

Public Document Pack



Executive Board Sub Committee

Thursday, 12 February 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

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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, 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.	
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(A) SPENDING AS AT 31ST DECEMBER 2008	1 - 5
4. HEALTH AND SOCIAL CARE PORTFOLIO	

*Please contact Caroline Halpin on 0151 471 7394 or e-mail caroline.halpin@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 5 March 2009*

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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 TO: Executive Board Sub Committee
DATE: 12 February 2009
REPORTING OFFICER: Operational Director – Financial Services
SUBJECT: Spending as at 31st December 2008
WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the Council's overall revenue and capital spending position as at 31st December 2008.

2.0 RECOMMENDED: That the report be noted.

3.0 SUPPORTING INFORMATION

Revenue Spending

- 3.1 Appendix 1 presents a summary of spending against the revenue budget for each Department, up to 31st December 2008. In overall terms, revenue expenditure is below the budget profile. The budget profile is only a guide to eventual spending, however, it is anticipated that overall spending will be managed as set out in the Budget Strategy in order to make the planned contribution of £2m to the Invest to Save Fund.
- 3.2 The additional costs arising from the Pay and Grading Review exceeded the £1.5m provision, with the additional costs being met from the General Contingency. However, some elements of the Pay and Grading Review such as premium pay and appeals have not yet been finalised. Furthermore, spending is historically higher in the latter part of the financial year, therefore, it is important that budget managers continue to closely monitor and control spending in order to make the planned contribution to the Invest to Save Fund.
- 3.3 Within the overall position there are significant numbers of vacant staff posts within Departments. However, some areas are also showing signs of budget pressures, where inflationary and economic pressures are having an effect as a result of the global "credit crunch", particularly in terms of fuel, energy and food costs.
- 3.4 Expenditure on Childrens' Agency Placements is currently significantly above the budget profile, due to the volatile and demand led nature of services, whilst spending on Foster Carers is significantly below budget profile due to a reduction in the number of available Carers. Forecasts indicate that the combined expenditure for these two areas may exceed budget by approximately £350,000 by year-end.

- 3.5 As a result of contract renewals, Street Lighting costs are currently below budget profile and are expected to be below budget by year-end.
- 3.6 In terms of Community Care, spending on Home Care and Direct Payments is currently higher than the budget profile, as more elderly people are being supported at home and with increasing levels of need. However, this has resulted in Residential Care costs being significantly below the budget profile.
- 3.7 Income is below budget profile in a number of areas, some of which may reflect the economic downturn, including; Trade and Bulky Waste Collection, Planning Fees, Building Control Fees, Stadium Sales Income, Land Search Fees, Market Rents and Industrial Estate Rents.
- 3.8 Investment returns are currently better than expected despite the volatility in the financial markets, due to having locked-in to higher rate investments earlier in the financial year. As a result investment income is expected to exceed the budget target by year-end.

Local Strategic Partnership

- 3.9 Spending to date in terms of Local Strategic Partnership (LSP) related schemes is currently £2.4m below the budget profile and represents only 38% of the £6.4m total available funding.

Capital Spending

- 3.10 A summary of capital spending is shown in Appendix 2. Capital spending to 31st December 2008 totalled £25.3m, which is 70% of the planned spending of £36.1m at this stage. However, this only represents 52% the total capital programme of £48.3m, although the Department for Transport have approved the carry forward of £1.6m in respect of Local Transport Plan (LTP) expenditure.
- 3.11 The main areas of programme slippage to date are in respect of Mersey Gateway advance land acquisition, vehicle fleet replacement, Castlefields regeneration, 3MG, and Widnes Waterfront.
- 3.12 Although historically capital expenditure is significantly higher in the latter quarter of the financial year, it is important that project managers maintain pressure to keep projects and spending on schedule and in particular to ensure that all external funding is maximised.

Balance Sheet

- 3.13 The Council's Balance Sheet is monitored regularly in accordance with the Reserves and Balances Strategy which forms part of the Medium Term Financial Strategy. The key reserves and balances have been reviewed and are considered prudent and appropriate at this stage in the financial year. In particular, collection rates for general debtors and council tax are currently in line with expectations, despite the "credit crunch". The level of reserves and balances will however, be reviewed

again at year-end and adjusted as considered necessary in accordance with the Strategy.

- 3.14 A significant number of equal pay claims have been lodged with the Council as part of the national single status agreement. These are being considered by our legal advisers and will result in a significant cost falling on the Council, although the timescales are as yet uncertain.

4.0 POLICY AND OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 5.1 There are no direct implications, however, the revenue budget and capital programme support the delivery and achievement of all the Council's priorities.

