



Executive Board Sub Committee

**Thursday, 15 January 2009 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. DECLARATIONS 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, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. QUALITY AND PERFORMANCE PORTFOLIO	
(A) LIBRARY SERVICE – RFID CONTRACT	1 - 3
4. CORPORATE SERVICES PORTFOLIO	

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(A) DISCRETIONARY RATE RELIEF	4 - 8
5. PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO	
(A) JOINT WORKING WITH THE LEARNING & SKILLS COUNCIL (NATIONAL DISSEMINATION POST 16 TRANSPORT INFORMATION)	9 - 13
PART II	
ITEMS CONTAINING "EXEMPT" INFORMATION FALLING WITHIN SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
<p><i>In this case the Board has a discretion to exclude the press and public but, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100(A)(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.</i></p>	
(B) LAND AT WATERLOO ROAD WIDNES	14 - 16

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: 15th January 2009

REPORTING OFFICER: Strategic Director Health & Community

SUBJECT: Library Service – RFID Contract

WARD(S): Runcorn wards

1.0 PURPOSE OF REPORT

- 1.1 To inform the Executive Board Sub Committee of the decision taken by the Operational Director, Culture and Leisure to award the contract for the supply of Radio Frequency Identification (RFID) equipment for the Halton Lea Library lottery project to the non lowest priced tenderer and in accordance with SO3.2 now advise the Board of the circumstances surrounding this decision.

2.0 RECOMMENDATION:

- (1) **That the Executive Board Sub Committee support the decision of the Operational Director, Culture and Leisure to award of the RFID contract to the “non lowest priced” tenderer.**

3.0 BACKGROUND INFORMATION

- 3.1 The Lottery funded refurbishment of Halton Lea Library has provided the opportunity to introduce RFID technology to the building. This will allow for the installation of RFID self-issue and return machines, tags for all items of stock and stock management equipment. The tender covered all of these items as well as maintenance costs for a 5-year period.
- 3.2 Radio Frequency Identification technology has proven benefits and is transforming the way libraries operate both in terms of efficiencies and frontline customer service. Examples in other local authorities show that 75% of transactions can be achieved through RFID self-service machines rather than via staffed terminals. This has opened up the possibility of extended opening hours and providing added value services.

3.3 It is anticipated that a high level of self-service can be achieved at Halton Lea Library. This will allow a more effective deployment of staff throughout the building and will free up time to provide an improved level of customer service by staff being able to fully support customers in their use of the library. The routine tasks of issuing/returning will be replaced in favour of added value services that are currently limited or not possible, for example formal and informal learning opportunities through ICT, homework clubs, community history and outreach work.

3.4 RFID also provides a range of stock management techniques and options, increasing efficiency with the use of a hand held reader identifying stock lists and books quickly and effectively.

3.5 The tender attracted three responses, the 5 year project costs were:

▪ 3M	-	£72,507
▪ Intellident	-	£71,474
▪ 2CQR	-	£84,225

The selection criteria was 60% quality / 40% cost.

3.6 The contract was awarded to 3M on the grounds that they were the only company to offer:

- A fully integrated solution for issuing audio-visual materials. Their RFID machine can issue, desensitise and unlock audio cases.
- A self-service machine with the ability to offer change rather than exact payment. To optimise customer service it was felt that it was essential to be able to offer change for transactions involving any payments.

4.0 POLICY IMPLICATIONS

None

5.0 OTHER IMPLICATIONS

5.1 The costs of the RFID equipment are contained in the overall funding of the Lottery Project.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 The Library Service improves individuals quality of life and contributes to achieving a broad range of social issues including education and lifelong learning, social inclusion and community cohesion. The introduction of RFID technology will increase the capacity of staff to provide added value and outreach services to a wide range of the community.

7.0 RISK ANALYSIS

None

8.0 EQUALITY AND DIVERSITY ISSUES

There are no equality and diversity issues arising from this report

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

Document	Place of Inspection	Contact Officer
Tender Book	John Briggs House	Phil Brown

REPORT TO: Executive Board Sub-Committee

DATE: 15 January 2009

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 3 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 organisation at the percentage indicated, for the period from 1st April 2008 or the commencement of liability, whichever is the later, to 31st March 2009:

1st Weston & Weston Point Scouts **20%**

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

Rathbone Training **20%**
The Social Partnership Ltd **20%**

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.

1st Weston & Weston Point Scouts **Weston Road, Runcorn**

1st Weston & Weston Point Scouts provides Beaver, Cub and Scout groups for boys and girls from 6 to 14 years of age. Membership is

available to any interested party and between 60 and 80 children attend on a regular basis.

