

Public Document Pack



Executive Board Sub Committee

Thursday, 20 March 2008 10.00 a.m.
Marketing Suite, Municipal Building

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

ITEMS TO BE DEALT WITH IN THE PRESENCE OF THE PRESS AND PUBLIC

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and (subject to certain exceptions in the Code of Conduct for Members) to leave the meeting prior to discussion and voting on the item.	
3. PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO	
(A) SUPPORTED LOCAL BUS SERVICE CONTRACTS	1 - 7

*Please contact Gill Ferguson on 0151 471 7395 or e-mail gill.ferguson@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 10 April 2008*

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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT: Executive Board Sub Committee

DATE: 20th March 2008

REPORTING OFFICER: Operational Director (Highways, Transportation and Logistics)

SUBJECT: Supported Local Bus Service Contracts

WARD: Borough Wide

1. Purpose of Report

For the Sub-Committee to note the award by the Operational Director (Highways, Transportation and Logistics) of seven supported local bus contracts to non lowest price tenderer's.

2. RECOMMENDED: That the Sub Committee

(1) accept the attached tender report and its conclusions; and

(2) support the decision by the Operational Director (Highways, Transportation and Logistics) to award Contracts 200, 281, 282, 292, 290, 251 and 211 to non lowest price tenderer's most able to commence the contracts to the required specification.

3. SUPPORTING INFORMATION

- 3.1 The Council currently provides over £653,000 in revenue support in the current financial year for supported local bus services within the Borough. The operation of these services is constantly kept under review to ensure maximum value for money. Supported local bus services are tendered for a period of time typically between 3 and 5 years in length. Halton Borough Council is permitted to operate such services under the terms of the 1985 and 2000 Transport Acts.
- 3.2 11 local supported bus service contracts are due for renewal in March 2008. A re-tendering exercise to replace these services was initiated in December 2007. All contracts were advertised using an open tendering system. The existing cost of the contracts up for renewal is £151,645 which equates to 23% of the supported local bus service budget in 2007/8. 4 of the contracts up for renewal are school bus services in the Widnes area. All of the new contracts are due to commence on Thursday 27th March 2008.
- 3.3 It is therefore necessary under Procurement Standing Order 3.2 to report to Executive Board Sub Committee the reasons why tenders other than the lowest have been accepted for these contracts. 4 contracts were successfully tendered to the lowest price tenderer, however for a range of operational reasons (set out below), tenders for 7 contracts were

unable to be awarded to the lowest price tenderer. Details of these Contracts and the reasons why these could not be awarded to the lowest tenderer are set out in Appendix One.

- 3.4 A summary of these contracts not awarded to the lowest tenderer are set out below:-

Contract 200 – (Service 200 Murdishaw / Runcorn East Station – East Runcorn Employment Sites) – Monday to Saturday Daytimes

Tenderer	Price (Per Year)
A	£63,129
B	£64,025
C	£64,950
D	£74,000
E	£104,740
F	£112,392
G	£117,307

The tender for this service was awarded to Ashcroft Travel for £74,000 per year over a fixed three year period, tenders A, B, and C were not accepted due to a range of operational reasons.

Contract 211 (Service 13 – Widnes EDZ/ Town Centre to Hough Green Circular)

Tenderer	Price (Per Year)
A	£21,000
B	£46,800
C	£87,500
D	£92,000
E	£94,850
F	£105,161

The tender was awarded to Halton Traveller Ltd for a fixed price of £92,000 per year with a Contract length of 5 years. Tender A was not compliant and tenders B and C were offered but subsequently declined by operators.

Contract 251 (Service 14 Hough Green to Widnes Town Centre) – Saturday early mornings.

Tenderer	Price (Per Year)
A	£1,559
B	£1,846
C	£1,995
D	£4,280

The tender for this service was awarded to Halton Borough Transport Ltd for £1,846 per year for a fixed period of 5 years. Tender A was non compliant.

Contract 281 (Service 2 The Horns to Halebank) – Schooldays Only

Tenderer	Price (Per Year)
A	£6,600
B	£6,649
C	£7,030
D	£7,950
E	£9,707
F	£10,950

The tender for this service was awarded to Ashcroft Travel for £7,030 per year over a fixed three year period. Tenders A and B were non compliant.

Contract 282 (Service 16 West Bank to the Horns) – Schooldays Only

Tenderer	Price (Per Year)
A	£5,950
B	£6,050
C	£6,100
D	£6,500
E	£7,000
F	£9,573

The tender for this service was awarded to Ace Travel for £6,100 per year for a period of five years. Ace Travel has tendered a low floor fully accessible vehicle. Tenders A and B were non compliant.

Contract 290 (Service 10 Cronton to Widnes Town Centre) – Schooldays Only

Tenderer	Price (Per Year)
A	£10,799
B	£10,815
C	£11,190

The tender for this service was awarded to Ashcroft Travel for £10,815 per year based on a fixed three year contract. Tender A was non compliant.

**Contract 292 (Services 2A/19 Halebank to Widnes Vicarage Road)
– Schooldays Only**

Tenderer	Price (Per Year)
A	£7,950
B	£8,100
C	£8,175
D	£8,225
E	£10,009

The tender for this service was awarded to Ace Travel for £8,225 per year for a fixed 5 year period. Ace Travel has tendered the operation of a low floor fully accessible vehicle. Tenders A, B and C were non compliant.

4. POLICY IMPLICATIONS

4.1 There are no specific policy implications arising from this report.

5 OTHER IMPLICATIONS

Resource Implications

5.1 Despite operational cost increases over the last twelve months (principally fuel and insurance), the Council received very competitive tenders for straight forward replacement of existing contracts. Arriva (North West and Wales) have given notification that one previously supported service will be operated commercially. The new cost of the straightforward contract replacements is £131,169 as opposed to the current cost of £133,879. This is testament to the continued competitive nature of the local bus service market in the area.

5.2 The proposed improvement to the service 13 (Contract 211) has led to an increase in the annual contract price from £17,767 per year to £92,000 per year. The additional cost of this contract will be borne in full by a grant from the NWDA, and specific developer contributions.

Social Inclusion Implications

5.3 The supported bus service contracts set out in this report provide a range of key socially necessary bus services which are not provided commercially by bus companies.

Best Value Implications

5.4 There are no specific Best Value implications arising from this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

No significant impact.

6.2 Employment, Learning and Skills in Halton

No significant impact.

6.3 A Healthy Halton

No significant impact.

6.4 A Safer Halton

No significant impact.

6.5 Halton's Urban Renewal

Local Supported Bus Service Contract 211 will provide a key public transport link to Widnes Waterfront EDZ, thereby providing enhanced access to new employment opportunities, and supporting the continued regeneration of the Borough.

7.0 RISK ANALYSIS

7.1 There are no specific risks associated with the contents of the report. All contracts have been competitively tendered within the scope of the Transport Acts 1985 and 2000.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Supported Bus Service network seeks to improve access to employment, health, education / training and retail for key socially excluded and vulnerable communities within the Borough.

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
Local Bus Tender Round December 2008	Transport Co-ordination, Rutland House, Halton Lea	David Hall (Section Leader – Transport Co-ordination)

Appendix One

Detailed Description per contract behind the award to the non-lowest price tenderer.

1. Contract 200 – (Service 200 Murdishaw / Runcorn East Station – East Runcorn Employment Sites) – Monday to Saturday Daytimes.

This Contract was offered to tenderers A, B and C on a successive increasing cost basis. However all three tenderers declined to accept the tender due to a wide range of operational reasons (lack of suitable vehicle availability and lack of suitable driver resources).

2. Contract 211 (Service 13 – Widnes EDZ/ Town Centre to Hough Green Circular)

This contract was offered to tenderers A, B and C on a successive increasing cost basis, but were unable to be awarded for the following reasons:-

- Tenderer A was non compliant – did not offer to run the service during the time periods tendered;
- Tenderer B was offered but declined the contract due to the lack of suitable operating staff; and
- Tenderer C was offered but subsequently declined the contract due to the lack of suitable operating staff.

3. Contract 251 (Service 14 Hough Green to Widnes Town Centre) Saturday early mornings.

It was not possible to offer the Contract to tender A on the basis of price as the bid was non compliant. The tenderer did not guarantee to operate the correct vehicle as specified in the Contract.

4. Contract 281 (Service 2 The Horns to Halebank) – Schooldays Only

The tenders submitted by tenderers A and B were non compliant as they offered to operate vehicles which did not have sufficient seating capacity needed for the service.

5. Contract 282 (Service 16 West Bank to the Horns) – Schooldays Only

The tenders submitted by tenderers A and B were non compliant as they offered to operate vehicles which did not have sufficient seating capacity needed for the service.

6. Contract 290 (Service 10 Cronton to Widnes Town Centre) – Schooldays Only

The Contract was not awarded to the lowest price tenderer A as the vehicle this operator was proposing to use was non compliant with that set out in the tender.

7. Contract 292 (Services 2A/19 Halebank to Widnes Vicarage Road) – Schooldays Only.

The tenders submitted by tenderers A, B and C were non compliant as they offered to operate vehicles which did not have sufficient seating capacity needed for the service.

REPORT TO: Executive Board Sub-Committee

DATE: 20 March 2008

REPORTING OFFICER: Strategic Director – Environment

SUBJECT: Contract for Silver Jubilee Bridge, Runcorn Spandrel (Y5 to L4) - Preparation and Repainting of Steelwork.

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 Procurement Standing Order 2.1 requires preliminary estimate details to be considered by Executive Board Sub-Committee prior to entering into a Contract likely to exceed £1.0m in value.
- 1.2 The purpose of this report is to advise as regards intention to invite tenders for the Silver Jubilee Bridge (SJB), Runcorn Spandrel (Y5 to L4) - Preparation and Repainting of Steelwork Contract, the estimated works cost of which is £1.4m.

2.0 RECOMMENDATION: That

- (1) **The report be noted.**

3.0 SUPPORTING INFORMATION

- 3.1 This major repainting work is being undertaken as part of the ongoing structural maintenance of the SJB Complex and Associated Structures.
- 3.2 The works comprise the following principal operations:
- The blast removal of all existing paint coatings & corrosive products, localised repair and repainting of the steelwork.
 - Breaking out and repair of reinforced concrete at various locations to the deck soffit and the installation of a cathodic protection system.
- 3.3 The area of the bridge being addressed in the Contract is centred on the Runcorn pin support and surrounding structural elements and as all activity will be confined to below carriageway there will be minimal consequences for traffic using the SJB.
- 3.4 In accordance with Procurement Standing Order 2.5, tenders will be invited from the following Contractors who have been drawn from the Constructionline database of approved Contractors:
- Pyeroy Ltd
 - Roy Hankinson Ltd
 - T.I Protective Coatings
 - Jack Tighe Ltd
- 3.5 Tenders are expected to be returned in mid March 2008 with work commencing on site in June 2008. Award will be assessed on the basis of quality, method of

execution and price in accordance with the criteria set out in the instructions for tendering.

4.0 POLICY IMPLICATIONS

4.1 The work forms part of the Council's Maintenance Strategy Plan for the Silver Jubilee Bridge Complex and Associated Structures.

5.0 OTHER IMPLICATIONS

5.1 Resource Implications

The Contract is being funded from the Council's capital budget supported by Supplementary Credit Approvals from the Local Transport Plan settlement.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 The SJB Complex forms part of the strategic route through the Borough. Implementation of a formal programme of maintenance is essential to ensure the continued availability of the crossing and thereby avoid compromising the Council's ability to deliver any of its strategic priorities.

7.0 RISK ANALYSIS

7.1 Financial Exposure of the Council.

All tenderers were selected from the 'Constructionline' pre-qualification database of contractors. HBC internal audit have carried out a further assessment of each company's financial standing and have advised that all tenderers have sufficient financial capability to undertake a contract of this value. Payments under the proposed contract will be due under a payment valuation based on ad-measurement of work completed. A performance bond will be a requirement of the contract.

7.2 Time and Cost Over-run

The risk of cost and time overruns associated with this project will be managed through the application of the ICE Conditions of Contract (Fifth Edition) which set out procedures for dealing with the effects of changes on price and completion date issues. The proposed contract will be supervised by dedicated on-site staff and administered by the Bridge Maintenance Division.

8.0 EQUALITY AND DIVERSITY ISSUES

The successful contractor will be required to have in place an acceptable equality and diversity policy prior to award of the contract.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document

Contract N^o HE 360
Silver Jubilee Bridge, Runcorn
Spandrel (Y5 to L4) - Preparation
and Repainting of Steelwork
Instructions for tendering

Place of Inspection

Bridge Maintenance
Division,
Rutland House,
Runcorn.

Contact Officer

Andrew Burke

REPORT: Executive Board Sub Committee
DATE: 20 March 2008
REPORTING OFFICER: Strategic Director - Environment
SUBJECT: Review of Fees and Charges
WARDS: Boroughwide

1 PURPOSE OF REPORT

- 1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the Executive Board in accordance with the schedules shown in Appendix.

2 RECOMMENDATIONS:

- 2.1 **The proposed fees and charges be agreed and referred to the relevant Policy and Performance Boards for information.**

3 SUPPORTING INFORMATION

- 3.1 The review of Fees and Charges has been carried out as part of the budget preparations. The review was carried out by increasing existing fees and charges in line with inflation with some exceptions to take into account Best Value issues.
- 3.2 A number of areas have been identified where income was not being maximised. As a result some new charges have been added and are highlighted in the schedule.
- 3.3 The schedule includes a number of Statutory Fees that may increase during the coming Financial Year.

4 FINANCIAL IMPLICATIONS

- 4.1 The effects of the proposals have been incorporated into the draft budgets for 2008/2009. Charges are adjusted annually in accordance with the current inflation rate.

5 POLICY IMPLICATIONS

- 5.1 There are no policy implications.

6 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

There are no implications

6.2 Employment Learning & Skills in Halton

There are no implications

6.3 A Healthy Halton

There are no implications

6.4 A Safer Halton

There are no implications

6.5 Halton's Urban Renewal

There are no implications

7 RISK ANALYSIS

7.1 Not Applicable

8 EQUALITY AND DIVERSITY ISSUES

8.1 There are no issues under this heading.

9 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 There are no background papers under the meaning of the Act.

APPENDIX

ENVIRONMENTAL INFORMATION

	<u>PRESENT</u>	<u>PROPOSED</u>
Charges will apply subject to and in compliance with current statutory regulations	£	£
The basis for charging is:		
(1) Where the information already exists in the format requested:		
Admin Charge - Charge inclusive of copying of first sheet.	10.50	11.00
A4 –per subsequent sheet.	0.50	0.50
A3 - per subsequent sheet	0.75	0.75
A2 –per subsequent sheet	1.50	1.50
A1 - per subsequent sheet	6.00	6.25
(2) Where assistance is required from Council staff to either extract interpret, or describe material, the staff time is charged at an hourly rate given below:		
Manager	112.00	115.00
Professional Staff	94.00	96.50
Admin. Support	57.00	58.00
Typing Fees (hourly rate)	51.50	52.75
(Minimum Charge – Half an Hour for above 4 items)		
Postage	At Cost	At Cost

REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

	<u>PRESENT</u>	<u>PROPOSED</u>
Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination	£	£
The Charge varies depending on the size of the site for which information is requested:-		
(1) For premises equivalent to less than 10 hectares in size. (e.g. a Single Domestic Property or a Small Factory Unit)		
(i) The premises site only	57.00	58.50
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	93.00	95.50
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	155.00	159.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	206.00	211.00
(2) For premises equivalent to more than 10 hectares in size. (e.g. a Housing estate or a large factory unit)		
(i) The premises site only	93.00	95.50
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	155.00	159.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	206.00	211.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	258.00	265.00

Note

Charges inclusive of VAT where applicable.

REQUESTS FOR ENVIRONMENTAL INFORMATION

For Commercial enquiries i.e. not schools, residents or bone fide student research

	<u>PRESENT</u> £	<u>PROPOSED</u> £
ENVIRONMENTAL PROTECTION ACT		
(1) List of authorised part "B" Processes	36.50	37.50
(2) List of authorised part "A" Processes (Available separately from the Environment Agency)	36.50	37.50
(3) Copy of Application for Authorisation from file	21.00 Per Document	22.00 Per Document
(4) Supplying a hard copy of the strategy for the inspection of contaminated land to commercial undertakings	21.00	22.00
(5) Supplying a hard copy of the air quality review and assessment to commercial undertakings	21.00	22.00
(6) Assistance from Council Staff to extract, Interpret or describe above material	23.00	24.00
OTHER INFORMATION		
(1) One months data from pollution monitoring station	305.00	312.50
(2) Three months data from pollution monitoring station	835.00	856.00
(3) Six months data from pollution monitoring station	1195.00	1225.00
(4) Supplying a copy of consultants report	36.50	37.50

Charges will apply subject to and in compliance with current statutory regulations

Note

Charges inclusive of VAT where applicable

ENVIRONMENTAL HEALTH SERVICES CHARGES

Charges will apply subject to and in compliance with current statutory regulations

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1)* Clearing Drains at Domestic Premises – Hourly Rate	64.00 (Minimum 1 Hour)	66.00 (Minimum 1 Hour)
(2)* Pest Control		
(i) Commercial Premises		
- Hourly Rate	56.50	58.00
- Minimum Charge (excluding materials)	72.00	74.00
(ii) Disinfestations of empty domestic properties	67.00 (Inclusive of Materials)	69.00 (Inclusive of Materials)
Domestic Premises for wasps/ bees, fleas, ants and other seasonal pests (£10 refund if premises are visited but no treatment carried out)	21.25	21.75
(iii) Squirrels and moles	56.50	58.00
(3) Condemned Food Certificates		
(i) Charges under £5 to be waived. Maximum certificate charge – £220.00	5% of Total Value	5% of Total Value
(ii) The fee charged will be increased by the cost of any fees paid out for the specialised disposal of food.	At Cost	At Cost
(4) Certification of Food Products for Export		
- Certificates requiring signature	52.50	54.00
- Other documents requiring stamp	8.75	9.00
(5) Food Hygiene Training Courses		
(i) Basic Food Hygiene Course (minimum)	52.50	54.00
(ii) Other Course/Seminars	To vary According to Demand and to reflect full Cost recovery	To vary According to Demand and to reflect full Cost recovery
(6) Fresh Meat and Poultry Regulations 1990	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(7) Kennelling of Dogs		
(i) Reclaiming of Stray Dogs	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(ii)* Collection of Dogs from repossessed premises	67.00	68.50
(iii) Transportation of non seized animals i.e. dogs/cats to kennels or other premises	67.00	68.50
(8) EPA Authorisation - Application – Statutory Fee - Renewal – Statutory Fee	As Advised As Advised	As Advised As Advised
(9) Disclosure of Information		
(i) Information obtained under the Health and Safety at Work Act 1974 Etc.	113.50	116.50
(ii) Voluntary Disclosure of Information (Plus Photocopying Charge of 50p per Sheet)	95.75	98.00
(10) Acupuncture, tattooing, Ear Piercing and Electrolysis Establishments - Registration Fee	87.50	89.50

NOTE

Charges marked with an asterisk are subject to the addition of VAT at the Standard Rate.

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE CHARGES

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
(1) Single Status Driver		
- First Grant (Including 1 copy of user Guide)	155.00	159.00
- Renewal	141.00	144.50
- Extra copy of User Guide	13.50	14.00
- Extra copy of knowledge test syllabus	7.00	7.00
- Badges	At cost	At cost
(2) Vehicle Licence		
***- Grant and Renewals 1 Year – Hackney Carriage	182.00++	186.50++
***- Grant and Renewals 1 Year – Private Hire	185.00++	189.50++
****- Transfers Balance of 1 Year as above		
(3) Private Hire Operator Licence		
*- Standard	491.50	503.50
** - Discounted	187.00	191.50
(4) Taxi Knowledge Test	17.50	18.00
**** Retest Fee (per re-test after second attempt)		
(5) LOWERHOUSE LANE DEPOT FEES:		
HACKNEY CARRIAGE & PRIVATE HIRE		
- Vehicle Test Fee	48.00	49.00
- Vehicle Re-test Fee	17.50	18.00
- Vehicle Test Un-notified Cancellation Fee	16.50	17.00
- ++Taximeter Sealing Fee	See ++	See++

NOTES

- * Standard fee is charged if operator has 30 or more vehicles on system.
- ** Discounted fee is charged if operator has fewer than 30 vehicles in system
- *** Vehicle Licences increase plus £15 to cover hardware and software charges Private Hire Vehicles
£12 to cover hardware and software charges Hackney Carriage Vehicles
- **** Further charges may apply per retest after second attempt
- ***** Unless part of a single transaction involving a simultaneous grant in which case £23.50
- ++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.

LICENCE FEES

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1) Dangerous Wild Animals	54.50	56.00
(2) Pet Shops	54.50	56.00
(3) Animal Boarding Establishments	54.50	56.00
(4) Riding Establishments	54.50	56.00
(5) Breeding of Dogs	54.50	56.00
(6) Street Trading		
- First Grant & Renewal	310.50	318.00
- Additional Vehicles (Per Vehicle)	154.50	158.50
- "Static" First Grant	358.00	367.00
- Change of Vehicle	24.00	24.50
(7) Hawkers etc. Cheshire County Council Act	187.00	192.00
(8) Dealing in Game	54.50	58.00
(9) House to House Collections	Nil	Nil
(10) Street Collections	Nil	Nil
(11) Scrap Metal Dealers	Nil	Nil
(12) Motor Salvage Operator registration	57.50	59.00
(13) Sex Establishments	To be determined on application	To be determined on application
(14) Licensing Act 2003	See Councils Web Site for details	See Councils Web Site for details
(15) Gambling Act 2005	See Councils Web Site for details	See Councils Web Site for details

NOTES

The fee charged for items 1, 2, 3, 4, and 5 will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted..

