

Minutes

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

**Wednesday, 5 February
2014**

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COUNCIL

At a meeting of the Council on Wednesday, 11 December 2013 in the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillors Fraser and Fry

Absence declared on Council business: None

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

Also in attendance: Two members of the public

Action

COU48 MINUTE'S SILENCE

The Mayor reported the sad passing of Honorary Alderman and former Mayor, Cath Gerrard.

The Council stood for a minute's silence as a mark of respect.

COU49 COUNCIL MINUTES

The minutes of the meeting held on 16 October 2013, having been printed and circulated, were taken as read and signed as a correct record.

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

COU50 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- Halton Borough Council had been presented with a square silver salver for safe keeping. This had formerly been presented to the late

Alderman John Collins OBE. JP. BSc in May 1973 in recognition of his eminent services to the Borough of Widnes;

- The Mayor read out a letter of thanks she had received from Mr S Johnson for the warm welcome and hospitality afforded the USA Rugby League Team during their stay in the Borough for the recent World Cup Event.

COU51 LEADER'S REPORT

The Leader made the following announcements:

- Work continued on the arrangements for presentation of a balanced budget for 2014/15; and
- Feedback had been received on the recent Corporate Peer Challenge that had taken place and was organised by the Local Government Association. Members would be invited to a seminar in the New Year, to discuss the observations and recommendations which had been made.

COU52 MINUTES OF THE EXECUTIVE BOARD

The Council considered the minutes of the Executive Board meetings from 17 October 2013, 7 November 2013 and 21 November 2013.

RESOLVED: That the minutes be received.

COU53 MINUTES OF THE MERSEY GATEWAY EXECUTIVE BOARD

The Council considered the minutes of the Mersey Gateway Executive Board meeting on 7 November 2013.

RESOLVED: That the minutes be received.

COU54 MINUTES OF THE HEALTH AND WELLBEING BOARD

The Council considered the minutes of the meeting of the Health and Wellbeing Board on 13 November 2013.

RESOLVED: That the minutes be received.

COU55 QUESTIONS ASKED UNDER STANDING ORDER 8

It was noted that no questions had been submitted under Standing Order No. 8.

(N.B. Councillor Ron Hignett declared a Disclosable Other Interest in the following item of business as he was a member of the Public Sector Joint Venture Board)

COU56 FURTHER DEVELOPMENT OF SCI-TECH DARESURY - KEY DECISION (MINUTE EXB 103 REFERS)

Executive Board had considered a report and presentation of the Chief Executive which updated Members on the proposed arrangements to fund the future development of Sci-Tech, Daresbury.

RESOLVED: That

- 1) the proposals for the future development of Sci-Tech Daresbury be noted;
- 2) Council approve the inclusion of Project Tech Space in the Council's Capital Programme, to be funded as set out in the Threshold Report;
- 3) authority be given for the Council to enter into the legal and funding agreements with the Joint Venture Partners for the delivery of the projects; and
- 4) agree to the Council entering into the financial arrangements to deliver the projects.

Chief Executive

COU57 DETERMINATION OF THE 2014/2015 COUNCIL TAX BASE (MINUTE EXB 112 REFERS)

Executive Board had considered a report of the Operational Director, Finance, on the requirement for the Council to determine the 'Tax Base' for its area and the tax base for each of the Parishes.

RESOLVED: That Council approve

- 1) the Council Tax Base for 2014/15 to be set at 31,400 for the Borough, and that the Cheshire Fire Authority, the Police and Crime Commissioner and the Environment Agency be so notified; and
- 2) the Council Tax Base for each of the Parishes be

Operational
Director - Finance

set as follows;

| Parish | Tax Base |
|---------------|----------|
| Hale | 643 |
| Halebank | 494 |
| Daresbury | 150 |
| Moore | 316 |
| Preston Brook | 319 |
| Sandymoor | 950 |

COU58 2013/14 HALF YEAR SPENDING (MINUTE EXB 113 REFERS)

Executive Board had considered a report of the Operational Director, Finance, which reported on the 2013/14 Half Year Spending as at 30 September 2013.

RESOLVED: That the revisions to the Council's 2013/14 Capital Programme set out in paragraph 3.2 of the report be approved.

Operational
Director - Finance

COU59 BUDGET PROPOSALS 2014/15 (MINUTE EXB 116 REFERS)

Executive Board had considered a report of the Operational Director, Finance, on initial revenue budget proposals for 2014/15.

Members wished to place on record their thanks to all staff that had worked on the budget preparations.

RESOLVED: That the initial budget proposals for 2014/15 as set out in Appendix 1 be approved.

Operational
Director - Finance

COU60 WIDNES WATERFRONT INFRASTRUCTURE (MINUTE EXB 119 REFERS)

Executive Board had considered a report of the Strategic Director, Children and Enterprise, which provided an update on regeneration projects at Widnes Waterfront and Johnson's Lane, and sought approval to vary the Capital Programme to allow these projects to proceed.

RESOLVED: That the £0.52m remediation costs of the former Bayer site and £0.5m for the provision of infrastructure at Johnson's Lane, Widnes, be included within the Capital Programme, to initially be funded from Growing Places Fund (GPF) loans (subject to successful bids) which will thereafter be repaid from the capital receipts generated

Strategic Director
- Children and
Enterprise

from the sale of the respective sites.

COU61 ABSENCE OF ELECTED MEMBER

Council was advised that Councillor Frank Fraser had been absent from attending Council meetings for four months, due to ill health.

Under Section 85 of the Local Government Act 1972, permission was required for Councillor Fraser to be granted an extended period of absence from attending Council meetings for a further period of 3 months, concluding on 14 March 2014.

All Members wished Councillor Fraser a speedy recovery.

RESOLVED: That Councillor Frank Fraser be granted a period of absence from attending Council meetings for 3 months, concluding on 14 March 2014.

Chief Executive

COU62 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

The Council considered the reports of the following Boards in the period since the meeting of Council on 16 October 2013:

- Children, Young People and Families;
- Employment, Learning and Skills;
- Health;
- Safer;
- Environment and Urban renewal;
- Corporate; and
- Business Efficiency.

In considering the minutes, Councillor Wainwright requested that his apologies be recorded for absence from the Business Efficiency Board meeting on the 27 November 2013.

COU63 COMMITTEE MINUTES

The Council considered the reports of the following Committees in the period since the meeting of Council on 16 October 2013:

- Development Control;
- Regulatory;
- Appeals.

COU64 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Council considered:

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

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

COU65 THE DRAFT FINAL BUSINESS CASE SUBMISSION TO THE DEPARTMENT FOR TRANSPORT- KEY DECISION (MINUTE MGEB 15 REFERS)

Mersey Gateway Executive Board had considered a report of the Chief Executive on the funding agreement and final business case for the Mersey Gateway Project.

Councillors Chris Loftus, Cole, Morley and Tom McInerney made observations on the funding arrangements. In addition, Councillor Rowe read out a letter which had

been sent by the Mayor of Halton, Councillor Margaret Ratcliffe, to the Deputy Prime Minister Nick Clegg, on the issue of tolling.

RESOLVED: That

Chief Executive

(A) Council approve the following:-

- (1) The Final Business Case (including the recommended Local User Toll Discount Scheme - attached)
- (2) The Final Funding Submission and Final Funding Agreement with the Department for Transport as presented in the Final Funding Letter;

and

(B) Council delegate to the Chief Executive (in consultation with the Leader, the Portfolio Holder Resources, the Portfolio Holder Transportation, the Operational Director (Legal and Democratic Services), the Operational Director (Finance), the Operational Director (Policy, Planning and Transportation) and the Mersey Gateway Project Director) authority to

i) enter into the following formal contracts:-

- a) the Mersey Gateway Project Agreement with the Merseylink consortium;
- b) the Demand Management Participation Agreement with Sanef S. A;
- c) the Governance Agreement with the Mersey Gateway Crossings Board;

and

ii) to write to senior officials at the Department for Transport to confirm that the terms and conditions in the Final Funding Letter offered by Ministers are accepted by the Council;

- (C) that the Leader, on behalf of the Council, make representation to Government, inviting Government to contribute financially to an improved LUDS to ensure ALL Halton residents can cross Mersey Gateway and Silver Jubilee Bridges – free of any tolls
- (D) that the Leader, on behalf of the Council, writes to Government, expressing the Council's anger and frustration at the double standards shown by Government by stating existing roads such as the A14 in the southeast of England should not be tolled but insisting that the A533 an existing road crossing the Silver Jubilee Bridge, but in the north of England, must be tolled.

COU66 FORMER CROSVILLE DEPOT RUNCORN- VARIATION TO CAPITAL PROGRAMME

Council considered a report of the Chief Executive on the progress made to develop the former Crossville site and the need to revise the Capital Programme to allow the development to proceed.

RESOLVED: That

- 1) the Development Agreement with Consolidated Property Group (CPG) for the redevelopment of the former Crossville Site, Runcorn be approved; and
- 2) the Capital Programme as outlined in paragraph 5.3 of the report, be revised to enable this development to proceed.

Chief Executive

Meeting ended at 7.20 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 12 December 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, D. Parr, E. Dawson and E. O'Meara

Also in attendance: None

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

Action

EXB120 MINUTES

The Minutes of the meeting held on 21 November 2013 were taken as read and signed as a correct record.

LEADER'S PORTFOLIO

EXB121 EUROPEAN FUNDING 2014-2020 - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval to develop a European Action Plan for Halton, as part of the next European Programme 2014-2020.

The Board was advised that Local Enterprise Partnership (LEP) had been required to produce a European Union (EU) Investment Plan setting out how the Liverpool City Region (LCR) proposed to spend its EU funding allocation.

It was reported that Halton would receive an indicative allocation of £16.9m by the LEP out of the £185m pot. EU Regulations for the new programme required all EU funding to be spent on eleven thematic objectives. The LCR

had agreed that these themes would be taken forward through five 'portfolios', which were:

- Blue/Green Economy;
- Business Economy;
- Innovation Economy;
- Inclusive Economy; and
- Place and Connectivity.

It was noted that Halton had mirrored the five 'portfolios' in developing its own set of projects under the same themes. The next steps would be to develop the high level 'portfolios' in more detail and to consult with stakeholders, with final drafts ready to submit to the LEP by 31 December 2013. A Halton European Action Plan would provide further detail on individual projects, which would be large scale.

Reason(s) For Decision

An indicative allocation of £16.9m was a much needed resource which would support the Borough in delivering its strategic priorities.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

January 2014 onwards.

RESOLVED: That

- 1) the Board notes the progress being made and supports the development of a Halton Action Plan for the European Programme 2014-2020;
- 2) Officers be authorised to identify potential match funding opportunities in order to maximise the benefit to Halton that the European programme provides;
- 3) the Operational Director, Economy, Enterprise and Property, be authorised, in consultation with the Leader, to take all steps necessary to deliver the

Strategic Director
- Children and
Enterprise

programme; and

- 4) any commitments to match funding utilising Council resources, be brought back to the Executive Board for consideration.

EXB122 FIRST WORLD WAR COMMEMORATIONS

The Board considered a report of the Chief Executive which considered the Council's approach to the First World War Commemorations 2014 -2018.

The Board was advised that, in recognition of the 100th anniversary of the start of the First World War on 4 August 2014, the Department for Culture, Media and Sport had announced plans to build a commemoration fitting of this significant milestone in world history, working alongside partners including Imperial War Museums, Heritage Lottery Fund and the Commonwealth War Graves Commission. The focus for events was one of commemoration and remembrance rather than celebratory and was intended to cover the four year period of the war.

It was reported that many local authorities were developing commemoration programmes involving residents in the planning of local commemorations which would bring communities together to commemorate the local impact of the First World War. Examples of such events were contained in the report. The Board noted that there were a number of funding sources available to support local commemorations, in particular, the Heritage Lottery Fund (HLF) was offering grants from £3,000 to £100,000 upwards, and Councils were able to join the Imperial War Museum's First World War Centenary Partnership to access a range of digital resources. The HLF were awarding for community projects which focused on the First World War and on any heritage related to the First World War, and were encouraging new perspectives and stories not previously told.

In terms of regional events, it was further reported that Liverpool City Council in consultation with local regiments, had started to scope a potential First World War Commemoration Event to take place in Liverpool between the 12-14 September 2014. The event would be themed around an educational schools day, display day and a day of commemoration via church services and parades.

RESOLVED: That

- 1) the Council develop a local programme of events to commemorate the First World War and funding bids be drawn up as appropriate;
- 2) the plans for a regional event be noted and once detailed plans are drawn up, the Council consider its involvement in the event; and
- 3) the Leader be nominated as the relevant Portfolio lead.

Chief Executive

CHILDREN YOUNG PEOPLE AND FAMILIES

EXB123 CAPITAL GRANT - TWO YEAR OLD FREE ENTITLEMENT - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval to commence works on the capital expenditure associated with the Two Year Old Early Years Entitlement in Halton.

The Board was advised that since 2009, local authorities had received funding to provide targeted free entitlement to the most vulnerable two year olds which met strict criteria. In 2011/12, there was an increase in expansion in the entitlement programme, whereby Halton would receive sufficient funding to deliver entitlement to an increased number of recipients.

It was reported that Halton was allocated £355,915 in funding to support the expansion of place capacity. Applications received through the Grant Allocation process were considered by the Capital Funding Panel on 1 October 2013. Details of those applications approved in principle were contained in the report, together with an explanation of the timescales involved in the payment arrangements. It was noted that all capital work would be completed by August 2014.

Reason(s) For Decision

The Local Authority was statutorily required to have sufficient provision of 2 year old free entitlement places.

Alternative Options Considered and Rejected

None.

Implementation Date

Completion of works by August 2014 would allow for the additional places created to be used from September 2014.

RESOLVED: That Executive Board

- 1) approve the capital expenditure detailed in the report, to assist with the expansion of the Two Year Old Early Years Entitlement in Halton; and
- 2) agree to delegate the approval of any further bids received for Two Year Old capital funding to the Capital Funding Panel comprising appropriate members of the Children & Enterprise Directorate and Council's Finance Department (as detailed in paragraph 3.3 of the report), in consultation with the Portfolio holder for Children, Young People and Families.

Strategic Director
- Children and
Enterprise

EXB124 VIRTUAL HEADTEACHER REPORT

The Board considered a report of the Strategic Director, Children and Enterprise, which provided the annual update on the attainment and achievement of Halton children in care.

The report set out the vision statement for the Virtual School, and it was reported that the oversight and governance arrangements for the Virtual School (VS) rested with the Children in Care Partnership Board. The 'virtual' nature of the school referred to incorporating all children in care into one school as well as the multi-agency working relationships which underpinned the work of the school. It was reported that each of the agencies and teams which operated within the VS were committed to achieving the vision statement and worked to prioritise children in care within their own service delivery.

RESOLVED: That

- 1) the Board accept the report and the key attainment and achievement outcomes be noted; and
- 2) support is given to the Virtual School for the future developments identified within the report.

Strategic Director
- Children and
Enterprise

HEALTH AND WELLBEING PORTFOLIO

EXB125 PROCUREMENT OF AN INTEGRATED SEXUAL HEALTH SERVICE IN HALTON

The Board considered a report of the Director of Public Health, which sought approval to proceed with a tender exercise for the provision of Integrated Sexual Health Services in Halton.

The Board was advised that under the terms of the Health and Social Care Act 2012, responsibility for the commissioning of public health services transferred to Local Authorities on 1 April 2013. Details of the services for which the Council now had responsibility were given in the report. It was noted that under current arrangements sexual health services were delivered under four separate contracts. Appendix A contained a summary of the scope of the services. These contracts had been extended for 12 months from 31 March 2013, with an option to extend to March 2015 if necessary. In addition, it was proposed that the Community Sexual Health and Young Persons' Sexual Health services also be extended until October 2014, to enable a tender process to take place.

The Board was further advised that moving towards a more integrated model of service delivery would bring together the four service contracts into one large contract, the advantages of which were listed in the report. The expectation was that this would result in improved outcomes for Halton residents. The timetable for the proposed tender was attached at Appendix B for Members' consideration.

RESOLVED: That Executive Board

- 1) approve the proposal to tender for an integrated Sexual Health Service for Halton;
- 2) agree to using Procurement Standing Orders 1.8.4 (a) to waive Part 3 of the Procurement Standing Orders (Contract value) for the delivery of the service in relation to the Community Sexual Health Services contract;
- 3) agree to the use of Procurement Standing Orders 1.8.4 (a) to waive Procurement Standing Order 4.1, in relation to the Young Person's Sexual

Director of Public Health

Health contract;

- 4) authorise a six month extension to the above contracts to provide service continuity during the tendering process; and
- 5) approve the timeline for the tender process detailed in Appendix B attached to the report.

RESOURCES PORTFOLIO

EXB126 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 2 2013/14

The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the second quarter to 30 September 2013.