The property is used as a headquarters for the organisation, providing an administrative base for the group and a centre for the majority of activities, undertaken by the children and young people. The building is also used for meetings by the leaders of the group and, on occasion, the district organisation.

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

Cost to Taxpayer (75%) 2008/09 £263.34

Rathbone Training

1st Floor (Part), Belgrave Building, Grosvenor House, Runcorn

Rathbone is a UK-wide voluntary youth sector organisation providing opportunities for young people to transform their life-circumstances by re-engaging with learning, discovering their ability to succeed and achieving progression to further education, training and employment.

The premises are used as a base for the group within Halton and are used to deliver training, education and support to young people in the borough.

The organisation qualifies for 80% mandatory rate relief, as they are a registered charity and their application includes a request for an award of discretionary rate relief. Rathbone has previously occupied premises at Queensway Trading Estate, Widnes and was not granted the additional relief for this property.

Cost to Taxpayer (75%) 2008/09 £659.39

The Social Partnership Ltd

Room 1-2, Public Hall Properties, Runcorn

The Social Partnership Ltd aims to reintegrate socially excluded people into the community, both socially and economically, through the provision of education, training and employment opportunities. Their work involves those who are in danger of, or are already, addicted to or dependent upon illegal drugs of any description.

The property is used to provide office accommodation for the organisation within the borough, as the charity operates in Halton and throughout Merseyside.

As a registered charity, the organisation receives 80% mandatory rate relief but the application also includes a request for discretionary rate relief. Addaction was not awarded the additional relief, in respect of their operations in Runcorn and Widnes.

Cost to Taxpayer (75%) 2008/09 £102.22

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

1st Weston & Weston Point Scouts provides facilities for children and young people, whilst Rathbone Training offers services designed for young people. The Social Partnership Ltd also provides assistance to children and young people.

6.2 Employment, Learning and Skills in Halton

Both Rathbone and the Social Partnership Ltd offer training and education, in line with their main objectives.

6.3 A Healthy Halton

1st Weston & Weston Point Scouts provide recreational opportunities, which should assist in improving the health of participants. The social Partnership Ltd aims to alleviate problems with addiction, or dependency, to drugs.

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 £
1 st Weston & Weston Point Scouts	Weston Road, Runcorn	1,755.60	351.12	80%	351.12	20%	263.34	263.34
Rathbone Training	First Floor (Part), Belgrave Building, Runcorn	10,626.00	4,395.96	80%	879.19	20%	1,593.90	659.39
Social Partnership Ltd	Room 1-2 Public Hall Properties, Runcorn	681.45	681.45	80%	136.29	20%	102.22	102.22

REPORT TO: Executive Board Sub Committee

DATE: 15 January 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Joint Working with the Learning and Skills Council – (National dissemination post 16 transport information)

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to inform Executive Board Sub Committee of joint work currently being undertaken by the Environment Directorate in partnership with the national Learning and Skills Council (LSC) to disseminate and develop best practice nationally, in terms of post 16 education transport provision for learners.

2.0 RECOMMENDATION: That

- (1) the decision of the Operational Director (Highways, Transportation and Logistics) to enter into a contract with the Learning and Skills Council to disseminate good practice on post 16 education transport provision be supported; and**
- (2) the programme of ongoing partnership working with the Learning and Skills Council be endorsed.**

3.0 SUPPORTING INFORMATION

3.1 As Members will be aware, Halton Borough Council recently received Beacon Council status for the work it is doing to improve accessibility by transport for local residents to a wide range of everyday facilities (including post 16 education, training and work based learning facilities.)

3.2 Halton Borough Council has been identified by the LSC as an Authority which has fostered an effective multi-agency partnership to deliver transport services for post 16 learners, having delivered a range of improvements locally including:-

- Discounted public transport tickets for learners;
- Independent Travel Training for vulnerable young people;
- A wide range of accessible travel information (through the Council's Neighbourhood Travel Team); and
- An accessible 'door to door' transport service for learners with mobility difficulties

Some of this work is funded by a Transport Partnership Grant payable to Halton Borough Council from the LSC (currently £34,000 in 2008/9).

