



Executive Board Sub Committee

**Thursday, 5 June 2008 10.00 a.m.
Marketing Suite, Municipal Building**

A handwritten signature in blue 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. CORPORATE SERVICES PORTFOLIO	
(A) NNDR DISCRETIONARY RATE RELIEF	1 - 5
(B) PROCUREMENT OF DNA FORENSIC PROPERTY MARKING EQUIPMENT FOR ASTMOOR AND HALEBANK INDUSTRIAL ESTATES	6 - 8

*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, 19 June 2008*

Item	Page No
4. ENVIRONMENT, LEISURE AND SPORT PORTFOLIO	
(A) PROMOTIONS & TOURISM FEES AND CHARGES 2008/09	9 - 12

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 TO: Executive Board Sub-Committee

DATE: 5th June 2008

REPORTING OFFICER: Strategic Director – Corporate and Policy

SUBJECT: Discretionary Non-Domestic Rate Relief

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is for members to consider 4 applications for discretionary non-domestic rate relief, under the provisions of the Local Government Finance Act 1988.

2.0 RECOMMENDATIONS: That

(1) Under the provisions of Section 47, Local Government Finance Act 1988, discretionary rate relief be granted to the following organisations at the percentage indicated, for the period from 1st April 2008 or the commencement of liability, whichever is the later, to 31st March 2009:

Focus Institute of Gymnastics	20%
Halton Autistic Family Support Group Ltd	20%
Halton District Citizen Advice Bureaux Service	20%

(2) In respect of the following organisations, it is also recommended that they should be granted discretionary rate relief for the backdated element of the charge:

Halton Autistic Family Support Group Ltd	20%
Halton District Citizen Advice Bureaux Service	20%

(3) Under the provisions of Section 47, Local Government Finance Act 1988, the following application for discretionary rate relief be refused:

SHAP Ltd	20%
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3.0 SUPPORTING INFORMATION

3.1 Under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority is allowed to grant discretionary rate relief to organisations that are either a charity or a non-profit making organisation. This relief may also be awarded to Community Amateur

Sports Clubs. A summary of the applications follows and a list of the associated figures are attached in Appendix 1.

Focus Institute of Gymnastics
8B Block E, Oldgate, Widnes

Focus Institute of Gymnastics is registered as a Community Amateur Sports Club with HM Revenues & Customs. The organisation aims to provide facilities and promote participation in the sport of gymnastics, to the whole community.

The premises are used as a club by the group and offer coaching and competitive opportunities, in the sport. The institute is affiliated to British Gymnastics, the appropriate governing body.

As a CASC, the organisation qualifies for 80% mandatory rate relief and has also applied for the additional discretionary rate relief. Other sporting organisations have benefited from the award of this relief, to the maximum rate possible.

Cost to Taxpayer (75%)	2008/09	£1,472.63
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Halton Autistic Family Support Group Ltd
1st Floor (Part), 78-80 Victoria Road, Widnes

HAFS is a registered charity, providing information, support and education for autistic children, their families and carers. This includes the provision of facilities for recreation and other leisure time activities, to improve the condition of life.

The group uses the property as office, providing a point of contact and assisting with the administrative and fundraising duties, performed to assist persons suffering with autistic spectrum disorder.

As a registered charity, the organisation has been awarded mandatory rate relief but their application also includes a request for discretionary rate relief. Similar bodies, such as the Widnes and Runcorn Cancer Support Group, have been awarded 20% discretionary rate relief.

Cost to Taxpayer (75%)	2008/09	£129.94
	2007/08	£124.88

Halton District Citizen Advice Bureaux Service
CAB, Ground Floor (Part), Eccleston Building, Runcorn

Halton CAB is a registered charity, promoting any charitable purpose for the benefit of the community in Halton. The service liaises with other charities and voluntary bodies, to promote and assist general charitable causes.

The office is used to provide advice and advocacy to local people, assisting with the relief of poverty within the borough.

As a registered charity, the organisation qualifies for mandatory rate relief and has applied for discretionary rate relief. This has been granted for their premises in Widnes and was previously awarded for the office in Runcorn.

Cost to Taxpayer (75%)	2008/09	£693.00
	2007/08	£666.00

SHAP Ltd
5 Queens Avenue, Widnes

SHAP Ltd is a registered charity, providing accommodation for young people in St Helens and the surrounding areas, especially those thought by caring agencies to be unsuitably housed.

The property is used as an office to provide an administrative base in Halton and as a contact point for parties, seeking the assistance of the organisation.

As a registered charity, SHAP Ltd receives 80% mandatory rate relief but the application contains a request for discretionary rate relief. Other housing organisations have been refused the additional 20% rate relief, in respect of similar premises.

Cost to Taxpayer (75%)	2008/09	£149.00
	2007/08	£143.19

4.0 POLICY IMPLICATIONS

4.1 Members are required by the regulations to consider each application on its own merit. Any recommendations provided are given for **guidance only** and are consistent with previous decisions and council policy.

5.0 OTHER IMPLICATIONS

5.1 75% of any discretionary rate relief granted to organisations receiving mandatory rate relief must be met by the Council Taxpayer, whilst 25% must be met if mandatory rate relief has **not** been awarded. Appendix 1 identifies the cost to the Council Taxpayer for each new application.

All the applicants provide support and/or education to the community, which is consistent with the Council's Corporate Plan.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Focus Institute for Gymnastics provides facilities for children and young people, whilst HAFS offers assistance and guidance for the same parties. SHAP Ltd makes particular provision for young people.

6.2 Employment, Learning and Skills in Halton

None applicable.

6.3 A Healthy Halton

Focus Institute of Gymnastics provides sporting facilities for the community, which should assist in improving the health of residents.

6.4 A Safer Halton

None applicable.

6.5 Halton's Urban Renewal

None applicable.

7.0 RISK ANALYSIS

7.1 There are no key risks associated with the proposed action.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All of the applicants offer their services to all sections of the community.

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

9.1 Document	Place of Inspection	Contact Officer
Application forms and supporting evidence	Catalyst House, Widnes	Phil Murphy, Business Rates Manager

APPENDIX 1

Ratepayer	Address	Annual Rates 2008/2009 £	Actual Rates Liability 2008/2009 £	Mandatory Rate Relief Awarded	Actual Rates Payable 2008/2009 £	Discretionary Rate Relief Claimed	Annual Cost of Relief to HBC 2008/2009 £	Actual Cost of Relief to HBC 2008/2009 £
Focus Institute of Gymnastics	8B, Block E, Oldgate, Widnes	9,817.50	9,817.50	80%	1,963.50	20%	1,472.63	1,472.63
Halton Autistic Family Support Group Ltd	1 st Floor (Part), 78-80 Widnes Road, Widnes	866.25	866.25	80%	173.25	20%	129.94	129.94
Halton District Citizen Advice Bureaux Service	Ground Floor (Part), Eccleston Building, Runcorn	4,620.00	4,620.00	80%	924.00	20%	693.00	693.00
SHAP Ltd	5 Queens Avenue, Widnes	993.30	993.30	80%	198.66	20%	149.00	149.00

REPORT TO: Executive Board Sub Committee

DATE: 5 June 2008

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Procurement of DNA Forensic property marking equipment for Astmoor and Halebank Industrial Estates

WARDS: Castlefields and Ditton

1.0 PURPOSE OF THE REPORT

1.1 Report for the purpose of Contract Standing Order 3.2. the circumstances under which two quotations to the sum of £5,998.80 and £1,999.60 have been awarded to SmartWater Technologies Ltd for DNA Forensic property marking equipment being quotations other than the lowest.

2.0 RECOMMENDATION: That

(1) The appointment of SmartWater Technologies Ltd be approved.