The Board was reminded that in September 2011, a review of the Council's existing performance management and monitoring arrangements had been undertaken, based upon a set of principles agreed by the Corporate Policy and Performance Board. This was based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

It was reported that Directorate Risk Registers were under review and would be refreshed in conjunction with the development of Directorate Business Plans 2014-17; monitoring of high risks would be reported in due course to Executive Board.

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

EXB127 DISCRETIONARY HOUSING PAYMENT AND DISCRETIONARY SUPPORT SCHEME

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval for the removal of the ring fence around the Discretionary Support Scheme budget.

The Board was advised that the Discretionary Support Scheme, (DSS) previously administered by the Department for Works and Pensions (DWP), was abolished by the Welfare Reform Act in April 2013. At the same time, Crisis Loans for general living expenses and Community Care Grants were replaced by a new discretionary service administered by the Council. The Council's Scheme was introduced in April 2013 and payments from the Scheme had been made against a set of criteria, previously agreed by Executive Board in consultation with the Corporate Policy and Performance Board (PPB). It was noted that although the DWP did not expect local authorities to replicate the scheme, it was the intention of Government that the funding would be used to provide support to vulnerable people within the Borough.

The report provided information relating to Discretionary Housing Payments (DHP), which provided clients with further financial assistance. Members were advised that the DHP budget was under pressure, with an increase of 682% in the number of applications to date, compared with last year. The Board was further advised that the DSS budget was not ring fenced; it was proposed that, in order to relieve pressure on the DHP budget, and to give the maximum flexibility to the Council to help some of the most vulnerable members of Halton's Community, the DSS budget be used to relieve pressure on the DHP budget. Spend on both budgets would be kept under close scrutiny by the Corporate PPB.

RESOLVED: That the ring fence around the Discretionary Support Scheme Fund be removed, to enable the budget to supplement the Discretionary Housing Payment Fund, if that becomes necessary.

Strategic Director
- Policy &
Resources

EXB128 TREASURY MANAGEMENT 2013/14 MID YEAR REVIEW

The Board considered a report of the Operational Director, Finance, which reviewed activities on Treasury Management for the mid-year point 2013/14 in accordance with the Council's Treasury Management Policy.

The mid-year report had been completed in compliance with CIPFA's Code of Practice and covered the following:

- An economic update for the first six months of 2013/14;
- A review of the Treasury Management Strategy

- Statement and Annual Investment Strategy;
- The Council's Capital expenditure (prudential indicators);
- A review of the Council's investment portfolio for 2013/14;
- A review of the Council's borrowing strategy for 2013/14;
- A review of any debt rescheduling undertaken during 2013/14;and
- A review of compliance with Treasury and Prudential Limits for 2013/14.

The Board noted that the Council was required to prepare prudential indicators and to report on any significant variations, as part of the Council's on-going requirement to report on the current capital position. Details of these indicators were attached to the report at Appendix 1. The report also provided details of the investment and new borrowing portfolio. It was further noted that the Department for Transport had indicated that it may pay a substantial capital grant to the Council during the latter months of 2013/14. In view of this, the counterparty limits for two banks had been increased and Appendix 2 provided details of the revised counterparty list.

RESOLVED: That the report be noted and Council be recommended to approve the revised Prudential Indicators and Counterparty List, as set out in Appendices 1 and 2 respectively.

Operational
Director - Finance

TRANSPORTATION PORTFOLIO

EXB129 OBJECTIONS TO PROPOSED 20MPH SPEED LIMITS, HALTON CASTLE WARD

The Board considered a report of the Strategic Director, Policy and Resources, which detailed the objections received following public consultation on a proposed 20 mph speed limit on roads within the Halton Castle Ward.

The Board was advised that public consultation had taken place on the proposed introduction of 20mph speed limits on a number of residential areas within the Halton Castle Ward, as shown on the map at Appendix A. Details of the proposals were set out in Appendix B, attached to the report, and had been considered and supported by the Environment and Urban Renewal Policy and Performance Board at its meeting on 11 September 2013.

The introduction of 20mph speed limits had been shown to reduce the number of collisions on residential roads and reduce the severity of any accident casualties. It was reported that following formal consultation, two objections had been received, as detailed in the report. In addition, it was noted that the proposals had the support of Ward Councillors, Castlefields Implementation Group, Cheshire Police and the Portfolio holder for Transportation.

RESOLVED: That

- 1) notice be given of the Council's intention to introduce an Order to implement a 20 mph speed limit on those roads listed in appendix B attached to the report; and
- 2) the objectors be notified accordingly.

Strategic Director
- Policy &
Resources

MINUTES ISSUED: 16 December 2013

CALL-IN: 23 December 2013

Any matter decided by the Executive Board may be called in no later than 5.00pm on 23 December 2013

Meeting ended at 11.50 a.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 9 January 2014 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, D. Parr, E. Dawson and A. Cross

Also in attendance: None

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

Action

EXB130 MINUTES

The Minutes of the meeting held on 12 December 2013 were taken as read and signed as a correct record.

HEALTH AND WELLBEING PORTFOLIO

EXB131 AWARD OF THE CONTRACT FOR THE PROVISION OF DOMICILIARY AND PERSONAL CARE SERVICES

The Board considered a report of the Strategic Director, Communities, which sought approval to award contracts for the provision of Domiciliary and Personal Care Services in Halton.

The Board was advised that a formal tender process was undertaken for the provision of Domiciliary and Personal Care services in October 2013. The new contracts would be flexible enough to cater for innovation and the wish of the authority to move towards a model provision of care which delivered positive outcomes for the citizens of Halton.

It was noted that the contract would be let in four geographic zones, as detailed in the report. The report also provided details of the evaluation criteria which were applied to the assessment of the submitted tenders.

RESOLVED: That Executive Board approve

- 1) the award of a three year block contract to Local Solutions and Homecarers Liverpool for the delivery of the service in Zone 1 (described in section 3.6 of the report) at an hourly rate of £11.66 and £11.44 respectively;
- 2) the award of a three year block contract to Local Solutions and Premier Care for the delivery of the service in Zone 2 (described in section 3.6 of the report) at an hourly rate of £11.66 and £10.50 respectively;
- 3) the award of a three year block contract to ICARE and Castlerock for the delivery of the service in Zone 3 (described in section 3.6 of the report) at an hourly rate of £11.69 and £11.50 respectively;
- 4) the award of a three year block contract to ICARE and Premier Care for the delivery of the service in Zone 4 (described in section 3.6 of the report) at an hourly rate of £11.69 and £10.50 respectively;
- 5) the award of a contract to each of the providers listed in Appendix 2 who will be accepted onto the Domiciliary Care framework to allow Spot purchase of care; and
- 6) the Waiver of Standing Orders for a period from 1 April 2014 to 25 May 2014 to extend existing contractual arrangements as in order to ensure continuity of care throughout the period of transition to the new contractual arrangements and to ensure sufficient lead in time for implementation of the new contract.

Strategic Director
- Communities

COMMUNITY SAFETY PORTFOLIO

EXB132 AMENDMENT OF COUNCIL CONSTITUTION - TRADING STANDARDS SERVICE

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval for changes to the scheme of delegation in the Council's Constitution, relating to the transfer of the Trading Standards Service from Warrington Borough Council.

The Board was reminded that at its meeting on 19 September 2013, it had resolved to return the Trading

Standards Service to Halton Borough Council. The new arrangement would take effect from 1 April 2014. It was reported that, as the Constitution currently delegated related powers and duties to Warrington Borough Council, this would need to change to reflect the return of the service to Halton.

Appendix 1 set out the proposed changes, which did not extend the nature or subject matter; however, the opportunity had been taken to simplify current wording and where appropriate, to avoid duplication.

Reason(s) For Decision

The Constitution must be changed to ensure that Halton can lawfully discharge the functions of the Trading Standards service from 1 April 2014.

Alternative Options Considered and Rejected

All options considered and rejected were detailed in the report.

Implementation Date

1 April 2014.

RESOLVED: That Council be recommended to approve the amendments to the Council's Constitution, as set out in Appendix 1 attached to the report.

Strategic Director
- Policy &
Resources

EXB133 TRADING STANDARDS SERVICE - PROCUREMENT OF IT SERVICES FOR DATA TRANSFER

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in relation to the provision of specialist IT services.

The Board was reminded that, in September 2013, it had approved the return in-house of the Trading Standards Service, which was currently provided by Warrington Borough Council. As part of this process, the transfer of data from Warrington's database was required. The Board was advised that as this was a specialist process, the current software provider was the only one able to provide this service. The service would include project management, extraction of data, conversion of data and transfer of data to Halton. Details of the business case, contract costs and expected savings were contained within the report.

It was noted that any delay in allowing for an open tender to take place, may result in the local authority having to extend the existing contract beyond April 2014, which would have budgetary implications.

RESOLVED: That the use of Procurement Standing Orders 1.8.4. (c) and (e) be approved to waive Procurement Standing Order 4.1 for the provision of specialist IT services, to enable the transfer of data from Warrington Borough Council to Halton Borough Council, which will facilitate the transfer of the Trading Standards Service.

Strategic Director
- Policy &
Resources

RESOURCES PORTFOLIO

EXB134 BUSINESS RATES POOLING

The Board considered a report of the Operational Director, Finance, on the establishment of a Business Rates Pool from 1 April 2014.

The Board was reminded that at its meeting on 17 October 2013, it had considered a report which set out the proposal to establish a Business Rates Pool with St Helens Borough Council and Warrington Borough Council. It was reported that the Department for Communities and Local Government (DCLG) had confirmed their agreement to this proposal, which would provide the three Councils with a net Top-Up grant position of £1.9m.

A Governance Agreement, attached at Appendix 1, had been prepared which set out how the Pool would operate. The Pool would be established for an initial one year period, with annual reviews and an appropriate notice period for any Council wishing to leave the Pool.

RESOLVED: That the proposal to establish a Business Rates Pool from 1 April 2014 along with St Helens Borough Council and Warrington Borough Council, be approved.

Operational
Director - Finance

PHYSICAL ENVIRONMENT PORTFOLIO

EXB135 ADOPTION OF THE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to adopt the Affordable Housing Supplementary Planning Document (SPD).

The Board was advised that the SPD had been approved for a period of public consultation on 5 September 2013. Two representations had been received, as detailed in the report. It was noted that the Statement of Consultation, attached at Appendix B, summarised the period of public consultation carried out, together with a summary of the main issues raised and how they had been addressed.

It was reported that the SPD would supplement the CS13 Policy of the Halton Core Strategy Local Plan, and form part of the folder of Halton's planning policy documents.

RESOLVED: That

- 1) the Affordable Housing SPD (Appendix A), be adopted as a Local Development Document and the procedures for adoption, as set out in the Town and Country Planning (Local Development) 2012 (England) Regulations be carried out; and
- 2) any further editorial and technical changes that do not materially affect the content or intended purpose of the SPD, be agreed by the Operational Director, Policy, Planning and Transportation, in consultation with the Portfolio holder for the Physical Environment if necessary, before the document is published.

Strategic Director
- Policy &
Resources

EXB136 DELIVERY AND ALLOCATIONS LOCAL PLAN SCOPING DOCUMENT – APPROVAL FOR A PERIOD OF PUBLIC CONSULTATION

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to publish the Delivery and Allocations Local Plan Scoping Document (the Scoping Document) for a six week period of public consultation.

The Board was advised that it was a statutory requirement for local authorities to produce a development plan for their area. The Delivery and Allocations Local Plan would identify strategic development site allocations and land use, set out specific policies to help guide development and provide further detail on key areas of change as identified in the Core Strategy. It was reported that the Scoping Document would be the starting point for discussion on what should be included in the Local Plan and which would eventually guide the future development of the Borough. A copy of this document was attached at

Appendix 1.

RESOLVED: That

- 1) the Delivery and Allocations Local Plan Scoping Document (Appendix 1), be approved for the purposes of public consultation for a six week period; and
- 2) any minor drafting amendments to be made to the Delivery and Allocations Local Plan Scoping Document prior to public consultation, be agreed by the Operational Director, Policy, Planning and Transportation in consultation with the Portfolio holder for Physical Environment.

Strategic Director
- Policy &
Resources

EXB137 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government

Act 1972.

EXB138 GRANGEWAY COURT - VARIATION TO CONTRACT TERMS

The Board considered a report of the Strategic Director, Communities, which updated Members on Grangeway Court.

The report set out options for future consideration and sought approval to vary the terms of the lease between Grangeway Court and Your Housing Group, which ran in parallel with the contract for the housing support service at the premises. Members were advised that as part of the review of the facilities required at the premises, these options, set out in the report, would require a feasibility review.

RESOLVED: That

- 1) the terms of the lease for Grangeway Court being varied in line with the proposal in section 3.7 of the report be agreed; and
- 2) a review of previous options be considered and a further report be submitted to the Board with outline recommendations in six month's time.

Strategic Director
- Communities

MINUTES ISSUED: 14 January 2014

CALL-IN: 21 January 2014

Any matter decided by the Executive Board may be called in no later than 5.00pm on 21 January 2014

Meeting ended at 2.20 p.m.

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EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 23 January 2014 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: M. Reaney, G. Cook, D. Johnson, I. Leivesley, G. Meehan, D. Parr, E. Dawson and M. Simpson

Also in attendance: 1 member of the press

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

Action

EXB139 MINUTES

The Minutes of the meeting held on 9 January 2014 were taken as read and signed as a correct record.

HEALTH AND WELLBEING PORTFOLIO

EXB140 A MENTAL HEALTH AND WELLBEING COMMISSIONING STRATEGY FOR HALTON - KEY DECISION

The Board considered a report of the Strategic Director, Communities, which sought approval for the adoption and implementation of Halton's Integrated Mental Health and Wellbeing Commissioning Strategy 2013-2018 (the Strategy).

The Board was advised that mental health problems were the single largest cause of ill health and disability in the Borough. Halton's Health and Wellbeing Board had recognised this and included as one of its five priorities "Prevention and Early Detection of Mental Health Conditions".

It was noted that the Strategy was Halton's first integrated approach which brought together commissioning

intentions of Public Health, the Clinical Commissioning Group, Children's Services and Adult Social Care. It set out its strategic objectives and priorities for the next five years; and an action plan was in development. A copy of the Strategy was attached at Appendix 1, and it was reported that a life course approach had been adopted, recognising that this would equip Halton to meet the social, economic and environmental challenges and deliver the short and long term benefits needed.

The Strategy had previously been considered by the Health Policy and Performance Board and the Health and Wellbeing Board at their January 2014 meetings.

Reason(s) For Decision

The costs associated with responding to the challenges of mental health and wellbeing was expected to rise in coming years because of growing numbers of people affected. This required effective use of resources and a change in the response to local need. Adopting the integrated approach set out in the Strategy would optimise value for money developing quality services which achieved positive outcomes for people within existing resources.

Alternative Options Considered and Rejected

Halton Borough Council and the Clinical Commissioning Group could have produced individual Strategy documents. This would have reinforced unacceptable silo working rather than a whole system approach. An integrated Strategy supported national policy for health and social care to work together more closely.

Implementation Date

Implementation of the Strategy was on-going and covered the period up to 2018.

RESOLVED: That the Mental Health and Wellbeing Commissioning Strategy 2013-2018 be endorsed.

Strategic Director
- Communities

EXB141 HALTON'S DEMENTIA STRATEGY - KEY DECISION

The Board considered a report of the Strategic Director, Communities, which set out Halton's Dementia Strategy.

The Board was advised that the 2010 local Dementia Strategy was completed as a direct response to the National

Dementia Strategy – Living Well with Dementia (Department of Health 2009). It adopted the national targets as well as developing a specific implementation plan to deliver a range of improvements for people diagnosed with dementia.

The report detailed the projected number of people living in Halton diagnosed with dementia by 2025, together with the associated costs to the local economy. The revised local Dementia Strategy, attached at Appendix 1 and the associated needs paper (Appendix 2), looked at the progress that had been made since 2010. It also identified some key actions needed over the next five years. It was noted that priorities for 2013-2018 would focus on the following areas:

- Prevention and raising awareness;
- Early diagnosis, information and advice;
- Living well in the community;
- End of life;
- Workforce development; and
- Links to other workstreams.

Reason(s) For Decision

A review of the local Dementia Strategy was required as the original 2009 Strategy made reference to previous NHS structures. National drivers, since the publication of the original Strategy (including the Prime Minister’s Challenge on Dementia), had further influenced the direction that health and social care services should be taking in relation to dementia diagnosis, treatment and care.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

January 2014.

RESOLVED: That Halton’s Dementia Strategy be noted and approved.

Strategic Director
- Communities

RESOURCES PORTFOLIO

EXB142 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Board considered a report of the Strategic Director, Policy and Resources, on a review of Polling Districts and Polling Places.

The Board was advised that the Electoral Administration Act 2006 introduced a statutory duty for local authorities to carry out a review of their Parliamentary Polling Districts and Polling Places by 31 December 2007 and at least every four years thereafter. However, it was reported that the Electoral Administration Act 2013 introduced a change to the timing of compulsory reviews which must now be completed between 1 October 2013 and 31 January 2015.