- 3.3 Building on this success, in 2007 the national Learning and Skills Council approached Halton Borough Council with a request that the Authority jointly work with the LSC to disseminate 'best practice' on post 16 learner transport nationally. This was the result of the LSC having identified a strategic 'gap' nationally in terms of information on how local authorities are providing effective transport for young learners above the statutory school leaving age of 16 years.
- 3.4 During 2008/9, the LSC has agreed to the payment of an additional £25,000 to enable Halton Borough Council to assist it deliver the following dissemination activities at a national level:-
- Managing and developing a web based form , producing regular quarterly reports and updates to the LSC on levels of usage by local authorities;
 - Assist the national LSC in collecting information from other local authorities on how post 16 transport arrangements are delivered;
 - Arranging nine regional partnership conferences to disseminate best practice; and
 - Create / participate in the development of a 'critical friends' network to support the LSC in developing national post 16 transport policy.
- 3.5 Further details of the above initiatives are shown in Appendix One. This work is being currently co-ordinated using existing staff resources within the Transport Co-ordination Section (Environment Directorate),
- 3.6 The above work is progressing well, with final preparations being made to jointly host with the LSC a series of nine regional conferences in March 2009. This should provide Halton and other local authorities a unique opportunity to appraise local post 16 learner transport policies and provision against emerging 'best practice' nationally.
- 3.6 Issues of particular interest currently include:
- Funding arrangements for post 16 learner transport following the planned re-organisation of the LSC in 2010/11 and the transfer of some of its responsibilities to local authorities;
 - Independent Travel Training initiatives and how to 'mainstream' this activity into normal service delivery plans;
 - The continued roll out of 14-19 diplomas and the implications for participating learners of their transport / access requirements; and
 - Discounted learner travel passes.

4.0 POLICY IMPLICATIONS

4.1 There are no direct policy implications arising from this proposal.

5.0 OTHER IMPLICATIONS

5.1 Halton Borough Council has recently attained Beacon Council status in recognition for the innovative work it has been involved in to improve accessibility for socially excluded communities. This proposal seeks to build upon the solid platform of improvements already delivered.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

This proposal will help the Council and its local partners to gain access to more information on emerging best practice in terms of improving accessibility for young people accessing education, training and work based learning facilities. This work will help inform the ongoing development of the Halton Local Transport Plan and its associated transport improvement programme.

6.2 Employment, Learning and Skills in Halton

As (6.1) above

6.3 A Healthy Halton

By assisting the LSC disseminate 'best practice' in terms of sustainable travel for young people, it is hoped that Halton BC can also benefit in terms of developing accessible, affordable and easy to use sustainable transport provision within the Borough. This will in turn help to promote healthier lifestyles.

6.4 A Safer Halton

No direct implications arising from this report.

6.5 Halton's Urban Renewal

No direct implications arising from this report.

7.0 RISK ANALYSIS

The Council is required to enter into a contract with the LSC to provide a range of information services. The main risk associated with signing the contract is that key staff could leave the Authority making it difficult to meet key commitments. To mitigate this happening a number of key staff are involved to ensure we provide a good continuity of service to the LSC.

8.0 QUALITY AND DIVERSITY ISSUES

This proposal will directly contribute to the attainment of the Council's objectives to promote equality and diversity within the Borough. Of particular pertinence is the focus on reducing the number of young people who are classed as NEET (Not in employment, education and training).

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

Document	Place of Inspection	Contact Officer
Halton BC Sustainable School Travel Policy 2008/9	http://www2.halton.gov.uk/publictransport/pdfs/schooltravelpolicy2008-2009.pdf	David Hall Tel 0151 4717514

Appendix One

Details of the joint partnership work being undertaken by Halton Borough Council and the national Learning and Skills Council regarding post 16 learners transport provision.

1. Managing and developing web-based forum, producing monthly reports and updates.

- Monitoring the numbers of people signed up to the site and which organisations they represent. Ensuring all members logins are 'activated', creating and approving log-ins for new members, removing logins for people who have left their roles and signing up their replacements.
- Adding news and best practice to the website. Ensuring LSC news is posted on the site first and encouraging members to access news via the website. Aim to produce at least 1 article of news/best practice per month.
- Encouraging use of the website and forum via monthly mailouts and contact with members.
- Working towards ensuring all Local Authorities are represented. Identify all Local Authorities, which are represented and contact those which are not – identify the appropriate individual and sign them up.
- Producing monthly reports on members and usage of the site and sending reports each month to LSC.

2. Arranging nine Regional Partnership Conferences.

- Work to ensure local authorities and their partners and other key stakeholders, in each region, have the opportunity to come together and network. Work in conjunction with the LSC to identify the best location/venue for 9 regional half day conferences in each LSC region. Arrange logistics of the events, booking venues, inviting relevant delegates; identify and engage suitable transport partnerships in each region to present slot to others on good practice in use of transport partnership funds. All 9 events to take place in March 2009.

3. Creation of a 'critical friends' network.

- Create a critical friends network of interested stakeholders in conjunction with LSC. Via mailouts advertise opportunities to comment on LSC guidance and opportunities to be part of the 'critical friends' network. Continue to mailout to the 'critical friends' with requests for feedback, on behalf of the LSC. (Ongoing.)

4. Additional role

- Maintain links with the 14-19 Rural Access to Learning group, advertising their work via the website and attending meetings as necessary.

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted