Health / Children, Young People and Families topic group to consider mental health provision across Adult and Children's services including the development of an intergenerational campaign to address discrimination and stigma and promote mental health.

It was reported that it was proposed that the Health PPB topic group, and representatives from the Children, Young People and Families PPB, focus activity on the mapping of mental health prevention and promotion, in addition to the development of a joint intergenerational prevention and promotion campaign.

The Board received a presentation which suggested establishing Halton's own life size art exhibition of 16 stories all through the generations, using local people, local stories in order to raise awareness of mental wellbeing and help reduce the stigma surrounding mental health.

The Board supported the art exhibition and agreed that it should include a transition group of people of 15/16 years of age. It was noted that it would not be possible to solve the issue, but the campaign could make it easier for Halton residents to talk about their problems and be signposted to people who could help.

The Board noted that mental health problems were also linked to drug and alcohol abuse

RESOLVED: That

- (1) the report and comments raised be noted;
- (2) the focus of the mental health scrutiny review be the joint mapping of mental health prevention services across Children and Adult services; and
- (3) an intergenerational anti stigma campaign be developed.

#### HEA14 STANDING ORDER 51

The Board was reminded that Standing Order 51 of the Council's constitution stated that meetings should not continue beyond 9 pm

RESOLVED: That Standing Order 51 be waived to allow the meeting to continue beyond 9 pm.

#### HEA15 FRANCIS REPORT

The Board considered a report of the Strategic Director, Communities which provided Members with an overview of the key findings and recommendations of the second Francis Inquiry and the actions to be delivered locally to ensure the quality and safety of health care provision for the population of Halton.

The Board was advised that The Francis 2 High Level Enquiry (following on from the first published 2009) detailed the appalling suffering of many patients at the Mid Staffordshire Hospital. This was caused by a serious failure on the part of the Provider Trust Board who did not listen sufficiently to its patients and staff or ensure the correction of deficiencies brought to the Trust's attention.

The Board was further advised that the findings of the Inquiry outlined the key areas as set out in paragraph 3.3 of the report.

It was reported that all NHS Provider Trusts were now required to review this High level Enquiry and assess and have an action plan in place for monitoring by the Governance Committee on behalf of the Board of Directors. This was a requirement within the Quality Contract for 13/14 for submission to the Commissioners during early 2013.

The Board noted the nine areas of action for commissioners set out in paragraph 3.5 of the report.

After discussion, it was agreed that an update report

be presented to the Board when the full review had been completed.

It was reported that the CCG had established an email account to support people with complaints. The email account would be widely advertised in the near future and since it had been established in September 20 complainants had been supported.

RESOLVED: That

- (1) the report, the findings of the Inquiry and comments raised be noted; and
- (2) the actions planned locally be noted.

#### HEA16 DRAFT ADULT SOCIAL CARE ANNUAL REPORT 2012/13

The Board considered a report of the Strategic Director, Communities which presented the Members with the Draft Adult Social Care Annual Report 2012/13 for approval.

The Board was advised that the report was the second Adult Social Care Annual Report that the Directorate had produced since they had been introduced in 2011. Although not a mandatory requirement, the Association of Directors of Adult Social Services (ADASS) supported the Council producing annual reports as good practice.

The Board was advised that the draft would be shared with Service Users and Carers by Commissioning Managers through community groups such as Halton Speak Out, Halton Disability Partnership, Healthwatch, Halton Open, etc, to enable their views and comments to be considered.

The Board was further advised that the final draft would be formatted by Communications and Marketing at the beginning of June, and publication of the Annual Report would be during July.

The Board welcomed the report and noted the importance of retaining the mortgage rescue Officers. The Board also noted that Windmill Hill had obtained Big Lottery funding.

RESOLVED: That the draft Adult Social Care Annual Report 2012/13 at Appendix 1 be noted.

#### HEA17 SUSTAINABLE COMMUNITY STRATEGY YEAR END

PROGRESS REPORT 2012/13

The Board considered a report of the Strategic Director, Policy and Resources which provided information on the progress in achieving targets contained within the 2011- 2016 Sustainable Community Strategy for Halton.

The Board was advised that the Sustainable Community Strategy for Halton, and the performance measures and targets contained within it would remain central to the delivery of community outcomes. It was therefore important that progress was monitored and that Members were satisfied that adequate plans were in place to ensure that the Council and its partners achieved the improvement targets that had been agreed.

The Board was also advised that Appendix 1 to the report outlined the progress for the period to year end 31 March 2013 which included a summary of all indicators for the Health priority within the new Sustainable Community Strategy.

RESOLVED: That the report be noted.

*Meeting ended at 9.30 p.m.*

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**SAFER POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Policy and Performance Board on Tuesday, 11 June 2013 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Osborne (Chairman), N.Plumpton Walsh (Vice-Chairman), Gilligan, V. Hill, Hodge, Lea, M Lloyd Jones, Nolan and Sinnott

Apologies for Absence: Councillor Edge and Gerrard

Absence declared on Council business: None

Officers present: M. Andrews, L. Derbyshire. P. McWade and C. Patino

Also in attendance: Mr A Waller (Cheshire Fire and Rescue Service)

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

	<i>Action</i>
SAF1 MINUTES	
<p>The Minutes of the meeting held on 12 March 2013 were taken as read and signed as a correct record.</p>	
SAF2 PUBLIC QUESTION TIME	
<p>The Board was advised that no public questions had been received.</p>	
SAF3 SSP MINUTES	
<p>The minutes from the last Safer Halton Partnership (SHP) meeting held on 18 February 2013 were presented to the Board for information.</p> <p>RESOLVED: That the report be noted.</p>	
SAF4 CHESHIRE RESCUE AND FIRE SERVICE	
<p>The Board considered a report of the Strategic Director, Communities which informed members of the outcomes from the consultation that Cheshire Fire Service had undertaken last year, the proposals that had been set out in the draft Fire Authority Making Cheshire Safer –</p>	

Integrated Risk Management Plan 2013-14. The consultation document had been reported to the Board at their meeting in November 2012.

The Board was advised that the Outcomes for Halton in the now approved Integrated Risk Management Plan 13/14 were as follows:-

- **Widnes** - remove the second fire engine and provide additional cover from the new whole time station at Penketh; and
- **Runcorn** - change how the second fire engine was crewed from whole time to On-call (24/7).

The Board was further advised that the outcomes of the consultation for each of the other Cheshire areas were set out in the summary document attached as Appendix 1 to the report.

The following comments arose from the discussion:-

- Clarity was sought on the cost of the new build at Penketh and when it would be operational. In response, it was reported that capital funding had been secured and a plot of land had been identified in Penketh for the location of the station. Consultation was taking place to secure the land and subject to planning permission, it was anticipated that in the near future recruitment for the on call at Penketh would commence and the new build was hoped could be completed by April 2014. However, it was highlighted that the planning applications could result in a delay. It was also reported that if the plot of land became unviable as an option a temporary accommodation in Penketh could be installed i.e. an inflatable garage for the engine. It was emphasised that the pump at Widnes would not be removed until the Penketh site was operational;
- The Members requested that an update report be presented to the Board on a regular basis regarding all changes within Halton and when the Penketh site was operational the Board review its progress on a six month basis;
- The Board noted the update on the Runcorn station; that it would remain the same with one fire engine full time; recruitment for 15 on call staff who



had to live within five minutes of the station had commenced; there had been 120 expressions of interest of which 28 had been assessed and interviewed and if successful would be appointed and jobs had been offered to the full time fire fighters of which ten had accepted the position; and

- It was noted that it could take two years for an on call crew to be in a position to stand alone.

RESOLVED: That

- (1) the report and comments raised be noted;
- (2) Alex Waller be thanked for his informative verbal presentation;
- (3) the Board be presented with a regular update report on the progress in Halton; and
- (4) when the Penketh site was operational, the Board review the progress on a six monthly basis.

#### SAF5 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2012/13

The Board considered a report of the Strategic Director, Policy and Resources, which detailed progress against service objectives/ milestones and performance targets, and described factors affecting the service for the following service areas within the remit of the Safer Policy and Performance Board:

- Communities Directorate – Community Safety, Drug and Alcohol Action Teams, Domestic Violence and Environmental Health; and
- Area Partner indicators from the Police, Fire and Probation Services were stated where available.

The Board was advised that in line with the revised Council's Performance Framework for 2012/13 (approved by Executive Board in 2012/13), the Policy and Performance Board had been provided with a Safer Priority Based report; which identified the key issues arising from the performance in Quarter 4 to 31 March 2013. This had been structured using the following priorities and key areas of focus, as stated in the Directorate Plan for 2012-15:

- Community Safety;

- Safeguarding and Dignity (including Consumer Protection and Substance Misuse); and
- Domestic Violence.

It was reported that the full Departmental quarterly reports were available on the Members' Information Bulletin and via the link in the report.

The following comments arose from the discussion:-

- Page 26 – PA26 and 27 – Concern was raised regarding the number of derelict buildings and it was suggested that the Board review the progress on this matter. It was agreed that further information be circulated to Members of the Board;
- Page 26 – PA25 – Clarity was sought on why progress was not being made on this target. In response, it was reported that further information be circulated to Members of the Board;
- The Board noted the progress in respect of the Emergency Duty Team. The Board agreed that a quarterly report on the Emergency Duty Team be presented to the Board;
- Page 20 – The Board noted the progress in the development of the Domestic Abuse Service for perpetrators. The Board also noted that an update report on this matter would be presented to the next meeting; and
- Page 25 – CCC35 – The difficulty in collecting specific data in relation to a reduction in offending because drug use had reduced or ceased was noted. It was agreed that the Board receive a presentation on this matter at a future meeting.

RESOLVED: That the report and comments raised be noted.

SAF6 SUSTAINABLE COMMUNITY STRATEGY QUARTER 4 YEAR-END PROGRESS REPORT 2012-13

The Board considered a report of the Strategic Director, Policy and Resources which provided information on the progress in achieving targets contained within the 2011 – 2016 Sustainable Community Strategy for Halton (SCS).

The Board was advised that the new Sustainable Community Strategy and its associated “living” 5 year delivery plan (2011-16), identified five community priorities that would form the basis of collective partnership intervention and action over the coming five years. The strategy was informed by and brought together national and local priorities and was aligned to other local delivery plans such as that of the Halton Children’s Trust. By being a “living” document it would provide sufficient flexibility to evolve as continuing changes within the public sector continued to emerge.

The Board was further advised that progress for the period to year end 31 March 2013, which included a summary of all indicators for the Safer priority within the SCS was included in Appendix 1 of the report.