Items 9, 10, and 11 are not now chargeable

ROAD TRAFFIC REGULATION ACT 1984

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs)	1230.00	1500.00
(2) The making of a Permanent Order	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party	207.00	230.00
(4) The Issuing of a diversionary notice at the request of a third party	170.00	190.00

HIGHWAYS ACT 1980

(1) Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	510.00 Plus Technical & Advertising Costs	525.00 Plus Technical & Advertising Costs
(2) Issuing of Scaffolding/Hoarding permit	48.50	50.00
(3) Issuing of Skip Permit	32.00	33.00
(4) Removal of unauthorised skip	At Cost Minimum 130.00	At Cost Minimum 134.00
(5) Issuing of permits to erect structures/equipment over or under the highway	At Cost Minimum 62.00	At Cost Minimum 64.00
(6) Construction of vehicular crossings on footways	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(7) Section 38 Agreements	6% of works cost Plus £500.00	8% of works cost Plus £500.00
(8) Section 278 Agreements	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(9) Alfresco Dining Areas Licence - First Licence - Renewal of Licence	250.00 66.00	258.00 68.00
(10) 'A' Board Licence – Per Annum – New Charge for 2008/09	N/A	50.00
(11) Shop Displays Licence – Per Annum – New Charge for 2008/09	N/A	86.00
(12) Other Part Viiia e.g. Promotions & Leisure-- New Charge for 2008/09	N/A	At Cost Minimum 86.00 per licence
(13) Minor Highways Works Permits – New Charge for 2008/09	N/A	750.00

HIGHWAY SEARCHES

(1) Letter and plan showing adopted highway – New Charge for 2008/09	N/A	35.00
(2) Additional questions – New Charge for 2008/09	N/A	10.00

SIGNING

(1) The design and erection of a traffic sign(s) at the request of a third party (VAT to be added in all cases)	As agreed With the Strategic Director Environment	As agreed With the Strategic Director Environment
(2) Provision of H Bar Road Markings (VAT to be added in all cases)	50.00	55.75
(3) Authorisation of Temporary Direction Signs – New Charge for 2008/09 (Normally for Housing Developments and Events) (VAT to be added in all cases)	N/A	100.00

BUILDING ACT 1984 Section 18

Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director-Environment)	180.00	185.00
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STREET NAMING AND NUMBERING – New Charge for 2008/09

- Up to 2 Dwellings	N/A	20.00
- Between 3 and 10 dwellings	N/A	100.00
- Schemes over 10 dwellings	N/A	300.00

(No VAT – Outside the Scope of VAT)

ROAD SAFETY

(1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases)	50.00	50.00
(2) Clearance of Accident Debris – New Charge for 2008/09	N/A	At Cost
(3) Supply of Accident Data – New Charge for 2008/09	N/A	50.00

Traffic Data

Supply of Automatic Traffic Count Data – New Charge for 2008/09	<u>N/A</u>	At Cost Minimum 50.00
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(No VAT – Outside the Scope of VAT)

NEW ROADS AND STREET WORKS ACT 1991

(1) Unit of Inspection (30% of Total)	(Statutory Fee)	24.00	25.00
(2) Defective Reinstatements - Per inspection (maximum 3 No.)	(Statutory Fee)	48.00	50.00
- Additional Single Inspection	(Statutory Fee)	24.00	25.00
(Appropriate if defect reported by a Member of public)			
(3) Section 50 - Street Works Income			
(i) New Apparatus			
- Administration Fee (non returnable)		127.00	135.00
- Capitalised Fee in lieu of Annual Charges		143.00	160.00
- Inspection Charges (3 Number)	(Statutory Fee)	72.00	75.00
(ii) Existing Apparatus			
- Administration Fee (non returnable) - payable in advance		82.00	100.00
- Inspection Charges (3 Number)	(Statutory Fee)	72.00	75.00

Some New Road and Street Works Charges are Statutory Fees, (as indicated above) and are subject to change during 2008/09.

MISCELLANEOUS

		<u>PRESENT</u>	<u>PROPOSED</u>
		£	£
1.	Supply photocopy of the following:		
(i)	A copy Building Regulation approval or completion certificate including Any other information normally attached (up to a maximum of 4 pages additional pages will be charged at 50p per copy)	20.00	21.00
(ii)	Four copies of the appropriate parts of an ordnance survey sheet necessary for the proper submission of a planning or building regulation (includes Ordnance Survey Licence)	27.50	28.00
(iii)	Any other chargeable documents	35.00	36.00
(iv)	Assistance from Council Staff to extract, interpret or describe this material	25.00	25.50
(v)	A4 Aerial Photograph	Charge as A4 Document	Charge as A4 Document
(vi)	Copy of tree preservation order	Charge as A4 Document	Charge as A4 Document
(vii)	Copy of Consultant Report	65.00	67.00
2.	Copy of larger format plans	7.00	10.00
3.	Map Production		
(i)	Administration Charge	11.00	11.00
(ii)	Price per Copy		
	A4	0.50	0.50
	A3	0.75	0.75
	A2	1.50	1.50
	A1	6.00	10.00
	A0	7.50	10.00
(iii)	Price Per Disc - cd-r	51.50	52.75
	- dvd-r	62.00	63.50
(iv)	Assistance from Council Staff to extract. Interpret or describe material	93.75	96.50
	Flat rate of £12.88 to be added for access to OS data	12.88	12.88
3.	Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance.	275.00	282.00
4.	Section 106, Town & Country Planning Act 1990		
(i)	Charges to developers for the preparation of agreements under the above legislation relating to the adoption of open space, together with any necessary supervision		
	Legal & Supervision Costs	A fee to be negotiated as Appropriate	A fee to be negotiated as Appropriate
(ii)	Other Section 106 Agreements	As agreed With the Strategic Director Environment	As agreed With the Strategic Director Environment
5.	Provision of non statutory information		
(i)	Per question (Estate Agents, etc.)	35.00	36.00
(ii)	Per question reporting conditions compliance	60.00	61.50

NOTES

Charges inclusive of VAT where applicable.

REPORT TO: Executive Board Sub Committee

DATE: 20 March 2008

REPORTING OFFICER: Strategic Director - Environment

SUBJECT: Procurement of Bridge Maintenance Works

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To advise as regards plans to procure major bridge maintenance services over a minimum period of 4 years through the engagement of a single “partnering” contractor using a construction framework form of contract.

2.0 RECOMMENDATION: That

- (1) **Authority be given to the Operational Director Highways, Transportation and Logistics to invite tenders for delivery of major bridge maintenance works through the engagement of a single “partnering” contractor using a construction framework form of contract.**

3.0 SUPPORTING INFORMATION

- 3.1 Prior to 1998 LGR there had been significant underfunding of the maintenance of the Silver Jubilee Bridge and its adjacent structures. As a result, HBC recognised that there was a need to address this neglect as a matter of priority.
- 3.2 This culminated in the preparation of a 10-year maintenance strategy document, which identified, costed and programmed the structural maintenance activity necessary to bring the condition of the structures to a steady state of maintenance.
- 3.3 Prior to the introduction of the second Local Transport Plan (LTP2), the maintenance strategy for the complex was used to underpin and provide defensible reasoning for the annual bids made through LTP for Major Maintenance and Strengthening Schemes. This identified a total of £25.6m of work (at a 2003 cost base).
- 3.4 During compilation of LTP2, HBC received guidance that the new LTP rules meant that implementation of a 10-year programme of maintenance activity as a strategy would have to be through the Major Scheme Appraisal process. This is a highly procedural process for major transportation initiatives costing greater than £5m requiring consideration of many issues such as environmental impact, safety, economic benefit, accessibility and integration.

- 3.5 HBC engaged consultants Mott MacDonald to prepare a formal Major Scheme Bid for delivery of the 10-year maintenance strategy for the SJB Complex. The final draft was formally submitted to Department for Transport (DfT) on 08 March 2006.
- 3.6 The preferred option was for a 10-year funding programme delivered by partnership. It should be noted that although the level of work identified remained at the £25.6m in the Strategy document, by the time it had gone through the economic processes of the Bid (including application of Optimism Bias) the figure had increased to £38.5m.
- 3.7 Although DfT approval of the Major Scheme Bid is yet to be granted, one of the areas of the submission identified as being in need of development included proposals for project procurement.
- 3.8 A report has therefore been prepared by Mott MacDonald to investigate the procurement options available for delivering an extended programme of bridge maintenance and to ascertain the option likely to yield the most effective outcomes.
- 3.9 This report evaluated different procurement models against a defined set of criteria including, flexibility, best value, quality, programme delivery and national and HBC strategic policy.
- 3.10 The recommended option would involve engagement of a single “partnering” contractor using a construction framework form of contract based upon the NEC (ECC) suite of Contracts. Within the context of the 10-year time frame of the Major Scheme Bid, this arrangement is viewed to be advantageous in terms of its overall flexibility, quality and value for money through continuity of service.
- 3.11 Adoption of this method of procurement aligns with the Office of Government Commerce’s (OGC) Achieving Excellence in Construction initiative. This initiative aims to maximise the efficiency, effectiveness and value for money of in construction works through partnering, developing long-term arrangements and simplification of approval chains.
- 3.12 The Latham Report “Constructing the Team” and the Egan Report “Rethinking Construction” also recognised that building longer term, collaborative relationships with suppliers helps to build trust and in turn deliver an enhanced product through better experience and understanding. Latham and Egan both observed that tendering for individual contracts tends to work against the development of long term working relationships.
- 3.13 Because of delay in consideration of the Major Scheme Bid, HBC expressed concerns to DfT regarding how the inevitable increase in the

backlog of maintenance would bring us closer to a position whereby imposition of traffic restriction on the SJB complex would be unavoidable.

- 3.14 As a result, HBC were granted permission to submit a parallel bid for funding through the Primary Route Network (PRN) bridge maintenance and strengthening programme.
- 3.15 In December 2007, DfT informed HBC that its £14.3m bid for funding PRN bridge maintenance had been successful.
- 3.16 This provides additional grant funding above the Highways Maintenance Block of £4.40m, £4.91m and £4.98m in years 2008/09, 2009/10 and 2010/11 respectively as outlined in the Transport Implementation Programme (2008/09) approved by 7th February 2008 Executive Board.
- 3.17 For the SJB Complex the PRN funding will allow HBC to begin to address the maintenance issues already identified in the current 10-year Maintenance Strategy for the Complex. In addition, through rationalisation and implementation of a programme of detailed inspection we will be able to address the gap in our knowledge of the condition of those structural elements we have been unable to access previously.
- 3.18 The funding profile for the SJB Complex Maintenance Major Scheme Bid is currently being revised to reflect front end funding now being provided through the PRN route.
- 3.19 It is considered that there is sufficient critical mass in the shorter duration programme which can be initially committed to through PRN funding to ensure that the form of delivery structure involving engagement of a single “partnering” contractor yields the same overall advantage to the Council.
- 3.20 It is therefore intended to initiate procedures to prepare contract documentation and invite tenders for delivery of major bridge maintenance works through the engagement of a single “partnering” contractor using a construction framework form of contract.
- 3.21 The term of the contract will be for an initial four-year period plus potential two-year extension with an estimated value range of between £12m and £18m depending upon the future success of the Major Scheme Bid. Any decision regarding the potential two-year extension will be at the sole discretion of the Council.
- 3.22 In order to ensure compliance with EU procurement rules an OJEU Restricted Procedure Notice will be published inviting potential tenderers to return Pre-Qualification Questionnaires.
- 3.23 It is expected that short listed contractors will be invited to tender in May/June 2008 and that the successful contractor will be able to start work on site in late 2008.

3.24 In order to ensure delivery of the programme of work being funded by the PRN grant, a number of advance contracts will be awarded on a contract by contract basis using normal competitive tendering procedures.

4.0 POLICY IMPLICATIONS

4.1 The works include delivery of at least four years of the Council's Maintenance Strategy Plan for the Silver Jubilee Bridge Complex and Associated Structures.

5.0 OTHER IMPLICATIONS

5.1 Resource Implications

The Contract will be funded from the Council's capital budget in the form of direct capital grant for Bridge Strengthening and Maintenance on the Primary Route Network awarded through the Local Transport Plan settlement.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 The SJB Complex forms part of the strategic route through the Borough. Implementation of a formal programme of maintenance is essential to ensure the continued availability of the crossing and thereby avoid compromising the Council's ability to deliver any of its strategic priorities.

7.0 RISK ANALYSIS

7.1 Financial Exposure of the Council.

A requirement to provide Information regarding the financial standing of all potential tenderers will be a feature of the Pre-Qualification Questionnaire. All short listed tenderers will be audited to ensure they have sufficient financial capability to undertake a contract of this value. A performance bond will be a requirement of the contract.

7.2 Budget Control

The tender documentation will allow identified routine and common activities to be priced based upon a schedule of rates. However, the unique nature of the structures in the SJB complex dictates that the costs of some works may be determined through negotiation on a target, lump sum or at-cost basis. The form of Contract to be employed and the tender evaluation process will involve consideration of these issues.

The Pre Qualification process will allow HBC to develop a short list of potential partners who have the appropriate level of expertise and experience to deliver the project within the proposed management structure. It is important that the tenderers demonstrate thoroughly their

ability to work openly and co-operatively with the client to react to necessary change during works to maximise opportunities to provide value for money.

The NEC (ECC) suite of contracts promotes flexibility through inclusion of options related to partnering and is recommended by the OGC as a suitable form of contract for public sector procurement.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Pre-Qualification Questionnaire will allow HBC to confirm that all short listed tenderers have in place an acceptable equality and diversity policy.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
SJB Complex – Delivery of Major Maintenance Works Report (Mott MacDonald Jan 2007)	Bridges Section – Rutland House	Mike Bennett

REPORT TO: Executive Board Sub-Committee

DATE: 20th March 2008

REPORTING OFFICER: Strategic Director Health and Community

SUBJECT: Extension of short term pilots for Supporting People (SP) and Welfare Services.

1.0 PURPOSE OF REPORT

- 1.1 To report to members the outcomes of spend throughout 2007/8 on short term pilot Supporting People and Welfare Services.
- 1.2 To request suspension of the relevant procurement standing orders 3.1-3.7 under the exceptional circumstances set out in this report, to allow for the continuation of services for a period of between one to three years.
- 1.3 To seek authority for the Strategic Director, Health and Community, in conjunction with the portfolio holder for Community, to take such action as may be necessary to implement the recommendations set out below.

2.0 RECOMMENDED THAT:

- (1) **in the exceptional circumstances detailed below, for the purpose of standing order 1.6, procurement orders 3.1-3.7 be waived on this occasion. Compliance is not practicable within the timeframe established by the confirmation of grant in January 2008 and the existing contract expiry date (end March 2008), and would place vulnerable people at risk of loss of service. Compliance is also not practicable for reasons of urgency, in that undertaking tender exercises would reduce the time available to spend the time-limited funding on vulnerable members of our community; and compliance would result in the Council having to forgo a clear financial benefit, in that the Council could be required to return to central government any significant sum of under-spent Supporting People Programme Grant from April 2009 onwards;**
- (2) **delegated powers be approved to enable the Strategic Director, Health and Community, in conjunction with the portfolio holder for Community, to extend contracts for the provision of pilot Supporting People and Welfare services as approved by the SP Commissioning Body;**
- (3) **delegated powers be approved to enable the Strategic Director, Health and Community, in conjunction with the portfolio holder for Community, to fund short-term pilots in order to ensure that we meet the financial strategic objectives of the Council and the**

**Supporting People Strategy as described in 3.10 of this report;
and**

- (4) the Strategic Director, Health and Community, in conjunction with the portfolio holder for Community, be authorised to take such action as may be necessary to implement the recommendations set out above.**

3.0 SUPPORTING INFORMATION

3.1 On the 12th October 2006 Executive Board Sub-Committee approved a request to waive standing orders and proceed with the development of a number of short term or pilot Supporting People and Welfare services in order to maximise spend of the SP grant and to meet identified local needs.

3.2 The following factors were key to the decision to waive standing orders:

- In 2007/8 Halton was projecting a £1.4m under spend on its SP grant and Communities and Local Government (CLG) had indicated that the discretion to carry forward unspent grant would cease from April 08.
- CLG had published an allocation formula for SP grant, which indicated a significant reduction in Haltons SP grant for 2008-2011. In order to minimise risk to the Council no new services were commissioned beyond 2008 to ensure that the Council could keep spend within projected budgets.
- A case was made that Commissioners had a responsibility to make best use of public money to address unmet needs within the local community

3.3 This report updates members on Haltons SP Grant Allocation for 2008-2011, sets out the outcomes achieved by the pilot services and seeks approval to:

- Extend contracts for pilot services for one year with a potential option to extend for a further twelve months or two years; dependent on the identified need for the service and the timescale of exit strategies
- To direct spend to fund new short-term developments in order to ensure that the Council minimises the risk of being required to meet the financial strategic objectives of the Council and the Supporting People Strategy.

3.4 SP Grant Allocations 2008-2011

In January 2008 Halton received notification of its SP grant allocation for 2008/9 and its indicative allocations for 2009/10 and 2010/11. The allocations are based on the CLG formula and indicate a year on year reduction in Halton SP Grant as follows:

Year	Grant
<i>*2007/8</i>	<i>7,803,714</i>
2008/9	7,602,565
2009/10	7,222,437
2010/2011	6,861,315
<i>*Current grant level</i>	

- 3.5 Grant Allocations for 2008-2011 are based on CLG's Supporting People Distribution Formula. CLG published the outcome of the last consultation exercise on the application of the formula in Feb 2008. The report concludes that CLG view the formula as 'fit for purpose' and confirms that they will continue to re-distribute funds or 'apply cuts' into the next spending review. It is therefore anticipated that by 2014 Haltons SP allocation within the Area Based Grant could be as low as **£6,071,789** (based on allocation at standard deprivation indices and no cross authority adjustment).
- 3.6 In anticipation of reduced funding levels, Halton carried out a comprehensive programme of reviews to ensure services offer value for money and are strategically relevant. As a result, a number of contract values were reduced and the projected spend on contracts for Haltons 104 permanent Supporting People services is now less than our projected 3yr allocation for 2008-2011.
- 3.7 The implication being that whilst Halton faces a significantly reduced SP grant allocation by 2011, unless spend is increased, particularly in 2008/9, we remain at risk of accumulating an under spend. Taking into account projected expenditure on permanent SP services (including a provision for inflationary increases and a contingency of £300k), the estimated under spend is as follows:

2008/9	2009/10	2010/11
£1,391,940	£1,164,067	£651,486

- 3.8 A number of factors set out in the original request for a waiver of standing orders therefore remain relevant:
- As Halton's grant is reducing year on year, new services need to be commissioned on a short term basis to ensure that we meeting the financial strategic objectives of the Council and the Supporting People Strategy
 - As confirmation of grant allocations was only received in January 08 there is insufficient time to undertake tender exercises before April 08 (i.e. for approx 19 services)
 - CLG have indicated that from 2008 Local Authorities could be required to return 'significant' under spends for central redistribution
 - A number of the pilot services commissioned in 2007/8 have been consistently oversubscribed indicating significant local demand for support services

3.9 Outcomes and Performance of Short Term services

Thirty pilot services were commissioned in 2007/08 using Supporting People funding and the overall projected spend is approximately £1.3m. Of the thirty services developed, eleven were one off projects that will end on 31st March 2008. The remaining services are considered to be performing well and to be meeting an identified ongoing local need. Appendix 1 provides information on the performance of a number of these services and where applicable the proposed length of contract extension. Key outcomes include:

Supporting People Services

Homelessness – 180 people and families were prevented from becoming homeless through intervention, 11 young people were supported through mediation to return home to their families and 72 private tenancies were secured all of which prevented homelessness and excessive use of temporary accommodation.

Substance Misuse Services - Services have reduced inequalities of access to housing support in the majority of target areas with over 100 clients using the service; maintained 47 tenancies, obtained 20 tenancies; assisted clients into training and employment and provided a housing surgery drop-in for “Hard to Reach” clients with over 140 people visiting the service so far.

Domestic Abuse services – The high volume of referrals appears to indicate that the service is a positive addition to existing resources in Halton. The schemes have assisted service users (men, women and children) to access alternative accommodation thus having a direct impact on every aspect of service users lives and ensuring feelings of safety, security and quality of life.

Mental Health Support Services – The service has enabled people to come off appointeeship to manage their own finances with support, to access housing in the community and to access education and social activities.

Welfare Services

Social Inclusion Services – These services include information and support services to young people to access work, education and housing; strong support network for carers with an emphasis on building links with agencies and accessing ‘hidden carers’; BME inclusion and identification of ‘hidden minorities’; capacity building and accessibility for supported groups, working with over 200 people so far to live more meaningful lives and participate fully within their own communities; reviewing all adapted properties in area to match adapted properties with disabled people, preventing the unnecessary and costly

removal of completed adaptations and improving the experience for disabled people by matching them to a home which is already adapted.

Support services for Older People – Services provide information and signposting; safety checks at client's homes, handyman service around key areas of crime, falls and fire with referrals to other relevant services if necessary; advocacy; facilitating discharge from hospital reducing the need for bed-blocking; support to and doctors and hospital appointments; prevention of social isolation and admission to acute/long term residential care.

In line with the commitment given to the Board on 12th October 2006, all pilot services have submitted regular update reports to the SP Core Strategy Development Board and performance reports to the SP Commissioning Body. All of the services put forward for a contract extension have been able to demonstrate the necessary skills and knowledge to deliver outcomes for vulnerable people and are viewed as good quality competent providers.

It is estimated that at present the services have provided support to the following number of vulnerable members of our community:

- 1305 older people
- 81 women experiencing domestic abuse
- 35 people with a physical or sensory disability
- 243 (63 Nightstop/180 Prevention Team) people at risk of homelessness
- 70 people with substance misuse issues
- 95 people with mental health issues
- 48 people with a learning disability
- 406 carers

Whilst exit strategies were requested, a number of services have been unable to secure alternative funding. In these cases the exit strategy is to cease delivering the service with effect from April 08, leaving in the region of 2,283 vulnerable people at risk of loss of service.

- 3.10 Suspension of standing orders is therefore requested due to the particular circumstances set out in sections 3.4-3.9 of this report, in that compliance with standing orders relating to procurement is not practicable within the timeframe established by the confirmation of grant in January 2008 and the expiry of services in April 08 and would result in a loss of service for a significant number of vulnerable people. In addition, it is not practicable due to the urgency to spend the time-limited funding on vulnerable members of our community. This would mean that the Council would not be able to fulfil its obligations in the Supporting People Strategy. Undertaking tender exercises would reduce the time available to spend the grant and compliance would result in the Council having to forgo a clear financial benefit, in that, government could claw back any under spent Supporting People

Programme Grant at the end of 2008/9 and 2009/10.

4.0 Business case for the extension of pilot services

4.1 Value for money

All existing pilots have been able to demonstrate that they offer value for money. Undertaking tender exercises would result in the cessation of current services, reducing spend in 2008 and increasing the potential to create a significant under spend which would be at risk of being recalled by central government. The key aim is to improve outcomes for vulnerable people in our community by maximising spend on existing pilot or additional services for a limited period of time, before funding is reclaimed by central government. It is therefore proposed that value for money considerations will form part of the ongoing evaluation process carried out by the SP Commissioning Body.

4.2 Transparency

In order to ensure transparency it is proposed that all services will continue to submit performance reports to members of the Supporting People Core Strategy Board and Supporting People Commissioning Body (SPCB). Membership of the SPCB includes the portfolio holder for Community, the Strategic Director for Health and Community and 1st tier Managers from Halton and St Helens Primary Care Trust and Cheshire Probation.