3.0 SUPPORTING INFORMATION

3.1 The following companies were invited to submit quotations to supply DNA Forensic property marking equipment for the benefit of all businesses located on Astmoor and Halebank Industrial Estates:

- Datatag
- Selectamark DNA
- SmartWater Technologies Ltd

Each company provided a unit price for:

- A standard business kit
- Provision of signage to be installed on the industrial estates.

3.2 The quotations were appraised on the basis of purchasing:

- 120 business kits and 20 signs for Astmoor
- 40 business kits and 10 signs for Halebank:

3.3 The table below summarises the quotations received in descending order:

Company name	Total cost for Astmoor (120 kits & signs)	Total cost for Halebank (40 business kits & signs)
Company A	£6,440	£2,150.00
SmartWater Technologies Ltd	£5998.80	£1,999.60
Company B	£2,798.80	£999.60

3.4 In accordance with paragraph 2.13 of the Council's 'Standing Orders Relating to Contracts', which states that the Council reserves the right:

- a) to accept a tender other than the lowest
- b) to decline to accept any tender

The purchase of DNA Forensic property marking equipment could not be made on the basis of price alone. The following factors were relevant in the decision making process:

- Contents of each DNA Forensic property marking kit
- Number of items the kit could property mark
- Level of Police support for each system
- Previous uses of the DNA Forensic property marking kit
- Track record and publicity of each system

3.5 A panel consisting of the Head of Business Development and the Business Parks Officer considered each quotation from the point of view of price and content.

The decision of the panel was that the SmartWater Technologies Ltd system should be purchased as this system:

- Provided property marking stickers, window stickers and a UV lamp in each kit
- Provided estate signage as part of the bulk order
- Has the greatest profile in the media and is recognised by the criminal fraternity
- Has support from Cheshire Constabulary

4.0 POLICY IMPLICATIONS

4.1 The issues and priorities addressed through the implementation of the BID Business Plans are directly aligned to the Community Strategy:

A Safer Halton

- Reduce overall crime (in line with Halton's Crime and Disorder Reduction Partnership targets).
- The BID Business Plans provides a package of crime prevention initiatives that are designed to deter crime from the estates, including plans to either enhance existing CCTV security systems, or install new systems which will assist in designing out crime on the estates, which will be backed up by a response to incidents.

Halton's Urban Renewal

- Attract additional businesses to Astmoor and Halebank
- Increase the number of jobs in Halton
- BIDs will attract a significant private sector contribution (more than £1 million over 5 years) to contribute towards the economic regeneration of the borough.

Employment, learning and skills in Halton

There are no implications arising from this report.

Children and Young People in Halton

There are no implications arising from this report.

A Healthy Halton

There are no implications arising from this report

5.0 OTHER IMPLICATIONS

There are no other implications arising from this report.

6.0 RISK ANALYSIS

The lowest value business kits would not have included stickers to publicise the fact that a property marking system is being used. The risk associated with going with the lowest quotation is that the system may not be a deterrent to crime and, therefore, may not reduce crime as intended.

7.0 EQUALITY AND DIVERSITY ISSUES

There are no equality or diversity issues arising from this report.

REPORT TO: Executive Board Sub Committee

DATE: 5 June 2008

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Promotions & Tourism Fees and Charges -
2008/09

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 This report sets out the proposed fees and charges to be applied by the Promotions and Tourism service for the financial year 2008/09.

2. RECOMMENDED: That

(1) The proposed fees and charges for 2008/09, set out in Appendix I of this report, be approved.

3. BACKGROUND

- 3.1 The fees and charges apply to the activities of the Promotions and Tourism service. It covers the charges for the exhibition unit, small marquees and items such as small public address systems and road cones.