The following comments arose from the discussion:-

- Page 38 – SH11 and 12 – Clarity was sought on the downwards arrow. In response, it was reported that the downward arrow was misleading as the target had been exceeded but in comparison to last year it was lower hence the downward arrow. There had also been changes in the safeguarding threshold this year resulting in different data being collated;
- Page 40 – 6<sup>th</sup> bullet point – The bid to secure continuation funding re-submitted to the ‘Lottery’ – The Board noted the progress in respect of the bid. The Board requested that they receive regular update reports on the progress of the bid;
- Page 40 – Off line meeting with the Housing Provider to chase up outstanding environmental works - The Board requested that Officers contact the provider and ask them to send Members a list of any improvements that will be undertaken in the next three months; and
- The poster campaign regarding domestic violence was noted. It was also agreed that a report be presented to the next meeting of the Board on poster campaigns that have taken place in the Borough.

The Chairman reported that there had been a change in Police Community Support Officers (PCSOs) and they would now be attached to the community. He indicated that the

PCSO dealing with Licensing had provided an excellent service, including monitoring and supporting the Pub Watch Scheme. After discussion, the Board agreed that a letter be sent to Cheshire Police indicating that there had been no consultation on the changes and indicating that the Board were unhappy with the decision. It was also agreed that the Board monitor and review the impact of the changes on the night time economy in six months.

RESOLVED: That the report and comments raised be noted.

SAF7 SAFER POLICY & PERFORMANCE BOARD ANNUAL REPORT

The Board considered a report of the Strategic Director – Communities, which presented the Annual Report for the Safer Policy and Performance Board for April 2012- March 2013, attached as Appendix 1 to the report.

It was reported that during 2012-13 the Board had looked in detail at many of the Safer priorities. Further details of these were outlined within the Annual Report set out in Appendix 1 to the report.

The Chairman took the opportunity to thank all Members and Officers for the work that had been undertaken during the year.

RESOLVED: That the report be noted.

SAF8 NIGHT TIME ECONOMY SCRUTINY TOPIC GROUP UPDATE

The Board considered a report of the Strategic Director, Communities which presented Members with an update on the Night Time Economy Scrutiny Topic Group. The final report was to be presented to the next meeting of the Board.

The Vice Chairman advised the Board that the Night Time Economy Scrutiny Topic Group had its first meeting in November 2012. The Topic Group, which was chaired by Cllr Norman Plumpton-Walsh, had met four times to date (November, January, March and April.)

The Board was further advised that a brief for the Scrutiny review had been agreed as follows:-

- To have a better understanding of the issues relating to the night time economy in Halton, what worked well

and what could be improved?

- To examine the effectiveness of the current services that supported the night time economy, how they worked together and whether they delivered timely and effective action to address the needs of businesses and visitors to the night time economy;
- To have an understanding of the role of partner agencies in providing a safe, well managed night time economy in Halton;
- To consider local and national best practise in relation to the management of the night time economy; and
- To explore accreditation for the management of the night time economy in Halton, through the Purple Flag Scheme. This scheme provided recognition that town centres were well managed and acted as an indicator for a safe night out, in a similar way to the Green Flag accreditation for recognising quality parks and Blue Flags for safe and clean beaches. It was noted that due to the costs involved and the need to widen the focus of the topic group considerably to address the Purple Flag criteria, it had been agreed not to recommend Purple Flag accreditation for Halton at this time. However it had also been recognised that as Purple Flag represented best practise, there were lessons that could be learned from auditing the night time economy against the Purple Flag criteria, which would help to inform the review.

It was reported that the Topic Group had covered a number of topic areas including:-

- Transport;
- Crime and anti-social behaviour;
- Policing;
- Licensing and enforcement;
- Alcohol;
- Under age sales;
- Planning; and
- Street cleansing.

Furthermore, it was reported that members of the Topic Group had visited the CCTV room at Runcorn Town Hall and met with Rev Jeremy Duff regarding the Street Pastor Service operating in Widnes Town Centre. The Topic Group had also met with a representative from Warrington Borough

Council, who had gained the Purple Flag accreditation for Stockton Heath. The criteria used for the Purple Flag Scheme was considered to be best practice in the management of the night time economy. The Topic Group were also using the Purple Flag criteria to audit the night time economy in Halton

In conclusion, it was reported that the Topic Group had planned a further two meetings to consider their final report and recommendations.

It was suggested that the Topic Group contact the Planning Department regarding obtaining information on the new pharmacy and the new public houses in Halton as they interconnected with the night time economy.

The Board noted the success of the use of the wrist bands in operation at Halton Stadium and requested that the topic group look at recommending the introduction of this scheme in public houses and clubs in the Borough.

The Board requested a breakdown of some of the economy that was going into Stockton Heath.

The Board agreed that a recommendation regarding the re-instatement of the Licensing PCSO form part of the Topic Groups recommendations

RESOLVED: That the report and comments raised be noted.

#### SAF9 POLICE AND CRIME COMMISSIONER (PCC) UPDATE

The Board considered a verbal update on the newly elected Police and Crime Commissioner.

The Board was advised that the PCC report was a standing item on the agenda.

The Chairman reported that Mr John Dwyer, the PCC would be attending the Board on 12 November 2013. He also indicated that the Board may wish to receive information on the Youth Commissioner and the funding that had been used to establish this post.

The Chairman also reported that changes would be taking place on the Police and Crime Panel regarding the constitution of the Panel and where it would meet in the future. He indicated that it currently met in Winsford but discussions were taking place on the possibility of using

video conferencing or holding a meeting in each area on a rota basis. In addition, it was reported that he would be undertaking Deputy Mayoral duties, the Vice Chairman of the Board, Councillor N Plumpton-Walsh had been nominated as his deputy on the PCC Panel.

The Chairman reported that the Lead Officer of the Board, Mr Paul McWade was attending his last meeting and Mr Chris Patino would be undertaking the role in the future. He took the opportunity to place on record the Board's appreciation of the work undertaken by Paul McWade during the last few years. He also took the opportunity to welcome Mr Chris Patino to his new role.

RESOLVED: That the verbal report and comments raised be noted.

*Meeting ended at 7.35 p.m.*

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

*At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 12 June 2013 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Gerrard (Chairman), Morley (Vice-Chairman), Fraser, P. Hignett, Macmanus, Sinnott, Thompson and Woolfall

Apologies for Absence: Councillor J. Bradshaw, T. McInerney and Zygadlo

Absence declared on Council business: None

Officers present: M Bennett, S. Johnson, M. Noone, G. Ferguson, T. Gibbs and P. Wright

Also in attendance: Councillor R Hignett under Standing Order No. 33

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

	<i>Action</i>
EUR1 MINUTES	
<p>The Minutes of the meeting held on 13<sup>th</sup> March 2013 having been printed and circulated were signed as a correct record.</p>	
EUR2 PUBLIC QUESTION TIME	
<p>It was confirmed that no public questions had been received.</p>	
EUR3 EXECUTIVE BOARD MINUTES	
<p>The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.</p> <p>RESOLVED: That the Minutes be received.</p>	
EUR4 ANNUAL REPORT - ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD	
<p>The Board considered a copy of the Annual Report from the Chair of the Environment and Urban Renewal</p>	

Policy and Performance Board 2012/13. The full Board met five times during the year and the report set out the work carried out and recommendations throughout the Municipal Year April 2012 to March 2013. In addition the Board had established a Waste Management Topic Group and a Working Party to prepare a topic brief on trees. The findings and recommendations of these two Groups were reported as separate items on the agenda.

The Chair wished to note on record his thanks to Members and Officer for their continued support throughout 2012/13.

RESOLVED: That the Annual Report be accepted and the work of any agreed Topic Working Group be supported in 2013/14.

Strategic Director  
Policy and  
Resources

*NB: Councillor P Hignett declared a disclosable other interest in the following item of business as she attends the Big Local Windmill Hill Reference Group*

#### EUR5 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2012/13

The Board received a report of the Chief Executive which detailed the fourth quarter Management Report on progress against objectives/milestones and performance targets, in relation to the Environment and Regeneration Priority and described factors affecting the following service functions:-

- Economic Regeneration (Development and Investment Services)
- Environmental (Open Spaces and Waste Management Services)
- Highways, Transportation and Logistics (Mersey Gateway/Core Strategy, Transport, Bridge and Highway Maintenance, Highway Development, Flood Risk Management)
- Physical Environment (Statutory Plans and Housing Issues).

In advance of the meeting Councillor MacManus submitted questions and responses were provided as follows:

1. Page 44 – What is the policy on use of s.106 monies?

Response from Tim Gibbs:

The origin of a section 106 is when a developer agrees to offset the impact of their development through a 'planning obligation'. The Planning Authority has to agree with the developer what the S106 money will be spent on and this is subject to a legal deed. S106 can only be spent on that defined purpose. Often the S106 has to be spent by a certain date. For these reasons there isn't a policy on the use of Section 106. There is a series of regulations on the use of S106 and a load of case law on their use and misuse. If S106 is misused it has to be refunded to the developer.

2. Page 63 – How effective has the Recycle Bank scheme been? Could it be made more attractive?

Jimmy Unsworth to provide written response

3. What work do we do with schools on educating students on waste matters and recycling?

Response from Peter Carr:

Regarding the education side,

- We have offered multi material recycling to all primary schools
- Started a trial of the recycling service in the high schools
- Developed an education programme to be offered and delivered to primary schools, which involves
  - A reduce, reuse, recycle assembly
  - Interactive dance mat package
- Promotion of school visits to the Gilmoor Discovery Centre (MRF)

We also have on our agenda

- Reducing Trade waste and replacing with recycling bins
- Fortnightly collection of Trade Waste
- Distributing compost caddies to schools that have gardens

4. Page 69 – Green Belt review: is there a target date for its completion and how will the findings be reported? Will there be a public consultation on the findings?

Response from Tim Gibbs:

The Green Belt review will take around 12 months to complete. The findings will be reported in the normal ways via PPB / Exec Board.

Public consultation will be part of the process. The results of

the Green Belt study will be fed into the Delivery and Site Allocations Local Plan.

RESOLVED: That the Board receive the fourth quarter performance management reports.

EUR6 SUSTAINABLE COMMUNITY STRATEGY YEAR END PROGRESS REPORT 2012/13

The Board considered a report of the Strategic Director, Policy and Resources, which provided information on the progress in achieving targets contained within the 2011-2016 Sustainable Community Strategy (SCS) for Halton.

Members were advised that the SCS for Halton, and the performance measures and targets contained within it would remain central to the delivery of community outcomes. It was therefore important that progress was monitored and that Members were satisfied that adequate plans were in place to ensure that the Council and its partners achieved the improvement targets that had been agreed. The Board was also advised that Appendix 1 to the report outlined the progress for the period to year end 31<sup>st</sup> March 2013 which included a summary of all indicators for the health priority within the new SCS.

RESOLVED: That the report be noted.

EUR7 TREE WORKING GROUP - CONCLUSIONS

The Board received a report of the Strategic Director, Communities, which outlined the findings and recommendations of the Tree Working Group. The Working Group was established in June 2012, had met three times and had received a presentation on the estimated number of trees in Halton, considered the Council's legal duty of care under both civil law and criminal law to manage its tree stock, received details of the tree maintenance team, the number of calls which were recorded and directed to the Open Space Service in 2011/12, considered the issues of inspection and liability, how the Council manages its tree stock and the types of neighbour issues relating to trees.

Having considered all these issues, the Tree Working Group recommended that:-

- the Council develop a new tree strategy that clearly articulated how the Council managed its tree stock whilst adhering to guidance and recommendations

set out in the National Tree Safety Group – Common Sense Risk Management of Trees 2010;

- the post of Open Space Officer, who would hold the portfolio for trees and woodlands, be created to oversee the implementation of work;
- a tree inspection regime be implemented at a frequency that is deliverable with the resources available to the Council. This system would be robust enough to defend the Council from potential liabilities;
- new advice and guidance leaflets and webpages be produced to assist elected members and members of the public to understand how the Council manages its tree stock. This included explaining the Council's position on right to light, trees interfering with Sky reception, etc.;
- Officers identify a suitable tree management system (database) that allowed mobile working and resources be made available to procure such a system or develop one in-house. The system being able to speak with other Council IT systems be investigated, Members recognised budgets were tight at this time but the potential risk of more accidents and claims could be avoided by investment;
- the Operational Tree maintenance Team be strengthened so that more proactive maintenance work can be carried out;
- Officers explore all opportunities to derive income from the Council's tree stock through the sale of logs or arisings. In particular opportunities relating to biomass energy production should be explored.

Members were advised that following publication of this report two requests for tree work were received which were currently in the process of investigation and the members of the public would be advised on the outcome accordingly.

RESOLVED: That

1. the recommendations of the Tree Group be endorsed; and
2. a report be presented to the Executive Board recommending the adoption of the

Strategic Director  
Communities and  
Enterprise

recommendations of the Tree Working Group.

EUR8 POLICY AND PERFORMANCE BOARD WORK PROGRAMME 2013/2014

The Board received a report of the Strategic Director, Policy and Resources, which sought to develop a work programme of topics for the Board to examine in 2013/14.

The Board had previously re-established the Waste Management Working Group to review the Council's Waste Management Policies. It was noted that during 2012/13 the Working Group had scrutinised aspects of the Council's Household Waste Collection Policy. In particular:

- level of charges made for waste services;
- the impact of the Council's Household Waste Recycling Centres, Vehicle Permit Scheme;
- Fixed Penalty Notice levels for waste and environmental offences;
- consideration of charging for other waste services where legislation allowed, agreed to examine the options and the impacts of charges for garden waste collections (this would form part of the Work Programme in 2013/14).

It was proposed that as the Waste Management Working Party had continued to meet Members formally endorse this Topic Group continuing its work during 2013/14. It was noted that Councillor Sinnott was also in attendance at the Waste Management Working Party meetings.

In addition, Members were asked to endorse a proposal that there was no need for a Cemeteries Working Group at present, however recognising that the Group could be reconvened at some point in the future if it was felt to be sufficient justification.

RESOLVED: That

1. Members of the Board indicate target topic areas for potential scrutiny in 2013/14;
2. details of topic briefs be agreed by the Chair and Vice Chair of the Board in conjunction with the Lead Officer;

Strategic Director  
Policy and  
Resources

3. Members support the continuation of the Waste Management Working Party, as its work was still on-going, with the membership as previous; and
4. Members endorse the recommendation that the Cemeteries Working Group is no longer required at this time.

EUR9 STATEMENT OF COMMUNITY INVOLVEMENT (SCI)  
LOCAL PLAN DOCUMENT

The Board considered a copy of Halton's Local Planning Draft Statement of Community Involvement (SCI) which was approved by Executive Board on the 23<sup>rd</sup> May 2013 as a draft for public consultation.

It was noted that the SCI set out the way the Council would involve the local community, stakeholders and statutory bodies in the preparation and revision of Local Plans. The SCI described the Council's procedures and arrangements for involving the local community when considering planning applications and major proposals for development. In addition, Members were advised that the procedures contained within an adopted SCI must be followed for consultation on all local plan documents and all planning applications in Halton.

It was reported that the Council's first SCI was adopted in 2007 and was being updated in 2013 because there had been a number of legislative changes to the way that planning documents were prepared. Following public consultation for a four week period, the document would be re-submitted to Executive Board for approval.

Arising from the discussion, it was agreed that a copy of the information available to members of the public, prior to the consideration of a planning application at Development Control Committee, be circulated to Members.

RESOLVED: That the draft Statement of Community Involvement be noted.

*NB: Councillors MacManus and Woolfall declared a disclosable other interest in the following item of business as they are Directors of Halton Borough Transport.*

EUR10 NATIONAL HIGHWAY AND TRANSPORTATION SURVEY  
- PROPOSALS REPORT

The Board received a report of the Strategic Director, Policy and Resources, which advised on the current interventions and proposals to address specific Highways and Transport issues that were identified by the National Highway and Transportation (NHT) public satisfaction survey undertaken in the Borough in 2012 and reported to the Board in November 2012 (Minute EUR 27/12 refers). Whilst Halton's performance was generally very good, it was resolved that following a more detailed investigation of the survey results, a further Proposals Report would be prepared and presented to the Board. Members were advised that the survey had highlighted a number of services across the six key transport themes.

The Board considered a brief background analysis of the issues outlined in the November report, details of what actions or interventions had already been implemented and what further actions were planned to address the issues further.

RESOLVED: That the Board notes and welcomes the work being undertaken to address specific aspects of the Highways and Transportation service identified in the NHT survey and report and raise the levels of public satisfaction in those areas.

#### EUR11 HIGHWAY MAINTENANCE IN HALTON

The Board considered a report which outlined how the Council's Highway Maintenance Service was developing in order to satisfy the demands of its statutory functions and public expectations in the face of increasing pressures to maximise efficiency and improve value for money. The report responded to the findings of the National Highway and Transportation Survey and to various enquiries made by Board Members regarding the Council's highways maintenance function.

The report detailed information on:

- Halton's Highways Network;
- Highway Maintenance Funding;
- Capital Funding;
- Revenue Funding;
- Bridge and Highway Maintenance Division;
- Programmed and Preventative Highway Maintenance;
- Reactive Highway Maintenance;
- Winter Highway Maintenance;



- The Highway Maintenance Efficiency Programme;
- Annual Alarm Survey; and
- New Highways Term Contract.

RESOLVED: That the report be noted.

#### EUR12 ELECTED MEMBERS' GUIDE TO ROAD SAFETY

The Board considered a report and a copy of a booklet that was produced in January 2013 by the Royal Society for the Prevention of Accidents, entitled "Road Safety: A Guide for Local Councillors in England". Whilst stressing the enormous cost to the Community of road traffic accidents and the substantial budget and spending restrictions that had been introduced in recent years, the guide set out to inform local Councillors as to how their Authorities could continue to deliver effective road safety services that were:-

- Evidence informed
- Co-ordinated with other public services
- Designed and delivered in partnership
- Evaluated to ensure effectiveness.

It was noted that within the RoSPA Guide there were sections relating to health services. With the recent transfer of public health responsibility to the Authority, new opportunities existed for the provision of funding to the road safety function. The principle of health services contributing to measures to reduce casualties was already established with Liverpool City Council and PCT jointly funding the widespread introduction of 20 mph areas as a casualty reduction initiative.

In addition to the RoSPA guide, the independent National Institute for Clinical Excellence had also published formal guidance to Directors of Public Health on strategies to prevent unintentional injuries. This covered 20 mph speed limits and engineering measures to reduce speed or make routes safer and support for coordinated working between health professionals and local highways authorities to promote changes to the road environment.

RESOLVED: That the report be noted and the Guide be circulated to all Councillors.

#### EUR13 LOCAL FLOOD RISK MANAGEMENT STRATEGY - PROGRESS REPORT

The Board considered an update report on the

preparation of a Local Flood Risk Management Strategy for Halton, which was the Statutory Document required under the Flood and Water Management Act 2010 (F&WMA). It was noted that the emerging strategy was currently in first draft form and the objectives of the strategy had developed around a range of avoidance measures the principles of which could be summarised as:-

- prevention, through enabling an understanding of the risk;
- protection, through reducing flood risk and the impacts of flooding;
- preparation, through planning and appropriate and sustainable development; and
- response through planning and preparing for flood emergencies.

Members were advised that the next step would be to:

- consult with partner organisations and other stakeholders on the content and proposals of the draft Local Strategy;
- prepare a Strategic Environmental Assessment of the developing strategy and the findings be set out in an Environmental Report;
- engage risk management partners in early consultation on the emerging draft strategy; and
- examine and assess for suitability of purpose the communication and Public Engagement Strategy.

It was anticipated that the four next steps would be undertaken over a period of the next three months and the draft Local Flood Risk Management Strategy consulted on in the Autumn, with further progress reports being brought before the Board in November 2013.

RESOLVED: That the Board note the progress being made in relation to the preparation of a Local Flood Risk Management Strategy for Halton.

EUR14 NOMINATIONS OF MEMBERS TO THE HALTON PUBLIC TRANSPORT ADVISORY PANEL - MUNICIPAL YEAR 2013/14

The Board considered a report of the Strategic Director, Policy and Resources, which requested Members to agree nominations to sit on the Council's Public Transport Advisory Panel for the Municipal Year 2013/14.

RESOLVED: That

1. the nominations for Halton Public Transport Advisory Panel for 2013/14 be as follows: Councillors Gerrard (Chair), Morley, Stockton, J Bradshaw and Woofall; and for the Chair to nominate a deputy as may be required; and
2. the key issues discussed by the Panel during the Municipal Year 2012/13, be noted.

Strategic Director  
Policy and  
Resources

EUR15 NOMINATIONS OF MEMBERS TO THE CONSULTATION REVIEW PANEL

The Board considered a report of the Strategic Director, Policy and Resources which requested nomination of two members to represent the Board on the Consultation Review Panel.

RESOLVED: That the Chair and Vice Chair of the Environment and Urban Renewal Policy and Performance Board, sit on the Consultation Review Panel as may be required from time to time.

Strategic Director  
Policy and  
Resources

*Meeting ended at 7.55 p.m.*

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**CORPORATE POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 21 May 2013  
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chairman), Roberts (Vice-Chairman), E. Cargill, Dennett, S. Hill, C. Loftus, A. McInerney, N. Plumpton Walsh, G. Stockton and Wainwright

Apologies for Absence: Councillors A. Lowe

Absence declared on Council business: None

Officers present: M. Reaney, A. Jones, I. Leivesley, T. Dean and P. McWade

Also in attendance: None

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

	<i>Action</i>
CS1 MINUTES	
<p>The Minutes from the meeting held on 26 February 2013 were taken as read and signed as a correct record.</p>	
CS2 PUBLIC QUESTION TIME	
<p>It was noted that no public questions had been received.</p>	
CS3 EXECUTIVE BOARD MINUTES	
<p>The Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board were submitted to the Board for information.</p> <p>The following was noted following Members queries:</p> <ul style="list-style-type: none"> <li>• A report on the Discretionary Support Scheme introduced in April 2013, would go to its working party in July for Members consideration. Information on the Scheme's progress would then be provided at the next Corporate PPB;</li> <li>• The Board requested an update on property matters at the next meeting;</li> </ul>	

- Members were informed that provision for a permanent traveller site in Halton was required due to the introduction of the National Traveller Planning Policy;
- It was confirmed that the annual review of the Council's Constitution was taken to full Council in April for approval;
- The 'Matrix' contract was used to procure agency workers which had resulted in savings. The procurement of agency workers was predominantly for the Communities Directorate providing front line services;
- Members requested that the fees and charges which fell within this PPB's remit be brought to them before the next budget was finalised.

Strategic Director  
- Policy &  
Resources

RESOLVED: That the minutes and comments made be noted.

CS4 SSP MINUTES

The minutes relating to the Corporate Services Portfolio which had been considered by the Halton Strategic Partnership Board (HSPB) were submitted for information.

It was noted that a progress report on the work of the HSPB would be brought to the next meeting of the Board.

RESOLVED: That the minutes be noted.

Strategic Director  
- Policy &  
Resources

CS5 MEMBER DEVELOPMENT GROUP MINUTES

The Minutes relating to the Member Development Group held on 11 December 2012 were presented to the Board for information.

RESOLVED: That the minutes be noted.

CS6 ANNUAL REPORT

The Board received the Annual Report of the Corporate Services Policy and Performance Board for 2012/13.

It was noted that the Work Programmes for 2013/14 would focus on a review of the Council's Complaints system,

and a consideration of issues surrounding the Discretionary Social Fund.

RESOLVED: That the report be approved.

CS7 CORPORATE ACCIDENT / INCIDENT REPORT

The Board received the corporate accident statistics and associated trends for 1 April 2012 to 31 March 2013.

It was highlighted that there had been an increase in the number of risk assessments, near misses and use of the Lone Worker Monitoring system. Conversely there had been an increase in RIDDOR reportable 'over 7 day' accidents, commensurate to this was the increase in the number of days lost. Incident trends had been identified and were included in the recommendations in the report.

It was also highlighted that defibrillators would be provided in all Council buildings with a high footfall, and that North West Ambulance were supplying the defibrillators, the required training and maintenance at no cost the Authority.

The Operational Director – Commissioning and Complex Care, attended the meeting to present some background information on the physical incidents being reported within the Communities Directorate. He provided an insight into the background of the service users involved, the incidents themselves and, in particular, the support provided to staff.

Following Members discussions on the report the following was noted:

- Prior to allowing contractors onto Council premises a process of scrutiny was applied which ensured they were compliant with Council procedures. Following a recent Prohibition Notice that was served on the Council however, the scrutiny process of contractors would be reviewed;
- The Board wished to note that following the presentation on the physical incidents in the Communities Directorate, they had been reassured that the staff involved were being fully supported by the Council;

RESOLVED: That the report be noted.

CS8 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2012/13

The Strategic Director Policy and Resources presented the Performance Management Reports for quarter 4 of 2012/13.

It was noted that the key priorities for development or improvement in 2012-15 were agreed by Members and included in Directorate Plans, for the following functional areas reporting to the Corporate Services Policy and Performance Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency:

- Financial Services;
- Human Resources and Organisational Development;
- ICT Infrastructure;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

The report provided details of progress against service objectives / milestones and performance targets, in relation to and described factors affecting the service for each of the above areas. Members were requested to consider and raise any questions or points of clarification in respect of these and the following comments were noted:

- Members wished to congratulate staff within the Revenues and Benefits Service for implementing the policies required due to recent significant changes in legislation;
- The Council was presently writing to employees regarding the Pension Auto Enrolment Scheme and a workshop was planned for staff in the coming weeks;
- Follow up was requested regarding whether Halton had fallen below the threshold required to be included in the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). Members would be advised by email;
- Members wish to convey thanks to the Council's Legal Team and the Stadium's Catering Services for achievements with regards to the Lexel accreditation and the take up of school meals;

It was noted that the full department quarterly reports



were available on the Members Information Bulletin or via the link provided in the report.

Resolved: That the quarter four reports be noted.

CS9 SUSTAINABLE COMMUNITY STRATEGY YEAR END PROGRESS REPORT 2012/13

The Board received a report from the Strategic Director, Policy and Resources, on the progress in achieving targets contained within the 2011 – 2016 Sustainable Community Strategy (SCS) for Halton.

The Board was reminded that the SCS was a central document for the Council and its partners that provided an evidenced based framework through which actions and shared performance targets could be developed and communicated.

The new SCS Strategy and its associated 'living' five year delivery plan (2011-16) identified five community priorities that would form the basis of collective partnership intervention and action over the coming five years. The Strategy was informed by and brought together national and local priorities and was aligned to other local delivery plans. By being a living document it would provide sufficient flexibility to evolve as continuing changes within the public sector continued to emerge, eg., restructuring of the NHS and Public Health delivery, and the delivery of the 'localism' agenda.

Members were presented with Appendix 1, a report on progress for the period to year end, 31 March 2013, which included a summary of all indicators for each of the five shared strategic priorities of the Halton Strategic Partnership (HSP):

- A healthy Halton;
- Employment, Learning and Skills in Halton;
- A safer Halton;
- Children and Young People in Halton; and
- Environment and Regeneration

It was noted that the full reports for each of the strategic priorities were reported to the respective Policy and Performance Boards as well as the HSP.

It was reported that an annual '*light touch review*' of targets contained within the SCS had been conducted to ensure that targets remained realistic over the 5 year plan to

*'close the gaps'* in performance against regional and statistical neighbours. This review had been conducted with all Lead Officers being requested to review targets for 2013-14, 2014-15 and 2015-16. Targets were subsequently updated where appropriate in the light of actual/anticipated performance and all SCS measures were included in the draft medium term Directorate Business Plans 2013-16.

Members noted the progress summary to year end and agreed that all present measures remained fit for purpose.

RESOLVED: That the report be noted.

*Meeting ended at 7.53 p.m.*

**BUSINESS EFFICIENCY BOARD**

*At a meeting of the Business Efficiency Board held on Wednesday, 22 May 2013 at the Council Chamber, Runcorn Town Hall*

Present: Councillors A. Lowe (Chairman), M Lloyd Jones (Vice-Chairman), Fry, Lea, McDermott, Macmanus, N.Plumpton Walsh and G. Stockton

Apologies for Absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: I. Leivesley, M. Murphy, E. Roberts-Smith and M. Simpson

Also in attendance: None

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

*Action*

The Vice-Chair Councillor M. Lloyd Jones was in the Chair at the request of the Chair.

The Chair wished to place on record the congratulations of the Board, to the Procurement Team for receiving a best practice award from the Government for the work carried out helping small businesses secure contracts with the authority. Halton was named as one of 10 winners in the 'Best councils to do business with' category out of 67 entries.

**BEB1 MINUTES**

The Minutes of the meeting held on 27 February 2013 were taken as read and signed as a correct record.

**BEB2 BUSINESS EFFICIENCY BOARD WORK PLAN 2013-14**

The Board considered a report of the Strategic Director, Policy and Resources, which provided the indicative core workplan for the Board for 2013-14.

The workplan was appended to the report for information and outlined areas for consideration by the Board at each of its meetings over the financial year to help

ensure that it met its responsibilities.

Members were advised the workplan had been prepared taking into account a practical spread of the issues across the year and allowed for consideration of specific items that were determined by statutory or other prescribed timescales. The areas identified were those known and anticipated at the current time.

RESOLVED: That the workplan for 2013-14 be approved.

**BEB3 STRATEGIC RISK REGISTER 2013/14**

The Board received a report of the Strategic Director, Policy and Resources, which sought views on the Revised Risk Register for 2013/14.

It was reported that the Strategic Risk Register had been reviewed and updated as required and in accordance with the Risk Management Policy previously approved by this Board.

Members were advised of an additional risk of 'failing to effectively realise community expectations'. It was noted that Member's suggested this risk be added due to the potential reduction in services in light of budget cuts. The Board stressed the importance of informing and consulting members when reductions / changes were proposed.

The Board further suggested a section be added to the Risk Register detailing which activities had been completed to mitigate the risks.

RESOLVED: That the Board note the robustness and adequacy of the Council's risk management arrangements.

**BEB4 BEB MEMBERS' SCRUTINY OF PROCUREMENT**

The Board considered a report of the Strategic Director, Policy and Resources, which provided an update on the two EU procurement activities that Board Members scrutinised during 2012/13.

In September 2012 the Board selected two EU procurement activities to scrutinise which were the Residual Waste tender and the Bus Routes tender. Member's commented that it was really interesting to observe different parts of the process and the training provided by the procurement team was crucial in helping Members in their

role of scrutiny.

Members requested feedback from the Local Bus Tender which had been awarded. In response it was noted that 4 Lots had been awarded to 3 suppliers and the Lot for unknown Routes would be awarded through a mini competition process to all qualifying suppliers on the Framework.

The Board discussed the future scrutiny work they wished to be involved in and agreed that one topic group be formed comprising all Board Members to scrutinise future contracts. It was suggested the domiciliary care contract be the subject for the next scrutiny process as it was due in the near future. It was agreed that this be a matter for the topic group to decide.

RESOLVED: That the Board;

- 1) note the scrutiny activity taken place;
- 2) a single topic group be formed comprising the whole Board to consider further scrutiny activity.

Strategic Director  
- Policy &  
Resources

**BEB5 EXTERNAL AUDIT LETTER TO THOSE CHARGED WITH GOVERNANCE**

The Board received a report of the Strategic Director, Policy and Resources, which informed Members of the proposed responses to the annual letter from Grant Thornton as part of their year-end audit of accounts work.