4.3 Propriety

Contract extensions will be confirmed for a twelve-month period only, with an option to extend the contract for a period of between twelve months to two years, dependent on the identified need for the service and the timescale of exit strategies. Contract extensions will be confirmed on an annual basis and will be subject to:

- Confirmation that overall spend is within current budgets
- Services are meeting targets set to achieve outcomes for local people
- Services continue to meet performance standards to the full satisfaction of the SP Commissioning Body

It is also proposed that the length of the contract extension will be linked to the SP procurement plan agreed by Executive Board Sub Committee on 12th October 2006, as follows:

Length of contract from April 2008	Tender period	Service type
2yrs	2010	24hr supported living services for Adults with Learning Disabilities (ALD)

		and People with Mental Health (MH) problems
2yrs with an option to extend for a further 12 months	2010-2011	Long-term low level support services and all short-term services, for example; homeless hostels, floating support services.
2yrs with an option to extend for a further 3yrs	2010-2013	HBC Community Alarm and Peripatetic Warden service Halton Housing Trust Sheltered Housing services
3yrs with an option to extend for a further 2yrs	2011-2013	RSL Sheltered Housing and Community Alarm services

In addition to the above, the Council's standard anti-corruption clause will be included in the contract and a clause allowing the Council to terminate the contract, at our discretion, with 3 months notice.

4.4 Accountability

All extended pilots will be performance monitored by the SP team. Performance will be scrutinised by the Supporting People Core Strategy Board and approved by the Supporting People Commissioning Body.

4.5 Competition

No existing pilot service will be commissioned beyond 2011. Should funding allocations post 2011 allow for the commissioning of long term contracts (e.g. 3yr contracts) services would be subject to tender.

In relation to any new external services developed in 2008/9, it is proposed that quotes will be obtained to secure the service at a competitive rate.

4.6 Security

All contract extensions will be confirmed on a year on year basis and all contract extensions will end prior to April 2011. Services will therefore be either time-limited projects or will submit an exit strategy identifying alternative funding. All short-term contracts will contain clauses relating to health and safety and full Criminal Record Bureau checks will be required on all staff working directly with vulnerable clients.

5.0 POLICY ISSUES

- 5.1 Failure to extend pilot services would mean that Halton fails to make best use of resources to meet identified needs within our community and fails to take timely action to meet targets set out in Halton's 5-Year Supporting People Strategy.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The following assumptions are built into proposals for projected spend set out in this paper:

- Annual reductions in SP grant
- Inflation at 2.5% per annum
- Contingency fund of £300k (spend varies dependent on void levels and entitlement to means tested grant)

- 6.2 In the event that funding for these services is no longer available due to budget restrictions it is proposed that 3 months notice will be served on short term services in order to ensure that spend remains within budget.

- 6.3 The financial implications are as follows:-

Estimated cost to SP grant	2008/9	2009/10	2010/11
1yr extension with option to extend for 2yrs	582,056	635,556	651,486
1yr extension with option to extend for 12months	449,355	460,588	0.00
1yr extension	363,176	0.00	0.00
Total spend	1,394,587	1,096,144	651,486

7.0 RISK ANALYSIS

- 7.1 Financial risk is minimised by awarding extensions to contracts on an annual basis ensuring that spend remains within confirmed budgets.

- 7.2 The flexibility to roll forward unspent SP Programme Grant is confirmed until 2008/09 in order to re-invest in the programme. However, the rolling forward of under-spend is outside the grant conditions and is subject to annual agreement by ministers and there is no guarantee it will be permitted in the future. CLG recently confirmed that they would not expect an Authority to accumulate any significant under spend and that if any are identified they may consider recalling under spent grant for central re-distribution in future years.

7.3 In the event of decommissioning as a result of budget restrictions existing service users will be prioritised for access to permanent SP services.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All new or expanded contracts agreed would be subject to a requirement for the provider to operate in a way that promotes equality and diversity.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 None.

SHORT TERM CONTRACTS			
SUPPORTING PEOPLE SERVICES			
Service	Client Group	Outcomes	Recommendation
HBC ALD Derby Road	ALD	This service was set up to meet the demand of low-level support for service users with learning disabilities. Previously the tenants had lived in the community, but required a minimal amount of support. This service is staffed in accordance to the service users needs each week. There are 30 hours going in, and these hours are used on an "as and when" need. This means that if service users want to attend a particular event, it can be planned and the hours used accordingly. This is a person centred approach.	1 years funding with an option to extend for a further 2 years
		Client A and B are brother and sister. Historically the brothers and sister found managing a tenancy difficult. Their tenancy was in poor repair, the bills were not being paid on time and they had been receiving threats from gangs of males. The brother and sister were very dependant on each other, and didn't explore any activities individually. The brother and sister are encouraged to pay the bills on time. Support staff ensure that the brother and sister undertake individual pursuits and are becoming more confident and independent. The service users feel safe.	
		Client C is a male who was very unkempt, and it led to hygiene problems. He is prompted to keep his tenancy, thus ensuring that he can sustain his tenancy. This service user is encouraged by his support worker to access the community and participate in community events. This has enriched his life. The service user accesses local community, encouraged to keep his house clean, and prompt better hygiene and is now more able to manage his tenancy better with the support he receives.	
		Client D has only just moved in.	
HBC ALD Floating Support	ALD	From 2nd April 2007 - 30th September 2007 the Floating Support has supported 27 people to live independently in the community. Of those 27 people, 20 had been on the service for over 2 years, 6 had been on the service from 1 - 2 years and 1 person had been on the service up to a year.	1 years funding with an option to extend for a further 2 years
		Clients A and B are a brother and sister who were previously in run-down and poor accommodation with major difficulties with their landlord. The siblings have moderate learning disability and were receiving ad hoc voluntary input. A new build property was identified and a small SP support package was put in with regular daily half hour visits and additional ad hoc visits when required. This has allowed them greater safety with staff prompting them with their mail, tenancy issues, negotiations with neighbours and landlord and help accessing events in the wider community.	
		Clients C and D are a married couple with mild learning disability and mental health problems. They were in a poor tenancy with problems with their neighbours. They were supported into a new property, helped with their finances and getting on with their neighbours.	

		Client E is an older lady who lives alone and would have been at risk of going into residential care. She was also at risk of financial abuse by her family. Support is provided around financial management which impacts on her level of safety and allows her to continue to live in her own home.	
HBC Domestic Violence Sanctuary Scheme	Victims of Domestic Abuse	YTD has had 57 referrals to the scheme with 37 services completed. 44 of the clients were assessed as high or very high risk of harm. All the clients were women with three being pregnant at the time the work was carried out. 40 children lived within 22 of the properties.	1 years funding with an option to extend for a further 2 years
		100% of the clients fitted with sanctuary measures say their quality of life and their personal safety has improved as a result of the work done.	
		Client A had experienced sexual abuse from her father as a child then gone on to experience domestic violence from her ex-partner (the father of her child). Then married a nice man who appeared to be very different, within a number of months after the marriage the emotional abuse started, and then physical abuse. The service had initial contact with the client in court where she was retracting her statement and pulling away from the court process. The service supported her to do this, as it was appropriate for her at that time. They continued to stay in contact and offered her emotional support. They attended a CIN meeting and explained that they were offering support to the client. During the next few months the client began to reveal more about the abuse she was experiencing, sadly there was another incident where she was assaulted, with the support provided she was strong enough to follow the case through. Sanctuary measures were put in place to protect her and her daughter. She had her post box blocked and a fire proof one fitted and had additional locks added. The court case had a positive outcome and the client's confidence has increased, she feels that the Sanctuary measures have greatly improved her safety and her life.	
		Client B was referred by the police, she had had several years of domestic abuse from her ex-husband. Her confidence and self-esteem was low and she felt very vulnerable. The Service called out to see her and carried out a risk assessment, the main area of support needed was her practical physical safety. She had a number of complex needs as she has mental health issues. When dealing with her the service had to often reiterate conversations with her mental health support worker. She now has had new doors, locks and CCTV fitted. This has transformed her life, she now feels confident and positive about the future again.	
HBC Homeless Intervention	Homeless	The Prevention Team has worked with 180 people and families and has prevented them from becoming homeless in the Halton area, ensuring that they do not have to present as Homeless at the local housing office. This has been done by representation, mediation, negotiation and linking up with landlords, charities, support agencies. The most successful tool in homelessness prevention has been face-to-face negotiating and mediation.	1 years funding with an option to extend for a further 2 years

		<p>Client A and her family were under the threat of losing their accommodation due to an increase in rent and rent arrears. The Prevention Team negotiated with the landlord and they agreed to a rent arrears agreement and a reduction in the monthly rent to help the family.</p> <p>Client B was asked to leave the family home due to relationship breakdown, the Prevention Team gained the client hostel based accommodation and supported them during their stay, then placed client on the RDS and moved them into their own accommodation with all the life skills and support they needed.</p> <p>Client C was under the threat of losing his accommodation due to an illegal notice being served by the landlord. The Prevention Team highlighted this notice and the service attended all court hearings with the client and the judge ruled in the client's favour.</p> <p>Client D was under the threat of losing his accommodation due to what was deemed as ASB. The Prevention Team linked up with the ASB Unit and the Landlord and measures were set in place that the client agreed to and kept his accommodation all parties were happy with the outcome.</p> <p>Client E was asked to leave the family home due to unacceptable behaviour, the Prevention Team negotiated with his parents and brought in additional support around drugs & alcohol and the issue was resolved with on-going support.</p>	
HBC Housing Rent Deposit Scheme	Homeless	<p>72 private tenancies have been secured as a result of the rent deposit scheme. With the Council having no statutory duty to many of these individuals and families, they could have otherwise become homeless. In other cases the provision of temporary accommodation has been avoided because the rent deposit scheme was able to allow transition from one residency to another without a gap.</p> <p>Client A approached the scheme in July, as she had had no fixed abode for four years and had recently given birth to her first child. She was in part-time employment and so was able to fund one month's rent upfront but was unable to meet the expense of a further month's worth of rent to cover the tenancy deposit. After liaising with the landlord and tenant the Rent Deposit Scheme was able to fund the deposit amount and she moved into her room up tenancy on 2nd August 2007 where she is still living.</p> <p>When Client B approached the scheme she had been residing in a Women's Aid Refuge in Widnes for a number of weeks with her two young children. She had identified a property herself and so was able to ensure it was in close proximity to her family support network and to local amenities required by her and her children. She had sufficient funds to cover the rent upfront (£525) but was unable to fund a further £525 for the deposit. The Rent Deposit Scheme was able to assist in providing this amount and so helped in securing the tenancy for her and her children. She was eligible for Housing Benefit and required a large amount of support completing the paperwork involved in submitting a claim. The Rent Deposit Scheme was also able to assist in providing this support. This client has been in settled residence since 10th August 2007.</p>	1 years funding with an option to extend for a further 2 years

		Client C approached the scheme urgently needing settled accommodation, as this was paramount in her retaining custody of her youngest daughter. She had already identified a suitable property, the required deposit and rent upfront was provided by the scheme within 8 working days of the referral from the Homeless Prevention Team. Most of which was taken up with uncontrollable processing times such as credit checks carried out by letting agent, pre-tenancy determination decisions and cheque raising.	
Imagine Resettlement Service	Mental Health	Client A was lacking in confidence and was very low and never went out. Now she accesses education and social activities on her own and uses public transport to get about. She is also come off appointeeship and is financially independent.	1 years funding with an option to extend for a further 2 years
		Client B got very anxious about money matters and let appointees deal with it. Client now has a current bank account and a savings account and handles them with confidence.	
		Client C has his own flat and although things were difficult at first he is now happy and settled. He now longer uses appointeeship and is financially independent.	
SHAP Floating Support	Victims of Domestic Abuse	The service is currently supporting 15 females and 2 males. The high volume of referrals seems to indicate that the service has been well received and is being seen as a positive addition to existing resources in the borough.	1 years funding with an option to extend for a further 2 years
		The scheme has been able to maintain a good record of initiating contact with service users when referrals have been received due to the positive working relationships established with services such as Housing Providers, the Police Protection Unit, Women's Aid, Shelter and the CAB. Through working closely with other commissioned services the Domestic Abuse Scheme, which provides support to clients in their own home enables the Council to offer a person centred wrap-around service for service users.	
		The scheme has successfully assisted 8 service users to access alternative accommodation. 3 service users are living in private rented properties, 4 have accepted properties with Halton Housing Trust and 1 service user has been placed out of borough in the Women's Hostel. Accessing alternative accommodation has had a direct impact on every aspect of service users lives.	

		Client A is woman with 4 children who has left the borough due to the impending release of her husband from custody. She was the victim of serious physical violence, and we began to work with her in August. She remained in contact with her husband up to just before his release, when he again made threats to kill her. Staff attended MAPPA meetings to contribute towards the risk management plan, and co-ordinated a move through housing and national Women's Aid, before taking her and the children to a hostel in North Wales. This has meant that she has had to leave her home, and her existing support networks. The children have had a break in education, but have now returned to school. Staff have also continued to offer her telephone support. More positively, the move has enabled her to break all contact and begin a new life.	
SHAP Alcohol Service	Alcohol Misuse	Exceeded objectives related to reducing inequalities of access to Housing Support in the majority of target areas - reaching out to socially excluded people.	1 years funding with an option to extend for a further 2 years
SHAP Substance Misuse/Prolific Offenders	Drug & Alcohol	Protected and provided support to maintain 47 tenancies.	1 years funding with an option to extend for a further 2 years
		Helped obtain tenancies for 20 clients.	
		Assisted clients into training and employment.	
		Secured over 30 Social Fund loans/DLA Awards/HB backdates.	
		Forged links with other support agencies such as RSL's/Homelessness Team/Homelessness Prevention Team/Rent Deposit Scheme/Welfare Rights/Employment Agencies/Community Safety Team/Criminal Justice Organisations/Mental Health professionals to enhance our own support package.	
		Developed internal measurement tools to enhance support and assessment (Richter Scale)	
		Implemented support to over 100 service users since the commencement of the service	
		Instigated "Housing Surgeries" for service users. This is a drop in facility that allows clients who are not receiving full-time support to visit for advice and support at Ashley House. Proved extremely popular with 'Hard to Reach' clients and over 140 people have used facility.	
Halton YMCA Night Stop	Homeless	The Halton YMCA Nightstop Mediation Service has achieved 11 positive outcomes with Young People returning home; 5 young people are being worked with at present; 5 young people have had initial contacts; there have been 42 closed cases and 9 referrals are awaiting from the Prevention Team.	1 years funding with an option to extend for a further 1 year
		Sessions delivered by Nightstop Mediator (who is a qualified counsellor) include a holistic approach and makes uses of the retracking worksheets; sessions on emotions/anger management and self control; Mediation; listening skills; motivation & self confidence; homework.	

	<p>The Halton YMCA Nightstop Mediation Service is a fully accessible service and has had 72+ young people access the service. Through referral from Halton YMCA, Foyer, Belvedere, The Grange School, Riverside College, Y'sUp, Orchard House and the Homeless Prevention Team.</p> <p>Client A was referred to the Mediation Service via Halton YMCA. She was homeless due to an ongoing problem at home which had resulted in a complete family breakdown. She also had a history of self-harm and depression as well as dealing with her mother's death when she was aged 14. The client was interested in accessing mediation with her stepmother, as Dad would not speak to her whilst there were ongoing issues between them both. An invitation and information regarding the mediation service was sent to Mum, who agreed to enter mediation with her daughter. An initial 1-2-1 was held with the client and then with Mum – this was to ascertain the issues according to both parties. During the initial sessions boundaries, expectations, complaints procedures, confidentiality etc were discussed. The client spoke of her birth mother's mental health and eventual suicide, her own self-harming and depression as well as life at home for the past few years including Mum's control over her. She presented as a very depressed young woman who did not discuss emotions and had very little self-respect. Mum spoke about the clients lack of hygiene and respect to her and the home, playing on her birth mothers death and attention seeking, as well as talking about her own life experiences. Mum presented as a warm and caring women who wanted to help everyone. A further two joint sessions were held and with the use of mediation, listening skills, reflection and re tracking worksheets the relationship improved dramatically. Mum learned how deeply the client's birth mothers death had affected her, as well as understanding the process of self harm rather than seeing it as attention seeking. Mum also began to understand how her own experiences in life had influenced how she interacted with the client. The client learned how to talk about her emotions and feelings, which proved to be very difficult and at times the sessions became very emotional. She began to understand how her behaviour had, at times, become unacceptable at home, including assaulting Mum. The client stayed at the family home over Christmas on the agreement that she did not drink excessively and Mum agreed not to become obsessive about housework, therefore allowing more communication and fun for the festive season.</p>	
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		<p>Client B was referred to the Mediation Service by Y's Up. She was homeless due to a family breakdown and had been living in a local hostel for the past few months. During the initial 1-2-1 Joanne informed me that she was pregnant and would be terminating the pregnancy ASAP. The client informed me that she had a very negative relationship with her mum, and Mum would probably be very angry when she received a letter from the mediation service, but she wanted to proceed with the mediation as she was feeling very low and wanted to improve her non-existent relationship with Mum. The client presented as very confused about her pregnancy as the father was no longer in the area. An invitation and information regarding the mediation service was sent to Mum but the Mediation Service received no response. One week later telephone contact was made with Mum who refused the mediation service as 'The client is to blame for everything and until she accepts she is then I want no contact with her'. The mediator was unable to persuade Mum to enter into mediation. Another appointment was arranged with the client and the outcome was discussed. The client was not surprised by the outcome as it was what she had expected. She was still very confused regarding her pregnancy and the mediator made an urgent referral to the Kings Cross Teenage Pregnancy Counselling Service. An appointment was made for the following day. The client was informed that she could access the Nightstop Service in the future and she thanked the mediator for all of the support given.</p>	
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SHORT TERM CONTRACTS			
WELFARE SERVICES			
Service	Client Group	Outcomes	Recommendation
Halton YMCA Y's Up	Homeless	Client A visited for help compiling a CV and for advice for when she moved into her own accommodation. She had a lot of problems, fleeing domestic violence, low self-esteem and depression through being separated from her family. She visited regularly, had a CV compiled, and completed a Learning Power Award course which gave her increased confidence and motivation. She has found a part time job through an agency and moved into her own accommodation. She visits her children regularly and hopes to move them to live with her very shortly. She still visits for help and support.	1 years funding with an option to extend for a further 2 years.

		<p>Client B with low self-esteem and suffering from depression became a regular visitor. She called regularly to inform Y's Up of her situation and use the telephone and internet to check on benefits. Whilst visiting, she enrolled on a Learning Power Course and completed all units in good time. She chose units to work on which had a personal meaning for her. Completing the course gave her a better understanding of her situation. She was issued with a bus pass so she could finish the course once she had moved into her own accommodation. She has increased self-awareness and is coping well with the transition from living in a homeless hostel to managing a tenancy.</p>	
		<p>Clients C and D two elderly ladies visited for help completing a social fund form. They are twins and have been close since children, but now one of the ladies needed to move to live with her daughter down south as herself and her daughter had become ill, and needed the support of each other. She needed help completing the forms for funding to relocate to Cornwall. We helped with the forms and listened to their worries about moving. When they left they seemed more confident about the situation and looking forward to the future. They sent a thank you card informing Y's Up that they had received the funding and everything had gone smoothly with the move.</p>	
Age Concern Home Support	Older People	<p>There are two Home Safety Checkers who visit older people in their homes to check that they have security measures in place, there are no potential hazard areas and small remedial handyman jobs are dealt with. This service has not been re-branded as "Stay Safe, Stay Well".</p> <p>As part of the check if the older person does not have a smoke alarm or window locks or an appropriately secure door lock then these will be fitted. Additional equipment will also be provided i.e. personal alarm, torch or energy saving light bulbs, where necessary. Special emphasis has been placed on Carbon Monoxide Detectors and although there is a charge for these they are supplied at cost price.</p> <p>Customer feedback for this service has been very positive with all service users who have completed an evaluation form stating that they were very pleased with the service and that the staff were very helpful and professional.</p> <p>The home safety check has been tailored around the key areas of crime, falls, fire and general assistance (which includes benefits, housing problems and repairs). Where necessary referrals are now made directly to the Traders Register and the Information Team, with the clients consent. A review system has been put in place to ensure that action has been taken to try to resolve problems. Referrals to Community Support Officers, the Falls Service, Lifeline and the Fire Service are being made and a review system has recently been introduced to follow these up.</p>	1 years funding with an option to extend for a further 1 year.

		Where the older person has not given consent, a new system has been put into place to enable a review one month after the check to see if any further action needs to be taken.	
Age Concern Information Service	Older People	The signpost enquiries comprise people who have asked for help on a variety of issues where they can be given a leaflet, Age Concern Fact sheet or a short telephone call is made which has resulted in the person obtaining the information that they require. Most of these issues would be dealt with within 15 minutes.	1 years funding with an option to extend for a further 1 year
		The casework enquiries are made up of people who have more complex queries which require liaison with other organisations, a degree of advocacy or linkage between agencies, carers and other organisations. Some of these cases can be very time consuming and involve lengthy discussions with the older person and with partner agencies.	
Red Cross Hospital Discharge	Older People	Of the people supported to facilitate discharge from Hospital the service encourages and enables independence within the short term which that they do not need further services. Long term clients enjoy the contact and support with the team and now have something to look forward to each week as well as eating healthily and having adequate food. Not all are mobile but the majority enjoy their trips out with the team members to get shopping and other activities.	1 years funding with an option to extend for a further 1 year
		Of the patients referred by hospital for support to facilitate discharge, all bar 1 were enabled to regain a level of confidence and independence to no longer need the service. 34% of service users were escorted to and from appointments in hospital, GP's and providing companionship and assisting with confidence building so that they felt able to attend the appointment and had someone to go home with and talk things over with after the appointment. 22% of service users are long term, they are able to maintain their independence and remain in their homes with low level practical support, they gain in confidence are no longer socially isolated and able to maintain their health at a level to prevent an admission to acute/long term residential care.	
		Quotes from clients:- "It has been wonderful to have a visitor to talk to and someone who listens." "I was treated with dignity and respect." "Boosted my confidence." "The service is extremely useful and reliable, easy to refer to." "They respond immediately and allow people to be discharged from hospital who would find it difficult without Red Cross support."	
HBC ALD Reconfiguration	ALD	Savings to the Supporting People Grant of £41,872.	1 years funding
		Reduction in unnecessary support hours going into schemes, re-configuration of hours etc. to ensure hours being effectively and appropriately used.	
		Increased choice and control for service users, helping them to maintain their accommodation, and stay safe, increase participation and become more independent.	