It was noted that the last formal review was undertaken in 2011. The Returning Officer reviewed Polling Stations at election times. Ward Members had usually been informally consulted on any changes deemed necessary and those changes made.

The review would have three stages, as set out in the report. The Board was further advised that, given the nature of the review and the imminent timescale, the involvement of a Working Party of Elected Members, would ensure that the final decision could be made and published prior to the elections in May 2014.

RESOLVED: That

- 1) authority be given for the publication of the Notice of Polling Districts and Polling Places Review; and
- 2) a Working Party of six Members (4 Labour, 1 Liberal Democrat and 1 Conservative), be appointed to undertake the review of Polling Districts and Polling Places following consultation, as required by the Electoral Administration Act 2013, and make recommendations to the Executive Board.

Strategic Director
- Policy &
Resources

MINUTES ISSUED: 24 January 2014

CALL-IN: 31 January 2014

Any matter decided by the Executive Board may be called in no later than 5.00pm on 31 January 2014

Meeting ended at 2.09 p.m.

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MERSEY GATEWAY EXECUTIVE BOARD

At a meeting of the Mersey Gateway Executive Board on Thursday, 23 January 2014 in 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: G. Cook, E. Dawson, L. Derbyshire, S. Nicholson, M. Noone, D. Parr and M. Reaney

Also Present: 1 member of the Press and 1 member of the public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

MGEB17MINUTES

The Minutes of the meeting held on 7 November 2013 were taken as read and signed as a correct record.

MGEB18MERSEY GATEWAY CROSSINGS BOARD LTD

The Board considered a report of the Chief Executive which gave Members details of the role of the Crossings Board in connection with the Project, specifically that:-

- the Council had been required by the DfT as a condition of funding to form the Crossings Board to manage delivery of the Project with due consideration of value for money and affordability; and
- the Crossings Board would enter into:
 - a) each of the Project Agreements and the DMPA as an additional counterparty to the selected contractors; and

Action

- b) the governance agreement to set out the terms on which the Crossings Board would manage the project on behalf of the Council and the respective obligations of the Council and the Crossings Board to the DfT

as reported elsewhere on this agenda.

The Board was advised that at previous meetings the Board had approved the creation of the Crossings Board. It was confirmed that the Crossings Board had been incorporated in October 2012 as a private company limited by shares and registered at Companies House with the number 08751307.

The Board was further advised that Section 188 of the Companies Act 2006 stated that any director's contract of two years or more duration required approval by ordinary resolution, i.e. that the shareholders of the company must agree to such contracts in advance.

It was reported that the Governance Agreement proposed that all non-executive directors were appointed for three years by way of a Directors Service Agreement, and hence approval by ordinary resolution was required for MGCB to be able to offer the directors contracts for this duration.

The Construction Director and Finance Director would both be offered a combined Directors Service Agreement and Contract of Employment for four years, and again approval by ordinary resolution was required for MGCB to be able to offer the directors contracts for this duration

The Department for Transport had been consulted on these matters, in accordance with the draft Governance Agreement and there had been no issues with the proposed duration of the contracts.

The Governance Agreement allowed the Council to appoint the initial executive directors, subsequent appoints were to be approved by the Appointments Committee of the Mersey Gateway Crossings Board Ltd.

RESOLVED: That the Board

- (1) note that the Mersey Gateway Crossings Board Ltd has been established in accordance with the

Chief Executive

Board's earlier approvals;

- (2) agree to the directors of Mersey Gateway Crossings Board Ltd being offered contracts in excess of two years;
- (3) delegate the right to vote on the above matter to the Operational Director, Legal and Democratic Services; and
- (4) authorises the Chief Executive, in consultation with the Leader, to make all the initial executive director appointments in respect of the MGCB.

MGEB19SCHEDULE 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.

MGEB20PROGRESS REPORT AND DELEGATIONS BY COUNCIL
TO THE CHIEF EXECUTIVE IN RELATION TO MERSEY
GATEWAY - KEY DECISION

The Board was advised that Halton Borough Council ("Council") would be required to enter into a number of contracts in connection with the Project (as defined in the Project Agreement referred to in paragraph 1 below), the primary ones being:

1. the project agreement ("Project Agreement") between (1) the Council, (2) the Mersey Gateway Crossings Board Ltd ("Crossings Board") and (3) the special purpose project company established by the preferred bidder to deliver the Project ("Project Company");
2. a direct agreement between (1) the Council, (2) the Crossings Board, (3) the Project Company, (4) the agent appointed by the funders and (5) the Security Trustee (as defined in the Project Agreement);
3. the demand management participation agreement ("DMPA") between (1) the Council (2) the Crossings Board and (3) the special purpose demand management participation company established by the Preferred Bidder;
4. the governance agreement between (1) the Council and (2) the Crossings Board; and
5. a deed of appointment for the independent certifier to be appointed in connection with the Project, such appointment to be entered into between (1) the Crossings Board, (2) the Project Company, (3) the independent certifier, (4) the Security Trustee and (5) the Council,
6. together the "Project Documents".

The Board was further advised that the Council would be required to provide certificates in respect of certain of the Project Documents pursuant to the Local Governments (Contracts) Act 1997.

The Board considered a report that had been prepared by the Mersey Gateway Project Director, together with the Council's legal advisers and the Operational Director (Legal

and Democratic Services) in respect of the Project Documents, and the other documents which the Council would be required to enter into (together with the Project Documents, the "Transaction Documents").

It was noted that the Council's final business case ("Final Business Case") together with the draft of the final funding letter from the Department for Transport (DfT) containing the capital and revenue budgets for the Project ("Final Funding letter") had each been approved by Council on 11 December 2013. It was further noted that certain relevant extracts from the Final Business Case had been appended to the report.

The Board was also reminded that the Council was required, by the terms of the Final Funding Letter, to provide written confirmation that the Council agrees to the terms and conditions of such funding, including certification from the Council's Section 151 Officer that the Council accepts the requirements set out in the Final Funding Letter.

The Board was advised that copies of the latest drafts of each of the Project Documents, the Final Business Case and the Final Funding Letter were and had been available at the Project Office for Members to review.

It was reported that some further matters of fine tuning to the current drafts of the Project Documents may be necessary between now and the date of Financial Close to implement the Project.

The Board also noted the procedure for the execution of contracts by the Council as set out in the Constitution of the Council adopted by resolution of the Council on 17 April 2013 ("Constitution").

The Board was further advised that although this was a key decision (as defined in article 14.03 (B) of the Constitution, it had not been included in the relevant forward plan. However, it was reported that the procedure in Rule 15 (General Exception) of Chapter 4 of the Constitution had been followed.

Having concluded the confidential discussions, the public and press that had been excluded from the meeting for this item of business were invited back into the meeting to be present while the decisions were taken.

Reason(s) for Decision

As described in section 1.1 of the report.

Alternative Options Considered and Rejected

No alternatives were considered.

Implementation Date

The necessary relevant approvals need to be obtained in advance of the date to allow the Council to enter into the relevant contracts at Financial Close.

Chief Executive

RESOLVED: That the Board

- (1) note the contents of the report and confirm the details of the project as set out therein;
- (2) approve the draft of the Project Documents in their current form, noting that further amendments may be required between now and Financial Close;
- (3) resolve that the entry by the Council into the Transaction Documents (as defined in paragraph 2.4 of the report) at Financial Close, will be necessary to implement the Project;
- (4) note the appointment of Mark Reaney as Operational Director (Legal and Democratic Services) by the Council's Appointments Committee on 17 April 2007 (as evidenced in the extract from the relevant resolution contained in Part 1 of Appendix 1), and note the specimen signature of Mark Reaney (contained in Part 2 of Appendix 1);
- (5) in accordance with Article 15.04 of the Council's Constitution, resolve that:-
 - i. any Officer of the Authority at Operational Director Level (as defined in the Constitution), together with another Officer of the Authority nominated by the said Operational Director, be authorised to sign any or all of the Transaction Documents; and
 - ii. the Operational Director (Legal and Democratic Services) or his nominee be authorised to attest the affixing of

the Common Seal of the Council to any or all of the Transaction Documents;

as required, provided that:-

- (1) in the circumstances set out in resolution (5) (i) such Officer and any nomination by such Officer be confirmed; and
- (2) in the circumstances set out in resolution (5) (ii) such nomination be made:

(as the case may be) by the Operational Director (Legal and Democratic Services) using the form of letter attached at Appendix 1;
- (6) resolve that each person so authorised by resolution (5) (each an "Authorised Signatory") is further authorised to negotiate, agree and amend, and complete any missing information in, any Transaction Document or other agreement related to the Project as may, in the opinion of such Authorised Signatory, be required to deliver the Project including (but not limited to) any gaps lists prepared in respect of the Transaction Documents; and
- (7) resolve that the Councils Section 151 Officer be authorised to provide such written confirmations as required by the Final Funding Letter and to sign such certificates based on the form set out in Appendix 2 as may be required in connection with the Local Government (Contracts) Act 1997 in relation to the relevant Project Documents.

Meeting ended at 3.30 pm

MINUTES ISSUED: 24 January 2014

CALL-IN: 31 January 2014

Any matter decided by the Mersey Gateway Executive Board may be called in no later than 5.00 pm on 31 January 2014

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HEALTH AND WELLBEING BOARD

At a meeting of the Health and Wellbeing Board on Wednesday, 15 January 2014 at Karalius Suite, Stobart Stadium, Widnes

Present: Councillors Philbin, Polhill and Wright and G. Hayle, D. Johnson, T. Knight, A. McIntyre, A McNamara, E. O.Meara, D. Parr, M. Pickup, N. Sharpe, D. Sweeney, E. Sutton Thompson, I. Stewardson, J. Wilson and S. Yeoman.

Apologies for Absence: Audrey Williamson, Gerald Meehan and Dr David Lyon

Absence declared on Council business: Councillor Morley.

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

HWB47 MEETING DATES 2014

The following dates of Health and Wellbeing Board Meetings in 2014 were noted:

12th March 2014
7th May 2014
9th July 2014
17th September 2014
12th November 2014

All meetings will be held on a Wednesday at 2 pm in the Karalius Suite, Stobart Stadium, Widnes.

RESOLVED: That the meeting dates be noted.

HWB48 LOCAL GOVERNMENT DECLARATION ON TOBACCO CONTROL

The Board considered a report of the Director of Public Health, which advised that in May 2013, Newcastle City Council had passed a declaration setting their commitment to tackle the harm that smoking caused within our communities. This had become known as the Local Government Declaration on Tobacco Control. The Declaration committed Councils to:-

- reduce smoking prevalence and health inequalities;
- develop plans with partners and local communities;
- participate in local and regional networks;
- support Government action at national level;
- protect tobacco controlled work from the commercial and vested interests of the tobacco industry;
- monitor the progress of our plans; and
- join the Smoke Free Action Coalition.

RESOLVED: That the Declaration be supported (attached as Appendix 2).

Director of Public Health

HWB49 HALTON'S DEMENTIA STRATEGY

The Board considered a report of the Strategic Director, Communities, which presented Halton's Dementia Strategy.

The Board was advised that the Local Dementia Strategy had been completed in February 2010 and was a direct response to the National Dementia Strategy – Living Well with Dementia (Department of Health, February 2009). The Local Strategy adopted the national targets as well as developing a specific implementation plan to deliver a range of improvements for people diagnosed with dementia and their carers.

The Board was further advised that the revised Dementia Strategy, Living Well with Dementia in Halton (Appendix 1), and the associated Needs Paper (Appendix 2) looked at the progress that had been made since the original Strategy publication, as well as identifying key some key actions that needed to be completed over the next five years.

The Board noted the key achievements that had been made since the original Strategy and that the priorities for 2013 – 2018 focussed on the following areas:-

- prevention and Raising Awareness;
- early diagnosis, information and advice;
- living Well in the Community;
- end of Life;
- workforce Development; and
- links to other work streams.

In conclusion, it was reported that the 2013 – 2015 Strategy Implementation Plan outlined the key actions for future development in improving the outcomes for people

with a dementia diagnoses, their families and carers. The Implementation Plan could be found within the Living Well with Dementia in Halton Strategy document.

RESOLVED: That Halton's Dementia Strategy be noted.

HWB50 AUTISM SELF-ASSESSMENT FRAMEWORK 2013

The Board considered a report of the Strategic Director, Communities, which provided an update on the Autism Self-Assessment Framework (SAF) 2013. The purpose of the SAF was to:-

- assist Local Authorities and their partners in assessing progress in implementing the 2010 Adult Autism Strategy;
- see how much progress had been made since the baseline survey, as at February 2013; and
- provide evidence for examples of good progress made that could be shared and of remaining challenges.

The Board was advised that the Autism SAF was submitted to the Public Health England on the 30th September 2013. The submission had previously been presented to individuals with autism, The Autism Strategy Group and Learning Disability Partnership. It was noted that the submission would be joint owned by both the Local Authority and the Clinical Commissioning Group and would be monitored via Autism Strategy Group. A copy of the Autism Self-Assessment Framework which had been submitted was attached to the report.

RESOLVED: That the report be noted.

HWB51 FALLS UPDATE

The Board considered a report of the Strategic Director, Communities, which provided an update on the progress in relation to the implementation of the Halton Falls Strategy and Plans that were in place for the future. The Halton Falls Strategy covered 2013-2018 and aimed to address a number of issues that Halton faced including the level of falls, hospital admissions, re-admissions and fractures. The Strategy identified the following eight key deliverables that formed the basis of the Strategy, together with an update on the progress of each:

- 1) develop current workforce training;

- 2) develop a plan for awareness-raising with both the public and professionals;
- 3) improve partnership working;
- 4) set and deliver specific targets to reduce falls;
- 5) develop an Integrated Falls Pathway;
- 6) develop a Prevention of Falls Pathway;
- 7) identify gaps in funding of the Pathway; and
- 8) improve Governance arrangements to support falls.

RESOLVED: That the report be noted.

HWB52 HALTON CHILDREN'S TRUST STRUCTURES FROM 2014

The Board considered a report of the Strategic Director, Children and Enterprise, which outlined the proposed structures for Halton Children's Trust from April 2014 and provided an update on the work on the new Halton Children and Young People's Plan (CYPP) 2014 – 17.

In respect of the Halton Children's Trust, the Board had:-

- reached an agreement on the priorities for 2014;
- set up a Working Group to Develop the new CYPP; and
- established a new Halton Children's Trust Structure from April 2014.

With regard to the Halton CYPP, initial draft elements of the plan had been previously circulated to the Board. It was noted that a multi agency group was meeting fortnightly to discuss updates and two topics of focus for the plan. It was proposed that the CYPP would be available via a web version primarily with a limited number of printed copies.

RESOLVED: That

- (1) the structures outlined in the report be noted; and
- (2) the Board support the work on the Halton Children and Young People's Plan 2014 – 17 as outlined in the report.

HWB53 MENTAL HEALTH AND WELLBEING COMMISSIONING STRATEGY

The Board received a report of the Strategic Director, Communities, which sought approval for the adoption and implementation of Halton's Integrated Mental Health and Wellbeing Commissioning Strategy 2013 – 2018.

The Board was advised that the National Policy relating to mental health was set out in No Health Without Mental Health – GH2011 (NHWMH) and emphasised that Mental Health was everybody's business. The Policy set out six high level objectives with an emphasis on prevention and early intervention.

The Board was further advised that Mental Health problems were the single largest cause of ill-health and disability in the Borough. The Health and Wellbeing Board had recognised this by including prevention and early detection of Mental Health conditions as one of its five priorities. The Board's Health and Wellbeing Strategy 2013 – 16 included actions to begin addressing this and included the NHWMH six objectives as the framework to address the challenge of improving Mental Health and Wellbeing in the Borough.

It was reported that this was Halton's first Integrated Strategy for Mental Health and Wellbeing in the Borough and brought together commissioning intensions of Public Health, the Clinical Commissioning Group, Children's Services and Adults Social Care. It was complementary to the Health and Wellbeing Strategy and had been informed by feedback at public engagement events hosted by the CCG and Healthwatch, together with open consultation through a recent survey with those using services, carers, Halton residents and other key stakeholders.

Members were advised that the Mental Health and Wellbeing Strategy set out the strategic objectives and priorities for the next five years. An Action Plan was currently in development on how these would be achieved and resources required.

It was noted that the Strategy was considered by Health Policy and Performance Board on the 7th January and would be presented to Executive Board on the 23rd January. The overview of progress in implementing the Strategy would be through the Mental Health Strategic Commissioning Board which reported to the Health and Wellbeing Board.

RESOLVED: That

- (1) the Mental Health and Wellbeing Commissioning Strategy 2013 – 2018 be endorsed; and
- (2) the Board receive regular progress updates through the Mental Health Strategic Commissioning Board on

Strategic Director
Communities

progress in delivering this Strategy Action Plan.