It was reported that International Audit Standards required the Council's external auditors, Grant Thornton, to raise with those charged with governance (i.e. the Business Efficiency Board) matters that may affect the Council's financial statements and to document the Board's response.

Appended to the report for information were the proposed responses to a number of questions contained in a letter from Grant Thornton to the Chair of the Board. The Board approved the proposed responses.

RESOLVED: That the proposed responses appended to the report be approved.

**BEB6 PLANNED EXTERNAL AUDIT FEE LETTER 2013/14**

The Board considered a report of the Strategic Director, Policy and Resources, which informed Members of

the planned external audit fee for 2012/13.

It was reported that International Standards on Auditing (ISA) 260 required auditors to communicate to those charged with governance (i.e.) the Business Efficiency Board). One of the requirements was for the Auditor to set out the fees to be charged for the audit and the factors considered in setting those fees.

The Board considered the Audit Fee letter which was appended to the report and set out the scale of fees, scope of the audit fee, value for money conclusion, certification of grant claims and returns, billing schedule and the outline audit timetable.

It was further noted that at a previous meeting Members queried whether the additional audit fee of £45,694 for Mersey Gateway project had been finalised and reduced. It was reported that the final figure had not been provided yet, however once the information was received it would be circulated to Board Members.

RESOLVED: That the 2013/14 external audit fee and the scope and timing of the planned external audit work be noted.

**BEB7 EXTERNAL AUDIT PLAN 2012/13**

The Board received a report of the Strategic Director, Policy and Resources, which provided the 2012/13 Audit Plan prepared by the Council's external auditor, Grant Thornton.

It was reported that External Audit Plan for 2012/13 included the results of the interim work and contained details of the external audit fees for 2012/13.

It was further noted that the Plan was based upon Grant Thornton's risk-based approach to audit planning. The risks that had been considered as part of the opinion planning process were appended to the report for consideration.

Arising from discussion of the Audit Plan, Members sought clarification on the current position on the accounting treatment for the Mersey Gateway.

In respect of the review of information technology controls the Board asked if the work had been completed in April and what was the result. In response it was noted that

this information would be sought and circulated to Board Members when available.

RESOLVED: That the contents of the External Audit Plan for 2012/13 be noted.

BEB8 INTERNAL AUDIT ANNUAL REPORT 2012/13

The Board received a report of the Operational Director, Finance, which set out the Head of Internal Audit's annual opinion of the adequacy and effectiveness of the Council's control environment and the findings of the review of the effectiveness of the Council's internal audit. It was noted that the 'control environment' was the collective term used to describe the Council's risk management, control and governance process.

It was reported that the Accounts and Audit Regulations 2011 provided a requirement for local authorities to conduct a review of the effectiveness of its internal audit at least one a year. The review provided members with a basis for determining the extent to which reliance could be placed on the internal audit opinion.

Members were advised that the internal audit work completed during the 2012/13 financial year was carried out in accordance with the Internal Audit Plan which was approved by the Board in February 2012.

The report further set out the following:

- opinion on the Council's Control Environment;
- basis for the opinion; and
- review of the effectiveness of internal audit;

A summary of the audit reviews finalised during the year was appended to the report for information. It was reported that of the 49 audit reports finalised during the year:

- 23 received substantial assurance;
- 26 received adequate assurance; and
- No audits received limited assurance.

It was further noted that 11 'follow up' audits had been completed which were set out in appendix 2 of the report submitted for information.

The Board noted the excellent achievement with no the areas receiving 'limited' assurances and acknowledged the internal work carried out during the year provided

assurance that the Council's main financial systems were operating effectively.

RESOLVED: That the Board:-

- 1) note the Head of Internal Audit's opinion on the Council's control environment;
- 2) note the findings of the review of the effectiveness of internal audit; and
- 3) endorses the conclusion that the Council's internal audit arrangements are effective.

BEB9 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 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 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 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.

*(Councillors Fry, MacManus and G.Stockton declared a Disclosable Other Interest in the following item due to being Governors of a school)*

BEB10 INTERNAL AUDIT PROGRESS REPORT

The Board considered a report of the Operational Director, Finance which provided a summary of internal audit work completed since the last progress report.

The report set out key issues and recommendations and results from the work undertaken following up the implementation of previous internal audit recommendations.

RESOLVED: That the Internal Audit work completed for the quarter be received.

Councillor A. Lowe wished to place on record his thanks to Councillor M. Lloyd Jones for chairing the meeting on his behalf.

*Meeting ended at 7.25 p.m.*

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**BUSINESS EFFICIENCY BOARD**

*At a meeting of the Business Efficiency Board held on Wednesday, 26 June 2013 at the Civic Suite, Town Hall, Runcorn*

Present: Councillors M Lloyd Jones (Chairman) A. Lowe, Cole, Fry, Lea, McDermott, MacManus, Roberts and G. Stockton

Apologies for Absence: Councillor N. Plumpton Walsh

Absence declared on Council business: None

Officers present: L. Cox, E. Dawson, I. Leivesley, M. Murphy and M. Simpson

Also in attendance: Colette Williams - Grant Thornton

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

*Action*

*The Vice-Chairman Councillor M. Lloyd Jones was in the Chair at the request of the Chairman.*

**BEB11 DRAFT ANNUAL GOVERNANCE STATEMENT 2012/13**

The Board received a report of the Strategic Director, Policy and Resources, which enabled Members to consider and approve the draft Annual Governance Statement 2012/13.

It was reported that under the Accounts and Audit Regulations 2011 the Council had to produce an Annual Governance Statement (AGS), in a format recommended by CIPFA/SOLACE, to accompany the Statement of Accounts.

It was noted that the intention of the AGS was to identify any areas where the Council's governance arrangements needed to be developed and to set out any action that was proposed to strengthen those arrangements.

Members were advised that the Council's Constitution delegated the responsibility to review and approve the AGS to the Business Efficiency Board. Once approved, the AGS would be signed by the Council Leader and Chief Executive and published on the Council's website.

It was reported that in preparing the AGS, assurances had been considered from a number of sources which were set out in the report for information.

Arising from discussion of the report Members made the following comments:

- in relation to the Council's governance framework it would be useful to provide the name of the 6<sup>th</sup> priority;
- with regards to the action plan there was nothing reported on the effectiveness of last year's actions on Issues 1 and 2. It would be useful to include this in the AGS;
- how often did the Corporate Governance Group meet and would it be possible to have the minutes from this group on the Business Efficiency Agenda?

In response it was noted that the points raised were good suggestions and as the AGS was in a draft format and the document could be amended to reflect the 6<sup>th</sup> priority which was corporate effectiveness – business efficiency and the effectiveness actions carried out last year on Issues 1 and 2.

The Board further discussed Issue 5, regarding the Mersey Gateway Crossings Board (MGCB) and sought clarification on management of tolling operations, membership of the MGCB and how the company related to the Council. In response it was reported that the MGCB would be a limited company but 100% subsidiary of HBC and the Council would set the tolling arrangements initially. It was further noted that a report would be submitted to the next Mersey Gateway Executive Board which would set out the structure for the MGCB.

RESOLVED: That the Board:-

- 1) confirm that the draft Annual Governance Statement reflects the corporate governance arrangements in place at the Council;
- 2) note the key governance issues identified in the document and endorse the action plan proposed to address them;
- 3) agree to the two amendments to the draft AGS as noted above; and
- 4) approve the draft Annual Governance Statement.

BEB12 EFFICIENCY PROGRAMME UPDATE

The Board considered a report of the Strategic Director, Policy and Resources which informed Members of progress made to date with the Efficiency Programme.

It was noted that up to date workstream information was available via the Efficiency Programme Office's team site at: <http://hbc/Teams/EFFIC/Pages/Home.aspx>

The report set out updates on progress to date of current workstreams as follows:

- Review of Operational Fleet & Client Transport (Wave 2);
- Review of Income and Charging (Wave 3);
- Review of Waste Management (Wave 3);
- Review of Policy Strategy;
- Review of Performance and Improvement;
- Review of Communication and Marketing (Wave 4);
- Review of Child Protection (Children in Need Service) (Wave 4);
- Review of Employment, Learning & Skills (Wave 4);
- Review of Intermediate Care (Adult Social Care) (Wave 4); and
- The Wave 5 Efficiency Work Programme.

The Board discussed the review of Income and Charging and Waste Management as it was suspected that the reviews would be delivered later than originally planned and Members queried whether any of the expected savings would be included in the 2013/2014 budget. In response it was noted that savings were not made specifically in terms of individual workstreams but as a wider picture which covered all workstreams.

RESOLVED: That the report and comments made be noted.

BEB13 PROCUREMENT STRATEGY

The Board received a report of the Strategic Director, Policy and Resources which sought approval for the Council's updated Procurement Strategy for the period 2013 to 2016.

It was reported that the Council's Procurement Strategy provided a structured approach to procurement, in order to ensure efficient processes were followed which

would deliver reduced costs whilst maintaining or improving service delivery.

The Procurement Strategy was appended to the report for information and set out the following:

- key objectives;
- new ways for Halton;
- achievements to date;
- commercial approach;
- market engagement/ supplier relationship management;
- category management; and
- purchase to pay / e Procurement.

Members were advised that the strategy had been updated since the centralised Procurement Division was established in 2010.

It was further noted that a Delivery Plan would be prepared in accordance with the Strategy and progress and outputs against key performance indicators would be reported annually to the Board.

The Board discussed the use of national models of standards for procurement around splitting quality and price. In response it was noted that Halton did not really use those models as Halton looked at each individual procurement exercise on its own merits.

The Board further discussed options around joining with other local authorities to obtain further savings around procurement.

Members were advised of the Charter for Employment and Skills through Procurement which was outlined in the Procurement Strategy and it was reported that all neighbouring authorities had signed up to it, in order to maximise the positive impact made by public sector procurement on the Regional economy.

In relation to the recent “Best Council to do business with” award received, it was reported that it particularly commended Halton on the strong range of engagement activity that was in place with suppliers, the good use of the Chest portal, strong data collection systems and the use of key performance indicators. It was further noted that overall it was felt that Halton was an excellent example of how a Council could open up procurement opportunities to small businesses.

The Chair wished to place on record the Board's thanks to the Procurement team for the work carried out in gaining the award.

RESOLVED: That the Board approve the Council's Procurement Strategy presented at appendix 1.

BEB14 EXTERNAL AUDIT UPDATE

The Board received a report of the Operational Director, Finance, which provided an update from Grant Thornton (External Auditors) regarding the following:

- the progress made in delivering their responsibilities as the Council's external auditors;
- a summary of national issues and developments that could be relevant to Halton as a Unitary Council; and
- a number of challenge questions in respect of the emerging issues, which the Board may wish to consider.