		Improved support plans, incident reporting, awareness of Adult Protection procedures etc., within supported living schemes.	
		Improved relationship between ALD fieldwork team and Supporting People Team.	
HBC Carers Centre	Generic	The Carers Team focussing on targeting hidden carers. Face to face work will provide an efficient way to break down barriers and engage new carers.	1 years funding
		Carers Team working to develop stronger partnership relationships with statutory and voluntary agencies to develop further links with the traveller and Polish communities.	
		Carers Team establishing links with ALD/PSD LIT Groups.	
		Carers Team to provide presentations and literature to schools and colleges in Halton to identify and engage new young carers.	
		Continuing to provide carers breaks, which have included football matches, and shopping trips.	
HBC BME Bridge Builders	BME	BME Worker has networked with local BME	1 years funding with an option to extend for a further 1 year
		BME Worker submitted report on BME Inclusion to SMT on 12/12/07 and submitted to Equality and Diversity Board on 31/1/08.	
		BME Worker currently completing a report on BME case file audits, eight cases from across all service areas.	
		Service specification in development for BME support service – current BME research to end and a new service to be commissioned for up to two years.	
HBC Generic/Day Services Bridge Builders	Generic	Bridge Builders have carried out extensive mapping of the mainstream services that are available in the Halton area. Team are capacity building within mainstream services to ensure that they are accessible for the people they support.	1 years funding
		Community Bridge Builders have been assigned their own locality within the most deprived areas in Halton's "Super output areas". Bridge Builders are working closely with Community Development Officers in each area.	
		Halton is the only council that provides a Community Bridge Building service that has a generic approach across all service areas and domains.	
		Service now allocated over 200 referrals and is widely promoting this innovative approach to enabling people to live more meaningful lives and participate fully within their communities.	
		A service user forum has being set up and the Bridge Builders will support this group to develop into a fully independent committee.	

HBC PSD Accessible Homes	PSD	Spreadsheet established for recording Adapted Properties and the ongoing adaptations in borough.	1 years funding
		Partnership work undertaken with all RSL's in the borough to engender support for the development of the accessible homes register.	
		Match 1 – A 3 bed parlour house with ground floor shower/wc room that would be suitable for an ambulant disabled person. This was matched with a mum, her two children and their disabled grandmother. Saving made on adaptations was between £8,000 and £10,000.	
		Match 2 – A 3 bed house with double sized ground floor bedroom/shower room extension which was accessible for wheelchair user on ground floor. This was matched with a mum, dad, four children one of whom has cerebral palsy and was a wheelchair user. No savings were made but this freed up another adapted property.	
		Match 3 – A 3 bed house with single size ground floor bedroom and shower room extension, suitable for wheelchair user on ground floor. This was matched with mum, her partner, son with muscular dystrophy and the mum was also pregnant. This released a property with a through floor lift, level access shower area and ramped.	
		Match 4 – A 3 bed house with ground floor bedroom/shower room which takes up most of the rear garden, suitable for wheelchair user on ground floor. This was matched with a lady using wheelchair in divorce proceedings (potentially homeless) with two teenage sons where lack of garden was not an issue. Savings on adaptations was £10,000 to £15,000.	
		Match 5 – 2 bed house with through floor lift, level access shower area, ramped and wheelchair accessible. Matched with gentleman using wheelchair and living in a pensioners bungalow which is too small to adapt. Savings on adaptations £25,000.	

REPORT TO: Executive Board Sub Committee

DATE: 20 March 2008

REPORTING OFFICER: Strategic Director Health & Community

SUBJECT: Review of Fees & Charges – Health & Community Directorate 2008 -2009

WARDS: All

1.0 PURPOSE OF THE REPORT

1.1 To present to the Executive Board Sub Committee the proposed increases in fees and charges for Health & Community Care Services and Consumer Protection services.

2.0 RECOMMENDATION: That the Executive Board Sub Committee approves the proposed changes in fees and charges outlined in Appendices 1 to 4.

3.0 SUPPORTING INFORMATION

3.1 The Appendices to this report show the current charges for social care services and the proposed charges for 2008/9.

- Appendix 1 - Health & Community Care Services
- Appendix 2 - Bereavement Services
- Appendix 3 - Registration Services
- Appendix 4 - Consumer Protection

3.2 Fees and charges for social care services listed have been inflated by 2.5% for 2008/9. Direct Payment hourly rates have been uplifted by 2.5% in accordance with the approved inflationary allowances allocated by the Council; contracts with external providers being linked to the social services pay budgets.

3.3 In February 2007, a consultation exercise on proposals for changes to charges for **social care services** was undertaken. All service users/carers were sent a copy of a survey form to complete and return and 8 open forums were held in locations across the Borough so that people could talk to officers about the proposals and make their views known. The results of the survey were considered on charging for social care services and recommendations for changes to charges for social care services were made in 2007/8.

3.4 Increase the charge for the delivery of a community meal from £2.55 a meal to £2.74 (7.5%) to cover the unit cost of delivering meals to people's homes, given increased petrol costs.

- 3.5 For the most part, the Bereavement, Consumer Protection and Registration Service charges have increased by 2.5%, with some above inflation. Additionally, one or two adjustments have been made (above or below inflation) to rectify some perceived imbalances in the schedules, for instance the differential charging relating to cremated remains, which particularly penalized certain residents when cremations had taken place outside the Borough, have been removed. Inflation fees have been applied to certain burial, cremation and sanctum vaults fees, this will balance income.
- 3.10 The Petroleum, Explosives and Fireworks fees found in schedules 5 and 6 of the Consumer Protection fees list are laid down in statute and have not altered (though some of these are expected to rise with effect from 1 April). All other Consumer Protection fees have been increased by approximately 2.5%.
- 3.11 The bulk of Registration fees are laid down in statute and have not altered. The remaining Registration fees have been increased by approximately 2.5% except for Saturday morning ceremonies at Runcorn Town Hall. These have been increased from £40 to £60, having been kept under review from a marketing perspective since the ceremony suite was decommissioned just over 2 years ago.
- 3.12 Fees and charges for Health and Community Care will be increased with effect from 7th April 2008 to coincide with the date of the annual increase in Benefits rates. Fees and charges for Bereavement, Registration and Consumer Protection Services will be increased with effect from 1st April 2008.

4.0 POLICY IMPLICATIONS

- 4.1 None.

5.0 RESOURCE IMPLICATIONS

- 5.1 Provision exists to meet any increased expenditure to providers within the Council's approved budget. Similarly, budgets were drawn up for 2008/9, increasing charges in some areas by more than 2.5% to cover a greater proportion of direct costs, having regards to the results of past consultation.

6.0 RISK ANALYSIS

- 6.1 The Local Government Act 2003 includes a general power for best value to charge for discretionary services i.e. those services that the authority has the power, but is not obliged, to provide. Guidance is issued under the power in section 93, which states charges are limited to cost recovery. The Department of Health's fairer Charging Policies for Home care and other Non-Residential Social Services Guidance, Sept 2003, states that where Councils charge for non-residential services, flat rate charges are acceptable.

**7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE
LOCAL GOVERNMENT ACT 1972**

7.1 None.

SOCIAL CARE FEES & CHARGES**APPENDIX 1****SECTION 1 – CHARGES FOR CARE**

	CURRENT £	PROPOSED £
Maximum Weekly Charge for Residential Care		
Residential care for Older people in council homes (per week)	327.92	336.12 (<i>pending review</i>)
Dementia Residential Care for Older People in Council Homes (per week)	431.21	442.00 (<i>pending review</i>)
Adults with Learning Disability receiving respite services (per week)	477.56	489.50 (<i>pending review</i>)
Adults in Family Placements – Weekly	350.00	358.75
Family Placement Breakfast	1.63	1.67
Family Placement Lunch	2.03	2.08
Family Placement Tea	1.88	1.93
Meals – Delivered to people in their own homes	2.55	2.74
Meals –Tea Time Pack delivered to people in their own homes	1.90	1.90
Meals – Community Day Care Meals	2.84	2.91
Meals – Visitors and Guests		
Accommodation (per night)	9.85	10.10
Breakfast	2.49	2.55
Light Meal	3.19	3.27
Main Meal	4.35	4.46
Meals – Day Centre users		
Light Breakfast	1.10	1.13
Cooked Breakfast	1.69	1.73
Light Meal	1.56	1.60
Cooked Meal	2.09	2.14
Maximum Charges for Community Care		
Domiciliary Care (per hour)	10.75	11.02
Day Care (per session)	14.08	14.43
Family Placement (per session)	14.08	14.43
Charges for Transport	0.50	1.00

NB: £1.00 a trip to maximum charge per week of £10.00 (daily charge maximum to be abolished), except for service users on a higher rate mobility component of Disability Living Allowance, for whom it should be up to a maximum of 50% of the higher rate mobility component £46.75per week for 2008/9 namely £23 per week. Trips beyond 10 miles of Halton's boundary to be charged separately

SECTION 2 - COMMUNITY WARDENS/LIFELINE CHARGES FOR SERVICE

Response	Current £	Proposed £
Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	5.13 Council Tenant or Private Tenant	5.26
Call centre monitoring plus reactive call out. Community warden visits, up to two weekly, according to assessed need and support planning.	6.15	6.30
Call centre monitoring plus reactive call out. Community warden daily visits according to assessed need and support planning. Assistive technology is provided according to assessed need.	8.20	8.40
Intermediate care, short-term assessment and monitoring, including assistive technology.	Non Chargeable	Non Chargeable

People's ability to pay charges for Residential Care is assessed under Government Guidelines (CRAG). Charges for Community Care are assessed under the Councils Fairer Charging and service users are given the opportunity to detail the extra spending they have as a result of their special needs before their charge for care is calculated.

SECTION 3 – OTHER CHARGES

Response	Current £	Proposed £
Increase the automatic amount taken from Disability Living Allowance/Attendance Allowance (DLA/AA) from £10.00 to £10.25 a week i.e. an increase of 2.5%. Service users are still able to detail all of the additional spending they have as a result of their disability/ illness/ age under the Fairer Charging Policy.	10.00	10.25
Charge those who receive High Rate DLA/AA the amount of Benefit they receive to pay for night care services in proportion to the amount of night care service that the Council pay to provide them with. A night care service is defined as a service either under a sleep in session or waking night service between the hours of 10pm to 8am	To a maximum of £21.35	To a maximum of £22.15

SECTION 3 – FEES PAID TO CARE PROVIDERS AND SERVICE USERS

Payments for Adult Family Placements	Current £	Proposed £
Family Placement (per week)	350.00	358.75
Family Placement (per 6 hour session) 1 person	30.00	30.75
Family Placement (per 3 hour session) 1 person	15.00	15.38
Family Placement (per 6 hour session) 2 persons	50.00	51.25
Family Placement (per 3 hour session) 2 persons	25.00	25.63
Family Placement (per 6 hour session) 3 persons	60.00	61.50
Family Placement (per 3 hour session) 3 persons	30.00	30.75
Family Placement (night care per night)	50.00	51.25
Charges to other Local Authorities		
Older People in Residential Council Homes (per week)	376.36	385.77
Older People in Residential Dementia placements in Council homes	540.64	554.16
Older People in Intermediate Care Placements in Council Homes	510.29	523.05
Adults in Supported Accommodation (per week)	477.56	489.50
Day Care – Older People (per session/day)	37.71	38.65
Day Care – Adults with Learning Disability per day	56.00	57.40
Day Care – Adults with Physical/Sensory Disability per day	78.00	79.95
Direct Payment Hourly Rates		
Standard Rate (Two rates for 2008/9)	9.12	PA 9.35 Agency 10.70
Complex Rate	11.08	11.36 (PA and Agency)
Appointee/ Receivership Charges		
Securing Property	£75 a day	£76.88
Continuous Monitoring of Property when the property holder is unable to do so	£20 an hour	£20.50an hour
Storage of Wills	£15 Per annum	£15.38 per annum
Property Searches, meter readings etc	£20 an hour	£20.50 an hour
Duchy of Lancaster Referrals where people have died intestate	Actual cost	Actual cost

BEREAVEMENT SERVICES**APPENDIX 2****SECTION 1 - CEMETERIES CHARGES**

	<u>PRESENT</u>	<u>PROPOSED</u>
RESIDENTS of HALTON	£	£
1. Purchase of exclusive right of burial of single full size grave		
(a) for maximum of 3 interments	565.00	600.00
(b) for maximum of 2 interments	505.00	520.00
<u>Interment's - (Including Those in Public Graves) – 16 Years and above.</u>		
2. Within the times 1 pm to 3 pm Mondays, 10 am to 3 pm Tuesdays to Thursdays and 10 am to 2 pm Fridays		
(a) when excavating to depth of 7'6"	600.00	620.00
(b) when excavating to depth of 6'0"	485.00	520.00
(c) when excavating to depth of 4'6"	430.00	440.00
3. Mondays to Fridays, outside the times in 2 above (by agreement only)		
(a) when excavating to depth of 7'6"	690.00	720.00
(b) when excavating to depth of 6'0"	580.00	600.00
(c) when excavating to depth of 4'6"	525.00	540.00
4. Saturday, between 10 am and 12 noon (by agreement only)		
(a) when excavating to depth of 7'6"	765.00	790.00
(b) when excavating to depth of 6'0"	655.00	680.00
(c) when excavating to depth of 4'6"	595.00	610.00
5. Saturday, between 12 noon and 3pm (by agreement only)		
(a) when excavating to depth of 7'6"	885.00	920.00
(b) when excavating to depth of 6'0"	775.00	800.00
(c) when excavating to depth of 4'6"	715.00	740.00
<u>Interment's – children (Including those in Public Graves) - from 12 months and under 16 years</u>		
6. Within the times 1 pm to 3 pm Mondays, 10 am to 3 pm Tuesdays to Thursdays and 10 am to 2 pm Fridays		
(a) when excavating to depth of 7'6"	325.00	340.00
(b) when excavating to depth of 6'0"	260.00	270.00
(c) when excavating to depth of 4'6"	235.00	240.00
7. Mondays to Fridays, outside the times in 2 above (by agreement only)		
(a) when excavating to depth of 7'6"	370.00	380.00
(b) when excavating to depth of 6'0"	305.00	320.00
(c) when excavating to depth of 4'6"	280.00	290.00
8. Saturday, between 10 am and 12 noon (by agreement only)		
(a) when excavating to depth of 7'6"	405.00	420.00
(b) when excavating to depth of 6'0"	340.00	350.00
(c) when excavating to depth of 4'6"	315.00	325.00
9. Saturday, between 12 noon and 3pm (by agreement only)		
(a) when excavating to depth of 7'6"	465.00	480.00
(b) when excavating to depth of 6'0"	400.00	410.00
(c) when excavating to depth of 4'6"	375.00	385.00
<u>Interments – stillborn or child not exceeding 12 months in a private grave</u>		
10. Stillborn or child not exceeding 12 Months in Private Grave	Nil	Nil
11. Purchase of Exclusive Right of Burial of single cremated remains grave		
Exclusive Right of Burial for a single cremated remains grave	295.00	325.00
<u>Interment of cremated remains</u>		
12.		
(a) When cremation has taken place at Widnes Crematorium (Monday to Friday)	80.00	90.00
(b) When cremation has taken place at Widnes Crematorium (Saturday)	112.00	120.00
(c) When cremation has taken place outside the Borough (Monday to Friday)	160.00	90.00
(d) When cremation has taken place outside the Borough (Saturday)	190.00	120.00

Note that Saturday interments are subject to staff availability and are therefore accepted by agreement only.

Continued ...

CEMETERIES CHARGES (continued)

NON RESIDENTS of HALTON

13. Non residents charges for fees 1 to 12 above

- (a) Non-residents of the Borough will be charged double the above stated fees for items 1 – 12 above. These charges may be reduced on application in writing when it can be shown that the person to be buried:
 - (i) is using a pre-purchased family grave which has been Previously used; and
 - (ii) has lived within the Borough of Halton, paying all due rates/Council charges for a period of not less than 90% of their life span; and
 - (iii) has been forced through ill-health to leave the Borough during the final phase of their life (medical evidence may be sought)
- (g) In certain cases the non-resident's loading may be waived on application in writing to the relevant Operational Director. Proof may be requested.
- N.B. Persons choosing to leave the Borough for any other reason will not be able to apply for fees and charges applicable to Halton residents.

SECTION 2 - CREMATION CHARGES

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
1. Person whose age at time of death exceeded 16 years		
(a) Monday to Friday	393.00	420.00
(b) Saturday	565.00	580.00
2. Child under 16 years whose age at time of death exceeded 12 months		
(a) Monday to Friday	185.00	190.00
(b) Saturday	275.00	280.00
3. Child whose age at time of death did not exceed 12 months		
(a) Monday to Friday	17.00	20.00
(b) Saturday	50.00	50.00
4. Cremation fee after anatomical examination		
(a) Monday to Friday	200.00	205.00
(b) Saturday	232.00	240.00

Notes:

(i) Cremation fees include Includes Medical Refs. Fees, use of Chapel, plastic container, strewing of remains without an appointment and Cremation Certificate, if required.

(ii) Note that Saturday cremations are subject to staff availability and are therefore accepted by agreement only

SECTION 3 - MEMORIALS – CEMETERIES AND CREMATORIUM

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
* 1. Book of Remembrance		
– 2 line entry	73.00	75.00
– Each additional line, or part thereof over 2 lines	20.00	21.00
– Crests and Coats of Arms	47.00	50.00
* 2. Miniature Books of Remembrance	59.00	60.00
Inscriptions in Miniature Books of Remembrance – per line of part thereof	8.50	9.00
Memorial Cards	8.50	9.00
Photo Miniature	Price	on Price
Handling Charge	Application	Application
	19.00	20.00
* 3. Bronze Plaques		
– Display for initial 10 year period	175.00	180.00
– Renewal for additional 10 year period	76.00	80.00
* 4. Granite plaque on planter (Four Seasons Garden)		
-Display for initial 10 year period	303.00	310.00
-Design	45.00	46.00
-Renewal for additional 10 year period	112.00	115.00
* 5. Tablets on Wall of Remembrance – No new Tablets available		
– Engraving of Tablets – per letter	At Cost	At Cost
– Handling Charge	19.00	20.00
* 6. Memorial Benches		
(a) 5 ft standard hardwood bench supplied and fitted on base, with engraved plaque attached (initial 10 year lease)	From 609.00	From 625.00
(b) Additional plaque	38.00	40.00
(c) Extension of hardwood bench lease for a further 10 years (includes replacement bench on existing base)	From 480.00	From 495.00
(d) Granite memorial bench for the four seasons garden of remembrance (initial 10 year lease)	1065.00	1095.00
(e) Extension of granite bench lease for a further 10 years	435.00	445.00
7. The right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted		
(a) A memorial with or without vases and/or flower containers included in memorial	131.00	135.00
(b) Vase/Books/Tablets (each) – not in headstone memorial not exceeding 12" x 12" x 12"	35.00	36.00
(c) Vase/Books. Tablets (each) – not in headstone memorial exceeding 12" x 12" x 12" but not exceeding 18" width x 12" x 12"	50.00	52.00
8. The right to add each further inscription to headstone after initial inscription	26.50	27.00
Per inscription	26.50	27.00
9. Inscriptions on Memorial Stone donated by Rev. Phillip Mears (Hospital Chaplain)		
Per inscription	42.50	42.50
10. Registration of Memorial Masons		
Annual registration fee for BRAMM Accredited Memorial Masons	FOC	FOC

Continued ...

Items marked with an asterisk are subject to VAT at the standard rate.

MEMORIALS - CEMETERIES AND CREMATORIUM (continued)

	<u>PRESENT</u>	<u>PROPOSED</u>
* 11. Memorial Tree with (a) bronze plaque or (b) Laminated Plastic plaque displayed for an initial 10 year period		
(a) New Tree - Bronze Plaque	376.00	385.00
- Laminated Plastic Plaque	242.00	250.00
(b) Selected Existing Tree - Bronze Plaque	270.00	275.00
- Laminated Plastic Plaque	135.00	140.00
(c) Renewal for additional 10 year period	114.00	120.00
* 12. Memorial Rose with laminated plaque displayed for an initial 5 year period		
(a) Selected existing or new bush rose depending on availability	182.00	185.00
(b) Renewal for additional 5 year period	114.00	120.00

Items marked with an asterisk are subject to VAT at the standard rate.

SECTION 4 - MISCELLANEOUS SERVICES AND CHARGES – CEMETERIES AND CREMATORIUM

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
1. Use of Crematorium Chapel for full Burial Service Per half hour or part thereof	63.00	65.00
2. Exclusive rights of burial		
(i) Indemnity Fee (if exclusive right of burial cannot be produced)	42.00	45.00
(ii) Registered Assignment of Exclusive Right of Burial (Transfer of Ownership)	42.00	45.00
3. Caskets and Urns		
– Plastic	Included in Cremation Fee	Included in Cremation Fee
– Aluminium(Including brass effect plate)	28.00	30.00
– Wood (Including brass effect plate)	45.00	50.00
– Small Caskets	18.00	20.00
– Token Boxes	16.00	17.00
4. Register of Cremations		
Certified extracts	27.00	30.00
5. Storage of Cremated Remains		
(a) First calendar month	No Charge	No Charge
(b) Thereafter per calendar month or part thereof to maximum of 3 additional months, after which they will be scattered in Garden of Remembrance	42.00	45.00
6. Postage of Cremated Remains		
Per casket	At cost	At cost
7. Scattering of Ashes		
(a) Scattering of Ashes in Garden of Remembrance when cremation has taken place other than at the Widnes Crematorium	80.00	85.00
(b) Additional charge for attending scattering of Ashes, Monday to Friday (by appointment only)	29.00	30.00
(c) Additional charge for attending scattering of Ashes, Saturday (by appointment only)	60.00	65.00
8. Hourly rate		
For any matters not covered in this schedule of fees and charges, the Bereavement Services Manager may levy a charge based on an hourly rate per officer for miscellaneous services provided.	30.00	32.00

SANCTUM 2000 VAULTS

	<u>PRESENT</u> £	<u>PROPOSED</u> £
VAULTS (and placing of remains)		
1. Initial purchase		
(a) including first placing of ashes from Monday to Friday, when cremation took place at Widnes Crematorium	685.00	750.00
(b) including first placing of ashes on a Saturday, when cremation took place at Widnes Crematorium	716.00	800.00
(c) including first placing of ashes from Monday to Friday, when cremation took place elsewhere	856.00	750.00
(d) including first placing of ashes on a Saturday, when cremation took place elsewhere	888.00	800.00
2. Placing second casket of cremated remains in Vault		
(a) Monday to Friday, when cremation has taken place at Widnes Crematorium	29.00	40.00
(b) Saturday, when cremation has taken place at Widnes Crematorium	60.00	70.00
(c) Monday to Friday, when cremation has taken place elsewhere	35.00	40.00
(d) Saturday, when cremation has taken place elsewhere	67.00	70.00
DESIGNS and LETTERING		
* 3. Designs and lettering		
Lettering, per letter	2.60	3.00
Small Design	50.00	55.00
Large design	70.00	75.00
Photo tile – portrait (i.e. featuring one person)	105.00	110.00
Photo tile – landscape (i.e. featuring two people)	135.00	140.00

Items marked with an asterisk are subject to VAT at the standard rate.

REGISTRATION SERVICES

APPENDIX 3

THE REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES FEES
(ORDER) 1999(FEES 1 to 4 MAY BE SUBJECT TO STATUTORY CHANGE)

	<u>PRESENT</u>	<u>PROPOSED</u>
1. GENERAL SEARCH		
Superintendent Registrar	£	£
– For general search in indexes in his office not exceeding 6 successive hours	18.00	18.00
2. CERTIFICATES		
Superintendent Registrar		
– Standard Certificate of Birth, Death or Marriage	7.00	7.00
– Photographic copy of an Entry of Birth, Death or Marriage	7.00	7.00
– Certificate of Birth, Death or Marriage for certain statutory purposes	7.00	7.00
– Short Certificate of Birth	5.50	5.50
Registrar		
– Standard Certificate of Birth, Death or Marriage	3.50	3.50
– Photographic copy of an Entry of Birth, Death or Marriage	3.50	3.50
– Certificate of Birth, Death or Marriage for certain statutory purposes	3.50	3.50
– Short Certificate of Birth (other than the first issued at the time of registration of birth)	3.50	3.50
– Certificate of Death issued to certain professional bodies	3.50	3.50
3. MARRIAGES / CIVIL PARTNERSHIPS		
Superintendent Registrar		
– For attending at the residence of house-bound or detained person to attest Notice of Marriage / Civil Partnership	47.00	47.00
– For entering a Notice in Marriage Notice Book / Civil Partnership Register	30.00	30.00
– For attending a marriage / signing the civil partnership schedule at the residence of a house-bound or detained person	47.00	47.00
– For signing the civil partnership register of the schedule in the Register Office	40.00	40.00
Registrar		
– For attending a marriage solemnised in the Register Office	40.00	40.00
– For attending a marriage in a registered building	47.00	47.00
– For attending a marriage at the residence of a house-bound or detained person	47.00	47.00
4. CERTIFICATION FOR WORSHIP AND REGISTRATION FOR MARRIAGE		
Superintendent Registrar		
– Certificate of a place of meeting for religious worship	28.00	28.00
– Registration of a building for the solemnisation of marriages	120.00	120.00
In addition to the above fees which are statutory, there are three further charges which apply in respect of premises approved under the Marriage Act 1994 and Civil Partnership Act 2004 as venues for conducting civil marriages and civil partnerships		
– Registration of a building under the 1994 and 2004 Acts	650.00	670.00
– Attendance by Senior Registrar/Registrar at the Boston Suite, Runcorn Town Hall (a venue approved under the 1994 / 2004 Acts)		
– Monday to Thursday	40.00 *	40.00
– Friday, commencing prior to 12 noon	40.00 *	40.00
– Friday, commencing at or after 12 noon	77.00	80.00
– Saturday, commencing prior to 12 noon	40.00	60.00
– Saturday, commencing at or after 12 noon	103.00	106.00
– Attendance by Senior Registrar/Registrar at all other buildings in Halton, approved under the 1994 /2004 Acts		
– Monday to Friday	218.00	225.00
– Saturday	267.00	275.00
– Sunday	318.00	326.00
– Bank Holidays	425.00	436.00

* Note, these fees must remain equivalent to the equivalent statutory "Register Office" fee

5. REAFFIRMATION of MARRIAGE VOWS CEREMONIES and NAMING CEREMONIES

– Attendance by Superintendent Registrar/Senior Registrar		
- Monday to Friday in the Boston Suite, Runcorn Town Hall	113.00	116.00
- Saturday in the Boston Suite, Runcorn Town Hall	144.00	148.00
- Other approved premises (Monday to Friday)	133.00	136.00
- Other approved premises (Saturday)	159.00	163.00
- Other approved premises (Sunday)	185.00	190.00
- Other approved premises (Bank Holiday)	228.00	234.00
- Each extra child when the naming ceremony covers more than one child	40.00	45.00
- Commemorative certificate	3.50	3.50

6. INDIVIDUAL CITIZENSHIP CEREMONIES

– Attendance by Superintendent Registrar/Senior Registrar		
- Monday to Thursday in the Boston Suite, Runcorn Town Hall	33.00	34.00
- Monday to Friday in a hotel	149.00	153.00
- Saturday in a hotel	199.00	205.00
- Sunday in a hotel	250.00	256.00
- Bank Holiday in a hotel	355.00	364.00

NOTE

The charges in Section 5 are subject to VAT. None of the other charges in the schedule above are subject to VAT.

CONSUMER PROTECTION FEES AND CHARGES**APPENDIX 4****SCHEDULE 1****Fees to be paid in respect of Section 11(3) of the Weights and Measures Act 1985**

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
A		
<u>MEASURES</u>		
1. Linear measures not exceeding 3m, for each scale	15.10	15.50
2. (i) Capacity measures without divisions not exceeding 1 litre If submitted in quantities of 1 gross or more – per dozen	6.15 11.75	6.30 12.00
(ii) Capacity measures with divisions	11.75	12.00
(iii) Capacity measures without divisions exceeding 1 litre	11.75	12.00
3. Cubic ballast measures (other than brim measures)	155.00	159.00
4. Liquid capacity measures for making up and checking average quantity packages	24.40	25.00
5. Templets		
(i) Per scale – first item	42.75	43.50
(ii) Second and subsequent items	15.70	16.10
B		
<u>WEIGHTS</u>		
1. Weights between 1 mg and 25 kg inclusive (i.e. Crown Stamping)	6.80	7.00
C		
<u>MEASURING INSTRUMENTS FOR INTOXICATING LIQUOR</u>		
1. Not exceeding 150 ml	15.10	15.50
2. Exceeding 150 ml	17.70	18.15
3. (i) Exceeding 150 ml where between 10 and 79 instruments are submitted at any one time at manufacturers premises	7.00	7.20
(ii) Exceeding 150 ml where 80 or more instruments are submitted at any one time at the manufacturers premises	5.35	5.50
D		
<u>WEIGHING INSTRUMENTS</u>		
1. Calibrated to weigh only in metric or imperial		
– Not exceeding 15 kg (not exceeding 34 lb.)	26.85	27.50
– Exceeding 15 kg to 100 kg (34 lb. - 224 lb.)	37.00	38.00
– Exceeding 100 kg to 250 kg (224 lb. - 560 lb.)	54.35	56.00
– Exceeding 250 kg to 1 tonne (560 lb. - 1 ton)	91.30	94.00
– Exceeding 1 tonne to 10 tonne (1 ton - 10 ton)	146.20	150.00
– Exceeding 10 tonne to 30 tonne (10 ton - 30 ton)	312.00	320.00
– Exceeding 30 tonne to 60 tonne (30 ton - 60 ton)	475.00	487.00
Additional costs involved in testing instruments calibrated to weigh in both metric and imperial units and/or checking remote display/printing facilities – 125% of appropriate fee		
DISCOUNT when all weights/equipment provided by submitter – 25%		
2. Automatic or totalising weighing machines – per officer/hour	64.00	66.00
3. Equipment designed to weigh loads in motion – per officer/hour	64.00	66.00

	<u>PRESENT</u>	<u>PROPOSED</u>	
	£	£	
E	<u>SPECIAL WEIGHING AND MEASURING EQUIPMENT</u>		
1.	Equipment tested by means of statistical sampling – per officer/hour	64.00	66.00
2.	The establishment of calibration curves for templets – per officer/hour	64.00	66.00
3.	Templets graduated in millimetres – per officer/hour	64.00	66.00
F	<u>MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS</u>		
1.	Container type (unsubdivided) instruments	62.50	64.00
2.	Other types – Multigrade, single or multi outlet instrument (per visit)		
	(a) 1 meter tested	92.45	94.75
	(b) 2 meters tested	179.00	183.50
	(c) 3 meters tested	244.75	251.00
	(d) 4 meters tested	292.00	300.00
	(e) 5 to 10 meters tested – at the rate of £66.50 per meter tested	64.75	66.50
	(f) 11 to 20 meters tested – at the rate of £60.60 per meter tested	59.15	60.60
	(g) 21 or more meters tested – at the rate of £60.60 per meter tested for the first 20 meters then at the rate of £44.00 per meter tested for the 21st and subsequent meters tested	59.15	60.60
		42.85	44.00
3.	A charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors, could be based upon the basic fee given above plus additional costs at the rate of £66.00 per extra officer/hour	64.00	66.00
G	<u>ROAD TANKER LIQUID FUEL MEASURING EQUIPMENT (ABOVE 100L)</u>		
1.	Meter Measuring Systems		
	(a) Wet hose type with two testing liquids	167.45	172.00
	(b) Wet hose type with one testing liquid	141.40	150.00
	(c) Dry hose type with two testing liquids	188.70	194.00
	(d) Dry hose type with one testing liquid	158.80	163.00
	(e) Wet plus Dry hose type with two liquids for each type	282.80	290.00
2.	Dipstick Measuring Systems		
	(a) Up to 7600 litres (for calibration of each compartment and production of chart)	144.80	148.50
	Over 7600 litres – basic fee and additional costs at £66.00 per hour	64.00	66.00
	(b) Initial dipstick	17.35	17.80
	(c) Spare dipstick	16.25	16.70
	(d) Replacement dipstick (including examination of compartment)	36.45	37.40
3.	Regulation 23 or 24 occurrence – £66.00 per officer/hour (relate to the Measuring Instruments (EEC Requirements) Regulations 1988) – (or Regs 65 or 66, SI 1983:1390)	64.00	66.00
4.	Re-sealing of plates on tankers or re-sealing where previous seals broken in presence of Inspector – £66.00 per officer per hour	64.00	66.00

NOTE

All Schedule 1 fees relate to work undertaken within the flexible working hour's bands. For work undertaken at other times, once the total fees have been calculated in the normal way an additional charge of 25% will be levied for amounts of up to and including £270.00 (260.00), or 20% for amounts exceeding £270.00.

SCHEDULE 2

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
A		
<u>EEC (OTHER THAN G ABOVE)</u>		
1.		
Testing of equipment to EEC initial or partial verification (fee given in Schedule 1 for same class of equipment)		
2.	64.00	66.00
Testing or other services in pursuance of a Community obligation other than EEC initial/partial verification – £66.00 per officer/hour		
B		
<u>SECTION 74 (4)(a) or (b)</u>		
1.		
Testing of equipment detailed in Schedule 1 (A, B, C, D, F, G) or Schedule 2 (A1) – the fee given in the relevant entry for such equipment – plus VAT		
2.	64.00	66.00
Other equipment – e.g. Schedule 1E tests – £66.00 per officer/hour plus VAT		
C		
<u>PRODUCTION OF CALIBRATION CERTIFICATES UPON REQUEST</u>		
1.	42.85	44.00
Where no other fee has been charged for the testing work undertaken	+VAT	+VAT
2.	42.85	44.00
Where some other fee has been charged for the testing/verification work undertaken, an additional 50% of that fee will be charged up to a maximum of £44.00 plus VAT. (In all instances, VAT should only be brought into the equation once all other calculations have been completed)	+VAT	+VAT

NOTE

All Schedule 2 fees relate to work undertaken within the flexible working hour's bands. For work undertaken at other times, once the total fees have been calculated in the normal way an additional charge of 25% will be levied for amounts of up to and including £270.00 (260.00), or 20% for amounts exceeding £270.00.

SCHEDULE 3**POISONS ACT 1972**

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
1.	52.15	53.50
Initial Registration		
2.	23.25	24.00
Re-registration		

SCHEDULE 4**PERFORMING ANIMALS (REGULATION) ACT 1925**

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
1.	83.20	85.30
For each registration		
2.	14.55	15.00
For copy of a Certificate of Registration		

SCHEDULE 5**PETROLEUM (CONSOLIDATION) ACT 1928 ETC.****(THESE FEES MAY BE SUBJECT TO STATUTORY CHANGE)**

Petroleum (Consolidation) Act 1928 c32		Present Fee Maximum Fee	or	Proposed Fee Maximum Fee
Section 4 (See Notes 1 and 2)	Licence to keep petroleum spirit of a quantity			
	– not exceeding 2,500 litres (per licence)	39.00		39.00
	– exceeding 2,500 litres but not exceeding 50,000 litres (per licence)	54.00		54.00
	– exceeding 50,000 litres (per licence)	111.00		111.00
Petroleum (Transfer of Licences) Act 1936 c27				
Section 1(4)	Transfer of petroleum spirit licence	8.00		8.00
Non Statutory Fee	Environmental searches Re: Petroleum /former petroleum Installations £66.00 - per officer hour	£66.00 + VAT (Subject to a minimum fee of £66.00 + VAT) (was £64.00)		

SCHEDULE 6**MANUFACTURE AND STORAGE OF EXPLOSIVES REGULATIONS 2005****(THESE FEES MAY BE SUBJECT TO STATUTORY CHANGE)**

Provision under which application made	Purpose of application	Present Fee Maximum Fee	or	Proposed Fee Maximum Fee
The Manufacture and Storage of Explosives Regulations 2005				
Regulation 10 (See Notes 1 to 3)	Licence to store explosives: one year's duration	144.00		144.00
	Renewal of a licence: one year's duration	79.00		79.00
Regulation 11 (See Notes 1 to 3)	Registration in relation to the storage of explosives one year's duration	86.00		86.00
	Renewal of registration: one year's duration	43.00		43.00
Regulation 16	Varying a licence: a) varying name of licensee or address of site b) any other kind of variation	32.00		32.00
		The reasonable cost to the licensing authority of having the work carried out		
Regulation 20	Transfer of licence or registration	32.00		32.00
	Replacement of licence or registration referred to above if lost	32.00		32.00

FIREWORKS REGULATIONS 2004**(THESE FEES MAY BE SUBJECT TO STATUTORY CHANGE)**

Provision under which a fee or maximum fee is payable	Purpose of application	Present Fee Maximum Fee	or	Proposed Fee Maximum Fee
Fireworks Regulations 2004				
Regulation 9	Licence for the supply, or exposing for supply adult fireworks at any time of the year	500.00		500.00

REPORT TO: Executive Board Sub Committee

DATE: 20th March 2008

REPORTING OFFICER: Strategic Director Health and Community

SUBJECT: Inflationary Increases for Adult Social Care 2008/09

1.0 PURPOSE OF REPORT

1.1 To present to the Executive Board Sub Committee the proposed 2008/9 inflationary increases for Adult Social Care contracts.

2.0 RECOMMENDATIONS

That the Executive Board Sub Committee endorse:-

- (i) **an inflationary uplift for providers of Domiciliary, Residential & Nursing contracts of up to 2.5%, which is within the inflationary allowance allocated by the Council to Social Services for 2008/09.**
- (ii) **an inflationary uplift of 8.24% for the Dementia fees within Halton services, in order to take into account increased financial pressures on the provider market.**
- (iii) **approval of inflationary uplifts for out-of- borough placements on a case-by-case basis, limited to the 2.5% HBC inflationary increase or the prevailing Local Authority rate.**

3.0 SUPPORTING INFORMATION

3.1 Domiciliary Care

The Council have approved a 2.5% inflationary uplift on Social Care budgets in 2008/9. It is therefore proposed that contracts for the provision of Domiciliary Care are awarded an equivalent inflationary uplift of 2.5% with effect from Monday 7th April 2008.

Providers have been informed that, in accordance with the terms of their contract (s.2.2.4), they should submit a written application for an inflationary increase on their agreed contract prices. Providers have been advised that the deadline for applications is April 18th 2008.

It is also proposed that in accordance with s.2.2.4 of the domiciliary care contract, the inflationary increase is applied from the first Monday in April (7th 2008).

The revised rates for each domiciliary agency, assuming a 2.5% uplift, are set out in Appendix 1.

3.2 Residential and Nursing Care Fees

Again, in line with the approved a 2.5% inflationary uplift on Social Care budgets in 2008/9, it is proposed that contracts for the provision of Residential and Nursing placements are awarded an equivalent inflationary uplift of 2.5% with effect from Monday 7th April 2008.

The increase suggested is in accordance with s2.2.3 of the above contracts “Unit Prices shall be increased or decreased annually in line with the inflationary allowance allocated by the Council to the Social Services Pay Budgets. New rates will be applied from the first Monday in April of each new financial year.”

The free Nursing care (FNC) Rates supplement changed in 2007/8 from three bands of £40, £87 and £139 to two bands as follows:-

- Standard £101
- High £139

The cost of the “free nursing” contribution will be met by the PCT. At the present time, there is no indication if the FNC rate will be increased in 2008 /09.

The new fees for residential and nursing care are stated in Appendix 2.

3.3 Dementia Fees

This report is seeking approval to award an inflationary increase for Dementia fees in Halton at 8.24%. Appendix 3 illustrates that Halton’s current fee (2007/8 rate) has fallen behind rates paid by neighbouring authorities.

Reasons include:-

- In line with clause 2.2.3 of the contract Halton has previously restricted inflationary increases within the social services inflationary allowance.
- Other LA’s have awarded inflationary increases above their own base rate to take into account pressures on the provider market such as the impact of working time directives and minimum wage legislation.

This report therefore recommends that with effect from Monday 7th April 2008, Halton uses its discretion under contract clause 2.2.5 to award an increase of 8.24% on dementia rates to take into account some of the recent pressures faced by the provider market and to align Halton’s rate to neighbouring authority rates.

3.4 Out of Borough Placements

It is proposed that the inflationary increase applied to out of borough placements is decided on a case by case basis as follows:-

- Providers to be informed that inflationary increase will be subject to submission of a written request to HBC contracts department within a specific timeframe
- Any increase within the agreed HBC rate of 2.5% to be approved and applied.

Any increase above 2.5% to be approved by a relevant Operational Director, based on the information submitted by the provider, confirmation of the host authorities approved inflationary rate and knowledge of the ongoing need for the specific service. This is consistent with historical practice.

4.0 POLICY IMPLICATIONS

4.1 Prices set should be realistic to allow the Directorate to achieve a balanced budget and not too dissimilar to other neighbouring Local Authorities, to prevent shifts in the market. Appendix 3 provides a comparison of Halton's rate for Dementia services against other LA's, which highlights the need for an increase above the usual base rate inflation awarded to social care budgets.

4.2 The Contracts for Residential and Domiciliary expire in 2009. We are currently working with consultants on the development of the Residential and Domiciliary Care strategies 2009 – 2014. This work includes an analysis of costs, which will be used to inform contract prices agreed post 2009.

5.0 FINANCIAL IMPLICATIONS

5.1 Providers understandably want a greater fee level. However, the cost of care including all direct costs and allowances for capital costs, property costs and return on capital has been previously modelled in 2004/5 for residential and nursing older peoples services, and the proposed fee levels suggested for Domiciliary, Residential and Nursing placements, can be financially justified under the terms of the current contract.

5.2 The additional cost incurred as a result of the recommended increase of 8.24% for Dementia placements is affordable and has been modelled within the Health and Community financial strategy to achieve a balanced budget.

5.3 All proposed fees are affordable within the financial strategy or the approved inflationary allowance allocated by the Council to Social Care budgets.

6.0 RISK ANALYSIS

6.1 Failure to address the low fee for dementia placements could lead to providers ceasing to offer dementia bed spaces in Halton. This could lead to a

shortage of specialist placements for a number of vulnerable older people in Halton and the need to procure more costly placements outside of the borough.

- 6.2 Through negotiation and with regard to compliance with contractual terms and conditions, Halton BC will set a price for care and support services, effective for all providers for the 2008/09 Financial year. The price set should be realistic to ensure stability of the market and also allow Halton BC to influence the market to meet local needs.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 Increases will be applied through a transparent and equitable process without discrimination due to age, gender, disability, religion, sexual orientation or ethnic origin.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 8.1 None.

Appendix 1

Proposed Domiciliary Care Provider Rates for 2008/9

Provider	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09	2007/08 current rate	2.5% uplift for 08-09
	15 minutes		30 minutes		45 minutes		1 hour		10pm-8am sleep in session	8am-10pm Day sitting		11pm-8am Waking night		
Verna Care (Widnes 60%)	3.80	3.71	6.46	6.30	8.66	8.45	10.63	10.37	59.49	58.04	144.62	141.09		N/A
Sankey (Widnes 40%)	5.41	5.28	6.90	6.73	7.80	7.61	9.96	9.72	64.74	63.16	121.14	118.19	81.34	79.36
Medico (Runcorn 60%)	4.73	4.61	7.03	6.86	9.18	8.96	10.82	10.56	70.30	68.59	126.03	122.96		N/A
Carewatch (Runcorn 40%) *	4.61	4.50	6.86	6.69	8.96	8.74	10.56	10.30	86.53	84.42	113.57	110.80		N/A
Just Care	3.73	3.64	7.03	6.86	10.46	10.20	11.92	11.63		N/A		N/A		N/A
M-POWER (ALD)	3.32	3.24	6.65	6.49	9.97	9.73	13.28	12.96	40.84	39.84	155.75	151.95		
Caring Hands Cheshire	3.25	3.17	6.49	6.33	9.74	9.50	12.98	12.66		N/A		N/A		

Appendix 2

Inflationary uplifts for services in 2008/09

	2007/08	Residential and Nursing 08/09
Residential Care	£326.18	£334.33
Residential Dementia Care *	£364.19	£394.20
Lower rate nursing care	£348.54	£357.25
Higher rate of nursing care	£348.54	£357.25
Specialist Residential Care Homes MHT Individual negotiated arrangements for specific service users & homes: Leahurst, Woodcrofts	£369.00	£378.23
Specialist Residential Care Homes ALD Individual negotiated arrangements for: Widecove	£601.49	£616.53
Smithy Forge	£728.12	£746.32

*

Residential Dementia Care rate uplifted by the proposed 8.24%

Appendix - 3

2007/08

Local Authority Residential Dementia Fee Comparison

	Halton	Liverpool	Warrington	Wirral BC	Cheshire	St Helens	Manchester	Sefton	Knowsley
Residential – Dementia Elderly/EMI	£364.19	£395.00	£369 + £9 enhanced rate where applicable	374.85 * see below for Quality premiums	£429.84	£399 2*£404 3*408 4*£417 5*£429	£373.54 (single room) & £358.09 (shared room) & £5.30 premium rate for en-suite facilities	£367.50 * see below (quality premiums for Sefton)	£399.91

* Quality premiums for Wirral

(With additional quality premiums dependent on star rating of establishment) £5.15 pp per week – 1 star.
£31.99 per week – 2 star. £58.87 per week – 3 star.

* Quality premiums for Sefton

(With additional quality premiums dependent on star rating of establishment) £17.50 – 2 star. £27.50 – 3
star. £32.50 – 4 star. £37.50 – 5 star.