4. PROPOSED CHARGES

- 4.1 It is proposed to increase the current fees and charges by 2.5% in 2008/09, which is consistent with increases applied by other departments in the Council.
- 4.2 The proposed fees and charges are set out in Appendix I. They are based on the same fees structures as 2007/08, which were approved by this Sub Committee.
- 4.3 To ensure that the fees and charges offer a degree of flexibility, to enable discounting and special offers to be made for bulk purchasing etc, it is proposed that the Promotions and Tourism manager agrees any such offers in advance with the Operational Director for Regeneration and that a record be maintained for audit purposes.
- 4.4 The charges for hiring the Exhibition Unit for less than 6 hours are greater than for a full day in order to offset the additional staff costs for short term hires. Short term hires, invariably, result in staff who set up

the unit having to stay for the duration of the event, accruing additional costs as a result. The logistics of paying staff to set up the equipment, returning home for a few hours and then returning later to dismantle it have proved impractical.

5. POLICY IMPLICATIONS

- 5.1 The wide range of promotions and events co-ordinated by the Promotions and Tourism service make a significant contribution to the economy of the Borough. The fees and charges that are levied are an essential ingredient in maintaining a balanced budget.

6. OTHER IMPLICATIONS

- 6.1 There are no other implications arising from this report.

7. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

There are no implications arising from this report.

7.2 Employment, Learning and Skills in Halton

There are no implications arising from this report.

7.3 A Healthy Halton

There are no implications arising from this report.

7.4 A Safer Halton

There are no implications arising from this report.

7.5 Halton's Urban Renewal

The Promotions and Tourism service contributes to the implementation of the Economic and Tourism Development Strategy which sets out a plan for steady progress towards restructuring the Borough's economic base, increasing the Borough's economic competitiveness, and wealth and employment opportunities.

8. RISK ANALYSIS

- 8.1 There is a risk of increasing fees to a level that is inconsistent with other providers of the same services. Prices have, therefore, only been increased in line with inflation.

9. EQUALITY AND DIVERSITY ISSUES

- 9.1 There are no equality and diversity implications arising from this report.

APPENDIX I**Fees and Charges****2008/09**

PROMOTIONS & EVENTS	2007/08	proposed 2008/09
HIRE OF EQUIPMENT		
EXHIBITION UNIT (either)		
Midweek Charge All Day	£ 186.00	£ 190.00
Midweek Charge (less than 6hrs)	£ 244.00	£ 250.00
Saturday Full day	£ 235.00	£ 240.00
Saturday (less than 6hrs)	£ 318.00	£ 326.00
Sunday Full Day	£ 302.00	£ 310.00
Sunday (less than 6hrs)	£ 416.00	£ 426.00
Note Charges above are within the Borough Boundary only. Outside charges at the managers discretion		
Traffic Cones	Free*	Free*
Small PA System	Free*	Free*
* free if Ex Unit on event site. If not, charged at 2hrs time for delivery and collection		
If No Exhibition Unit at event Mini Marquee Charges		
Mini Marquees Weekday	£ 215.00	£ 219.00
Mini Marquees Saturday	£ 215.00	£ 219.00
Mini Marquees Sat less than 6hrs	£ 215.00	£ 219.00
Mini Marquees Sunday	£ 215.00	£ 219.00
Mini Marquees Sun less than 6hrs	£ 215.00	£ 219.00
If Ex Unit at event already Mini Marquee Charges		
Mini Marquees Weekday	£ 51.00	£ 52.50
Mini Marquees Saturday	£ 51.00	£ 52.50
Mini Marquees Sat less than 6hrs	£ 51.00	£ 52.50
Mini Marquees Sunday	£ 51.00	£ 52.50
Mini Marquees Sun less than 6hrs	£ 51.00	£ 52.50
Land Hire - Commercial Events Less than 4000 attendance		
These fees can be adjusted at the discretion of the Operational Director		
Small Funfair/ Boat Jumble /Other small events		
Set up Days or car parking	0.031p per m ²	0.032 p per m ²
Operational Days	0.0615p per m ²	0.063p per m ²

Large Scale Commercial Events

Fees to be fixed in consultation with the Operational Director for Regeneration

Note. Charges do not include any legal or other fees that may be incurred in the use of land. These will be charged at the appropriate rate at the time i.e. rights of way closures.