Arising from discussion of the information the Board sought clarification on the costs of work for VAT advice. In response it was noted that this varied depending on amount of special projects but was usually in the region of £12,000 to £14,000 per annum.

RESOLVED: That the report be noted.

*Meeting ended at 7.43 p.m.*

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**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Tuesday, 16 April 2013 at the Civic Suite, Town Hall, Runcorn*

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Baker, R. Hignett, S. Hill, C. Loftus, A. McInerney, Morley, Osborne and Rowe

Apologies for Absence: Councillor C. Plumpton Walsh

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, M. Noone, A. Plant, P. Shearer and R. Wakefield

Also in attendance: Two members of the public

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

	<i>Action</i>
DEV78 MINUTES	
<p>The Minutes of the meeting held on 11 March 2013, having been printed and circulated, were taken as read and signed as a correct record.</p>	
DEV79 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE	
<p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.</p>	
DEV80 - 13/00042/FUL - PROPOSED DEMOLITION OF EXISTING COUNCIL OFFICE AND THE CONSTRUCTION OF 6 NO. TWO BEDROOM, TWO STOREY HOUSES AND 6 NO. 1 BEDROOM FLATS AT HALTON DIRECT LINK, QUEENS AVENUE, WIDNES	
<p>The consultation procedure undertaken was outlined in the report together with background information in respect of the site.</p>	
<p>Officers reported that since the publication of the report Cheshire Wildlife Trust had recommended an</p>	

additional condition relating to the protection of nesting birds and bats. It was noted that United Utilities had raised no objections. Delegated authority to approve the application was requested subject to a Section 106 Agreement in relation to the provision of a financial contribution towards off-site public open space and compensatory payment for the loss of designated greenspace.

Members were advised that as the applicant was a Registered Social Landlord (RSL) there was no requirement for the '*retention of affordable housing provision to comply with Policy CS13 of the Core Strategy*' as mentioned in the report, so this would be removed from the Conditions.

Members supported the application which was approved subject to the Conditions listed below.

RESOLVED: That the application be approved subject to delegated authority being given to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair, to approve the application subject to:

- a) entering into a Section 106 Agreement in relation to the provision of a financial contribution towards off-site public open space and compensatory payment for the loss of designated greenspace;
- b) and the additional condition referred to above together with the following Conditions:
  1. Standard 3 year period for implementation (BE1);
  2. Condition specifying amended plans (BE1);
  3. Materials Submission (BE2);
  4. Boundary Treatment (BE22);
  5. Tree Protection (BE1);
  6. Construction Management Plan including wheel cleansing facilities to be submitted and approved in writing (BE1);
  7. Details for removal of demolition materials (BE1);
  8. Landscaping scheme (BE1);
  9. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
  10. PD removed for extensions and outbuildings (BE2); and
  11. PD removed for fencing (BE2).

DEV81 - 13/00043/FUL - PROPOSED DEMOLITION OF THE YEW TREE PUB AND THE DEVELOPMENT OF 13 NO. TWO BEDROOM, TWO STOREY AND 6 NO. TWO BEDROOM FLATS AT THE YEW TREE HOTEL, CORONATION DRIVE, WIDNES

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

RESOLVED: That the application be approved subject to:

- a) the entering into of a Section 106 Agreement in relation to the provision of a financial contribution towards off-site public open space and; the retention of affordable housing provision to comply with Policy CS13 of the Core Strategy; and
- b) the following Conditions:
  1. Standard 3 year period for implementation (BE1);
  2. Condition specifying amended plans (BE1);
  3. Materials submission (BE22);
  4. Boundary treatment (BE22);
  5. Construction Management Plan including wheel cleansing facilities to be submitted and approved in writing (BE1);
  6. Details for removal of demolition materials (BE1);
  7. Landscaping scheme (BE1);
  8. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
  9. Permitted Development removed for extensions and outbuildings (BE2); and
  10. Permitted Development removed for fencing (BE22).

DEV82 - 13/00088/FUL - PROPOSED DEMOLITION OF EXISTING VILLAGE FARM COTTAGE AND AGRICULTURAL BUILDINGS, DEVELOPMENT OF 12 NO. NEW DWELLINGS AND REFURBISHMENT OF EXISTING BARN AT VILLAGE FARM, CHESTER ROAD, DARESURY, WA4 4AJ

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

Members were reminded that an application was approved by Committee in July last year for a scheme

similar in scale and form to this one. This scheme sought permission for 12 dwellings including the conversion of an existing barn. Officers commented that the application reflected the potential of the scheme to make a positive contribution to the Daresbury Conservation Area and would reduce the impact on the green belt. It was noted that the design and layout of the buildings were more appropriate to the setting and the large workshop was proposed to be completely removed.

It was further reported that Cheshire Wildlife Trust had recommended two conditions, one relating to the timing of the development to avoid the nesting bird season; and the other to allow for the provision of nest boxes for barn swallow and house martins. Delegated authority was requested to approve the application subject to Section 106 Agreements as mentioned in the report, subject to the referral of the application to the Secretary of State as a departure from the Development Plan, and to await the response from Daresbury Parish Council.

Members supported the application and agreed to approve it subject to the Conditions listed below.

RESOLVED: That the application be approved subject to:

- a) delegated authority being given to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair, to approve the application subject to referral to the Secretary of State and awaiting the outcome of the response from Daresbury Parish Council. Also, the entering into of a Section 106 Agreement for the provision of a financial contribution towards off-site public open space and the future control of the adjacent stone barn; and
- b) the additional conditions referred to above together with the following planning conditions:
  1. Standard 3 year period for implementation (BE1);
  2. Drawing numbers (BE1 and BE2);
  3. Materials to be approved to include: samples and sample panels of materials of external construction; brick bond and special bricks to be agreed; details of eaves, verge and ridge to be provided; details of dormers to be provided at a scale of not less than 1 in 10; details of wall openings including heads, sills and setbacks; windows and doors to be in painted timber and

details to be provided at a scale of not less than 1 in 5; agreed external colour scheme; details of roof lights to be agreed; cast rain water goods; foul water goods be run internally; details of meter boxes, flues, vents; agreed scheme of hard and soft landscaping, including external lighting scheme, samples of proposed hard landscaping materials, and boundary treatments (BE2 and BE10);

4. Materials in relation to the conversion of the Barn to include: agreed schedule and method statement for repairs, renovation and structural works; agreed areas of repointing and any stone repair, raking out to be carried out by hand tools, agreed lime mortar to be placed by pointing irons and sample panels to be prepared; replacement stone to match in colour, hue, grain size and dressing – samples to be provide; details of proposed insulation methods to the roof to be provided with agreed verge and eaves and ventilation details: full drawn details at 1 in 10 and materials schedule for extension within walled yard (BE2 and BE10);
5. Tree protection (BE1 and BE10);
6. Replacement tree planning (BE1);
7. Landscaping scheme (BE1);
8. Boundary treatment including appropriate buffer to east (BE22 and GE1);
9. Wheel cleansing facility and management plan (BE1);
10. Construction hours (BE1);
11. No additional windows other than those approved (BE1);
12. Permitted development restriction extensions and outbuildings (BE2, BE10 and GE1);
13. Permitted development restriction boundary treatment to property frontages (BE10 and GE);
14. Permitted development restriction no hardstanding (BE1 and GE1); and
15. No conversion of garage to habitable room (BE1, BE10 and GE1).

DEV83 MISCELLANEOUS ITEMS

**The following applications had been withdrawn:**

**12/00313/FUL** Proposed construction of an attached new building to allow for B1,B2 and B8 use classes at Teal Business Park,

Tanhouse Lane, Widnes, Cheshire,  
WA8 0ZA.

- 12/00401/FUL** Proposed erection of two detached dwellings at Garden Area to Vicarage Fronting, Pit Lane, Widnes, Cheshire, WA8 9HY.
- 13/00001/FUL** Proposed demolition of the existing bridge cottage and provision of two temporary buildings to provide meeting room, training room and canteen and changing facilities at Runcorn Bowling Club, Bridge Cottage, Cholmondeley Road, Runcorn, Cheshire, WA7 4XT.
- 13/00034/OUT** Proposed for outline Planning Permission (with Appearance, Landscaping and Scale reserved) for the erection of two pairs of semi-detached dwellings (4 no. dwellings in total) at The Bungalow, Sandy Lane, Preston Brook, Runcorn, Cheshire, WA7 3AW.
- 13/00045/FUL** Proposed side and rear extension to create an additional level at 22 Beechmoore, Moore, Warrington, Cheshire, WA4 6UE.
- 11/00370/S73** Application to remove condition 4 of planning permission 2/11598/0 removing the agricultural worker occupancy condition allowing the unrestricted sale of the property on the open market. The condition reads as follows "A new dwelling in this location would be contrary to the approved Cheshire County Structure Plan, unless required for associated purposes. The occupation of the proposed dwelling shall be limited to a person employed, or last employed locally in agriculture as defined in Section 290 (1) of the Town and Country Planning Act 1971, or in forestry (including any dependants of such a person residing with him) or a

widow or widower of such a person” at  
The Cottage, Village Farm, Chester  
Road, Daresbury, Warrington, Cheshire,  
WA4 4AJ.

**The following Appeal Decisions had been made:**

**11/00413/FUL**

**APP/D0650/A/12/2181408/NWF**

Proposed construction of 1 no. dwelling at Land to the East of Mill Green Lane Bounded by South Lane, Widnes, Cheshire.

**Dismissed**

**12/00478/ELD**

**APP/D0650/X/13/2193480**

Application for a lawful development certificate for use of the application site for the provision of education to vulnerable people below the age of 20 years who suffer from autism, Asperger syndrome, or other mental or physical impairment liable to cause them to be excluded from normal education at Hope Corner Community Church, 70 Clifton Road, Higher Runcorn, Runcorn, Cheshire, WA7 4TD.

**Withdrawn**

*Meeting ended at 6.37 p.m.*

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**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 13 May 2013 at the Civic Suite, Town Hall, Runcorn*

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), R. Hignett, S. Hill, C. Loftus, A. McInerney, Morley, Osborne, C. Plumpton Walsh and Rowe

Apologies for Absence: Councillor Baker

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, M. Noone, Evans and J. Farmer

Also in attendance: Two members of the public

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

*Action*

DEV84 MINUTES

The Minutes of the meeting held on 16 April 2013, having been printed and circulated, were taken as read and signed as a correct record.

DEV85 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.

*Councillor Nolan declared a Disclosable Pecuniary Interest in the following item as he was the applicant. He left the room during consideration of the item and did not take part in any debate or decision making. The Chair was taken by the Vice-Chairman Councillor Thompson for this item.*

DEV86 - 13/00122/FUL - PROPOSED REAR FIRST FLOOR EXTENSION OVER EXISTING EXTENSION AT 383 LIVERPOOL ROAD, WIDNES

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

It was noted that no further updates were provided since the publication of the agenda. Further, page 11 contained a typing error; the last paragraph on point 6.1 should read: *It is considered that the proposal does **not** create an overbearing appearance within its plot and meets the requirements set by the SPD; in so doing does not pose a level of demonstrable harm what would justify a refusal.*

Members agreed that the application complied with planning policies and voted to approve it.

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

1. Standard 3 year expiry; and
2. Materials to match existing – (BE1)

DEV87 - 13/00087/FUL - PROPOSED THREE STOREY EXTRA CARE FACILITY CONTAINING 50 NO. 2 BEDROOM APARTMENTS WITH COMMUNAL FACILITIES, 21 NO. NEW BUILD HOMES COMPRISING 6 NO. 2 BEDROOM BUNGALOWS, 4 NO. 2 BEDROOM WHEELCHAIR USER BUNGALOWS, 10 NO. 2 BEDROOM HOUSES AND 1 NO. 4 BEDROOM WHEELCHAIR USER BUNGALOW AT LAND TO THE EAST OF 109 - 132 HALTON BROOK AVENUE, RUNCORN, CHESHIRE

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

It was reported that since the publication of the agenda the Environment Agency had submitted a recommendation for a condition to be added regarding the surface water drainage. Two other conditions relating to the construction access and management plan and footpath details would also be added.

Members were satisfied that the application met the planning policies subject to the inclusion of the above conditions and agreed to approve the application.

RESOLVED: That the application be approved subject to the inclusion of the above Conditions and the following Conditions:

1. Approved plans – (BE1);
2. Materials – (BE2);
3. Drainage – (BE1);
4. Boundary Treatments – (BE22);

5. Vehicle access, parking, servicing etc., to be constructed prior to occupation of properties/commencement of use – (BE1);
6. Submission and Agreement of finished floor and site levels – (BE1);
7. Site investigation – (PR14);
8. Prior to commencement waste recycling details of recycling facilities shall be submitted – (BE1);
9. Provision of appropriate refuse collection bins for use by the occupiers (BE1).

Conditions added at Committee:

10. Drainage Details;
11. Construction access and management plan; and
12. Footpath details.

*Meeting ended at 6.52 p.m.*

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**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 10 June 2013 at the Civic Suite, Town Hall, Runcorn*

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Baker, Cole, R. Hignett, S. Hill, C. Loftus, Morley, Osborne, C. Plumpton Walsh and Rowe

Apologies for Absence: Councillors A. McInerney and T. McInerney

Absence declared on Council business: None

Officers present: A. Jones, L. Davies, T. Gibbs, M. Noone, A. Plant, M. Reaney, R. Cooper, J. Farmer, I. Mason, R. Wakefield and G. Henry

Also in attendance: Councillors Gerrard and G Stockton and 43 Members of the Public

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

*Action*

DEV1 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS

The Board was advised that a matter had arisen which required immediate attention by the Board (Minute DEV 8 refers). Therefore, pursuant to Section 100 B (4) and 100 E, and due to the need to amend the Council's Constitution as soon as possible to reflect the change in Regulations, the Chairman ruled that the item be considered as a matter of urgency.

DEV2 MINUTES

The Minutes of the meeting held on 13 May 2013, having been printed and circulated, were taken as read and signed as a correct record.

DEV3 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.

DEV4 - 13/00011/S73 - PROPOSED VARIATION OF CONDITION 57 OF BERR PERMISSION 01.08.10.04/8C (HALTON REF 07/00068/ELC) TO VARY (BY INCREASE) THE MAXIMUM AMOUNT OF REFUSE DERIVED FUEL (RDF) WHICH MAY BE TRANSPORTED BY ROAD TO THE ENERGY FROM WASTE FACILITY (EFW) FROM 85,000 TONNES PER ANNUM TO 480,000 TONNES PER ANNUM AT INEOS CHLOR SOUTH PARADE, RUNCORN, AND TO PLACE AN OBLIGATION ON THE OPERATOR OF THE EFW FACILITY TO REPORT ANNUALLY TO HALTON BOROUGH COUNCIL THE ACTIONS TAKEN TO SECURE THE DELIVERY OF RDF BY RAIL AND OR WATER OVER THE PREVIOUS 12 MONTH PERIOD TOGETHER WITH RECOMMENDATIONS FOR THE YEAR AHEAD

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

Since the publication of the agenda an update was presented by Officers which informed that 13 letters of support had been received from employees of *Viridor* supporting the application on the grounds that it would ensure the future viability and sustainability of *INEOS ChlorVinyls* and the EfW plant; supply a reliable source of energy; and secure jobs in the local area. One further objection had been received from a local resident on the grounds of traffic congestion.

It was reported that the application had received queries as to whether or not Halton Borough Council had the jurisdiction to determine this application, given that the original application was determined by the Secretary of State. In response it was confirmed that a letter from the Department of Energy and Climate Change to Ineos, dated 16 March 2010, confirmed that an application made to alter a condition could only be referred to the Secretary of State through the appeals process. This could only be done once the local authority had either determined the application or failed to do so within the required time scales.

Officers referred Members to Section 5 of the agenda report which summarised the assessments made in relation to air quality, transport, noise, ecology, climate change and socio economics. They then provided Members with conclusions to the above matters, stating that to approve the change in the Condition would allow for a sustainable choice in mode of transport of RDF, and would divert waste from landfill. The request to vary the level of fuel tonnage delivered by road could be seen as being supportive of the

national policy. The proposal was considered to comply with the National Planning Policy framework and the definition of Sustainable Development, as well as UDP policies PR1, PR2, TP13, TP14 and TP19 and Policies CS2 and CS19 of the Halton Core Strategy.

The update also included details of *Freight on Rail's* objection letter which was received in January. The issues raised had already been considered within the Committee report. They had however, re-sent the objection and asked that their objection letter be presented to Members on the update list. The list was provided to them in advance of the meeting and published on the Council website.

It was reported that Councillor John Bradshaw had submitted an objection to the application requesting that it be read out at the meeting and noted, as he was unable to attend.

The Committee was then addressed by Mr Jeff Meehan from HAGATI (Halton Action Group Against The Incinerator). He argued that sustainable RDF transport methods had not been considered by Ineos so 60% of the RDF would be transported by lorry. He stated that the efforts to reduce traffic were welcome however not relative to the issues relating to the number of lorries that would be used. He commented that Ineos was more concerned with increasing their profit margins than listening to the concerns of local people. He said that the application had not changed since 2008 and urged the Committee to refuse it. It was noted that HAGATI's full objection details were appended to the report at Appendix one.

Mr Grant Scott then addressed the Committee speaking on behalf of *Viridor Waste Management*, a partner company, in support of the application. He stated that rail and canal transportation would be used as much as possible and that road would be the most sustainable mode of transportation. He advised that the vehicles would be out of sight of residents and that they would move outside of peak travel times. He further stated that employment would be created to the benefit of the local economy and that Ineos have a 'Liaison Forum' providing residents an opportunity to air their concerns.

The Committee was then addressed by a representative for the applicant, Mr Julian Watts. He stated that the application before Members was supported by expert technical assessment to ensure that it addressed all of the issues thoroughly, including those raised by the

Committee when it last considered a proposal to vary Condition 57 and those raised by residents during pre-application consultation. He further stated that Ineos was proposing a legally binding routing agreement to give local residents' assurance that HGV's would follow an approved route. He stated that approving the application would allow for a sustainable choice in mode of transport and for the diversion of waste from landfill which was consistent with UK climate change policy.

Councillor Gareth Stockton then addressed the Committee as a Ward Councillor and local resident, objecting to the application. He stated that the increase from 85,000 tonnes to 480,000 tonnes was a huge difference and no risk analysis had been carried out by Ineos to determine the possible impact of this on the local area.

Councillor Gerrard then addressed the Committee objecting to the application and read out a statement which had been distributed to Members before the start of the meeting. He urged the Committee to refuse the application and retain the current Condition 57.

Members debated the application and issues raised taking into consideration the comments made by speakers and officers and the details provided in the report and update list.

A motion was made to refuse the application due to the volume of road traffic movements in the locality, this was seconded. Prior to a vote, clarity was requested over a referral to Secretary of State if this was to be made. The Committee did not pursue this. Members proceeded to vote for a refusal which was supported by eight members; therefore the motion to refuse the application was carried.

RESOLVED: That the application be refused to minimise road traffic movements in the locality.

*Councillor Cole declared a Disclosable Other Interest in the following item as he is a Board Member of Halton Housing Trust. He did not take part in any debate and did not vote on the item.*

DEV5 - 13/00071/FUL - PROPOSED CONSTRUCTION OF 17 NO. FLATS INCLUDING ASSOCIATED PARKING AND BIN STORAGE AT FORMER QUEENS HALL, VICTORIA ROAD, WIDNES

The consultation procedure undertaken was outlined



in the report together with background information in respect of the site.

The Committee was addressed by Jaki Florek, who represented the volunteer 'not for profit' Company 'LOOSE' who worked from the neighbouring 'Studio' building. They objected to the application on the grounds that the proposed residential use was not a suitable use for the site. She stated that this development would restrict the activities of The Studio with regards to noise limits as future residents would complain about noise levels being emitted. She informed the Committee that The Studio was occupied 7 days a week by a wide range of people playing live music and employed 6 people. She raised concerns about the future of The Studio, should such complaints be made. She referred to the National Planning and Policy Framework and requested that the space used as a greenspace instead, which was deficient in the area. It was noted that full objection details were appended to the report as Appendix one.

The Council's Environmental Officer had advised that no complaints had previously been made with regards to noise pollution from The Studio so therefore they raised no objection to the application. It was noted that the site itself was not designated as greenspace within the Halton Unitary Development Plan.

Members raised concerns over the issue of the potential for noise disturbance to a residential development and requested that a noise survey of The Studio be conducted by the Environmental Health Department. It was agreed that this could then be determined under delegated powers.