6.0 RISK ANALYSIS

- 6.1 The Council must have internal controls and processes in place to ensure that spending remains in line with budget.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072

- 8.1 There are no background papers under the meaning of the Act.

APPENDIX 1

Revenue Expenditure to 31st December 2008

	Annual Budget	Budget To Date	Actual Spend	Variance To Date	Actual Including Committed
	£'000	£'000	£'000	£'000	£'000
Specialist Services	12,685	7,463	7,396	67	7,396
Business Planning & Commissioning	5,302	-2,301	-2,748	447	-2,739
Universal & Learning Services	2,327	1,500	1,388	112	1,394
Preventative Services	8,171	3,935	3,651	284	3,684
Children and Young People Directorate	28,485	10,597	9,687	910	9,735
Environmental Health & Regulatory	12,415	9,604	9,184	420	9,304
Highways & Transportation	13,875	6,169	5,286	883	6,414
Major Projects	494	143	143	0	144
Regeneration	1,509	921	909	12	970
Stadium, Catering & Cleaning	1,900	1,516	1,735	(219)	1,744
Environment Directorate	30,193	18,353	17,257	1,096	18,576
Legal, HR & Organisation Development	2,206	3,204	3,257	(53)	3,605
Policy & Performance	3,487	1,796	1,684	112	1,743
Exchequer & Customer Services	4,604	8,343	8,261	82	8,306
Financial Services	17	1,083	990	93	995
ICT Services	-83	2,301	2,276	25	2,960
Property Services	893	4,253	4,401	(148)	5,483
Financial Arrangements	-12,124	-762	-1,244	482	-1,244
Corporate and Policy Directorate	-1,000	20,218	19,625	593	21,848
Culture & Leisure Services	12,464	4,174	4,164	10	4,770
Adult Services	13,720	7,178	7,250	(72)	7,777
Health & Partnerships	3,130	1,043	981	62	1,351
Older People	14,903	8,236	7,344	892	7,514
Health and Community Directorate	44,217	20,631	19,739	892	21,412
	101,895	69,799	66,308	3,491	71,571

APPENDIX 2

Capital Expenditure to 31st December 2008

	Capital Allocation	Allocation Profile To Date	Actual Expenditure	Total Remaining Allocation
	£'000	£'000	£'000	£'000
Children & Young People Directorate				
Business Planning & Commissioning	5,313	4,589	3,433	1,880
Environment Directorate				
Environmental & Regulatory	930	443	314	616
Highways & Transportation	23,884	18,297	13,676	10,208
Major Projects	10,019	6,803	3,755	6,264
Stadium	58	48	48	10
Health & Community Directorate				
Culture & Leisure	1,544	647	297	1,247
Health and Partnerships	2,380	2,027	1,202	1,178
Older People	172	48	0	172
Adult Services	59	0	0	59
Corporate & Policy Directorate				
Policy & Performance	120	100	75	45
ICT Services	2,323	1,937	1,357	966
Property Services	1,532	1,198	1,142	390
	48,334	36,137	25,299	23,035

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: One Year Extension to Current Drug Service Contract

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek authority to increase and extend the contracts of ARCH Initiatives and Addaction until 31st March 2010.

2.0 RECOMMENDATION: That:

- i) **For the purpose of Standing Order 1.6b, that authority is delegated to the Operational Director, Culture & Leisure Services to extend the contracts of ARCH Initiatives and Addaction until 31st March 2010 without competitive tendering and at an additional cost of £80,000 and £36,000 respectively.**

3.0 SUPPORTING INFORMATION

3.1 In May 2008, the Strategic Director Health & Community was authorised to proceed with the open tendering and procurement of a community based drug service. The planned start date for this service was April 2009. As a consequence current service providers were issued with notices of termination of contracts. The notice was to expire on 31 March 2009.

3.2 Following discussions in November 2008 with the Chief Executive, Strategic Director Health & Community, Deputy Director of Public Health and Operational Director for Partnership Commissioning (Halton & St Helens PCT) the decision was taken to halt this tender process.

3.3 During this process, Halton & St Helens PCT indicated that significant additional resource was to be made available for the provision of alcohol treatment from April 2009. In the interests of economy, efficiency and effectiveness the Council and the PCT are now discussing how the alcohol and drugs resources can be combined with a view to tendering for a combined substance misuse service, commencing April 2010.

3.4 Therefore to prevent any gaps in service provision it is necessary to

withdraw termination notices and extend contracts for a further year for both ARCH Initiatives and Addaction.

3.5 Business Case Supporting the Proposal to Waive

3.5.1 Value for Money & Competition

3.5.1.1 Under the initial tender process, a new service provider would have been in place in April 2009. However, with the unanticipated halting of the tender process in November 2008, this has left insufficient time to undertake a new tender process and award contracts to commence on 1st April 2009.