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, 13 January 2014 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Dennett (Chairman), Horabin (Vice-Chairman), E. Cargill, Cassidy, P. Hignett, K. Loftus, Logan, C. Plumpton Walsh, B. Woolfall and L. Lawler (Co-optee)

Apologies for Absence: Councillor M. Bradshaw and Fraser

Absence declared on Council business: None

Officers present: S. Clough, T. Coffey, M. Grady, A. McIntyre, G. Meehan, S. Nyakatawa and M. Simpson and D. Sweeney

Also in attendance: C. Pollard, H. Smith and Cllr Ged Philbin in accordance with Standing Order 33

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

CYP31 MINUTES

The Minutes of the meeting held on 28th September 2013 were taken as read and signed as a correct record.

CYP32 PUBLIC QUESTION TIME

In relation to Minute No. CYP40 The following question had been submitted in accordance with Standing Order 34(9).

“In light of the decision of Halton Borough Council to change the delivery of services to encourage, enable and assist young people to participate in education and training, given that –

- (a) The Youth Contract eligibility criteria is very specific and is only available for a minority of the cohort.
- (b) The statutory responsibility for parent guidance moving to schools creates more demand not less for services to vulnerable young people.
- (c) Referral systems to opportunities are entirely

underpinned and are co-ordinated by the Engagement Worker Staff employed by the current contract holder.

- (d) The danger that in Halton and elsewhere NEET will increase within the short, medium and long term and not decrease with these changes.
- (e) The limited service offered by a virtual service through the National Careers Service and three appointments only, access to a face to face service for 18 years old if they are claiming benefits.
- (f) Anecdotally in Halton there is high number of NEET 18 year olds who are not claiming benefits.
- (g) That it is the legal right of the individual to TUPE transfer.

Given (a) to (g) how can Halton BC justify a reduction in resources to only three qualified workers to provide careers information advice and guidance to the NEET cohort aged 16 to 17 and suggest that TUPE transfer does not apply to those workers currently delivering these services.”

The question was received by the Board and in response Ann McIntyre provided the following answer:

The contract with Greater Merseyside Connexions Partnership Ltd (GMCP) was due to end on 31 March 2014, the contract had already been extended twice for 2012/13 and 2013/14; the contract terms did not allow for a further extension.

Halton Borough Council was proposing different services because:

- a wholesale change nationally over the past 3 years or so in terms of careers support for young people. The services provided by most if not all authorities would have changed fundamentally over this period;
- the changes coupled with the ending of the current contractual arrangements meant that it was inevitable and necessary that the Merseyside authorities needed to review the services they were providing;
- that review came in the face of severe financial restraint and the authorities needed to ensure that they were meeting their statutory obligations and

focussed on those areas not being met but other publicly funded agencies.

A supplementary question was asked as follows:

“Regarding the legalities around TUPE if the services are still being delivered, why are they not supplied by the current staff. Can this be explored?”

In response it was noted that the issue of TUPE was a legal issue. However legal advice had been sought by the authority and it was reported that TUPE would not apply to the current and fundamental changes to the services.

RESOLVED: That the public question be noted.

CYP33 EXECUTIVE BOARD MINUTES

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

RESOLVED: That the Minutes be noted.

CYP34 SSP MINUTES

The Minutes of the Halton Children’s Trust meetings held on 15th October and 26th November 2013 were submitted to the Board for information.

RESOLVED: That the Minutes be noted.

CYP35 CHILDREN IN CARE AND CARE LEAVERS

The Board considered a report of the Strategic Director, Children and Enterprise, which provided information about the current children in care population and the outcomes for children in care and care leavers. It was noted that as Corporate Parents it was important that all members had an understanding of the needs of children in the care of Halton, and exercised their role in supporting them and advocating for them in all areas as parents did for their own children.

It was reported that the aim was to strive to keep children within their families where it was consistent within their welfare. However, where this was not possible and the level of risk of harm to a child was significant and increasing despite support, the Local Authority had a duty under the

Children Act 1989 to safeguard their welfare.

It was reported that children could come into care for a variety of reasons and for varying periods of time. It was noted that this could be a voluntary agreement with the parents under Section 20 of the Children Act 1989, where the parents maintained their legal parental responsibility for the child.

The report further set out the current profile of children in care. It was noted that a total of 187 children were in care, which was an increase from 134 at October 2012. Detailed in the report was the population of children in care in terms of gender and age groups. Members were advised that the average length of time in care was 2.6 years which was a reduction from 4.07 previously. For placement stability, where a child was in care for longer than 2.5 years or had been in the same placement for two years or longer, 89% of children had been in stable placements, which was a significant increase from 78% in the previous two years.

Members were further advised of care leavers who were in care. The figure was currently 67, and the report set out the varying duties that supported them under the Leaving Care Act. The report also set out recent activities carried out in relation to Pledge to Children in Care and production of a "Moving On" booklet which was produced for young people before they left care so they were aware of the duties towards them and the support available.

It was noted that the Virtual Head Teacher, had recently presented the annual report which outlined the progress that children in care were making in terms of the education and outcomes. Members requested that this be brought to a future meeting.

The Board recognised the population was changing in terms of age of children in care. The number of children aged 15+ had increased causing different challenges for carers. Members discussed children placed in care from other authorities and requested figures be circulated. In response it was noted that it was now the duty of the care provider, to inform Halton Council if they had young people in their care, therefore a more accurate figure could be obtained.

Members further discussed other family members caring for young people and financial support provided. The Board queried how many family placements there were

currently in the Borough. In response it was noted that this information would be circulated.

RESOLVED: That

- (1) the contents of the report and comments made be noted; and
- (2) the report of the Virtual Head Teacher on the educational outcomes for 2012/13 for children in care be presented to Members.

Strategic Director
- Children and
Enterprise

NB: Councillor Dennett declared a Disclosable Other Interest in the following item, due to being the Chair of the Management Committee of the Bridge School (PRU)

CYP36 HALTON CONSULTATION AND REVIEW OF ALTERNATIVE PROVISION

Members received a report of the Strategic Director Children and Enterprise, which allowed Members to consider the outcome of the Halton Consultation and Review of Alternative Provision (AP), to inform a revised model of delivery for KS3 and KS4 from January 2014.

It was reported that following a recent consultation of AP in Halton had been carried out. A report was presented and the recommendations approved by the 11 – 19 Partnership and Children and Enterprise SMT. It was noted that the review involved consultation with schools, AP providers, pupils, families and LA teams.

The main recommendations in the report were that a Multi-Agency Strategic AP Group should be established to agree a definition for AP and produce a revised model for AP for the Borough. The group would then establish task and finish groups and monitor and co-ordinate the work of these groups. The Strategic Group would be responsible for AP across the Borough, including commissioning provision, monitoring provision and ensuring it was good quality and tracking all the pupils not in full time education by reason of exclusion, illness or other reason. Members were advised that it was agreed that the Strategic Group would:

- identify resources required for the revised model;
- ensure a consistent route to AP and identify the services responsible for its delivery;
- develop a menu of provision including full and part time programmes, outreach and CPD;

- establish clear entry routes and agreed exit outcomes;
- implement a robust quality assurance framework; and
- develop a satellite centre to deliver AP in Widnes.

The report further set out information on the Bridge School PRU KS3 and KS4, single inspection framework, Pupils Missing Out on Education Survey Report November 2013, the Bullfinch Report – Action in Response to Child Sexual Exploitation in Oxfordshire November 2013, and the priorities outlined in the Halton's Children and Young People's plan to raise achievements of all young people.

Arising from discussion of the report Members noted that the procedure was the same when children were excluded from Academies and Free Schools and noted the importance of information regarding exclusions being passed on to post 16 training and apprenticeship providers.

RESOLVED: That

- (1) the Board endorse and support the approach to revising Alternative Provision in the Borough;
- (2) further work be undertaken to identify and understand where there is low attendance; and
- (3) In line with the OFSTED review of pupils missing out on education, a joint approach to information sharing be agreed which could be used on a case by case basis by health services, youth offending teams, police, education services and other key partners.

Strategic Director
- Children and
Enterprise

CYP37 OVERVIEW OF CHILDREN IN NEED & CHILD PROTECTION

The Board considered a report of the Strategic Director, Children and Enterprise, which updated Members on issues impacting on performance within the Children in Need Service (CIN) on a six monthly basis.

It was noted that the report covered Quarters 1 and 2 of 2013/14. Members were advised that it was important to have a good understanding of the performance and were satisfied that adequate strategies were in place to ensure that the children of Halton were safeguarded. It was further noted that the CIN Service provided contact and referral, assessment and services to children in need and children in need of protection.

The Board was advised that there had been a number of changes and since 2nd September 2013, all contacts and referrals were now managed by one central team, the Contact and Referral Team (CART), details of the team and staffing levels were set out in the report.

Outlined in the report were definitions of contact and referrals and assessments and Section 3.9 outlined details of Child in Need and Child Protection Children in Care giving history of support provided and figures of children dealt with over the last months.

In relation to performance, it was noted that significant improvements had been made by IT services to the ICS system CareFirst and a suite of real-time management reports had also been designed and implemented which allowed increased oversight of performance in all areas of activity.

Members were advised that referrals had stabilised but were still quite high. There had been a significant increase in the number of cases completed in the 6 month period which has had a negative impact on the timings particularly in light of the introduction of a 26 week timescale for court proceedings.

In conclusion, the report set out staffing and caseloads and it was noted that two Practice Manager vacancies had been filled and they would be in position in the new year. Workshops had been held with staff in the last couple of months about the future of the service and how it needed to develop. Staff had many constructive and positive suggestions which informed a formal consultation prior to implementation of any revised service from April 2014.

Members discussed referrals from hot spot areas and requested further information and figures of any such areas. In response it was noted that this would be circulated to the Board. Members were invited to visit the new CART office and were asked to contact Tracey Coffee should they wish to arrange a visit.

RESOLVED: That

- (1) the Board note the work of the service and the improved outcomes for children in need and in need of protection; and
- (2) a further report be provided in 6 months' time.

CYP38 MENTAL HEALTH AWARENESS PROMOTED IN SCHOOLS (MHAPS) PILOT

The Board received a report of the Strategic Director, Communities, which provided information on the forthcoming MHAPS pilot to be delivered in Warrington.

It was reported that as a result of a visit made by the Joint Health Children, Young People and Families PPB Mental Health Scrutiny Topic Group to Thorn Road CAMHS in October 2013, the group met with an ex CAMHS service user, Hannah, who was now employed by 5 Boroughs Partnership to run a Metal Health Awareness Promotion in Schools pilot.

Hannah addressed the Board and spoke of her experience using mental health services, how she reached a turning point in her life, and how she felt that CAMHS lacked in having a connection with schools and informing young people of help available. Hannah informed the Board her experiences helped her greatly in her new role for 5 Boroughs Partnership, and her aim was to educate young people and spread the message on how to access services.

Members asked Hannah if she had visited many schools in Halton. In response it was noted that the deadline was 31 January to collate responses from schools, these would then be taken to the CAMHS Board and Hannah was looking at visiting schools in February or March 2014. The Chair thanked Hannah for her informative presentation.

The scrutiny group was particularly interested in this pilot, as it came at a time when young people were increasingly vulnerable to social pressures and at risk of developing poor mental health. Although the pilot was being undertaken in Warrington, it was anticipated that it would be rolled out across the rest of the 5 Borough's footprint during the second half of 2014.

The report set out the pilot's foundations, delivery of a pilot in schools to address stigma and raising their awareness which was also emphasised by the short film "You're not alone", which was based around a day in the life of a young person with Mental Health problems. The film was designed to reflect young people's experiences of Mental Health and their lack of knowledge of who to talk to in their schools. It was noted that the pilot co-ordinator was

able to lend some personal experience to delivering the pilot from the perspective of recalling her own experience of not understanding Mental Health or the difficulties she was going through and also knowing how to access Mental Health Services. Members were advised that Thomas Boteler High School in Warrington had been selected for the initial pilot.

The report set out details of the pilot in terms of year groups that would be trialled, details of lessons and information that would be provided. It was noted that the pilot would be undertaken between February 2014 and May 2014 and would be evaluated by pre and post session questionnaires, overseen by CAMHS clinical and operations management.

RESOLVED: That the report be noted and comments made be forwarded to the Pilot Co-ordinator

Strategic Director
- Children and
Enterprise

CYP39 INVESTING IN CHILDREN BOARD - CHALLENGES AND THE RESPONSE TO DATE

The Board received a report of the Strategic Director Children and Enterprise, which informed Members of the Investing in Children and Young People Board. It was noted that this Board was established to ensure that all the work of agencies in Halton that delivered services for our children and young people, had a central focus on ensuring that the children were safe. A presentation was provided by Ann McIntyre and Mark Grady, which outlined the challenges within the Borough and the response to date. The presentation set out the following:-

- background – Journey of the Child Practice Review;
- role of Investing in Children Board;
- methodology;
- headline strengths;
- headline areas for consideration;
- key messages;
- Halton response; and
- future areas for consideration.

The Chair thanked Ann and Mark for an informative presentation and requested that any further reports on this topic be brought to the Children, Young People and Families Board before they were submitted to Executive Board.

RESOLVED: That

- 1) the Board endorse and support the approach by

the Investing in Children and Young People Board; and

- 2) as corporate parents, Members consider the contribution they can make to ensure the best outcomes for our children and young people.

CYP40 PERFORMANCE MONITORING REPORTS

The Board considered a report of the Strategic Director, Policy and Resources, which provided progress against service objectives and milestones and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

It was reported that key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:-

- Children and Families Services;
- Learning and Achievement; and
- Children's Organisation and Provision.

Arising from the report the following points were highlighted / noted:

- the role of School Improvement Link Officer was key in terms of preventing inconsistencies in quality of teaching, the lack of challenge for more able pupils and looking at attendances that were below average;
- the outcome of the Adoption Inspection was adequate overall with good judgements for safeguarding and quality of outcomes;
- in relation to shared services for commissioning and there had now been a Clerkship role for Governor support. Clerk's to Governors had to meet a specific criteria for this Clerkship role which would ensure quality advice and support was provided to Govenors; and
- two further inspections had been carried out on Edinburgh Road and Inglefield which had been rated good and outstanding respectively. It was noted that this was the fourth year running Inglefield had been rated outstanding. Members commended the management team at Inglefield for the result.

In relation to capital spend it was noted that this information would be circulated to Board Members.

The Board wished to place on record their congratulations for the Ofsted ratings at Edinburgh Road and Inglefield.

RESOLVED: That the second quarter performance management reports and comments made be noted.

Meeting ended at 8.47 p.m.

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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, 8 January 2014 in The Board Room - Municipal Building, Widnes

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

Apologies for Absence: Councillors Cassidy and Rowe

Absence declared on Council business: None

Officers present: C. Dinsdale, N. Goodwin, D. Houghton, C. Patino, W Rourke and M. Simpson

Also in attendance: Councillor Jones in accordance with Standing Order 33

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

ELS30 MINUTES

The Minutes from the meeting held on 11 November 2013, were taken as read and signed as a correct record.

ELS31 PUBLIC QUESTION TIME

It was reported that no public questions had been received.

ELS32 LIVERPOOL CITY REGION ENTERPRISE STRATEGY

The Board received a presentation from Mark Basnett, Liverpool City Region Enterprise Board, which provided information of further work being carried out to develop an Enterprise Strategy for the Liverpool City Region.

The presentation set out the following:

- reasons for an Enterprise Strategy;
- various statistics for businesses compared to the UK average;
- total enterprises per 10,000 working age

- population;
- demographics;
- births and deaths of new enterprises in the Borough;
- 5 year survival rates;
- enterprise growth & barriers to growth;
- percentages of businesses that significantly traded outside the Region;
- business support landscape;
- what the strategy should deliver;
- long term ambitions;
- strategy & programme; and
- key principles, themes and strands.

Arising from discussion of the presentation, Members raised concerns that the work experience provision delivered by schools had ceased. In addition Members discussed the use of the internet to develop small businesses and suggested that this be identified as a priority for Halton to be included in the strategy.

It was noted that a report was submitted in September 2013, which advised that partners in the Liverpool City Region (LCR) were developing an Enterprise Strategy to capture and evaluate existing evidence on economic development in LCR and the wider economy to inform the design and development of a future enterprise programme.

Members were advised that the strategy was being developed so that the LCR was able to develop and deliver a coherent plan of action to tackle the chronic shortage of businesses that impeded on economic performance and addressed the gap of 17,000 businesses. This would help create an environment where businesses were created and could grow at a rate above targeted levels.

The report further set out what development of the strategy would include and the key questions to be considered.

The Chairman advised the Board that it was important that Halton played an active role in shaping and informing the development of the strategy.

The Chairman thanked Mark Basnett for an informative presentation.

RESOLVED: That

Strategic Director

- 1) the presentation and report be noted;
- 2) the use of internet to develop small businesses be identified as a priority area for Halton which may be included in the strategy;
- 3) Members forward any other priority area suggestions for Halton to be included in the Strategy to the Lead Officer or Clerk.