RESOLVED: That:

- a) authority be delegated to the Operational Director – Planning, Policy and Transportation in consultation with the Chair or Vice Chair of the Committee, to approve the application subject to the submission of a satisfactory Environment Health noise survey on The Studio building;
- b) And the following Conditions:
  1. Standard 3 year permission to commence development (BE1);
  2. Condition specifying amended land (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 of both hard and soft landscaping to include replacement tree and hedgerow planting (BE22);
  6. Boundary treatments including retaining walls to be submitted and approved in writing (BE22);
  7. Wheel cleansing facilities to be submitted and approved in writing (BE);
  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. Conditions relating to the agreement and implementation of bin store provision (BE1);
  11. Submission and agreement of finished floor and site levels (BE1);
  12. Site investigation, including mitigation to be submitted and approved in writing (PR14);
  13. Requiring submission, agreement and implementation of cycle parking (TP6);
  14. Submission and agreement of biodiversity enhancement features including wildlife friendly planting, insect and bird boxes (BE1 and GE21); and
  15. An additional condition for the submission of a satisfactory noise survey.

DEV6 - 13/00092/FUL - PROPOSED DEMOLITION OF EXISTING BUILDING AND ERECTION OF 20 NO. CLASS C3 DWELLINGS (12 APARTMENTS, 8 TOWNHOUSES) AT THE OLD BRIDGEWATER CENTRE, CASTLEFIELDS AVENUE NORTH, CASTLEFIELDS, RUNCORN

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

It was reported that the reference to 'bungalows' at paragraph 6.2 in the report was an error and that the scheme proposed a mix of residential houses and apartments comparable with similar developments in earlier Castlefields schemes.

An update had been received with regards to the loss of a number of trees from the site. The application was supported by a detailed tree survey which stated that whilst

the trees were considered to have some amenity value, the Council's Open Spaces Officer had advised that the trees to be removed were not worthy of a Tree Preservation Order. It was noted that whilst the loss of trees was regrettable, it was not possible to retain the trees through the development and it was considered that the wider benefits of the scheme outweighed any harm resulting from the loss of them. It was considered that replacement planting in compliance with the adopted Castlefields Tree Strategy could be adequately secured by condition.

It was also reported that the scheme was considered deficient with regards to open space provision when measured against UDP Policy H3. Accordingly, it was noted that the Council's adopted 'Provision of Open Space SPD financial contributions for off-site provision' had been calculated and could be secured by legal agreement or other agreement. The Committee was advised however, that following consultation with the Council's regeneration and highway officers, it had been agreed that available financial contributions would be better spent helping to improve pedestrian links to existing bus stops adjoining the site rather than open space. It was requested therefore that part (a) of the recommendation be amended to reflect this.

The Committee was addressed by Angela Muggerridge, a local resident, who objected to the proposed scheme for the following reasons: loss of wildlife; noise disturbance from HGV's and machinery; parking issues; traffic issues; potential for vandalism and littering; insufficient parking provision and the spoiling of a local beauty spot. She urged the Committee to look at the plans again and consider alternatives.

Following Members queries, it was confirmed by Officers that once a development had started, planning conditions were enforced by a Planning Enforcement Officer and should there be a breach in planning conditions, these would be dealt with by him.

Members agreed that the scheme complied with Planning Policies and voted to approve the scheme.

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

- a) The entering into of a Legal Agreement or other agreement for the provision of a financial contribution towards the improvement of pedestrian links to existing bus stops and to secure a minimum of 25%

of total residential units for affordable housing provision.

b) Conditions relating to the following:

1. Standard 3 year permission to commence development (BE1);
2. Condition specifying 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 of both hard and soft landscaping to include replacement tree and hedgerow planting (BE2);
6. Boundary treatments including retaining walls to be submitted and approved in writing (BE2);
7. Wheel cleansing facilities 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. Vehicles 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. Submission and agreement of finished floor and site levels (BE1);
12. Site investigation, including mitigation to be submitted and approved in writing (PR14);
13. Conditions relating to tree protection during construction (BE1); and
14. Requiring implementation of cycle parking (TP6).

c) That if the S106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Environmental Health and Planning, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application on the grounds that it failed to comply with Policy S25 (Planning Obligations).

*Councillor Cole declared a Disclosable Other Interest in the following item as he is a Board Member of Halton Housing Trust. He did not take part in any debate and did not vote on the item.*

DEV7 - 13/00112/FUL - PREDOMINANTLY AFFORDABLE HOUSING COMPRISING 50 EXTRA CARE APARTMENTS (32 SOCIAL RENT/18 MARKET) AND 11 BUNGALOWS (SOCIAL RENT). PROPOSED DEMOLITION OF EXISTING DAY CARE CENTRE. CREATION OF NEW VEHICULAR ACCESS AND ROAD FROM ASHLEY GREEN / DUNDALK ROAD TO SERVE PROPOSED DEVELOPMENT COMPRISING A NEW EXTRA CARE HOME WITH 50 TWO BED APARTMENTS AND COMMUNAL FACILITIES PLUS 6 NO. TWO BED GENERAL NEEDS BUNGALOWS, 4 NO. TWO BED SUPPORTED BUNGALOWS AND 1 NO. FOUR BED SUPPORTED BUNGALOW TOGETHER WITH PARKING, LANDSCAPED GARDENS, EXTERNAL WORKS AND BOUNDARY FENCING AT PINGOT CENTRE, DUNDALK ROAD, WIDNES, CHESHIRE WA8 8DF

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

Members agreed that the scheme complied with the adopted policies of the Council and approved the application.

RESOLVED: That the application be approved subject to:

- a) the entering into of a Section 106 or other appropriate agreement in relation to the provision of a financial contribution towards off-site public open space and compensatory payment for the loss of designated greenspace.
- b) and the following Conditions:
  1. Approved Plans (BE1);
  2. Materials (BE2);
  3. Drainage (BE1);
  4. Boundary Treatments (BE2);
  5. Vehicle access, parking and servicing to be constructed prior to occupation of properties / commencement of use (BE1);
  6. Submission and Agreement of finished floor and site levels – (BE1);
  7. Site investigation (PR14);
  8. Prior to commencement waste recycling details of recycling facilities shall be submitted and agreed (BE1);
  9. Provision of appropriate refuse collection bins for

- use by the occupiers (BE1); and
- 10. An additional condition for the submission of a construction management plan.

DEV8 TEMPORARY AMENDMENT TO POWER 96 OF THE COUNCIL'S CONSTITUTION

A temporary amendment to the Council's scheme of delegation was sought in relation to the amendment to the permitted development order in relation to householders.

The Committee was advised that the notifications in relation to householder development must be issued within 42 days of receipt. If notification of a decision was not issued within 42 days, this would result in the developer automatically being able to carry out the extension. Given the timescales involved in processing a request and the timescales required to bring an application before the Committee, this would mean, that regardless of objections or the views of the Committee on an application, that a decision would be issued outside of the 42 day timescale.

On this basis, officers requested that 96 (b), (c) and (d) not apply to an application submitted under Class A1 (e) of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended).

Members agreed with the above request to the Council's scheme of delegation, in relation to the permitted development order in relation to householders.

RESOLVED: That

1. The Council amend the Constitution by adding the following wording after exception (f): "Provided that exceptions (b), (c) and (d) shall not apply to an application submitted under Class A1 (e) of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended); and that had the above provisions applied that those applications shall be determined in consultation with the Chairman and Vice Chairman of the Committee; and
2. Pending the implementation of the above, exceptions (b), (c) and (d) to delegated power 96 be dis-applied shall in respect of any application submitted under Class A1 (e) of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development)

Order 1995 (as amended) and that had the above provisions applied that those applications shall be determined in consultation with the Chairman and Vice Chairman of the Committee.

*Meeting ended at 8.45 p.m.*

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**REGULATORY COMMITTEE**

*At a special meeting of the Regulatory Committee on Wednesday, 15 May 2013 in the Council Chamber, Runcorn Town Hall.*

Present: Councillors K. Loftus (Chairman), Wallace (Vice-Chairman), Fraser, Fry, P. Hignett, McDermott, Nelson and G. Stockton

Apologies for Absence: Councillors Howard and Lea

Absence declared on Council business: Councillor Alan Lowe

Officers present: K. Cleary and J. Tully

Also in attendance: 2 members of the Public and 2 Ward Councillors

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

REG16 APPLICATION FOR A PREMISES LICENCE - PANDI'S 10  
LOWER APPLETON ROAD WIDNES

*Action*

The Committee met to consider an application which had been made under Section 17 of the Licensing Act 2003 for the grant of a premises licence. The hearing was held in accordance with the Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations 2005.

The meeting was held as a hearing relating to an application for a premises licence made by Pandiyarajah Sellathurai in respect of premises at 10 Lower Appleton Road Widnes.

The applicant requested the following licensable activities:-

- the supply of alcohol off the premises between the hours of 08.00 to 22.00 each day; and
- the hours the premises are open to the public 06.00 to 22.15 each day.

The Chairman introduced the members of the Committee and the Council's officers who were present.

The Council's legal adviser, John Tully, summarised the procedure to be followed and outlined the nature of the application.

Prior to outlining the application Mr Tully advised the Committee of the documents which had been received

- 10 letters containing representations were received during the representation period. (20 March 2013 to 17 April 2013). One of these 10 letters was then withdrawn. One further letter was received but as the points raised in the letter were not relevant under the Licensing Act 2003 the representations could not be considered.
- 7 May 2013 – further information received from Mrs Sheridan 77 Foster Street Widnes – accepted as additional information
- 8 May 2013 Petition against the application signed by approx. 79 people – not received within the period of representation therefore not relevant.
- 8 May 2013 Photographs received showing the front of the shop and the internal layout – accepted as information and circulated at the hearing.
- 10 May 2013 – 38 letters from the applicant in support of the application – not received within the period for representations therefore not relevant

At the hearing, the Committee were addressed by the applicant's Licensing Representative Ian Rushton who was accompanied by Pandiyarajah Sellathurai the applicant.

Mrs A M Sheridan accompanied by Mrs B Thompson had both submitted representations and addressed the members as "other persons". The members also took into consideration the relevant written representations submitted by other persons who did not attend the hearing. In addition Councillor Philbin, Ward Councillor, addressed the Committee on behalf of the residents who made representation.

The Committee asked a number of questions of the parties and retired to consider the matter.

RESOLVED: That having considered the application in accordance with section 4 Licensing Act 2003 and all other relevant considerations the Committee decided that

Strategic Director  
Policy and  
Resources

the application be granted as requested.

The reason for the determination was that the Committee felt that the application was consistent with the Licensing Objectives.

Time that the licence shall take effect: Immediately

*Following the announcement of the Committee decision the Chairman of the Committee advised the local residents who attended the hearing of the review process which is part of the Licensing Act 2003 and is evidence based. Residents could, if circumstances justified it in the future, request a review of the premises licence however any evidence must be specific to the premises and demonstrate that the use of the premises for licensable activities undermines one or more of the four licensing objectives.*

*Meeting ended at 8.00 p.m.*

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