REPORT TO: Executive Board Sub-Committee

DATE: 20th March 2008

REPORTING OFFICER: Strategic Director Health and Community

SUBJECT: Extension of Supported Living Contract.

1.0 PURPOSE OF THE REPORT

- 1.1 To request suspension of the relevant procurement standing orders 3.1-3.7 under the exceptional circumstances set out in this report, to extend a contract for the supported living services listed in section 3.4 of this report, for a period of 2 years from 1st April 2008.
- 1.2 To request that the Strategic Director Health and Community, in conjunction with the portfolio holder for Community, be authorised to take such action as may be necessary to implement the recommendations set out below.

2.0 RECOMMENDED THAT:

- (1) In the exceptional circumstances set out below, for the purpose of standing order 1.6, procurement orders 3.1 –3.7 be waived on this occasion on the basis that the market was tested two years ago and the current contract offers value for money and is performing well in meeting the needs of service users with profound and complex needs. Compliance is also not practicable, in that, it would result in unnecessary disruption to extremely vulnerable clients.**
- (2) Delegated powers be approved to enable the Strategic Director, Health and Community, in conjunction with the portfolio holder for Community, to extend contracts for the provision of supported living services listed in section 3.4 of this report for a period of 2 years with effect from April 2008.**

3.0 SUPPORTING INFORMATION

- 3.1 In 2005/6, permission was granted to tender for the provision of services listed in section 3.4 of this report on the grounds that the current provider was failing due to poor performance.
- 3.2 Following an open tender exercise Creative Support were offered a contract for a period of two years for the provision of supported living services. The services provide care and support for Adults with Learning Disabilities, the majority of whom are assessed under Fair Access to Care as having critical or substantial needs.

3.3 Since the award of the contract in 2006, Creative Support has significantly improved the quality the services being delivered. Improvements to date include:

- A significant reduction in the number of complaints from carers and service users
- Prior to tender the services failed to meet the required level C against the Supporting People Quality Assessment Framework. All services now meet a level C and a number are working towards a level B.
- Creative support have worked proactively with Housing providers and Social Care teams to improve the living environment of the clients

3.4 In view of the proven track record of good performance and in order to prevent any disruption to vulnerable clients with profound learning disabilities, this report is seeking approval to extend the contract for the following services for a period of two years with effect from 1st April 2008:

Name of Service **Gross Contracted Values for**
2008/9-2009/10

Service Details	SP Costs	Adult Social Care
6 Capesthorpe Close – 1 bed service for Learning Disabilities.	£31,820	£96,509
9 Prestbury Close – 3-bed service for Learning Disabilities.	£105,640	£98,062
14 Allendale - 2 bed service for Learning Disabilities.	£72,345	£ 163,795
6 Gosforth Court – 2 bed service for Learning Disabilities.	£68,769	£ 72,937
66 Victoria Road – 3 bed service for Learning Disabilities.	£71,783	None
Total	£350,358	£ 431,303

4.0 Business Case for the contract extension

4.1 Value for money and competition

The tender exercise undertaken in 2005/6 resulted in a saving to the authority as Creative Support is delivering the services at a cost below the former contract price. In addition, following a comprehensive review in 2006/7, which considered the cost, quality and strategic relevance of each service, a further reduction in cost has been agreed following the reconfiguration of the services.

This contract is also provides value for money when benchmarked against other contracted services within Halton.

The above has tested the market and commissioners believe that value for money is being achieved.

4.2 Transparency

The contract and award process are subject to Freedom of Information requests and annual external and internal auditing processes. This ensures that external agencies do have the opportunity in some measure to examine the process and its contractual outcome.

4.3 Propriety and Security

The extension of this contract complies with Halton Borough Council's standing orders and procurement. Compliance with anti corruption practices will be adhered to and the contract will be terminated if any instances of corruption by this organisation or its staff members occur. The above extension is in line with the timescales set out in the approved SP procurement plan, in that, all 24hr Supported Living services in Halton are due for tender in 2010.

4.4 Accountability

The contract will be performance managed by the SP and Adult Social Care contracts team and performance will be scrutinised by the SP Core Strategy Board and SP Commissioning Body.

4.5 Position of the contract under the Public Contracts Regulations 2006

This is a part B exempt service under the Contracts Regulations 2006, and it means that there is no need to advertise in the OJEU although when the contract is awarded we have to give notice to OJEU of the award of contract within a specific period of time. (48 days)

5.0 POLICY IMPLICATIONS

None

6.0 FINANCIAL IMPLICATIONS

6.1 The gross cost for the two year extension to the contract is as follows:

Budget	2yr contract value
Supporting People	£ 350,358
Social Care	£ 431,303
Gross 2yr contract value	£ 781,661

6.2 The cost of the above can be met within existing budgets.

7.0 RISK ANALYSIS

7.1 All contracts are monitored in accordance to the level of risk identified, and in the event of non-compliance the contract will be reviewed immediately and the necessary remedial action will be instigated.

7.2 All services will be subject to full review in 2009-2010. Findings will be used to inform the tender process in 2010.

8.0 EQUALITY AND DIVERSITY ISSUES

Agencies awarded a contract would be expected to comply with the Council policies relating to Ethnicity and Cultural Diversity as well as promoting inclusion.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act

REPORT:	Executive Board Sub Committee
DATE:	20 March 2008
REPORTING OFFICER:	Strategic Director – Children and Young People
SUBJECT:	Review of Fees and Charges – Foster Carers
WARDS:	Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 In accordance with the annual budget review, to seek the Boards approval of the proposed increases in fees and charges for the rates paid to foster carers.

2.0 RECOMMENDATION: That fees and charges increases for Foster Carers outlined in Appendix 1 and 2 be approved.

3.0 SUPPORTING INFORMATION

- 3.1 Prior to 2007/2008 the rates of allowances paid to Foster Carers were increased in line with the inflationary rates applied to the council's budget rather than in line with the increases recommended by the Fostering Network. This had a negative impact on the authority's ability to recruit and retain foster carers and increased the dependency on independent fostering agency and out of borough residential placements.
- 3.2 It was agreed that for 2007/2008, the rates of allowances for Foster Carers could be increased in line with recommended by the Fostering Network.
- 3.3 For those circumstances where the Fostering Network does not make a recommendation, it is proposed that rates are increased by 2.5% (Appendix 2).
- 3.4 The basic allowances for Foster Carers includes a weekly allowance, plus birthday, holiday and Christmas allowances. Fees will need to be increased with effect from 1st April 2008.
- 3.5 From April 2007, Fostering Services must publicise their allowances clearly separated from fees.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications as a result of this report.

5.0 RESOURCE IMPLICATIONS

5.1 Provision exists to meet this expenditure within the Council's approved budget for Children in Care placements.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People

Increasing the Foster Carers allowance in line with the rates proposed by the Fostering Network will improve the authority's ability to recruit and retain Foster Carers and reduce the dependency on independent fostering agencies and out of borough residential placements.

6.2 Employment Learning and Skills in Halton

N/A

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

Sufficient provision is required for the increased numbers of children who need to be cared for by the local authority.

6.5 Halton's Urban

N/A

7.0 RISK ANALYSIS

7.1 The proposals will ensure that the risk of not being able to recruit or retain Foster Carers in Halton is better managed. There are ongoing risks in relation to increased numbers of children requiring to be cared for by the local authority, but robust gate-keeping and monitoring measures are in place.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The provision for Children in Care within Foster Care is based on, wherever possible, a clear match between the needs of children and the skills of their prospective carers. Additionally by potentially improving both the recruitment and retention of carers the equality of opportunity for children in care in Halton will be improved.

11.0 IMPLEMENTATION DATE

11.1 Fees and charges for Foster Carers will need to be increased from 1st April 2008.

12.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Documents
The Fostering Network
Minimum Allowances

Place of Inspection
3rd Floor Chester
Building – Grosvenor
House, Runcorn

Contact
Ann McIntyre – Operational
Director – Business Planning
and Resources

APPENDIX 1

Children's Services – Fostering Rates

Fostering Allowance paid to all carers:

	Current £	Proposed £
Age 0 – 4	118.60	121.68
Age 5 – 10	135.10	138.61
Age 11 – 15	168.18	172.55
Age 16 +	204.55	209.86

Christmas Allowances All Children

Age 0 – 4	118.60	121.68
Age 5 – 10	135.10	138.61
Age 11 – 15	168.18	172.55
Age 16+	204.55	209.86

Birthday Allowances All Children

Age 0 – 4	118.60	121.68
Age 5 – 10	135.10	138.61
Age 11 – 15	168.18	172.55
Age 16+	204.55	209.86

Holiday Allowances – Lump Sum All Children

Age 0 - 4	237.20	243.36
Age 5 - 10	270.20	277.22
Age 11 – 15	336.36	345.10
Age 16+	409.10	419.72

NB – The proposed rates would be in line with those recommended by Fostering Network.

APPENDIX 2

	Current £	Proposed £
Specialist Foster Scheme Weekly Payment (plus basic foster care allowance)	333.08	341.40
Home From Home full day	29.53	30.27
Home From Home ½ day	14.54	14.90
Day Care full day	17.08	17.51
Day Care ½ day	8.54	8.75
Clothing Allowance (one off payment)		
Age 0-4	264.61	271.23
Age 5-10	352.89	361.71
Age 11-16	538.63	552.10
Age 16-17	530.23	543.49
Enhanced Fostering Allowance paid to carers who are managing children with complex needs:		
Age 0 – 4	226.98	232.65
Age 5 – 10	243.31	249.39
Age 11 – 15	276.05	282.95
Age 16+	314.96	322.83

NB - The proposed rates have been increased by 2.5%.
Any other rates not listed for Children's Services will be increased by 2.5%

REPORT TO: Executive Board Sub Committee

DATE: 20 March 2008

PRESENTED BY: Operational Director – Business Planning and Resources

SUBJECT: Building Schools for the Future – Temporary Support

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To seek the Waiver of Standing Orders to provide temporary Support to the BSF Programme prior to the appointment of the Programme Manager.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Operational Director Business Planning and Resources be authorised to award the contract for Temporary Programme Manager Support for BSF to the contractor M D Consultants in the sum of £10,000 and in accordance with Procurement SO 1.6 Standing Orders 3.1 – 3.7 and 3.10 be waived on this occasion as compliance with Standing Orders is not practicable for reasons of urgency which could not have reasonably been anticipated.**

3.0 BACKGROUND

- 3.1 The BSF Team currently consists of a Programme Director and a BSF Personnel Officer. Due to the scale of work which needed to be undertaken in the preparation to BSF Waive entry and the immediate need for additional support, it was agreed that Programme Management consultancy support up to the value of £5,000 could be secured in December 2007. It was also agreed that this consultancy could be provided through MD Consultancy.
- 3.2 The post of Project Manager has now been advertised and interviews will take place within the next few weeks. The new postholder will then take up post in the next few months. However, prior to the commencement of the Project Manager there are a number of key areas of work, which need to be undertaken. These key areas of work include the completion of the Staff Workforce Audit, a detailed analysis of all secondary and secondary special staff in each of the Halton schools and the preparation of the Strategy for Change Part 1 submission.
- 3.3 It is therefore requested that a further contract up to the value of £8,000 be awarded to MD Consultancy. The daily rate for this consultancy work is £400.00. This would allow an additional 20 days of support.

4.0 BUSINESS CASE FOR WAIVING TENDERING STANDING ORDERS

Value for money and Competition

Two quotes from two other BSF Consultants were £725 per day and £952 per day. The daily rate for Mike Woods MD Consultants is £400 per day.

Transparency

The process will still be subject to scrutiny by internal and external audit. The report about the contract and the waiver has been through an internal checking process which has involved the Corporate Management Team and Member approval. The contract will be open to inspection under the annual audit of accounts and under the Freedom of Information Act 2000 and similar legislation.

Propriety and Security

[Integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

Accountability

Accountability would remain with Operational Director Business Planning and Resources.

Position of the contract under the Public Contracts Regulations 2006

As the services purchased under this contract fall under Part B of Schedule 2 of the Public Contract Regulations it is exempt from the advertising and tendering requirements.

5.0 POLICY IMPLICATIONS

- 5.1 Much of the work on developing the Staff Workforce programme has been undertaken through MD Consultants. Additional capacity will be needed in order to complete the draft Strategy for Change Part 1, which has been requested prior to the BSF Remit meeting at the end of April 2008.

5.0 FINANCIAL IMPLICATIONS

- 5.1 This consultancy work can be fully funded from the current BSF budget.

REPORT TO: Executive Board Sub-Committee

DATE: 20th March 2008

REPORTING OFFICER: Strategic Director for Children and Young People

SUBJECT: Waiver of Procurement Standing Order 3.1:
English as an Additional Language (EAL)
Support for Pupils in Halton Schools

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To seek a waiver of procurement standing order 3.1

2.0 RECOMMENDATION:

2.1 **It is RECOMMENDED THAT the OD (Preventative Services) be authorised to award the contract for English as an Additional Language (EAL) Support for Pupils in Halton Schools and that in the light of the exceptional circumstances namely that compliance with standing orders would result in a clear financial detriment to the Council (1.6 (c)) and because compliance with standing orders is not possible (1.6 (a))**

3.0 SUPPORTING INFORMATION

3.1 Support for pupils with EAL needs in Halton historically has been based on practices that were in place in Cheshire prior to unitary status which had not been reviewed since Halton became a unitary authority in 1998.

This system for supporting pupils with EAL needs in Halton was set up when pupils with EAL were rare and dealt with from within the existing additional tuition budget. Given the growing number of EAL pupils requiring support, this approach is not sustainable or capable of meeting the needs of EAL Learners.

Since September 2004 there has been a significant increase in the number of children residing in Halton with English as an Additional Language Needs referred for additional support:-

Academic Year
2004/5

23

2005/6	34
2006/7	76
2007/8 (to Feb 22)	80

- 3.2 In reviewing this issue we looked at the practice in several of our neighbouring authorities that have had to respond to an increase in EAL Learners. Having looked at the provision in St Helen's, Knowsley, Wigan, Sefton and Cheshire, a broadly similar model appears to have emerged. These models have the authority supporting schools via a team, usually an EAL Consultant/Team Leader and typically a number of higher-level teacher assistants or bi-lingual assistants.
- 3.3 The key issue for Halton is the need to develop a core of knowledge and skills around working with EAL Learners in our schools. Building schools capacity in this area will be vital as the rate of increase in the number of EAL Learners indicates that any approach that looks to provide support to individual learners will not be able to meet demand.
- 3.4 In order to address these issues we approached Schools forum in the spring of 2007 to seek to fund an EAL service from the Designated Schools Grant. Schools Forum agreed to make available £146828, which was our estimate of the cost of a small service.
- 3.5 During 2007 we funded an EAL specialist teacher to begin baseline assessments of all existing and new EAL pupils within the authority whilst continuing to provide support through the existing mechanism.
- 3.6 One of our High Schools (St Chad's Language Specialist College) has offered to provide an EAL Support Service to other schools in the borough. There would be many advantages to doing this through a school and particularly a school that has a language specialism, in terms of reducing the management costs, the availability of a range of foreign language expertise and integration into the boroughs systems for supporting schools and pupils.
- 3.8 Setting up such a service within the Children and Young People's Directorate would prove more expensive as it would be necessary to appoint a manager which would absorb a significant part of the budget and reduce front line delivery. Delivering from within a school all of the management and support systems are already in place. There is no commercial market for borough wide English as an Additional Language Services, as this is something that is delivered by Local Authorities across the country.
- 3.9 Any external commercial contractor would require naturally seek to return a profit whereas a partnership with St Chad's Language Specialist College would mean that all of the funding allocated to EAL would be used to

support Halton learners, as the school would see this as an element of the community dimension of their specialist college status.

3.10 We are in the final stages of developing a specification for such a service. The key aspects of the specification will be:-

- a) Offering support and advice to school staff on issues relating to working with EAL pupils.
- b) Providing support and advice to staff on programmes best suited for developing language skills.
- c) Advising school staff on appropriate resources, teaching materials and learning strategies.
- d) Supporting and advising school staff on the development of teaching and learning strategies to differentiate and modify the curriculum for pupils with EAL.
- e) Supporting families and schools on the appropriate induction of pupils with EAL needs into school.
- d) Carrying out an initial assessment of the pupils' language development needs
- e) Providing, where appropriate, some time limited additional support to meet specific needs by providing school based in service training relating to work with ethnic minority pupils and those with EAL needs.
- f) Providing support to individual pupils by:
 - (i) helping to plan implement and monitor individual learning programmes in collaboration with school staff.
 - (ii) maintaining detailed records
 - (iii) contribute to target (goal) setting, monitoring and evaluating progress made.
 - (iv) liaising with other professions to improve outcomes as appropriate
 - (v) undertaking individual teaching where appropriate
- g) To maintain records relating to the progress and achievement of EAL Learners across Halton schools.

4.0 BUSINESS CASE FOR WAIVING TENDERING STANDING ORDERS

4.1 Value for Money and Competition - A partnership with St Chad's Specialist Language College would meet the councils requirements at a lower cost than creating a team within the Children and Young People's Directorate or through a contract with a commercial organisation. No market exists for the provision of borough wide English as an Additional Language Services as this is something which exists within Local Authorities.

4.2 Transparency – These arrangements will be subject to our internal and external audit and be available under the Freedom of Information Act

- 4.3 Propriety and Security – St Chad’s is a Halton School and operate to the borough council standards.
- 4.4 Accountability – The Operational Director (Preventative Services) would remain accountable for this contract and the contract would be monitored via an EAL monitoring group containing representatives of both the school and Children and Young Peoples Directorate.
- 4.5 Position of the Contract under the Public Contracts Regulations 2006 -
Exempt

5.0 POLICY IMPLICATIONS

- 5.1 The effectiveness of EAL provision links directly to Halton’s approach to equality, diversity and inclusion.

6.0 OTHER IMPLICATIONS

- 6.1 Halton’s ability to meet the needs of all young people living in the borough is central to the Joint Area Review process.

7.0 RISK ANALYSIS

- 7.1 The current model represents an open ended LA spending commitment and may well be seen as poor practice in the JAR.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The provision for pupils whose first language is not English is central to ensuring equal access to education for all Halton residents.

REPORT TO: Executive Board Sub-Committee

DATE: 20th March 2008

REPORTING OFFICER: Operational Director – Financial Services

SUBJECT: Treasury Management and Investment Strategy 2008/09

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To agree a Treasury Management and Investment Strategy for 2008/09.

2.0 RECOMMENDATION TO COUNCIL: That the Council adopt the policies and strategies outlined in the report.

3.0 SUPPORTING INFORMATION

3.1 This Treasury Strategy Statement details the expected activities of the Treasury function in the forthcoming financial year (2008/09). Its production and submission to the Executive Board Sub-Committee is a requirement of the CIPFA Code of Practice on Treasury Management.

3.2 The Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

3.3 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

3.4 The ODPM's guidance notes state that Authorities can combine the Treasury Strategy Statement and Annual Investment Strategy into one report. The Council has adopted this approach and the Annual Investment Strategy is therefore included as paragraph 8.

4.0 POLICY IMPLICATIONS

4.1 The successful delivery of the strategy will assist the Council in meeting its budget commitments.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

6.2 **Employment, Learning and Skills in Halton**

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

7.0 RISK ANALYSIS

7.1 The Authority operates its treasury management activity within the approved code of practice and supporting documents.

7.2 The aim at all times is to operate in an environment where risk is clearly identified and managed.

7.3 This strategy sets out clear objectives within these guidelines.

7.4 Regular monitoring is undertaken during the year and reported on a quarterly basis to the Executive Board Sub-Committee.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

9.0 REASON(S) FOR DECISION

9.1 The Authority must have an approved annual strategy in place before the year commences.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 None.

11.0 IMPLEMENTATION DATE

11.1 1st April 2008.

**12.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D
OF THE LOCAL GOVERNMENT ACT 1972**

Document	Place of Inspection	Contact Officer
Working papers	Accountancy Section	J. Viggers

TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2008/09

1.0 INTRODUCTION

1.1 The suggested Treasury Management and Investment Strategy for 2008/09 covers the following aspects of the treasury management function and is based upon the Treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor.

- treasury limits in force which will limit the treasury risk and activities of the Council;
- Prudential Indicators;
- the current treasury position;
- the borrowing requirement;
- prospects for interest rates;
- the borrowing strategy;
- debt rescheduling;
- the investment strategy;
- any extraordinary treasury issues.

2.0 TREASURY LIMITS FOR 2008/09

2.1 It is a statutory duty under S.3 of the Local Government Act 2003, and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the "Affordable Borrowing Limit".

2.2 The Council must have regard to the Prudential Code when setting their Affordable Borrowing Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax is 'acceptable'.

2.3 Whilst termed an "Affordable Borrowing Limit", the capital plans to be considered for inclusion incorporate those planned to be financed by both external borrowing and other forms of liability, such as credit arrangements. The affordable borrowing limit is to be set, on a rolling basis, for the forthcoming financial year and two successive financial years.

3.0 PRUDENTIAL INDICATORS FOR 2008/09-2010/11

3.1 The following prudential indicators are relevant for the purposes of setting an integrated treasury management strategy.

No.	Prudential Indicator	2008/09 £	2009/10 £	2010/11 £
	(1) Extract from Budget			
3	Affordable Borrowing Increase in Council Tax B7 (Band D, per annum)	5.18	0.74	1.69
7	Capital Financing Requirement (as at 31 March) Non-HRA	£m 70.30	£m 75.00	£m 77.64

No.	Prudential Indicator	2008/09 £m	2009/10 £m	2010/11 £m
	(2) Treasury Management Prudential Indicators			
10	Authorised Limit for External Debt			
	Borrowing	58.10	68.00	70.80
	Other Long Term Liabilities	0.00	0.00	0.00
	TOTAL	58.10	68.00	70.80
11	Operational Boundary for External Debt			
	Borrowing	53.10	63.00	65.80
	Other Long Term Liabilities	0.00	0.00	0.00
	TOTAL	53.10	63.00	65.80
12	Upper Limit for Fixed Interest Rate Exposure Expressed as Net Principal re Fixed Borrowing/ Investments	39.82 (75%)	47.25 (75%)	49.35 (75%)
13	Upper Limit for Variable Rate Exposure Expressed as Net Principal re Variable Borrowing/ Investments Net Interest re Variable Rate Borrowing/ Investments	39.82 (75%)	47.25 (75%)	49.35 (75%)
14	Maturity Structure of New Fixed Rate Borrowing during 2008/09		Upper	Lower
	Under 12 months		50	0
	12 months and within 24 months		75	0
	24 months and within 5 years		50	0
	5 years and within 10 years		50	0
	10 years and above		75	0

No.	Prudential Indicator	2008/09		2009/10		2010/11	
		£m	%	£m	%	£m	%
15	Upper Limit for Total Principal Sums invested for over						
	Up to 1 year (per maturity date)	40.49	100	39.88	100	32.99	100
	Up to 2 years (per maturity date)	24.29	60	23.93	60	19.79	60
	2 Years+ (per maturity date)	12.15	30	11.96	30	9.90	30

No.	Prudential Indicator
16	Maturity Structure of New Fixed Rate Borrowing in Previous year None taken in 2006/07

4.0 CURRENT PORTFOLIO POSITION

4.1 The Council's treasury portfolio position at 28th January 2008 comprised:

		Principal		Average Rate
		£m	£m	%
Fixed Rate Funding	PWLB	10.00	20.00	3.70
	Market	10.00		4.42
Variable Rate Funding	PWLB	0.00	0.00	-
	Market	0.00		-
Total Borrowing			20.00	4.06
Other Long Term Liabilities			0.00	
Total Debt			20.00	
Total Investments			55.25	5.96

5.0 BORROWING REQUIREMENT

5.1 The table below summarises the net borrowing requirement for the authority for the next three years based on the current level of supported borrowing indicated by the government for 2007/08.

	2007/08	2008/09	2009/10	2010/11
	£'000	£'000	£'000	£'000
New Borrowing	10.666	13.336	4.624	2.675
Alternative Financing Arrangements	-	-	-	-
Replacement Borrowing*	-	-	-	-
TOTAL	10.666	13.336	4.624	2.675

*5.2 The £10m Lender's Option Borrower's Option (LOBO), currently with Euro Hypo bank is on 6 month options (shown as Fixed Rate market above). As such it could fall to be replaced in any of the years.

6.0 PROSPECTS FOR INTEREST RATES

6.1 The Council appointed Sector Treasury Services as a treasury adviser to the Council and part of their service is to assist the Council to formulate a view on interest rates. Appendix A draws together a number of current City forecasts for short term or variable (the base rate or repo rate) and longer fixed interest rates.

6.2 Sector View: Interest rate forecast – 1st February 2008

	Q/E1 2008	Q/E2 2008	Q/E3 2008	Q/E4 2008	Q/E1 2009	Q/E2 2009	Q/E3 2009	Q/E4 2009	Q/E1 2010	Q/E2 2010	Q/E3 2010	Q4 2010	Q1 2011	Q2 2011
	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Bank Rate	5.25	5.00	4.75	4.75	4.75	4.75	4.75	5.00	5.00	5.00	5.00	5.00	5.00	5.00
5 yr Gilt Yield	4.55	4.55	4.50	4.50	4.55	4.65	4.70	4.75	4.80	4.85	4.85	4.85	4.85	4.85
10 yr PWLB Rate	4.60	4.55	4.50	4.55	4.55	4.55	4.65	4.70	4.75	4.80	4.85	4.85	4.85	4.80
25 yr PWLB Rate	4.55	4.50	4.50	4.50	4.50	4.55	4.60	4.65	4.70	4.70	4.75	4.75	4.75	4.75
50 yr PWLB Rate	4.50	4.45	4.45	4.45	4.45	4.50	4.55	4.60	4.60	4.65	4.65	4.65	4.65	4.60

Sector's current interest rate view is that Bank Rate: -

- started on a downward trend from 5.75% to 5.50% in December 2007
- to be followed by further cuts in Q1 2008 to 5.25%, to 5.00% in Q2 2008 and to 4.75% in Q3 2008
- then unchanged until an increase in Q4 2009 to 5.0%
- unchanged then for the rest of the forecast period
- there is downside risk to this forecast if inflation concerns subside and therefore opens the way for the MPC to be able to make further cuts in the Bank Rate

6.3 Economic background

International

- The US, UK and EU economies have all been on the upswing of the economic cycle during 2005 and 2006 and so interest rates were successively raised in order to cool their economies and to counter the build up of inflationary pressures.
- The US is ahead of both the UK and EU in the business cycle and started on the downswing of the economic cycle during 2007. The Fed. rate peaked at 5.25% and was first cut in September by 0.5% to 4.75%. This was a response to the rapidly deteriorating prospects for the economy in the face of the downturn in the housing market, the sub prime mortgage crisis and the ensuing liquidity crisis which started in August 2007 and has subsequently resulted in banks making some major write offs of losses on debt instruments containing sub prime mortgages. Banks have also tightened their lending criteria which has hit hard those consumers with poor credit standing.
- The Fed cut its rate again, to 4.5% in October 2007 and to 4.25% in December. A steep plunge in equity markets around the world in January precipitated by widespread concerns as to recession in the US, the financial viability of bond insurers in the US as a result of the sub-prime crisis and the unwinding of huge unauthorised positions taken by a rogue trader at the French bank SocGen, triggered an emergency between meetings cut of 0.75% by the Fed followed by another cut of 0.50% at its regular meeting a few days later on 30 January.
- More cuts may be required to try to further stimulate the economy and to ameliorate the extent of the expected downturn. However, the speed and extent of these cuts may be inhibited

by inflationary pressures arising from oil prices, the falling dollar increasing the costs of imports, etc. The US could be heading into stagflation in 2008 – a combination of inflation and a static economy (but the economy could even tip into recession if the housing downturn becomes severe enough).

- The major feature of the US economy is a steepening downturn in the housing market which is being undermined by an excess stock of unsold houses stoked by defaulting sub prime borrowers pushed into forced sales. Falling house prices will also undermine household wealth and so lead to an increase in savings (which fell while house prices were rising healthily) and so conversely will lead to a fall in consumer expenditure. Petrol prices have trebled since 2003 and, with similar increases in the price of home heating oil, this will also depress consumer spending with knock on effects on house building, employment etc.
- The downturn in economic growth in the US in 2008 will depress world growth, (especially in the western economies), which will also suffer directly under the impact of high oil prices. However strong growth in China and India will partially counteract some of this negative pressure.
- EU growth has been strong during 2006 and 2007 but will be caught by the general downturn in world growth in 2008.

United Kingdom

- GDP: growth has been strong during 2007 and hit 3.3% year on year in Q3. Growth is expected to cool from 3.0% in 2007 as a whole to 2.0% in 2008.
- Higher than expected immigration from Eastern Europe has underpinned strong growth and dampened wage inflation.
- House prices started on the downswing in Q3 2007 and this is expected to continue into 2008.
- The combination of increases in Bank Rate and hence mortgage rates, short term mortgage fixes expiring and being renewed at higher rates, food prices rising at their fastest rate since 1993 and increases in petrol prices, have all put consumer spending power under major pressure.
- Banks have also tightened their lending criteria since the sub prime crisis started and that will also dampen consumer expenditure via credit cards and on buying houses through obtaining mortgages.

- Government expenditure will be held under a tight reign for the next few years, undermining one of the main props of strong growth during this decade.
- The MPC is very concerned at the build up of inflationary pressures, especially the rise in the oil price to reach \$90 – 100 per barrel from time to time (was \$30 in 2003) and the consequent likely knock on effects on general prices. The prices of UK manufactured goods have risen at the fastest rate in 16 years in December 2007 – 5.0%. Food prices have also risen at their fastest rate for fourteen years (7.4% annual increase) driven by strong demand from China and India. Consequently, the MPC is going to be much more cautious about cutting rates compared to the Fed in the face of these very visible inflationary pressures. In addition, UK growth was still strong in Q4 (despite expectations of a significant cooling off). The downward trend in Bank Rate is now expected to be faster than at first thought after the initial cut in December 2007 to 5.50% in view of the MPC minutes which showed a unanimous MPC vote for a cut and the consideration given to a half per cent cut. This demonstrated how concerned the MPC is at the potential impact of the credit crunch on the economies of the western world. However, the MPC's room for cutting rates is currently limited by concerns over inflationary pressures. If those pressures subside, then there is further downward risk to the Sector forecast which currently only allows for 0.25% cuts to reach 4.75% in Q3 2008.

7.0 CAPITAL BORROWINGS AND THE BORROWING PORTFOLIO STRATEGY

7.1 The Sector forecast is as follows:

(These forecasts are based around an expectation that there will normally be variations of +/- 25bp during each quarter around these average forecasts in normal economic and political circumstances. However, greater variations can occur if should there be any unexpected shocks to financial and/or political systems.) These forecasts are for the PWLB new borrowing rate: -

- The 50 year PWLB rate is expected to fall marginally from 4.50% in Q1 2008 to 4.45% in Q2 2008 before rising back again to 4.50% in Q2 2009 to eventually reach 4.65% in Q2 2010.
- The 25 year PWLB rate is expected to fall from 4.55% to 4.50% in Q2 2008 and then to rise in gradual steps from Q2 2009 to reach 4.75% in Q3 2010.
- The 10 year PWLB rate is expected to fall from 4.60% in Q1 2008 to 4.55% in Q2 and to 4.50% in Q3 2008 and to then gradually rise from Q1 2009 to reach 4.85% in Q3 2010.

- The 5 year PWLB rate is expected to fall from 4.55% in Q2 2008 to 4.50% in Q3 2008 and to then gradually rise starting in Q1 2009 to reach 4.85% in Q2 2010.

This forecast indicates, therefore, that the borrowing strategy for 2008/09 should be set to take 25 – 30 year borrowing towards the end of the financial year but in as much as little variation is expected in average quarterly rates, this is likely to mean that attractive rates could be available at any time in the year when there is a dip down in rates.

Variable rate borrowing and borrowing in the five year area are expected to be more expensive than long term borrowing and will therefore be unattractive throughout the financial year compared to taking long term borrowing.

For authorities wishing to minimise their debt interest costs, the main strategy is therefore as follows:

- Focus on undertaking new borrowing in or near the 25 – 30 year period so as to minimise the spread between the PWLB new borrowing and early repayment rates as there is little, or no difference in the new borrowing rate between rates in these periods and the 50 year rate. This then maximises the potential for debt rescheduling at a later time by minimising the spread between these two rates.
- This strategy also means that after some years of focusing on borrowing at or near the 50 year period, local authorities will be able to undertake borrowing in a markedly different period and so achieve a better spread in their debt maturity profile.
- When the 25-30 year PWLB rates fall back to the central forecast rate of about 4.60%, borrowing should be made in this area of the market at any time in the financial year. This rate is likely to be lower than the forecast rates for shorter maturities in the 5 year and 10 year area. A suitable trigger point for considering new fixed rate long term borrowing, therefore, would be 4.60%. However, if shorter period loans become available around this rate, these will also be considered.
- The central forecast rate will be reviewed in the light of movements in the slope of the yield curve, spreads between PWLB new borrowing and early payment rates, and any further changes that the PWLB may introduce to their lending policy and operations.
- Consideration will also be given to borrowing fixed rate market loans at 25 – 50 basis points below the PWLB target rate.

7.4 Against this background caution will be adopted with the 2008/09 treasury operations. The Operational Director – Financial Services will monitor the interest rate market and adopt a pragmatic approach to changing circumstances, reporting any decisions to Executive Board Sub-Committee at the next available opportunity.

7.5 Sensitivity of the forecast - The main sensitivities of the forecast are likely to be the two scenarios below. The Council officers, in conjunction with the treasury advisers, will continually monitor both the prevailing interest rates and the market forecasts, adopting the following responses to a change of sentiment:

- *if it were felt that there was a significant risk of a sharp rise in long and short term rates, perhaps arising from a greater than expected increase in world economic activity or further increases in inflation, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.*
- *if it were felt that there was a significant risk of a sharp fall in long and short term rates, due to e.g. growth rates weakening, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term funding will be considered.*

8.0 ANNUAL INVESTMENT STRATEGY

8.1 Investment Policy

The Council will have regard to the ODPM's Guidance on Local Government Investments ("the Guidance") issued in March 2004 and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are:

- (a) the security of capital; and
- (b) the liquidity of its investments.

The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.

Investment instruments identified for use in the financial year are listed below under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the approved lending list.

Specified v non specified investments

There has been an increasing number of innovative investment products being marketed over the past few years. They have arisen due to the relatively low interest rate environment which has prevailed during this period. The initial guidance from the ODPM focused on high security and more particularly credit risk. This approach however does not deal with market risk, which is the sudden adverse movement in interest rates. In some products this could lead to a significant diminution of the maturity value below that of the original sum invested.

Because of this it has been suggested that if any investment other than a straight cash deposit is envisaged the following tests are applied :-

1. the working of the product is fully understood;
2. the degree of risk exposure the product carries is identified;
3. the level of risk fits within the parameters set by the authority;
4. the product complies with the CIPFA Code of Practice on Treasury Management (prime focus on security and best value applied to optimise returns).

The Council has in the main used straightforward cash deposits, with both fixed and variable rates, but always with options to repay if the counterparty wanted to change the terms and agreement couldn't be reached. The issue therefore still boils down to credit risk and this is handled through the counterparty weighted rankings and prudential indicators which limit the amount that can be placed with non rated organisations at any one time.

Specified Investments:

All such investments will be sterling denominated, with maturities up to maximum of 1 year, meeting the minimum 'high' rating criteria where applicable (i.e. credit rated counterparties).

	Minimum 'High' Credit Criteria	Use
Debt Management Agency Deposit Facility	--	In-house
Term Deposits – UK Government	--	In-house
Term Deposits – Other LAs	--	In-house
Term Deposits – Banks and Building Societies	On Approved List	In-house

If forward deposits are to be made, the forward period plus the deal period should not exceed one year in aggregate.

Non-Specified Investments:

A maximum of 30% will be held in aggregate in non-specified investments for 2-3 years and 60% in 1 to 2 years. This group is to include non credit rated organisations.

	Minimum Credit Criteria	Use	Max % of Total Investments	Max. Maturity Period
Term deposits – UK government (with maturities in excess of 1 year)		In-house	30% 60%	2-3 years 1-2 years
Term deposits – other LAs (with maturities in excess of 1 year)		In-house	30% 50%	2-3 years 1-2 years
Term deposits – banks and building societies (with maturities in excess of 1 year)	On Approved List	In-house	30% 60%	2-3 years 1-2 years

The Council uses Moody's ratings to derive its criteria. Where a counterparty does not have a Moody's rating, the equivalent Fitch rating will be used. All credit ratings will be monitored on a regular basis. The Council is alerted to changes in credit ratings through its use of the Sector creditworthiness service. If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.

8.2 Investment Strategy

In-house funds: The Council's in-house managed funds have during the past twelve months (January to December) been in the value range of £27.30m to £51.35m with a core balance of around £20m which is available for investment over a longer (say) 2-3 year period. The current balance is £55.25m. Investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

The Council already has investments that span the financial year e.g. longer-dated deposits including callable deposits, which were taken out at various peaks of the last rate cycles as shown below.

	Amount	Maturity	Rate (%)
Derbyshire BS	2,500	25/04/2008	5.57
West Bromwich BS	2,500	30/04/2008	6.31
Cumberland BS	1,000	15/05/2008	6.36
Bank of Ireland Plc	2,500	23/05/2008	6.09
Newcastle BS	2,500	05/06/2008	5.00
Northern Rock	2,500	05/06/2008	5.13
Northern Rock	2,500	30/06/2008	5.96
Norwich & Peterborough BS	2,500	02/07/2008	6.25

Nottingham BS	2,500	25/07/2008	5.55
Coventry BS	2,500	14/08/2008	5.95
Derbyshire BS	2,500	30/09/2008	6.23
Stroud & Swindon BS	2,500	17/11/2008	6.15
Kent Reliance BS	2,500	18/12/2008	5.53
Coventry BS	2,500	23/01/2009	6.46
Progressive BS	2,500	26/02/2009	5.95
Cheshire BS	2,500	02/11/2009	6.15
Northern Rock	2,500	23/07/2010	6.41

It is unlikely therefore that further long dated investments will be undertaken until these investments mature.

The interest rate outlook is particularly relevant to the performance of the Council's investment portfolio. Appendix 'A' shows quite clearly that all economic forecasters are predicting further rate cuts in the next financial year. The timing and severity of the cuts may be different but the trend is the same. It is difficult to argue against this message as the pressure of a recession in the USA will impact on Europe and our own economy will come under pressure. The Council has already placed as much of its current portfolio into fixed rate, fixed period deals as it feels it can do within its current risk spread policy and will adopt a policy of running down its investments as they mature during 2008/9 whilst waiting for the opportune time to borrow to fund its long term capital projects. This policy should minimise the impact of falling investment rates.

For its cash flow generated balances, the Council will seek to utilise its business reserve accounts and short-dated deposits (1-3 months) in order to benefit from the compounding of interest.

End of year Investment Report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

9.0 DEBT RESCHEDULING

- 9.1 The introduction of different PWLB rates on 1 November 2007 for new borrowing as opposed to early repayment of debt, and the setting of a spread between the two rates (of about 40 – 50 basis points for the longest period loans narrowing down to 25 – 30 basis points for the shortest loans), has meant that PWLB to PWLB debt restructuring is now much less attractive than before that date. However, significant interest savings will still be achievable through using LOBOs (Lenders Option Borrowers Option) loans and other market loans.
- 9.2 As average PWLB rates are expected to be minimally higher at the start of the financial year than later on in the year, and as Bank Rate is expected to fall more than longer term borrowing rates during the year,

this will mean that the differential between long and short rates will narrow during the year and that there should therefore be greater potential for making interest rate savings on debt by doing debt restructuring earlier on in the year. Any positions taken via rescheduling will be in accordance with the strategy position outlined in paragraph 7 above.

9.3 The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- help fulfil the strategy outlined in paragraph 7 above; and
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

9.4 All rescheduling will be reported to the Executive Board Sub-Committee at the meeting following its action.

APPENDIX A

INTEREST RATE FORECASTS

The data below shows a variety of forecasts published by a number of institutions. The first three are individual forecasts including those of UBS and Capital Economics (an independent forecasting consultancy). The final one represents summarised figures drawn from the population of all major City banks and academic institutions. The forecast within this strategy statement has been drawn from these diverse sources and officers' own views.

Sector interest rate forecast – 1 February 2008

	Q/E1 2008	Q/E2 2008	Q/E3 2008	Q/E4 2008	Q/E1 2009	Q/E2 2009	Q/E3 2009	Q/E4 2009	Q/E1 2010	Q/E2 2010	Q/E3 2010	Q/E4 2010	Q/E1 2011	Q/E2 2011
Bank Rate	5.25%	5.00%	4.75%	4.75%	4.75%	4.75%	4.75%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
5yr PWLB rate	4.55%	4.55%	4.50%	4.50%	4.55%	4.65%	4.70%	4.75%	4.80%	4.85%	4.85%	4.85%	4.85%	4.85%
10yr PWLB rate	4.60%	4.55%	4.50%	4.50%	4.55%	4.55%	4.65%	4.70%	4.75%	4.80%	4.85%	4.85%	4.85%	4.80%
25yr PWLB rate	4.55%	4.50%	4.50%	4.50%	4.50%	4.55%	4.60%	4.65%	4.70%	4.70%	4.75%	4.75%	4.75%	4.75%
50yr PWLB rate	4.50%	4.45%	4.45%	4.45%	4.45%	4.50%	4.55%	4.60%	4.60%	4.65%	4.65%	4.65%	4.65%	4.60%

Capital Economics interest rate forecast – 12 December 2007

	Q/E4 2007	Q/E1 2008	Q/E2 2008	Q/E3 2008	Q/E4 2008	Q/E1 2009	Q/E2 2009	Q/E3 2009	Q/E4 2009
Bank rate	5.50%	5.25%	5.00%	4.75%	4.50%	4.25%	4.00%	4.00%	4.00%
5yr PWLB rate	4.65%	4.45%	4.35%	4.05%	3.95%	4.05%	4.25%	4.35%	4.75%
10yr PWLB rate	4.65%	4.45%	4.25%	4.15%	4.15%	4.25%	4.45%	4.65%	4.85%
25yr PWLB rate	4.65%	4.55%	4.45%	4.45%	4.35%	4.45%	4.55%	4.75%	4.95%
50yr PWLB rate	4.55%	4.55%	4.45%	4.35%	4.25%	4.35%	4.55%	4.65%	4.75%

UBS interest rate forecast (for quarter ends) – 25 January 2008

	Q/E1 2008	Q/E2 2008	Q/E3 2008	Q/E4 2008	Q/E1 2009	Q/E2 2009	Q/E3 2009	Q/E4 2009
Bank Rate	5.25%	5.00%	4.75%	4.25%	4.25%	4.25%	4.25%	4.25%
10yr PWLB rate	4.65%	4.60%	4.55%	4.55%	4.55%	4.55%	4.65%	4.75%
25yr PWLB rate	4.50%	4.50%	4.50%	4.45%	4.45%	4.45%	4.55%	4.65%
50yr PWLB rate	4.43%	4.40%	4.45%	4.45%	4.50%	4.55%	4.65%	4.75%

2. SURVEY OF ECONOMIC FORECASTS

HM Treasury – January 2008 summary of forecasts of 24 City and 13 academic analysts for Q4 2007 and 2008. (2009 – 2011 are based on 21 forecasts)

BANK RATE FORECASTS		quarter ended		annual average Bank Rate		
	actual	Q4 2007	Q4 2008	ave. 2009	ave. 2010	ave. 2011
Median	5.50%	5.50%	4.88%	5.20%	5.24%	5.27%
Highest	5.50%	5.75%	6.25%	6.25%	6.25%	6.25%
Lowest	5.50%	5.00%	4.25%	4.80%	4.50%	4.50%

REPORT TO: Executive Board Sub Committee
DATE: 20th March 2008
REPORTING OFFICER: Strategic Director - Corporate & Policy
SUBJECT: Land Exchange Ditton Road
WARDS: Riverside

1.0 PURPOSE OF THE REPORT

1.1 To vary the approval given under Minute Number ES 115 dated 19th April 2007 for a small increase in the area of land to be exchanged with a private developer as part of the proposed new Mersey Gateway. This will allow the developer to secure a development for a 130 bed hotel development with offices (B2) on this site.

2.0 RECOMMENDATION: That

- (1) approval be given to exchange the land as identified on the attached plan; and**
- (2) authority be given to the Operational Director Property Services in consultation with the portfolio holder for Corporate Services to conclude the deal.**

3.0 SUPPORTING INFORMATION

The site on the corner of Ditton Road, know as the Blendraven site, is owned by Mr. W. Mesham. He is a local developer and he bought the site from the Council some 15 years ago. The site is contaminated and has been subject to remediation prior to the sale by the Council. Mr. Mesham has been actively trying to secure a development for the site for many years. Mr. Mesham has been working closely with the Council, has secured planning permission and now needs to resolve some outstanding land ownership issues. The proposals being put forward will contribute to aims of the Mersey Gateway Scheme.

Part of Mr. Mesham's site has been identified as part of the land take for junction realignments and slip roads for the new Mersey Gateway, in exchange the Council could offer part of the back land on the adjacent St. Michael's Golf Course.