Strategic Director
- Children and
Enterprise

ELS33 EUROPEAN PROGRAMME 2014-2020

The Board considered a report of the Strategic Director, Children and Enterprise, which advised Members on the development of a European Action Plan for Halton as part of the next European Programme 2014-2020.

The report was set out in two sections as follows:-

- accessing European Funds; and
- identifying and Developing Halton's Priorities.

It was reported that budgets had now been allocated with Liverpool City Region (LCR) receiving approximately £185m. From this it was noted that Halton would possibly receive an indicative allocation of £16.9m by the Local Economic Partnership (LEP).

It was further noted that EU Regulations for the new programme required all EU funding to be spent on 11 thematic objectives and the LCR had agreed that these themes would be taken forward through 5 portfolios, which were set out in the report for information.

Members were advised that a European Funding Investment Plan / Action Plan for Halton had to be developed and Halton had mirrored the 5 portfolios in developing its own set of projects under the same themes. An internal officer group chaired by the Strategic Director for Children and Enterprise had been meeting since April 2013 to develop Halton's priorities in relation to the new programme.

The report set out the approach Halton was taking to develop the priorities and set out the portfolio leads. In addition Members considered the thematic priorities which had been identified which were appended to the report, for example tackling youth unemployment, social growth and connectivity, transport infrastructure and helping adults back to work.

Arising from discussion of the report, Members queried who was funding the Judicial Review outlined in 3.2 of the report and when was it scheduled to take place. In response it was noted that the other Merseyside authorities were responsible for the funding and it was scheduled for the 28 and 29 January 2014. Members requested an update be brought to a future meeting.

RESOLVED: That

- 1) the implementation of a Halton Action Plan for the European Programme 2014-20 be noted;
- 2) consideration be given to the thematic priorities identified; and
- 3) a progress report be presented at a future meeting.

Strategic Director
- Children and
Enterprise

ELS34 RLWC USA TOMAHAWKS - VERBAL PRESENTATION UPDATE

The Board received a report from Chris Patino, Operational Director, Community and Environment, which provided information on when Halton hosted the USA Rugby League Team during the Rugby League World Cup (RLWC) 2013.

The Board was advised that 37 towns and cities expressed an interest in being hosts to Rugby League Teams for the World Cup and 14 had been chosen, Halton being one of them. The USA Team arrived in England on 19 October 2013, set up their team base in the Park Royal and used the Halton Stadium as their training base.

A draft delivery plan, which set out activities taken to assist in the facilitation and promotion of the RLWC, was circulated at the meeting. It was reported that the USA team engaged with hundreds of pupils, various community groups and attended civic functions with the Mayor. Members were further advised that the USA Team presented Halton with an award for being a fantastic host and displaying excellent team spirit.

The Chair wished to place on record the Board's thanks to the Sports Development Team for organising the programme during the USA Team's visit.

RESOLVED: That the report be noted.

ELS35 WIDNES RECREATION GROUND DEVELOPMENT -
VERBAL PRESENTATION UPDATE

The Board received a report of the Strategic Director, Communities, which set out information regarding development of Widnes Recreation Ground.

Chris Patino, Operational Director, Community and Environment addressed the Board and provide a verbal update which outlined the following:

- a brief history of the site and background information;
- details of what the new sports facilities would include eg; showcase pitches for rugby, football and cricket, plus changing facilities etc;
- consultation procedure; and
- financial information.

Members were advised that the Council was working in partnership with a local school in order to obtain input regarding design of the facility and work was planned to commence in March 2014 and be finalised in October / November 2014.

It was reported that the estimated £2.680m required to fund the scheme would be raised by the proposed sale of 3 acres of land from the site for housing development.

Tabled at the meeting were various picture boards providing images of the new plans, facilities and playing field areas. The Board welcomed the new development and felt it would be an asset to the Borough.

RESOLVED: That the report be noted.

ELS36 COMMUNITY DEVELOPMENT SERVICES

The Board received a report of the Strategic Director, Communities, which provided an annual report on the Community Development service delivery for the period 1 April 2012 – 31 March 2013.

Nicola Goodwin, Community Development Manager, reported that Community Development support the creation, development and sustainability of independent local community groups. This generated the capacity for effective and inclusive community engagement with Council

departments and services thus enabling the delivery of many hundreds of community initiatives to tackle strategic objectives and community needs. It was noted that the Community Development Team had both a strategic and neighbourhood role in co-ordinating partnership supports to respond to community concerns and created cohesive neighbourhoods which were participative and vibrant with a strong sense of community connectedness.

The report set out the structure of the team, roles involved and noted that officers worked alongside community groups to help them develop their skills and knowledge to support community action.

It was further noted that a performance framework was in place for community development activities and the performance indicators were set out in the report for information.

The report further set out details of Grass Roots delivery and provided a snapshot of neighbourhood activity extracted from the annual reports of each Area Forum area in addition to details of voluntary youth and bursary grants.

Members were also informed of service evaluation, community development grants, strategic approaches and future challenges.

RESOLVED: That the report be noted.

ELS37 EMPLOYMENT LEARNING AND SKILLS QUARTERLY POLICY UPDATE

The Board received a report of the Strategic Director, Children and Enterprise, which informed Members of recent national policy announcements relevant to employment, learning and skills.

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

The report set out brief summaries of key announcements to the Board for information along with observations of local relevance, where appropriate, so the Board could consider whether to initiate more detailed scrutiny and/or report to future meetings.

The report set out the following:

- new policy, strategy and statutory guidance;
 - the Future of Apprenticeships in England: Implementation Plan; and
 - Care Leaver Strategy;
- research, consultations and general information;
 - proposal to establish a combined authority for Greater Merseyside;
 - OECD skills outlook 2013: key findings;
 - regional policy for smart growth and SME support; and
 - investment and campaign to help small firms grow.

RESOLVED: That the information be noted.

ELS38 WELFARE REFORM SCRUTINY TOPIC GROUP –
TAKING FORWARD THE RECOMMENDATIONS

The Board considered a report of the Strategic Director, Children and Enterprise which proposed ways in which to take forward the recommendations from the ELSC Welfare Reform Scrutiny Topic Group.

It was reported that the scrutiny review was conducted through a number of means between June and September 2013. Progress to date was set out in the report for information including the group's conclusion, findings and recommendations identified. It was noted that the group recognised that all the recommendations may not be achievable due to the Council's current financial position and the budget restraints.

Members were advised that the Halton Strategic Partnership Board was also carrying out work around welfare reforms and it was suggested that the two work streams be brought together. Further investigations would be carried out with regards to how the recommendations could be implemented.

It was further noted that four key themes had been identified as follows:

- adult education and skills, working with job centres and up-skilling the adult population;

- data research to gather information about partner experiences including case studies;
- information and support given to vulnerable groups; and
- policy development and partnership working.

The Board agreed to continue the work of the topic group and endorsed the key themes in moving forward.

RESOLVED: That the report and comments made be noted.

ELS39 QUARTERLY PERFORMANCE MONITORING

The Board received a report of the Strategic Director, Policy and Resources, which detailed the second quarter performance management report for 2013/14. The report set out progress against objectives / milestones and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

It was reported that key priorities for development or improvement were agreed by Members and included in Directorate Plans for the various functional areas as follows:

- Economy, Enterprise and Property extracts for Employment Learning and Skills; and
- Community Services extracts for Library Services and other Culture and Leisure services.

RESOLVED: That the second quarter performance management reports be noted.

Meeting ended at 8.50 p.m.

HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 7 January 2014 at Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillors Baker and Hodge

Absence declared on Council business: None

Officers present: L. Derbyshire, L Gladwyn, M. Holt, H. Moir, E. O'Meara, L. Smith, S. Wallace-Bonner and D. Sweeney

Also in attendance: S. Banks and J Snodden (NHS Halton CCG), H. Smith and C. Stuart (5 Boroughs NHS), a member of the press and 2 members of the public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

HEA43 MINUTES

The Minutes of the meeting held 6 November 2013 having been printed and circulated were signed as a correct record.

HEA44 PUBLIC QUESTION TIME

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

HEA45 HEALTH AND WELLBEING MINUTES

The Minutes of the Health and Wellbeing Board of its meeting held on 18 September 2013 were submitted to the Board for consideration.

Page 9 – The Board raised concern at the national funding gap which could be £30b between 2013/14 and 2020/21.

RESOLVED: That the minutes and comment raised be noted.

HEA46 QUALITY HEALTHCARE

The Board considered a report of the Strategic Director, Communities, which presented:-

- an overview of health reports including Keogh Reviews, Cavendish Review, and the government response to the Francis Inquiry 'Hard Truths, The Journey to Putting Patient's First';
- an overview of the findings from 'Putting Patients Back in the Picture', the final report by Ann Clwyd PM and Professor Tricia Hart, the review of the NHS Complaints systems;
- a further update on progress made in relation to quality in health care through the commissioning process in response to the findings of the Francis Inquiry and other reports; and
- an assurance to the Board on the quality of service provided to the population of Halton and the actions being taken to ensure improvements in quality.

The following comments arose from the discussion:-

- Concern was raised regarding the proposals and it was suggested that as there was no funding available from the Government, the proposals would not be achievable. Concern was also raised that with the lack of adequate funding, staff in homes and hospitals would not be adequately trained. It was also highlighted that many of these staff were on a minimum wage, or a zero hours contracts which resulted in a lack of stability and consistency for patients. In reply, it was reported that there was an investment issue and 50 % of the workforce comprised of non-qualified staff. However, an assurance was given that these issues were being addressed and work was taking place with acute and social work providers to set standards for non-qualified staff and support them as much as possible; and
- It was noted that as part of the commissioning process for 14/15 (April 2014), the CCG was aiming to commence the use of quality outcomes

based commissioning processes to ensure quality measures would deliver real patient outcomes.

RESOLVED: That

- (1) the contents of the report and comments raised be noted; and
- (2) the progress made in monitoring and improving the quality of health care delivered locally be noted.

HEA47 URGENT CARE CONSULTATION - NHS HALTON - CLINICAL COMMISSIONING GROUP

The Board considered a report of the Strategic Director, Communities, which gave Members details on the results from the information received from the different methods of the urgent care consultation carried out in the Summer of 2013.

The Board was advised that the Appendix attached to the report provided a summary of the information received following the consultation undertaken in Summer 2013 with residents and key stakeholders.

The Board was further advised that a briefing on the re-design of urgent care and the proposed changes was attached at Appendix 2 to the report.

The following comments arose from the discussion:-

- It was noted that both facilities would have an increase in the amount of services provided for the population of Halton. It was reported that it was anticipated that the centres would quickly become care centres for the local population. The centres, which would deliver services locally, would be more cost effective and efficient for the patient. It was reported that consideration was being given on how to maximise the use of the Halton Hospital site and the Walk In Centre in Widnes. However, it was reported that there were significant parking issues at the Widnes site and various options were being explored to resolve this problem. An assurance was given that this matter would be dealt with and a solution would be in operation by April 2015;
- Clarity was sought on whether the increase in

numbers to A&E were as a result of people being unable to access their GP and whether the new centres would alleviate this issue. In reply, it was reported that there was potential to alleviate the pressure on GP surgeries and there would also be a GP reform looking at how services were managed. The emphasis would be on the wellbeing and prevention agenda, supporting people to have a greater responsibility for their health and wellbeing;

- It was noted that frail elderly people with minor problems could often be transported to A&E via the ambulance service, when alternative therapies were available. However, It was also noted that the admissions rate had dropped significantly. It was reported that the NW Ambulance service were taking part in the Pathfinding Project, which when Kite marked would transport patients to one of the sites rather than A&E and reduce the admissions rate by 3 or 4%. This would also reduce ambulance waiting times and costs etc; and
- The Board noted the positive impact the Widnes Walk In Centre was having in the community.

RESOLVED: That

- (1) the report, the summary results set out in Appendix 1 and the briefing note in Appendix 2 of the report be noted; and
- (2) the comments raised be noted.

HEA48 HEALTH POLICY & PERFORMANCE BOARD PRIORITY BASED REPORT : QUARTER 2 2013/14

The Board considered a report of the Strategic Director, Communities, which introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to health in Quarter 2 of 2013-14. The report also included a description of factors which were affecting the service.

The following comments arose from the discussion:-

- Page 63/64 – further information was requested on PA2 – the numbers of people receiving

intermediate care per 1,000 population (65+). In reply, it was reported that this information would be circulated to Members of the Board;

- Page 66 – Capital Projects, an update was requested on the Bungalows at Halton Lodge and the Grangeway Court Refurbishment. In reply, it was reported that work was taking place with Halton Housing Trust regarding the funding for the adapted bungalows. It was progressing and the bungalows were due to be completed in March 2015. In respect of the refurbishment of Grangeway Court, it was reported that it had been planned and would commence before the end of the financial year;
- Clarity was sought on whether the increase in Direct payments and expenditure being £142,000 over budget profile at the mid-point of the year was due to the pressure of new people coming into Halton, and if so how many people it represented. In reply, it was reported that information on this matter would be circulated to all Members of the Board;
- The progress made in Care Management and Assessment Services was noted;
- Page 55 – End of Life Care – The amount of work involved by numerous agencies in supporting a patient to die at home, if they wished, was noted; and
- Page 57 – Public Health – the problem with the transfer and access to some required data sets, particularly relating to NHS data, since Public Health became the responsibility of the Local Authority was noted. It was also noted that this was a national issue. However, Members requested that this be resolved as soon as possible and it should have been resolved before it had been transferred to the Local Authority.

RESOLVED: That the report and comments raised be noted.

HEA49 A MENTAL HEALTH AND WELLBEING COMMISSIONING STRATEGY FOR HALTON

The Board considered a report of the Strategic

Director, Communities, which presented Halton's draft integrated Mental Health and Wellbeing Commissioning Strategy 2013-2018 and supporting evidence paper.

The Board was advised that the National policy relating to mental health was set out in "No Health without Mental Health" – DH 2011 (NHWMH) and emphasised that mental health was everybody's business. The policy set out six high level objectives with an emphasis on prevention and early intervention.

The Board was further advised that mental health problems were the single largest cause of ill health and disability in the Borough. Halton's Health and Wellbeing Board had recognised this by including "Prevention and early detection of mental health conditions" as one of its five priorities. The Board's Health and Wellbeing Strategy 2013-18 included actions to begin addressing this and included the NHWMH six objectives as the framework to address the challenge of improving mental health and wellbeing in the Borough.

It was reported that the overarching aims of the strategy were to:

- Improve the mental health and wellbeing of Halton people through prevention and early intervention;
- Increase the early detection of mental health problems leading to improved mental wellbeing for people with mental health problems and their families;
- Improve the outcomes for people with mental health problems through high quality accessible services;
- Optimise value for money by developing quality services which achieve positive outcomes for people within existing resources; and
- Broaden the approach taken to tackle the wider social determinants and consequences of mental health problems.

In conclusion, it was reported that the overview of progress in implementing the strategy action plan would be through the Mental Health Strategic Commissioning Board which reported to the Health and Wellbeing Board.

The following comments arose from the discussion:-

- Members congratulated Officers on the report;
- Page 94, Priority 1 – Improve the mental health and wellbeing of Halton people through prevention and early intervention, clarity was sought on whether all staff involved with mental health patients would have appropriate training. In reply, it was reported that all midwives and health visitors etc received core foundation training to enable them to undertake a risk assessment, and refer individuals to appropriate services;
- It was noted that a pilot was being undertaken working with Cheshire Police, Warrington CCG and Halton CCG whereby CPNs were present on police patrols and available in custody suites etc. It was reported that the pilot had been successful so far and had significantly reduced costs and the number of Section 136's. It was also reported that it was hoped that post March 2014, this practice could be permanently established. The Board also noted that funding for this service was via a three way split between the pilot agencies;
- It was noted that as the strategy was implemented, the number of people being identified with mental health problems would increase. However, the benefits of the early detection of mental health problems was also noted;
- Page 98 – Priority 3, to improve outcomes for people with identified mental health problems through high quality, accessible services – It was noted that work was taking place with 5 Boroughs Partnership NHS Foundation Trust regarding the provision of respite to support the whole family;
- The Board noted the excellent work being undertaken at the Brooker Centre and the importance of retaining the centre;
- The Board noted the Improving Access to Psychological Therapies (IAPT) was an NHS programme rolling out services across England, offering interventions approved by the National

Institute of Health and Clinical Excellence for treating people with depression and anxiety disorders; and

- Page 119 - The Board noted Halton's Vision and acknowledged that Halton were well on the way to achieving it.

RESOLVED: That the contents of Halton Mental Health and Wellbeing Commissioning Strategy 2013-2018, evidence paper and comments raised be noted.

HEA50 HALTON DEMENTIA STRATEGY

The Board considered a report of the Strategic Director, Communities, which presented Halton's Dementia Strategy.

The Board was advised that the local dementia strategy had been completed in February 2010 and was a direct response to the National Dementia Strategy – Living Well with Dementia (Department of Health, Feb 2009). The local strategy adopted the national targets as well as developing a specific implementation plan to deliver a range of improvements for people diagnosed with dementia and their carers.

The Board was further advised that the revised local dementia strategy, 'Living well with dementia in Halton' (Appendix 1), and the associated 'needs' paper (Appendix 2) looked at the progress that had been made since the original strategy publication, as well as identifying some key actions that needed to be completed over the next 5 years.

The Board noted the key achievements that had been made since the original strategy and that the priorities for 2013-2018 focussed on the following areas:-

- Prevention and raising awareness;
- Early diagnosis, information and advice;
- Living well in the community;
- End of Life;
- Workforce development; and
- Links to other workstreams.

In conclusion, it was reported that the 2013-2015 Strategy implementation plan outlined the key actions for future development in improving the outcomes for people with a dementia diagnosis, their families and carers. The implementation plan could be found within the 'Living well

with dementia in Halton' Strategy document.

The following comments arose from the discussion:-

- It was noted that a significant amount of work had been undertaken with housing providers and Halton Housing Trust had also been very supportive and proactive in up skilling their staff on how to support people when accessing their services. Work was continuing but funding for some of the training was proving to be very challenging;
- The positive actions being taken in mental health services was noted. However, it was also noted that there was still a lot of work to do;
- Page 228 – It was reported that text was missing from the bottom of the page and agreed that this would be circulated to all Members of the Board;
- Clarity was sought on whether dementia formed part of the health passport. In reply it was reported that it was hoped this would be achieved by the summer of 2015;
- Clarity was sought on how wards, with NHS cut backs and shortages of staff coped with dementia patients. In reply, it was reported that discussions had taken place with the Director of Nursing regarding the staffing of wards and all wards had a lead nurse for dementia. The lead nurse was responsible for ensuring staff were appropriately skilled and for monitoring stressful areas. In addition, it was reported that a Ward Site Liaison Officer, ensured staff working with a dementia patient on a ward had the appropriate skills; and
- It was noted that it was beneficial for individuals to stay at home wherever possible and with the Government cuts and staff reductions, the Board agreed to monitor the situation.

RESOLVED: That the report and comments raised be noted.

The Board considered a report of the Strategic Director, Communities, which gave Members a summary of the Government's Health and Adult Social Care Settlement 2015/16 and highlighted how the Health and Well Being Board in Halton had been addressing the issues to ensure the conditions attached to funding and integration were progressed.

The Board was advised that in June 2013 the Government had announced the results of the latest spending round 2015/16 for Adult Social Care and provided information about the settlement for 2015/16 including £3.8 billion of pooled health and social care funding for integration (the Integration Transformation Fund) to be held by Local Authorities. Alongside this, NHS Halton Clinical Commissioning Group (HCCG) had received a similar announcement from NHS England (Merseyside) setting out the Health Settlement for 2015/16 and the implications for CCGs.

The Board was further advised that the settlement stated that "access to the pooled budgets would be conditional on agreeing plans with local health and wellbeing boards to protect access and drive integration of services, to improve quality and prevent people staying in hospital unnecessarily". The plans would be required to satisfy nationally prescribed conditions.

It was reported that to ensure that the necessary plans were in place and comply with the integration, the Board had established a short, time-limited Task and Finish Group, chaired by the Strategic Director for Communities, to develop the plan in conjunction with guidance from the Department of Health and Department for Communities and Local Government.

Furthermore, it was reported that a plan was currently being drafted and the Health & Wellbeing Board had arranged a workshop to discuss the draft in January 2014. It was then proposed that it be submitted to the Council's Executive Board and through the appropriate CCG governance channels.

The Board noted that HBC and HCCG may be at risk of losing funding if certain criteria/conditions described in the report were not met. The Board also noted the significant challenges over the next 2-5 years.

It was noted that funding was being reduced and the number of people with mental health problems was likely to

increase, particularly mental health in older people.

RESOLVED: That the report and comments raised be noted.

HEA52 SAFEGUARDING ADULTS UPDATE

The Board considered a report of the Strategic Director, Communities, which gave the Members an update on the key issues and progression of the agenda for safeguarding 'vulnerable adults' (i.e. adults at risk of abuse) in Halton.

The Board was advised that an internal peer challenge review had been undertaken during June – August 2013 based on the 'Standards for Adult Safeguarding Peer Reviews'. A Peer Challenge Team had been formed along with a number of Lead Officers identified to take forward the review. As part of the review, Lead Officers undertook a self-assessment against the Adult Safeguarding Standards and produced a report for the Challenge Team. An outcome report had been presented to the Safeguarding Adults Board on 7th November 2013.

The Board was further advised that the recommendations from the report had been converted into an action plan which would be worked on throughout 2014 and its progress monitored by Halton Safeguarding Adult Board.

It was reported that in November 2013 Halton had been invited to participate in the Making Safeguarding Personal Programme. The work aimed to provide a commitment to improve outcomes for people at risk of harm. The key focus was on developing a real understanding of what people wished to achieve, recording their desired outcomes and then seeing how effectively these had been met.

The Board noted the various activities that had taken place that were set out in paragraphs 3.6 to 3.9 of the report.

The following comments arose from the discussion:-

- The Board noted the increase in alleged abuse allegations across 151 Councils nationally and clarity was sought on how Halton were dealing with this issue. In reply, it was reported that the Authority were working closely with Cheshire Police and prosecutions had increased. It was

also reported that there had been an increase in lower level referrals which had to be investigated, which created additional pressure on the service. It was suggested that the increase could be as a result of the Authority being receptive to complaints and that individuals had the opportunity to voice their opinions and were aware of the procedures for whistleblowing and reporting any concerns. It was also noted that high profile cases in the media had enabled a greater awareness in the community; and

- It was noted that when a concern had been raised, a multi agency approach would be used and every aspect of the home would be reviewed within 24 hours.

RESOLVED: That the report and comments raised be noted.

HEA53 MENTAL HEALTH AWARENESS PROMOTED IN SCHOOLS PILOT

The Board considered a report of the Strategic Director, Communities, which provided Members with information on the forthcoming Mental Health Awareness Promoted in School (MHAPS) pilot to be delivered in Warrington.

The Board was advised that the Joint Health and Children, Young People and Families PPB Mental Health Scrutiny Topic Group had been particularly interested in the pilot, as young people were increasingly vulnerable to social pressures and at risk of developing poor mental health. Although the pilot was being undertaken in Warrington, it was anticipated that it would be rolled out across the rest of the 5 Boroughs footprint during the second half of 2014.

The Board was further advised that the pilot's foundations had developed from a general lack of awareness regarding mental health issues amongst secondary school aged pupils; the perceived stigma that was associated with mental illness; the lack of understanding about what services were available and how pupils could seek support. A short film 'You're not alone', based around the day in the life of a young person with Mental Health problems, produced by Investing in Children Group from Halton Children and Adolescent Mental Health Services (CAMHS) had also been produced.

It was reported that Thomas Boteler High School in Warrington had been selected for the initial pilot. The reason for this school being chosen was that CAMHS had an established link with the school through a well-being worker at the school who would be able to offer support to the pilot.

It was also reported that the Pilot will be trialled across Year 9 pupils and consist of each pupil attending at least one dedicated lesson within the Health, Physical and Social Education curriculum which would address mental health stigma and awareness raising. It was anticipated that the pilot would be undertaken between February – May 2014. The pilot would be evaluated by pre and post session questionnaires, and would be overseen by CAMHS clinical and operational management.

Ms Hannah Smith, 5 Boroughs Partnership NHS Foundation Trust and an ex CAMHS service user attended the meeting to inform the Members of her personal experience and explain how the pilot would operate.

The following comments arose from the discussion:-

- It was noted that the pilot was for Year 9 pupils and the information/participation would be kept as simple as possible. It was anticipated that there would be a celebrity exercise on 'How life goes on'; a scenario exercise on how to deal with mental health; a fact or fiction quiz; a mental health word search and a self help booklet which contained links to various relevant websites would be given to individuals;
- Clarity was sought on whether cyber bullying would be addressed. In reply, it was reported that this issue would not be directly addressed but information on how to deal with cyber bullying would be available through the links, i.e videos and stories available for pupils to access to help them deal with the situation;
- It was noted that generally it was more difficult for boys than girls to engage and to open up and discuss their problems. The Board wished Hannah every success with the pilot and congratulated her on her courage and enthusiasm; and
- It was reported that it was hoped that the project would eventually be extended to Colleges and

Members indicated that they looked forward to receiving the project in Halton.

RESOLVED: That

- (1) The report be noted:
- (2) The comments raised be sent to the Pilot Co-ordinator for consideration; and
- (3) Hannah Smith be thanked for her informative verbal presentation and excellent work to date.

HEA54 HALTON HEALTH PROFILE 2013

The Board considered a report of the Director of Public Health, which provided Members with information relating to Halton's Health Profile 2013 and an analysis regarding the findings from a local perspective.

The Board was advised that every year the Department of Health released a health profile of Halton which compared it to the England average. It was designed to help local government and health services understand their community's needs, so that they could work to improve people's health and reduce health inequalities.

The Board was further advised that Halton's profile was set out in Appendix 1 to the report. It showed that although Halton was not better than the England average, in the majority of indicators it had improved against the previous year's figures.

The Board noted Halton's progress and challenges and the programmes that had been put in place to address the areas of concern, set out in paragraph 2.7 of the report.

The following comments arose from the discussion:-

- It was reported that the Government were considering removing housing benefit for people under 25 years of age and clarity was sought on how many people there were in Halton in this criteria. In reply, it was reported that this information would be circulated to Members of the Board;
- Clarity was sought on whether the number of falls had been due to alcohol abuse. In reply, it was reported that it was mainly age related and

balance exercises were being established for older people. It was also reported that dance classes were being provided in the community by the CCG and were proving to be very popular; and

- Further information was sought on the Diabetes Programme, and it was agreed that a report that had been presented to the Health and Wellbeing Board would be presented to the next meeting of the Board.

RESOLVED: That

- (1) The contents of the report and the programmes to address the areas of concern be noted; and
- (2) The comments raised be noted.

HEA55 CARE QUALITY COMMISSION'S INSPECTION OF MENTAL HEALTH HOSPITALS AND COMMUNITY SERVICES

The Board considered a report of the Strategic Director, Communities, which gave Members a brief overview of the Care Quality Commission's (CQC) new inspection regime for mental health hospitals and community services and as part of this process sought feedback from the Board in relation to Bridgewater Community Healthcare NHS Trust.

The Board was advised that CQC was currently undertaking a radical review of how they inspected mental health hospitals and community services. The new inspections would involve significantly larger inspection teams which would include clinical and other experts, and trained members of the public. The teams would spend longer inspecting hospitals and community locations that delivered mental health services. It was reported that the teams would examine key service areas and others if necessary.

The Board was further advised that CQC would make better use of information and evidence, using new surveillance indicators and information from partners to guide their teams on where and what to inspect. Their new approach would aim to answer five key questions about an organisation and each inspection would provide the public with a clear picture of the quality of care, exposing poor and mediocre care and highlighting good care. Hospitals would

be rated as outstanding; good; require improvement; or inadequate.

It was reported that CQC had requested feedback regarding Bridgewater in advance of their inspection. Bridgewater's inspection was due to commence on 3 February 2014. CQC had requested feedback which was relevant to the quality of care provided at Bridgewater and any of the services it provided. This included evidence of high-quality care as well as concerns identified.

Furthermore, it was reported that in the period before the inspection, the inspection team would make contact with the local scrutiny committees covering Bridgewater to discuss any information that was being held. The feedback provided would be considered before the inspection to help identify any current issues or concerns, and any additional services which CQC may look at during their inspection of the Trust. They would not publish the information that had been sent unless they discussed it with the Board in the first instance.

In conclusion, it was reported that after each inspection had been completed, the Chair of the inspection team would hold a quality summit with the Trust and local partners to share the inspection findings and to focus on next steps where action was required.

After considerable discussion, it was agreed that a report on the role and function of the CQC would be brought to the next meeting of the Board.

It was reported that Bridgewater did not include Runcorn on maps that had been printed on their literature/publications. In reply, it was reported that this matter would be looked into.

It was reported that comments on the report should be sent via email to Sue Wallace Bonner or Jan Snodden.

RESOLVED: That

- (1) the report and comments raised be noted: and
- (2) the Board provide feedback on the services etc provided by Bridgewater Community Healthcare NHS Trust as part of the CQC inspection process.

The Board considered a report of the Strategic Director, Communities, which informed Members of a draft protocol for the establishment of Joint Health Scrutiny arrangements across Cheshire and Merseyside.

The Board was advised that a joint Health Scrutiny Officer's meeting had taken place in September 2013. The meeting had focused on the requirements under the new Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (a summary was attached at Appendix 1 to the report), to form joint scrutiny committees where there was a substantial development/variation proposal which was to impact on more than one Local Authority area and how as a Cheshire and Merseyside region we should respond to this requirement.

The Board was further advised that discussions at the meeting had centred on the feasibility of developing a Cheshire and Merseyside regional protocol for dealing with joint scrutiny committees. Issues initially raised included; Local Authorities experiences of previous joint scrutiny committees e.g. Vascular Services; communication issues; who would lead and support on joint scrutiny arrangements; potential barriers such as an appropriate number of representatives; level of commitment from Local Authorities; and the option for Local Authorities to 'opt out' of a joint scrutiny if they decided that a proposal was not a substantial development/variation etc. It was reported that generally, officers present were receptive to the concept of having a workable region wide protocol and Knowsley had agreed to take the lead/facilitate on the development of the protocol.

It was reported that the Chair and Vice Chair of the Board had met with a small group of officers to review the draft protocol with a view to returning comments. The comments included:-

- Page 3 – Footnote; The NHS Commissioning Board no longer exists, it should be NHS England;
- Page 6 – Membership; Members chose OPTION 1 with the following amendments:-

Only 1 nominated Elected Member or nominated substitute from each participating authority, whether it be 2 or 9 local authorities.; and

Include the quorate in the protocol; and

- Page 5 – Paragraph 6.5.2 – to include ‘officer support’. It was highlighted that after the experience of a joint committee to look at vascular support, it was felt that the Authority would like officer support at the meetings. Due to the complexity of the issue and there being numerous authorities involved, there was a considerable delay in receiving the minutes etc. and it had made it very difficult to keep everyone up to date on the progress. This would enable Health Board’s and Members to be updated quickly and on a regular basis.

Furthermore, it was reported that the Authority were currently awaiting feedback from Knowsley on the comments returned by the other Local Authorities and how potentially the draft would change as a result and the timescales for this. To date, it had been reported that Halton had chosen Option 1 and The Wirral had chosen Option 2, based on population which would be a disadvantage for Halton as a small Authority. In addition a further slightly amended report had been received and this would be considered by the Chairman, Vice Chairman and lead officer and the Board would be kept up to date on the progress of the protocol on a regular basis.

Members were encouraged to feedback any comments on the protocol or any additional comments via email to the Chairman and Vice Chairman.

RESOLVED: That

- (1) the report and associated appendices and comments raised be noted; and
- (2) the Board note the draft protocol as attached as Appendix 2, to the report.

Meeting ended at 8.50 p.m.

SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 14 January 2014 in the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillor Nolan

Absence declared on Council business: None

Officers present: M. Andrews, S. Burrows, L. Derbyshire, M. Holt, H. Moir and C. Patino

Also in attendance: None

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

SAF29 MINUTES

The Minutes of the meeting held on 12 November 2013 were taken as read and signed as a correct record.

SAF30 PUBLIC QUESTION TIME

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

SAF31 SSP MINUTES

The minutes from the last Safer Halton Partnership (SHP) meeting held on 24 September 2013 were presented to the Board for information.

RESOLVED: That the minutes be noted.

SAF32 PERFORMANCE MANAGEMENT REPORTS, QUARTER 2 - 2013 - 14

The Board considered a report of the Strategic Director, Communities, which introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and

targets relating to health in Quarter 2 of 2013-14. The report also included a description of factors which were affecting the service.

The Chairman reported that he was a member of the Police and Crime Panel and the last meeting had been inquorate and as a result members had been asked to nominate a substitute. After discussion, it was agreed that Councillor M Lloyd-Jones be nominated as a substitute Member of the Police and Crime Panel for Halton.

Page 22 – clarity was sought on premium pay savings as it was reported that staffing expenditure was over budget profile by £104,000 at the end of the second quarter. In response it was replied that premium pay was for staff who were paid over and above their normal pay i.e. for key holder duties and Saturday and Sunday enhancements etc. In addition, it was reported that currently there was a lack of consistency in the Council for such payments. It was also reported that there was a low turnover of staff at the Stadium and they did not receive premium pay, so savings were having to be made elsewhere. The Chairman reported that the Budget Working Party were considering premium pay.

RESOLVED: That

- (1) the report and comments raised be noted; and
- (2) Councillor M. Lloyd-Jones be nominated as the substitute Member of the Police and Crime Panel.

SAF33 BUSINESS PLANNING 2014 -17

The Board considered a report of the Strategic Director, Communities, which provided Members with the initial draft of the Communities Directorate Business Plan 2014 – 2017 for approval.

The Board was advised that each Directorate of the Council was required to develop a medium-term business plan, in parallel with the budget, that was subject to annual review and refresh.

The Board was further advised that key priorities for development or improvement in 2014 – 2017 had been agreed by Members at a briefing meeting on 2nd December 2013 and were now reflected in the draft plans as follows:-

- Reduce alcohol abuse and domestic violence;
- Safeguarding; and

- Consumer Protection.

It was reported that Directorate Business Plans would be subject to annual review and refresh in order that they remained fit for purpose taking account of any future change in circumstances, including any future funding announcements that may emerge.

The Board noted that plans could only be finalised when budget decisions had been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available post March 2014.

The Chairman highlighted that currently the Business Planning document was only a draft for consideration by Board Members. The Chairman also encouraged Members to send any comments they may have on the draft plan via email so that they could be included.

Page 44 – School Dinner Money – Clarity was sought on the length of the trial and concern was raised that this could have a negative impact on poorer families, as they may not be able to afford to top up the card. In response, it was reported that the trial was taking place in four schools; two with good levels of cash income and two with high levels of free school meals. The card could be loaded in various ways; via the phone, the Post Office, paypal, and pay point etc. The trial had gone well so far and the schools preferred it as it reduced the amount of cash paid into the schools. It was anticipated that this would be rolled out to a further four schools and the trial would be in operation from February half term until the summer. It was emphasised that a child would not be refused a meal because they had been unable to top up their card due to financial difficulties and it was hoped that the scheme would be a success.

RESOLVED: That the report, associated appendices and comments raised be noted.

SAF34 ENVIRONMENTAL HEALTH - FOOD AND HEALTH AND SAFETY TEAM UPDATE

The Board considered a report of the Director of Public Health which gave Members an update on the safety and control of cosmetic treatments.

The Board was advised considerable progress had been made in addressing illegal tattooists i.e. the health and safety team were using new powers which allowed Local

Authorities to obtain a court order to intervene where a premises, person or thing presented a risk of contamination or infection. Local authorities, however, had to apply to a magistrate for a court order and demonstrate that a risk to health existed.

It was reported that since January 2013 there had been a significant increase in the number of complaints and information received concerning illegal tattooists, which also included the parents of a child who had been tattooed underage. Many of the tattooists had been advertising their services on the internet.

The team had also become aware that some local authorities in Wales had been utilising new Public Health powers to enter premises and seize tattooing equipment from illegal tattooists. After consulting with the Welsh Local Authorities, it had been decided to try this approach in Halton.

Furthermore, it was reported that in the last six months the team had executed seven warrants with support from Cheshire Police and seized tattooing equipment from five illegal tattooists. In all cases the tattooists were found to have been operating in unhygienic conditions without adequate facilities for disinfection and other aspects of infection control. The team would continue to utilise this approach to tackle illegal tattooists and to complement this direct action, a publicity campaign using social media would be launched.

It was reported that in August 2013, the Health and Safety Team with support from Trading Standards had undertaken a test purchase operation on nine sunbed operators, using a 16 year old volunteer. Unfortunately, five of the operators had failed the test purchase and allowed the 16 year old to purchase a sunbed session. All five of the operators had been formally interviewed and after admitting the offence had been issued with a caution. They had all given assurances that they were aware of the law and that they would improve their practices to ensure underage persons were prevented from using sunbeds.

The Board noted that currently 90.3% of Halton premises were broadly compliant with the law in the National Food Hygiene Rating Scheme. The Board also noted the positive report published by the Weekly News.

The Board noted the emerging issues and priorities in respect of food safety (horsemeat and food authenticity;

counterfeit alcohol and DNP in fat burning supplements).

The following comments arose from the discussion:-

- Clarity was sought on the new powers provided by the Health Protection (Part 2A Orders) Regulations 2010 on whether they could buy new equipment and set up again. In response, it was reported that the Part 2A Orders were to protect public health and if individuals contravene the Order they could get a £20,000 fine or 6 months imprisonment. It was also reported that the equipment was very expensive, which was a punishment in itself. However, it was highlighted that, with help from the Authority, one of the tattooist had recently set up a legitimate business in premises;
- The Board noted the various option that were available to the Local Authority to address the issue of counterfeit alcohol;
- The Chairman reported that LGIU were considering a change in the law which would result in the proceeds of crime being given to a local charity etc. The cost associated with establishing a Police Proceeds of Crime Unit was noted;
- The National Food Hygiene Rating Scheme - clarity was sought on whether there had been any improvement in the number of fast food establishments in Runcorn who had received a 0 or 1. In response, it was reported that this information would be circulated to Members of the Board in the Mersey Ward; and
- It was noted that individuals providing cosmetic services i.e. botox injections were required to be medically trained or be a nurse working with a qualified GP. It was also noted that this was not a big issue in Halton. However, it was reported that people were coming into Halton to work in the various salons that offered such a service.

RESOLVED: That the report and comments raised be noted.

The Board considered a report of the Strategic Director, Communities, which gave the Members an update on the key issues and progression of the agenda for safeguarding 'vulnerable adults' (i.e. adults at risk of abuse) in Halton.

The Board was advised that an internal peer challenge review had been undertaken during June – August 2013 based on the 'Standards for Adult Safeguarding Peer Reviews'. A Peer Challenge Team had been formed along with a number of Lead Officers identified to take forward the review. As part of the review, Lead Officers undertook a self-assessment against the Adult Safeguarding Standards and produced a report for the Challenge Team. An outcome report had been presented to the Safeguarding Adults Board on 7th November 2013.

The Board was further advised that the recommendations from the report had been converted into an action plan which would be worked on throughout 2014 and its progress monitored by Halton Safeguarding Adult Board.

It was reported that in November 2013 Halton had been invited to participate in the Making Safeguarding Personal Programme. The work aimed to provide a commitment to improve outcomes for people at risk of harm. The key focus was on developing a real understanding of what people wished to achieve, recording their desired outcomes and then seeing how effectively these had been met. It was also reported that further update reports would be presented to the Board on this matter in the future.

With an increasing focus on preventing abuse of older people in residential and nursing homes, the Integrated Adult Safeguarding Unit had built upon national research and developed a local model – early indicators of concern. This was being trialled in two local nursing homes, where services were perceived to be failing and where increased complaints were being voiced by families and visiting practitioners. A report on the outcome would be available in February 2014.

The Board noted the various activities that had taken place that were set out in paragraphs 3.6 to 3.9 of the report.

It was suggested that hate crime, in the form of verbal and psychological abuse was rising in the Borough as a result of the cuts in welfare benefits. It was noted that there was no evidence of an increase in abuse against people

with disabilities in the Borough. It was reported that hate crime was closely monitored and if there was an increase in the number of incidents, the Safer Halton Partnership would address the issue.

RESOLVED: That the report and comments raised be noted.

SAF36 DEMENTIA STRATEGY

The Board considered a report of the Strategic Director, Communities, which presented Halton's Dementia Strategy.

The Board was advised that the local dementia strategy had been completed in February 2010 and was a direct response to the National Dementia Strategy – Living Well with Dementia (Department of Health, Feb 2009). The local strategy adopted the national targets as well as developing a specific implementation plan to deliver a range of improvements for people diagnosed with dementia and their carers.

The Board was further advised that the revised local dementia strategy, 'Living well with dementia in Halton' (Appendix 1), and the associated 'needs' paper (Appendix 2) looked at the progress that had been made since the original strategy publication, as well as identifying some key actions that needed to be completed over the next 5 years.

The Board noted the key achievements that had been made since the original strategy and that the priorities for 2013-2018 focussed on the following areas:-

- Prevention and raising awareness;
- Early diagnosis, information and advice;
- Living well in the community;
- End of Life;
- Workforce development; and
- Links to other workstreams.

Furthermore, it was reported that the 2013-2015 Strategy implementation plan outlined the key actions for future development in improving the outcomes for people with a dementia diagnosis, their families and carers. The implementation plan could be found within the 'Living Well With Dementia In Halton' Strategy document.

It was suggested that some Local Authorities and Housing Associations were in default of the Disability Care

Act in respect of the way people were being categorised. After discussion, the Board noted the importance of Person Centred Care where every individual would be advised on the merits of their illness, rather than being categorised in groups.

The Board noted that Halton had been very successful in supporting people with mental health issues to stay in the community. However, the Board also noted the issues/risks and challenges associated with this course of action.

RESOLVED: That the report and comments raised be noted.

SAF37 NIGHTIME ECONOMY TOPIC GROUP UPDATE

The Vice Chairman of the Board, Councillor N Plumpton-Walsh reported that the Nighttime Economy Scrutiny Review Group report had been supported by the Executive Board at its 21 November 2013 meeting. However, it was reported that further work be undertaken to identify the cost of implementing the proposals and this was currently being developed.

The Vice Chairman reported that a further update report would be presented to the Board when the financial costing had been developed.

The Chair congratulated all who had taken part in the review commenting on the excellent work they had undertaken. He also reported that Warrington Borough Council and the Police and Crime Commissioner had been interested in the outcomes of the review and were looking to progress some of the actions in their areas. He referred to the financial restraints, and highlighted that some of the recommendations could be progressed via alternative methods or represented a zero cost.

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

Meeting ended at 7.50 p.m.

ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Tuesday, 21 January 2014 at the Council Chamber, Runcorn Town Hall

Present: Councillors Morley (Vice-Chairman), J. Bradshaw, P. Hignett, MacManus, T. McInerney, Sinnott, Thompson, B. Woolfall and Zygadlo

Apologies for Absence: Councillor J. Gerrard and Fraser

Absence declared on Council business: None

Officers present: M. Noone, G. Ferguson, S. Johnson and S. Doore

Also in attendance: Nick Atkin and Ingrid Fife on behalf of Halton Housing Trust. In accordance with Standing Order 33, Councillors R. Hignett and J. Stockton.

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

EUR35 APPOINTMENT OF CHAIRMAN FOR THE MEETING

The Board was advised that Councillor Morley would be Chairman for the meeting.

RESOLVED: That Councillor Morley be appointed Chairman for the duration of the meeting.

Councillor Morley
Vice Chairman of the Board
(in the Chair)

EUR36 MINUTES

The Minutes of the meeting held on 20th November 2013 having been printed and circulated were signed as a correct record.

EUR37 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

(NB: Councillors Sinnott and Zygadlo declared a disclosable other interest in the following item of business Minute No EXB106 as they are allotment holders)

EUR38 EXECUTIVE BOARD MINUTES

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

RESOLVED: That the Minutes be received.

EUR39 HALTON HOUSING TRUST - GOVERNANCE

The Board received a presentation from Nick Atkin, Chief Executive of Halton Housing Trust (HHT) and Ingrid Fife Chair of HHT Board, which outlined proposed revised governance arrangements. Members were advised that a governance review was commissioned by the Board in January 2013. The review considered that changes to the existing governance arrangements were necessary in order to be fully compliant with the requirements of the Homes and Communities Agency and the National Housing Federation Code of Governance.

Members noted evidence of other Housing Associations who had not managed their governance arrangements and consequently had been downgraded in their regulatory ratings and received direct intervention in the running of their business. The Board also considered the impact of downgrading on an Association and the future challenges faced by HHT.

Under the proposals:

- the number of members on the Trust Board would be reduced;
- the term of office of Board members would be limited to 3 years and a maximum of 9 years; and
- the Trust's Skills Matrix would form the basis for appointment to the Board.

Arising from the discussion the Board:

- acknowledged the continued success of HHT, recognised the future difficulties faced, but also expressed disappointment at the proposals;
- queried why the number of people on a revised HHT Board had to be reduced;
- queried who decided if potential Board members met the skills criteria and how would this be done?
- expressed concern that in the proposed governance

arrangements no Board positions were ringfenced as in the current arrangements; and

- enquired on the comparability of the list of Authorities listed in the report as recent regulatory judgements.

In response the Board was advised that Halton Borough Council had a 33% share in HHT and in accordance with HHT legal advice, the Board could not have more than a third of Council Members. They were also advised that the skills matrix would be adopted by HHT to appoint Board members during the selection process.

RESOLVED: That

1. a copy of HHT legal advice on Board membership be circulated to members of the Policy and Performance Board;
2. the proposed changes to the governance arrangements be recommended to the Executive Board for approval, subject to the Council having a 33% representation on the HHT Board which is representative of the Council's share in HHT; and
3. the Council retain three places on the HHT Board if the number of members on the Board is reduced to nine.

Strategic Director
Policy and
Resources

EUR40 HALTON CARES - A CORPORATE SOCIAL RESPONSIBILITY ACCREDITATION SCHEME

The Board received a report from the Strategic Director, Policy and Resources, which advised on the development of the Halton CARES project and pilot proposal. In Halton there had been a number of cases where local residents were potentially going to be issued with section 215 notices under the Town and Country Planning Act 1990. In most cases a lack of maintenance to a resident's property was detrimental to the amenity of the local area. In a number of recent cases residents had been elderly, disabled or in some way vulnerable and it had been deemed unsuitable to issue a 215 notice.

Members were advised that the Council, together with Halton Chamber of Commerce, had developed the Halton CARES proposal as a potential solution. The scheme offered vulnerable residents access to private company services at no cost to the resident through a corporate social responsibility accreditation scheme. The accreditation scheme would operate between the Council and Halton

Chamber of Commerce, with private sector organisations gaining accredited status through providing a number of expertises, free of charge, to vulnerable residents. In return they would gain good publicity and be able to use their accreditation in their marketing and publicity information.

It was proposed that a 12 month pilot scheme would be launched to initially focus on gardening issues.

RESOLVED: That the Board support the development of the Halton CARES scheme and the running of a pilot project in Partnership with the Chamber of Commerce.

Strategic Director
Policy and
Resources

EUR41 ANNUAL ROAD TRAFFIC COLLISION AND CASUALTY REPORT

The Board considered a report of the Strategic Director, Policy and Resources, which gave details of road traffic collision and casualty numbers within the Borough in the year 2012 and recommended a continuance of road traffic collision reduction work.

The Board was advised that Appendix A to the report set out full details of the numbers of traffic collisions and casualties in the year 2012 and compared these figures with those from previous years. These results were mixed, with large reductions in the numbers of people being slightly injured but with the overall numbers of those killed/seriously injured (KSI) remaining the same as 2011. The report also gave details of casualty trends locally against national figures and highlighted concerns regarding the resources available to continue road safety work in the future.

In summary during 2012:

- there were 278 road traffic collisions involving personal injury in Halton, this being the lowest number in over 20 years and the same as in 2011. These incidents produced 377 casualties;
- 36 of the casualties were classed as serious and there were four deaths, giving a total of 40 killed or seriously injured (KSI), the same as in 2011, which was the lowest in over 20 years;
- the child serious injury (CKSI) total of 10 was three more than in 2011, but there were no child fatalities in 2012 and this number was in line with the trend for more CKSI casualties over the past four years; and

- the number of people of all ages being slightly (SLI) injured fell from 382 in 2011 to 337.

Members were advised that since April 2011, Halton had suffered the loss of annual Government funded capital and revenue Road Safety grants of £75k and £396k respectively. This had resulted in a halving of the number of Road Safety Officers in Halton and loss of funding for a wide range of projects and initiatives. The cuts had also meant Halton no longer provided a financial contribution to the local safety camera partnership. Halton's 2012 casualty figures were not universally good news, and the fear remained that these cuts would have an impact on our ability to continue achieving year on year reductions, despite the best efforts to maximise resources through running initiatives jointly with Warrington Borough Council and other partner organisations. Locally, Halton was falling behind KSI reduction rates being achieved nationally.

In addition, since the loss of the Road Safety grant in 2011, Halton had not contributed financially to the Cheshire Road Safety Group, but continued to participate in joint safety initiatives locally as resources permitted. In not contributing financially to the partnership there was a strong possibility that camera enforcement in the borough would be adversely affected. Discussions were ongoing as to how Halton could find the resources to contribute financially and the implications if resources could not be made available.

RESOLVED: That

1. the overall progress made on casualty reduction in Halton be noted and welcomed;
2. the current programme of road safety collision reduction schemes and road safety education, training and publicity be endorsed; and
3. concerns with regard to the achievement of further casualty prevention, as a result of resource reductions, be noted.

Meeting ended at 8.05 p.m.

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CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Wednesday, 22 January 2014 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 and G. Stockton

Apologies for Absence: Councillors A. Lowe and Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, A. Jones, I. Leivesley, E. Dawson, N. Goodwin and P. McCann

Also in attendance: None

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|---|--|
| <p>CS29 MINUTES</p> <p>The Minutes from the meeting held on 29 October 2013 were taken as read and signed as a correct record.</p> | |
| <p>CS30 PUBLIC QUESTION TIME</p> <p>The Board was advised that no public questions had been received.</p> | |
| <p>CS31 EXECUTIVE BOARD MINUTES</p> <p>The Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board were attached at Appendix 1 for Members' information.</p> <p>Further to a debate over the Business Rates Pooling item, Members expressed an interest in attending a seminar in the future on topics relating to financial matters of the Council. Officers would arrange for this to be included within the Local Government Finance training course for Members to be held in March 2014.</p> <p>RESOLVED: That the minutes be noted.</p> | <p>Strategic Director - Policy & Resources</p> |

CS32 MEMBER DEVELOPMENT GROUP MINUTES

The minutes relating to the Member Development Group held on 17 October 2013 were presented to the Board for information.

One Member made reference to the changes which had taken place recently regarding the Declarations of Members Interests' and their interpretation. It was suggested that Members attend a seminar so they could better understand these changes. The Board would be contacted further regarding this.

RESOLVED: That the minutes be noted.

Strategic Director
- Policy &
Resources

CS33 LOCAL AREA FORUMS

The Strategic Director, Communities, submitted a report to Members which provided additional information on the decision making process for Local Area Forum funds. This was requested at the last meeting in October 2013, following the presentation of the Local Area Forum Annual Report on expenditure.

Members were advised that once a project had been identified, this was received by the Area Forum Projects Co-ordinator for inclusion on the list of projects for the respective Area Forum. The Lead Officer of the Forum would then ensure that project information was circulated to Members for their consideration ahead of project meetings. Project meetings were held three times a year alongside Area Forum pre agenda meetings. Members would then be asked to consider the projects applied for in the project meetings and make recommendations for approvals in liaison with Lead Officers. It was noted that decisions could be reached outside of project meetings if required, in order to meet particular project timescales.

The Area Forum Projects Co-ordinator would then progress decisions made, provide feedback to applicants and coordinate project delivery and administering the funds.

It was also noted that in considering projects, match funding and leverage of external funding into the Borough was a key consideration during the approval process. For example in 2012/13 an additional £821,908 was invested from external funding into Area Forum Projects.

One Member raised concerns about an issue relating to an Area Forum. The Strategic Director offered to meet

the Member to discuss the issue further. It was also suggested that the Business Efficiency Board be asked to include Area Forum Funding as part of their 2014-15 audit programme.

RESOLVED: That the report be noted.

Strategic Director
- Policy &
Resources

CS34 DISCRETIONARY HOUSING BENEFIT SCHEME

The Strategic Director, Policy and Resources, presented the Discretionary Housing Benefit Guidance to the Board, requesting that they recommend that it be adopted by the Council at the next Executive Board meeting.

The Board was advised that the Discretionary Housing Payment (DHP) provided claimants with financial assistance, in addition to any welfare benefits, when the Council considered that help with housing costs was required.

Members were referred to the draft DHP Guidance document which was appended to the report. They were advised that due to the significant changes in welfare provision that were taking place, it was considered helpful to provide further guidance to staff who administered DHPs; this document was intended to do just that. The guidance was intended to give officers a framework to work with when assessing claims to the Fund, thus ensuring an equitable treatment of applications for what was a limited sum of money.

It was noted that notwithstanding the guidance, each case would still be looked at on its individual merits. Additionally there was an appeal process to Members which was already in existence, which provided a further test to the fairness of the application of the Policy.

Members agreed that the DHP Guidance document would be extremely useful in assisting the staff to do what was a very difficult job, and agreed that it be recommended for adoption.

RESOLVED: That the Discretionary Housing Benefit Guidance be recommended for adoption by the Executive Board.

CS35 MARKETS UPDATE

Members were provided with an update from the Strategic Director, Children and Enterprise, on the initiatives

and activities which had taken place at the Borough's three markets (Widnes indoor market, Widnes outdoor market and Runcorn outdoor market), during the period 1 November 2012 to 31 December 2013.

It was reported that there were a number of changes and improvements that had been made during the last 12 months, including accessibility improvements, new trader incentives, Links to Business Start Ups and the implementation of the 'New Stalls and Commodities Committee'. The Board was also provided with details of the new promotions and partnerships with Widnes Ice Rink and Widnes Vikings FC, as well as information on existing partnerships with the NHS and the Police.

Members were informed of the training and development initiatives that had been delivered to traders to help them develop their businesses using social media. A further course was planned for them in January 2014 aimed at using public relations effectively.

With regards to future priorities, Members were advised of the refurbishment work planned to the public toilet facilities and to the entrance of the open market in Widnes. Issues around the future power supply were raised as well as the charging of traders for their electricity usage. It was noted that WiFi access would also be a priority in the coming months.

Members discussed the levels of rent arrears at Widnes Indoor Market and expressed concern over the high levels being experienced. It was noted that a large proportion of the arrears were historical and related to former market traders. Officers reported that reluctantly, in recent months the Council had been taking a firmer route in reducing the levels of debt and had been in direct contact with those in arrears, to try to recover the debts.

Members agreed that the markets were important to the Borough as they encouraged people to shop locally, which then created a knock on effect for other businesses. They also commented that people were drawn to the markets for the social interaction and community feel.

The Board requested that a further report on the market statistics and arrears be submitted to them at the next meeting.

RESOLVED: That the report be noted.

Strategic Director
- Children and
Enterprise

CS36 PERFORMANCE MONITORING REPORTS - QUARTER 2

The Board received the performance management reports for quarter 2 of 2013/14 and were requested to consider and raise any questions or points of clarification, in respect of performance management for the second quarter period to 30 September 2013.

The reports related to the following functional areas which reported to the Corporate Policy and Performance Board and were in relation to the Council's priority of Corporate Effectiveness and Business Efficiency:

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

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

RESOLVED: That the Policy and Performance Board note the performance management reports for quarter 2 of 2013-14.

CS37 SICKNESS ABSENCE

The Board received a report on the number of working days lost in the second quarter of 2013-14 and provided comparative data from second quarter 2012-13.

Councillor Dennett requested the data relating to the number of days lost in Primary Schools.

RESOLVED: That the report contents and comments made be noted.

Strategic Director
- Policy &
Resources

Meeting ended at 7.42 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 2 December 2013 at the Civic Suite, Town Hall, Runcorn

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

Apologies for Absence: Councillors Osborne and C. Plumpton Walsh

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, A. Brennan and J. Farmer

Also in attendance: 4 Members of the public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

Action

DEV44 MINUTES

The Minutes of the meeting held on 4 November 2013, having been printed and circulated, were taken as read and signed as a correct record.

DEV45 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 Hignett declared a Disclosable Other Interest in the following two items (13/00349/FUL and 13/00350/FUL) to avoid any allegation of bias, as he was a Board Member of the Public Sector Joint Venture (PSJV) Board.

DEV46 - 13/00349/FUL - PROPOSED ERECTION OF 2 NO. BUILDINGS COMPRISING LABORATORY AND OFFICE ACCOMMODATION (USE CLASSES B1 (A) AND (B) TOGETHER WITH ANCILLARY SUB-STATION AND CAR PARKING AT SCI TECH DARESBURY, KECKWICK LANE, DARESBURY

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 the following conditions:

1. Standard 3 year implementation period (BE1);
2. Amended Plans (BE1 and TP17);
3. Prior to commencement scheme for retained tree protection (BE1);
4. Prior to commencement submission of levels (BE1);
5. Prior to commencement submission of surface and other drainage (BE1);
6. Prior to commencement submission of cross sections/calculations in association with the alterations to the highway embankment (BE1);
7. Prior to commencement submission of amended plans to show alterations to the pedestrian/cycleway adjacent to the entrance to the site to link to the plaza (TP7 and TP6);
8. Prior to commencement submission of materials (BE1 and CS11);
9. Prior to commencement submission of hard and soft landscaping including use of native species for replacement tree and new shrub planting phase in accordance with paragraph 4.3.3 of the submitted Ecological Assessment Aug 2013 (BE1);
10. Prior to commencement submission of construction management plan (TP17);
11. Prior to commencement submission of wheel cleansing details (TP17);
12. Prior to commencement submission of details of tree protection for retained trees in accordance with paragraphs 4.3.3 of the submitted Ecological Assessment Aug 2013 (BE1);
13. Precautions to be taken to protect badgers during the construction phase in accordance with paragraph 4.4.3 of the submitted Ecological Assessment Aug 2013 (BE1);
14. Avoidance of actively nesting birds (BE1);
15. Precautions to protect hedgehogs during the construction phase in accordance with paragraph 4.4.10 of the submitted Ecological Assessment Aug 2013 (BE1);
16. Prior to commencement details of bin store and service areas (BE1 and BE2);
17. Prior to commencement details of secured cycle storage (TP6); and
18. Prior to commencement details of boundary treatment (BE22).

DEV47 - 13/00350/FUL - PROPOSED CREATION OF A LINEAR PARK AND SQUARE, IMPROVEMENTS TO INNOVATION WAY AND KECKWICK LANE, TOGETHER WITH ASSOCIATED LANDSCAPING, LIGHTING, DEMOLITION OF SINGLE BUNGALOW AND RETROSPECTIVE PLANTING WORKS AT SCI TECH DARESBURY, KECKWICK LANE, DARESBURY

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

Officers provided updated information received from the Environment Agency who stated that they had no objection to the scheme but recommended the following conditions be applied:

1. Before development begins, the submission of a scheme to limit surface water run-off; and
2. Before development begins, the submission of a scheme to manage the risk of flooding from overland flow of surface water.

RESOLVED: That the application be approved subject to the following conditions and the addition of the two conditions mentioned above:

1. Standard 3 year implementation period (BE1);
2. Amended plans (BE1 and TP17);
3. Prior to commencement scheme for retained tree protection (BE1);
4. Prior to commencement submission of highway levels (TP17);
5. Prior to commencement submission of materials to be used in and around the highway and within the scheme (BE1 and TP17);
6. Prior to commencement submission of hard landscaping and structures within the highway (TP17);
7. Prior to commencement submission of boundary treatment (BE22);
8. Prior to commencement submission of construction management plan (TP17);
9. Prior to commencement submission of wheel cleansing details (TP17);
10. Prior to commencement submission of details of bat and bird boxes (BE1);
11. Prior to commencement submission of details of replacement tree, hedge, shrub, bulb and wildflower planting using native species in accordance with

paragraphs 4.3.3, 4.3.5/6 and 4.3.10 of the submitted Ecological Assessment Aug 2013 (BE1);

12. Precautions to be taken to protect badgers during the construction phase in accordance with paragraph 4.4.3 of the submitted Ecological Assessment Aug 2013 (BE1);
13. Avoidance of actively nesting birds or surveys to be undertaken 2 days in advance of site/vegetation clearance phase in accordance with paragraph 4.4.10 of the submitted Ecological Assessment Aug 2013 (BE1);
14. Precautions to protect hedgehogs during the construction phase in accordance with paragraph 4.4.13 of the submitted Ecological Assessment Aug 2013 (BE1); and
15. Additional conditions relating to technical highway drawings and a road safety audit.

DEV48 - 13/00356/FUL - PROPOSED DEMOLITION OF INDOOR TENNIS BUILDING AND ERECTION OF 5 NO. DWELLINGS AND CONVERSION OF EXISTING OFFICES TO 5 NO. DWELLINGS AT COMMONSIDE FARM, DARES BURY LANE, DARES BURY

The Committee was advised that this application had been withdrawn by the applicant prior to the meeting.

DEV49 - 13/00396/HBCFUL - PROPOSED DEVELOPMENT OF SPORTS PAVILION, FLOOD LIT MULTI USE GAMES AREA, HARD AND SOFT LANDSCAPING AND NEW VEHICLE ACCESS IN ADDITION TO DEMOLITION OF EXISTING BRICK BUILDINGS AT LAND AT WIDNES RECREATION GROUND, LIVERPOOL ROAD, WIDNES, CHESHIRE

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

The Committee was addressed by Mr Noone, a resident of Liverpool Road who objected to the scheme. He stated that the traffic in the area was heavy already and that this development would just add to this. He commented that there were other more suitable sites for the development and that the Council should consider using these. With regards to the bowling greens, he claimed they were underutilised since the facilities had burnt down and it was not the case that there was no public interest in them. He further stated that some residents of Foxley Heath had opposed the scheme and made reference to the fact that the

gates on the car park by the school had always been locked for safety and security reasons and would now be left open.

In response officers advised the Committee that the use of the bowling greens had not been reinstated since the fire due to lack of demand and were surplus to requirements as there were other bowling greens in the vicinity. With regard to the use of alternative sites, this was irrelevant as the application before the Committee was for this site and could only be considered for this site.

Members discussed and studied the car park layout and entrances into and out of the proposed development. Officers provided confirmation that the accesses to and from the site were safe. The application was moved, seconded and a vote carried to approve the application subject to the conditions listed.

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

1. Time limit condition;
2. Approved plans (BE1);
3. Site levels (BE1);
4. Facing materials to be agreed (BE1 and BE2);
5. Breeding birds protection (GE21);
6. Tree protection (BE1);
7. Landscaping plan including replacement tree planting (BE1);
8. Hours of construction (BE1);
9. Hours of operation (BE1);
10. Dust suppression during construction (BE1);
11. Construction management plan (Highways) (BE1);
12. Provision of parking (details submitted) (BE1);
13. Cycle parking details (BE1);
14. Reasonable avoidance measures – Bats – (GW21);
15. Biodiversity enhancements (GE21);
16. Surface water run off (PR16);
17. Ground contamination (PR14);
18. Noise barrier (BE1);
19. Design and layout of the pavilion (GE6);
20. Design and layout of the Multi Use Games Area (MUGA) (GE6); and
21. Pitch improvement plan (GE6).

DEV50 - 13/00397/HBCOUT - OUTLINE APPLICATION, WITH ALL MATTERS OTHER THAN ACCESS RESERVED, FOR A RESIDENTIAL DEVELOPMENT OF UP TO 50 DWELLINGS WITH ACCESS FROM LIVERPOOL ROAD ON LAND AT WIDNES RECREATION GROUND,

LIVERPOOL ROAD, WIDNES, CHESHIRE

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 the following conditions:

1. Time limit – outline permission;
2. Submission of reserved matters;
3. Development parameters;
4. Site levels (BE1);
5. Facing materials to be agreed (BE1 and BE2);
6. Breeding birds protection (GE21);
7. Tree protection (BE1);
8. Hours of construction (BE1);
9. Dust suppression during construction (BE1);
10. Construction management plan (Highways) (BE1);
11. Visibility splay (Vehicles) (BE1);
12. Provision of parking (No details) (BE1);
13. Biodiversity enhancements (GE21);
14. Bat friendly lighting scheme (GE21);
15. Surface water run off (PR16);
16. Managing floor risk (PR16);
17. Ground contamination (PR14);
18. Securing the implementation of the sports facilities (GE6); and
19. Playing field protection – construction phase – (GE6).

DEV51 MISCELLANEOUS ITEMS

The following Appeal Decisions had been made:

13/00243/FUL

APP/D0650/ D/13/2205325 – Proposed two storey pitched roof extension to rear/side at 6 Ladypool, Hale.

The appeal has been dismissed.

The following Appeals had been received / were in progress:

13/00011/S73

APP/D0650/A/13/2201280 - 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 up 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 at Runcorn Energy From Waste Facility, Barlow Way, off Picow Farm Road, Runcorn, Cheshire, WA7 4HG.

Inquiry to be held in January.

13/00061/FUL

APP/D0650/A/13/2201486 - Proposed erection of 2 metre high vehicle entrance gates to replace existing gates and provision of a pedestrian gate at entrance to Ponderosa Caravan Park on Ponderosa Caravan Park, Chester Road, Runcorn, Cheshire, WA4 4BE.

12/00428/S73

APP/D0650/A/13/2196163 - Proposed removal of condition 1 from Planning Permission APP/D0650/C/10/2126943 to allow the permanent retention of a mixed use for the keeping of horses and a residential gypsy caravan site at Land south-west of junction between, Newton Lane and Chester Road, Daresbury, Warrington, Cheshire, WA4 4AJ.

Inquiry adjourned until February.

The Heath School

The Secretary of State had received a request from the Health and Safety Executive (HSE) to call in the application. The Council had received a holding direction stating it could not determine the application at this stage.

Meeting ended at 7.15 p.m.

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APPEALS PANEL

At a meeting of the Appeals Panel held on 9 December 2013 in the Bridgewater Room, Municipal Building, Kingsway, Widnes.

Present: Councillors Wainwright (Chairman), Cole and K Loftus

Apologies for absence: None

Absence declared on Council business: None

Officers present: A Scott and J Briggs

In attendance: Appellant

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE PANEL

Action

**AP5 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
AND LOCAL GOVERNMENT (ACCESS TO INFORMATION)
ACT 1985**

The Panel 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 paragraphs 1,2 and 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.

AP6 SCHOOL TRANSPORT APPEAL HEARING

The Panel considered information submitted in respect of the above appeal and heard representations from the appellant and the presenting officer.

RESOLVED: That the appeal be upheld and the contract be re-instated.

Meeting ended at 11.10 a.m.