The additional area has the benefit to the Council of aligning its land ownership for the Mersey Gateway and Golf Course.

4.0 POLICY IMPLICATIONS

The proposal is in accordance with the Council's policies for delivering the new Mersey Crossing and for the development of the borough. The land exchange would be at no cost to the Council other than legal expenses.

5.0 OTHER IMPLICATIONS

6.0 RISK ANALYSIS

This land exchange does not involve any financial consideration consequently the risk is minimised. The proposed line of the Mersey Gateway land take has been fully researched and it is unlikely to be changed.

7.0 EQUALITY AND DIVERSITY ISSUES

There are no equality or diversity issues.

Golf Course



TO HBC FROM QUANTAIN



TO QUANTAIN FROM HBC



ADDITIONAL AREA TO BE TRANSFERRED

WORKS

USARMC

Garage

DILLON ROAD

70w

70w

REPORT TO: Executive Board Sub-Committee

DATE: 20 March 2008

REPORTING OFFICER: Strategic Director– Corporate And Policy

SUBJECT: Halton Village Youth Club premises

WARDS: Castlefields

1.0 PURPOSE OF THE REPORT In light of representations received from HAMS to provide an opportunity for review of a decision as to future use of the site of Halton Village Youth Club building at Camelot Walk, Castlefields.

2.0 RECOMMENDATION: That the report and the decision of the Sub-Committee on 6 March 2008 is reviewed in light of representations received.

3.0 SUPPORTING INFORMATION

December 2007 Decision

3.1 At the Executive Board Sub-Committee held on 13 December 2007 (Minute Number ES63) officers were asked to provide evidence on which the Members were able to make a clear decision on the future of the Halton Village Youth Club premises and on possible alternative uses.

March 2008 Decision

3.2 This report was brought to the Sub-Committee on 6 March and against this background the Sub-Committee decided as follows:-

ES82 HALTON VILLAGE YOUTH CLUB PREMISES

The Sub-Committee considered a report regarding the future of the site of Halton Village Youth Club building at Camelot Walk, Castlefields. At a previous meeting of the Sub-Committee held on the 13th December 2007 (Minute No. ES63) Officers were asked to provide further information on which Members would be able to make a clear decision on the future of the building and on possible alternative uses, and also to report at a later date on other pieces of land in the Borough. The report highlighted additional information with regard to lease documentation, occupation of the building, rental income, restriction of use of site and the gross sale value of the site in its present state for the prescribed community use.

RESOLVED: That

(1) in respect of the Halton Village Youth Club building the Strategic Director Corporate and Policy be authorised to invite organisations to express an interest in the future use; and

(2) an update report be brought to a future meeting of the Sub-Committee as soon as possible.

Representations

- 3.3 After the 6 March meeting the officers wrote to both HVYC and HAMS and as at the date of this report have received a letter from HAMS which sets out the impact of the decision on them, on the service they provide to the community and on HAMS' investment in the premises. It is timely that this letter is brought to the Sub-Committee's attention for its consideration and as a reflection of the need for update reports.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

Remain the same as the report of 13 December 2007 and 6 March 2008.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None

6.2 Employment, Learning and Skills in Halton

The operation of HAMS at the premises will enhance learning and skills in Halton.

6.3 A Healthy Halton

None

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 EQUALITY AND DIVERSITY ISSUES

None applicable

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

All relevant papers are concerned with (a) Information relating to the financial or business affairs of any particular person HVYC, HAMS and the Council or (b) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

in all the circumstances of the case the public interest in maintaining the exemption (ie withholding the information from the public and press) outweighs the public interest in disclosing the information.

REPORT TO: Executive Board Sub Committee

Date: 20 March 2008

REPORTING OFFICER: Strategic Director – Environment

SUBJECT: Audible Intruder Alarms-Powers to Control

WARDS: All

1.0 PURPOSE OF THE REPORT

The purpose of this report is to brief the Committee in relation to new powers available to local authorities to deal with audible intruder alarms and to recommend to the Committee the adoption of the use of discretionary powers, as part of an initial trial. This report has been requested by the portfolio holder Councillor Harris.

2.0 RECOMMENDATION: That

2.1 The Sub-Committee

(1) adopt the provision in the Clean Neighbourhoods and Environment Act 2005 for dealing with misfiring alarms and that authority to act under these provisions is delegated to the Strategic Director-Environment and to the Operational Director E&RS and that they be given the power to authorise individual Environmental Health Officers and suitable technical staff to implement these new powers; and

(2) that a voluntary scheme for registration of keyholders is introduced and its impacts reviewed over a 12 month period; and

(3) that if following that review a formal alarm notification area is considered necessary, then this be made.

3.0 SUPPORTING INFORMATION

3.1 Audible intruder alarms are widely used to protect property from unauthorised entry and are often required by insurance companies. Burglar alarms that are sounding should be reported to the Police so that evidence of criminal activity can be investigated. Alarm systems that sound for long periods of time, causing serious noise disturbance to neighbours, and where there is no evidence of a break-in will need to be dealt with as a noise nuisance

3.2 With improved technology and the advent of the twenty-minute cut out device misfiring intruder alarms causing complaint and nuisance is not the issue it used to be. But poorly maintained and badly installed

alarms can mis-fire and the environmental health division still have to deal with some 20 incidents per year. In the last full calendar year the Council dealt with 22 incidents. Of these 8 were out outside normal office hours. The vast majority were dealt with informally by contacting the householder or a keyholder often via information from a neighbour. Only on one occasion did it prove necessary to obtain a warrant and gain access by force.

- 3.3 The Clean Neighbourhoods and Environment Act 2005 introduced new powers which allow a local authority to designate its area, or parts of it, as an alarm notification area. Once the designation is in place, the occupiers or (if none) the owners of alarmed residential and non residential properties in the designated area, must nominate a key holder for the premises and notify the local authority of the contact details of the keyholder.
- 3.4. In the event of an alarm sounding and causing a disturbance, the local authority can then make contact with the keyholder to silence the alarm.
- 3.5 Where an alarm notification area is designated, it then becomes an offence to fail to nominate and provide details of a keyholder.
- 3.6 The designation process is prescribed in that local authority must publish a notice of the proposal in a local newspaper requesting representations be made to the authority within a specified time period of at least 28 days.
- 3.7 If a local authority then decides to go ahead after having reviewed any representations received, it must again publish a notice in the newspaper of the decision and send a copy to the address of all premises affected explaining the new requirements and the date on which the designation takes effect (not less than 28 days hence).
- 3.8 The penalty for failing to notify the local authority of keyholders in a designated area is a maximum fine of Level 3 (currently £1,000). The local authority may adopt a fixed penalty notice scheme for this offence, for offenders to discharge liability to the offence by payment of a fixed penalty rather than face prosecution in the Magistrates Court.
- 3.9 The Act also introduces new powers for officers to enter and silence the alarm where occupiers or keyholders cannot be reached and the alarm is causing annoyance and sounding for 20 minutes continuously or 1 hour intermittently. These powers are available for officers to use regardless of whether alarm notification areas are established.

Current Procedure for Silencing Misfiring Burglar Alarms

- 3.10 When a complaint is received during office hours about an alarm that is misfiring, and alleged to be causing a noise nuisance, Officers first check whether keyholders' can be ascertained. If they have, then attempts are made to contact the keyholder to get the alarm silenced. At the moment there is no requirement for such details to be lodged with the Council. Officers also attempt to contact any available neighbours and the installer of the alarm if details are given on the alarm box. If no keyholder can be contacted and all other informal routes for solving the problem have been exhausted, then there is no option but to pursue the formal legal remedy.
- 3.11 In these cases arrangements for a warrant to be obtained under Schedule 3 of the Environmental Protection Act 1990 from a Justice of the Peace through contact with Magistrate's Court. Once having obtained the warrant, this is executed in the presence of and with the assistance of a locksmith and an alarm engineer after also notifying the Police.
- 3.12 It may be necessary to follow this action with a formal Abatement Notice in order to ensure that the alarm is either fitted with a cut out device and or serviced to prevent future problems. Abatement notices are also used for alarms that sound and cut out but regularly and frequently enough over a long period of time to become a nuisance.

New provisions for dealing with misfiring alarms

- 3.13 The new provisions under the Clean Neighbourhoods and Environment Act 2005 provide that if an Authorised Officer of the Council is satisfied that:
- an alarm has been sounding continuously for more than 20 minutes, or intermittently for more than 1 hour; and
 - the noise is likely to give persons living or working in the vicinity reasonable cause for annoyance (Note: this is a lesser standard than having to establish the existence of a Statutory Nuisance); and
 - reasonable steps have been taken by the Council to get the nominated keyholder to silence the alarm;
- then the Officer may enter the premises (without the need for a Warrant) to silence the alarm, including taking with him such other people (e.g. a contractor) as are needed to silence the alarm. However, the Officer may not enter the premises by force.
- 3.14 To date there has been some reluctance by local authorities to take on board the new provisions, because of uncertainty of interpretation of force and reasonable force until such time, as they have been tested in Court. Notwithstanding, as the new provisions will allow for misfiring

alarms to be silenced much more quickly, and less expensively, thus shortening the period that anyone living or working nearby has to suffer the effects of the associated noise pollution, the new provision does represent a positive way of tackling the alarm nuisance issue.

4.0 Keyholders and Designation of an alarm notification area.

- 4.1 If an alarm system is reported as causing a noise nuisance, the Council will try to contact a keyholder so that the problem can be resolved quickly and with the minimum of fuss. Dealing with problem alarms would be more manageable if the Council had on file a database of keyholders.
- 4.2 A Code of Practice from the early 1980's advises that persons installing alarms provide the local Police, in writing, with the names, addresses and telephone numbers of at least two keyholders who can operate and silence the alarm and that the Council be provided with details as well. The same code of practice recommends the alarm be installed with a device that stops the alarm sounding after 20 minutes. Many alarm installers now offer a monitoring service with the system. This means that if the alarm is activated a call will be made to a 24 hour manned listening station and the police will automatically be notified. Unfortunately, this has very much fallen by the wayside and there is no comprehensive database.
- 4.3 Large numbers of local authorities are operating a voluntary registration scheme with what appears to be varying degrees of success. These Councils are prepared to hold on a voluntary basis and free of charge a record of keyholders who can be contacted if the need arises. Any detail the Council holds is strictly confidential and kept securely. It is proposed that the Council consult on the introduction of such a scheme for Halton and, introduce it for a trial period. The scheme will have to be "marketed" widely.
- 4.4 Should this scheme fail to produce a worthwhile boroughwide database the alarm notification area provisions could then be considered and introduced.
- 4.5 In the event that the Council proceeds with an alarm notification area, it is considered appropriate to designate the whole Borough, rather than specific areas, in order to ensure all residents receive the same quality of service and same enforcement sanction.

5.0 POLICY IMPLICATIONS

- 5.1 Adopting the new provisions to deal with misfiring alarms can be accommodated in existing enforcement policies. The policies are subjected to equality audits.

- 5.2 Any such extensive databases will need to meet the Councils policy and practice on the safe storage and handling of personal data.

6.0 OTHER IMPLICATIONS

- 6.1 Adopting the streamlined provisions to silence alarms can be met within current resources.
- 6.2 Providing a voluntary registration scheme will add some administrative burden but can be absorbed into existing systems. If it is to be effective it may need to be launched with adequate publicity for which there is no current funding but use of inside Halton could reduce costs significantly.
- 6.3 Moving to designation of the Borough, as an alarm notification area and compulsory registration of keyholders will be very costly to start with no external funding available. Enforcing the new provisions effectively may require extra staff or extra duties for current staff both in Environmental Health and Legal Services. Although looking a shared delivery with other Authorities may be possible. The penalties would generate extra income, although such income is likely to be minimal. There would be an ongoing revenue cost of publicising and keeping up to date a compulsory register. There may well be some ITC costs in developing the database.
- 6.4 The ability to declare alarm notification areas does not alter the Council's powers to take noise nuisance action in relation to misfiring alarms which cause a statutory nuisance.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

None

7.2 Employment, Learning and Skills in Halton

None

7.3 A Healthy Halton

It is clear that should voluntary registration or an alarm notification area be established covering the whole of Halton with an expected consequential reduction in the number of unnecessary alarm notifications, a measurable improvement in the quality of life could be achieved.

7.4 A Safer Halton

Misfiring burglar alarms that are left to sound uncontrollably reduces confidence in such security systems and a reduction in the time during which they are left to misfire could therefore have a positive benefit in Community Safety terms.

7.5 Halton's Urban Renewal

None

8.0 RISK ANALYSIS

- 8.1 Local experience shows that the number of complaints about noise from burglar alarms on premises has significantly reduced over the last ten years. This is due to their greater sensitivity/reliability and to the fact that 20 minute cut-out devices are now the 'norm'. Whilst providing an opportunity for further improvement the work involved in establishing and maintaining an alarm notification area with may be disproportionate to the benefit likely to be obtained. Compulsory notification with legal sanctions could well be viewed by the community as heavy-handed interference by the Council and risk a negative impact upon the Council's image. The risk is that the system could well become unmanageable and fail to deliver the intended aim of preventing noise nuisance. This risk will have to be fully explored if after reviewing the voluntary scheme a detailed appraisal of designation options is drafted.

9.0 EQUALITY AND DIVERSITY ISSUES

- 9.1 The enforcement of this piece of legislation is not intended to have either a positive or negative impact upon equality and diversity. The Council invites and seeks feedback on its regulatory activities and would respond to any suggestion of differential impact.

LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no background papers within the meaning of the Act

REPORT TO: Executive Board Sub Committee

DATE: 20 March 2008

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Victoria Park Restoration-Contract for Memorial Restoration, Entrances & Drainage Works

WARDS: Appleton

1.0 PURPOSE OF THE REPORT

1.1 To seek a retrospective waiver of Procurement Standing Order 3.1

2.0 RECOMMENDATION: That

- (1) the report is noted; and**
- (2) a retrospective waiver of Standing Order 3.1 relating to tendering be given.**

3.0 SUPPORTING INFORMATION

This Contract was for the repair and restoration of some of the Park's oldest features. The original tender cost for this work was £75k. The exact condition of some of the items, such as the drainage system and railings around entrances, were not fully known until a contractor was appointed and works commenced. It became clear that the extent to which these items had deteriorated was much greater than hoped, requiring additional works to restore them. To avoid a possible conflict with liabilities between different contractors the painting of all the perimeter railings of the park was also added to this contract. The total costs of these additional items was £81k. and was covered by the contingency sum and by other cost heads in the overall project budget. This enabled the works to continue on schedule and meet HLF agreed expenditure profiles.

At the same time it became apparent that the existing tennis/ball court surface and fencing to courts (not part of the HLF funded restoration works) would not be to the same standard as the rest of the completed park scheme, adversely affecting the overall finished product. There were considerable political benefits to investigate upgrading this facility to the same standard.

Due to the nature of the work required to upgrade the tennis/ball courts, (particularly the drainage and fencing elements) work needed to take place immediately to avoid a conflict with the remaining programmed restoration

work. Extending the existing contract also kept the number of contractors and contractors' cabins to minimum on site, reducing conflict with park users.

The existing contractor was therefore asked to carry out this work, (This contractor was also the sole supplier of the required fencing system). This additional work was covered by funding from Area Forum and Culture and Leisure Services budgets.

4.0 POLICY IMPLICATIONS

None

5.0 OTHER IMPLICATIONS

There were considerable political benefits to refurbish the tennis and ball courts before the school summer holidays and Wimbledon.

Not carrying out the fencing and surfacing works to the tennis courts at the right time would have resulted in having to re excavate newly laid surfaces and features and incur greater costs. The Council would also have faced criticism for 'digging up' recently constructed works.

6.0 RISK ANALYSIS

All cost associated with the additional works were covered by existing budgets.

The contractor, based on past performance and financial checks, was capable of undertaking and completing the works to the required standard and on time.

7.0 EQUALITY AND DIVERSITY ISSUES

None

8.0 REASON(S) FOR DECISION

NA

9.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

NA

10.0 IMPLEMENTATION DATE

NA

(NB 8.0, 9.0 AND 10.0 ONLY IF KEY DECISION)

11.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
Internal Audit report- 2007/8 Victoria Park (Memorial, Drainage & Entrances Works) Jan 2008 Ref 01/62	Picow Farm Depot	Nick Martin

REPORT TO: Executive Board Sub Committee
DATE: 20th March 2008
REPORTING OFFICER: Strategic Director Health and Community
SUBJECT: Voluntary Sector Contracts
WARD(S) Borough-Wide

1.0 PURPOSE OF REPORT

- 1.1 To request the waiving of procurement standing orders 4.1 and 4.3 and 3.1 to 3.7 which places a requirement on the Council to tender or obtain quotes for contracts set up with external providers in the voluntary and independent sector.

2.0 RECOMMENDATION THAT:

- (1) In the exceptional circumstances detailed below, for the purpose of standing order 1.6, procurement orders 4.1 and 4.3 be waived in respect of contracts listed in Appendix 1 whose value is less than £50,000 and that contracts and specifications are improved and linked to a standard process;
- (2) In the exceptional circumstances detailed below, for the purpose of standing order 1.6, procurement orders 3.1 to 3.7 be waived in respect of contracts listed in Appendix 2 whose value is in excess of £50,000 but not exceeding £1,000,000 and that contracts and specifications are improved and linked to a standard process; and
- (3) Re-tendering takes place on each of the contracts listed in Appendix 3

3.0 SUPPORTING INFORMATION

- 3.1 Since the report to this committee on 2nd November 2006, work has been ongoing to improve the performance management of voluntary sector contracts. Improvements include the development of a template for service specifications, outcome frameworks and a robust contract-monitoring framework. As a result of this work, there has been an improvement in the quality and efficiency of the voluntary sector contracts listed in this report.
- 3.2 The following contracts are also currently subject to scrutiny through the Healthy Halton PPB:
- Deafness Support Network
 - Vision Support
 - Halton Disability Service

The scrutiny panel, which includes 5 elected members, has agreed a terms of reference and project plan for the scrutiny topic. A key element of the project

is the completion of comprehensive reviews on the above contracts. Findings from the reviews will form part of the final report submitted to the Health Policy and Performance Board in June 2008.

- 3.3 In addition to improving the performance of services delivered via the voluntary sector, work is ongoing to achieve a 5% savings target in 2008/9. Ongoing work to achieve these savings includes redesigning services to reduce duplication and the re-tender of the services listed in Appendix 3.
- 3.4 The services referenced in this report underpin the delivery of the Social Care preventative agenda by providing low levels of support to vulnerable members of our community. Advantages of retaining delivery of these services through the local voluntary sector organisations include:
- Efficiencies gained through the use of local volunteers
 - The organisations are well established and widely publicised locally increasing capacity for take up of services
 - Demonstrates the Council's support for the continued development of the local voluntary sector market
- 3.5 This report seeks approval to extend the contracts listed in Appendices 1 and 2 for a period of twelve months and approval to extend the contracts listed in appendix 3 for a period of up to twelve months on the understanding that those services will be subject to tender within the financial year 2008/9.
- 3.6 Suspension of standing orders is therefore requested due to the particular circumstances set out in sections 3.1-3.4 of this report, in that undertaking tender exercises could disadvantage small local voluntary sector organisations that do not have the administrative capacity to complete tender documentation and in that a mass tender exercise could destabilise the local voluntary sector market.

4.0 **FINANCIAL IMPLICATIONS**

- 4.1 Financial implications of contracts listed in Appendix 1 are **£ 97,396**
- 4.2 Financial implications of contracts listed in Appendix 2 are **£ 176,434**
- 4.3 Financial implications of contracts listed in Appendix 3 are **£ 93,375**

5.0 **POLICY IMPLICATIONS**

- 5.1 None at present.

6.0 **RISK ANALYSIS**

- 6.1 The requirement to submit additional data to evidence outcomes may lead to some voluntary sector organisations requesting additional resources. However this should only apply to smaller organisations where the contract is relatively low. In these cases we should offer support to ensure they can fulfil their monitoring requirements.

6.2 TUPE implications to be considered on re-tendering services.

7.0 **EQUALITY AND DIVERSITY ISSUES**

7.1 No specific issues – reference to equality and diversity issues will be detailed in any contracts awarded to voluntary agencies.

8.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

Document	Place of Inspection	Contact Officer
Minutes of meetings (including details of site visits)	Healthy Halton PPB scrutiny panel 12 th January 2008	Divisional Manager– Integrated Care

Appendix 1

Proposed 12-month extension of contracts whose value is less than £50,000.

Name of provider & details of service	Lead Officer	Contract start date	Contract end date	Estimated Contract Amount	Comments	Funding source
Sahir House	Angela McNamara	01/04/08	31/03/09	£3,190	Small contribution to Halton & St Helens PCT who are the lead on the contract	Aids Support Grant
Body positive	Angela McNamara	01/04/08	31/03/09	£3,190	Small contribution to Halton & St Helens PCT who are the lead on the contract	Aids Support Grant
Halton Speak Out	Liz Gladwyn	01/04/08	31/03/09	£40,000	Continuing to deliver on contract and service specifications	Learning Disabilities Development Fund
Making Space	Erica Crisp	01/04/08	31/03/09	£14,928	Service specification was redeveloped in 2007	Base budget
Disability Information Service	Liz Gladwyn	01/04/08	31/03/09	£9,608	Currently subject of scrutiny group, decision pending.	Contingency Funding via Halton Health Partnership

Vision Support	Liz Gladwyn	01/04/08	31/03/09	£ 26,480	Currently subject of scrutiny group, decision pending.	Base budget
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Appendix 2

Proposed 12-month extension for contracts whose value is more than £50,000 but less than £1,000,000.

Name of provider & details of service	Lead Officer	Contract start date	Contract end date	Estimated Contract Amount	Comments	Funding source
Crossroads – Support Service for Carers (Adults)	Mark Holt	01/04/08	31/03/09	£61,466	Service has exceeded targets this year, planning to go to tender for 2009/10	Base Budget
Deafness Support Network	Liz Gladwyn	01/04/08	31/03/09	£66,728	Currently subject of scrutiny group, decision pending.	Base budget
MIND	Erica Crisp	01/04/08	31/03/09	£48,240	Contract reduced from £98,240 by £50,000 for 2008/09	Base budget

Appendix 3

Services which require re-tendering in 2008

Name of provider & details of service	Lead Officer	Contract start date	Contract end date	Estimated Contract Amount	Comments	Funding source
Mencap	Liz Gladwyn	TBC	TBC	£30,000	Due to go out to tender	Learning disabilities development fund
Advocate – Advocacy service	Mark Holt	01/04/06	31/06/08	£ £63,375	Planning to re-tender once funding agreed	Currently Neighbourhood Renewal Fund