3.5.1.2 Tendering and awarding a one year contract from 1st April 2009 to 31st March 2010 would cause significant disruption to service delivery, service users and staff in provider services.

3.5.1.3 Current performance projections indicate that it is unlikely that Halton will meet NI 40, 'drug users in effective treatment'. The additional investment in these two services seeks to address this issue through the creation of additional capacity.

3.5.1.4 Value for money will be ensured through the Partnership's continuing performance management of these contracts.

3.5.1.5 The services delivered by ARCH Initiatives & Addaction through these two contracts will be subject to open, competitive tendering in 2009/10 when the Council, in partnership with other Local Authorities and PCTs tenders for a combined drug and alcohol service.

3.6 Transparency & Accountability

3.6.1 The choices regarding the extension of these contracts will be available for audit and inspection.

3.6.2 Details of expenditure and performance are reported to the Safer Halton Partnership and the National Treatment Agency.

3.6.3 The Officers supporting the award of these contracts will comply with the Public Contracts Regulations 2006.

3.6.4 Functional accountability for the contract will remain with the Operational Director, Culture & Leisure Services, and the contract would be subject to internal and external audit & PPB scrutiny.

3.7 Propriety & Security

3.7.1 The contract documents will include the council's standard integrity clauses and staff only with a need to know will have commercial

information about the contracts.

4.0 SUPPORTING INFORMATION

4.1 ARCH Initiatives currently provide the screening and assessment functions for the single point of access at Ashley House. They also provide time limited support to individuals that use stimulant drugs. The contract value to provide these services in 09/10 would be £144,000. However, it is the intention of the Drug Action Team to invest a further £80,000 to also provide an improved service for Carers and increase referrals from local hospitals. Total contract value for 2009/10 would therefore be £224,000.

4.2 Addaction currently provide the Outreach Service and the Drug Intervention Programme targeted at drug using offenders. The contract value for 2009/10 would be £304,000. However, in order to provide additional capacity to support the Prolific Offender Team and establish an increased presence at the police custody suite at Manor Park, the Drug Action Team intends to invest a further £36,000. Therefore the total contract value for 2009/10 would be £340,000.

5.0 POLICY IMPLICATIONS

5.1 The proposal supports the local implementation of the national drug strategy 2008-18, Drugs: Protecting Families and Communities.

5.2 The proposal also supports the local implementation of the National Treatment Agency guidance on drug treatment systems, Models of Care.

6.0 FINANCIAL IMPLICATIONS

6.1 Both contracts and the proposed increases to their contract value will be met through existing resources.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children & Young People in Halton

The proposal could identify young people that are caring for drug using parents.

7.2 Employment, Learning & Skills in Halton

None identified

7.3 A Healthy Halton

This proposal supports the delivery of the borough Carer's Strategy through increasing the identification and engagement of carers of

drug users.

7.4 A Safer Halton

This proposal supports the crime reduction agenda of the Safer Halton Partnership through an increased engagement of drug using offenders.

7.5 Halton’s Urban Renewal

None identified

8.0 RISK ANALYSIS

8.1 Not approving contract extensions would result in significant loss of service delivery until April 2010, and militate against achieving the LAA and national target – NI 40, Numbers of drug users in effective treatment.

8.2 The loss of both of these services will result in increases in drug related crime.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 There are no specific equality and diversity issues. Contractors will be expected to comply with current legislation.

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

Document	Place of Inspection	Contact Officer
Halton Treatment Plan 2008/09	Runcorn Town Hall	Steve Eastwood Divisional Manager Drug & Alcohol Action Team

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Personalisation Agenda and Individual Budgets
– Waiver of Procurement Tendering Standing
Orders

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To request the waiving of Procurement Standing Orders 3.1 - 3.7 which places a requirement on the Council to tender for contracts set up with external providers of services.

2.0 RECOMMENDATION: That:

- i) **Procurement Standing Orders 3.1-3.7 be waived in accordance with Standing Order 1.6 and the Operational Director Health & Partnerships be authorised to award the contract for the Personalisation Workforce Development and Training Programme to Helen Sanderson Associates Ltd, for the sum of £129,100 in light of the exceptional circumstances outlined in this report, due to there being only one possible contractor.**

3.0 SUPPORTING INFORMATION

3.1 On 17th January 2008, the Department of Health issued a Local Authority Circular (LAC (DH) (2008) 1) entitled “Transforming Social Care”. The Circular sets out “information to support the transformation of social care signalled in ... *Independence, Well-being and Choice* and re-enforced in ... *Our health, our care, Our say: a new direction for community services*.”

3.2 The Circular sets out familiar commentary – that people are living longer due to advances in healthcare, have higher expectations of what they need/want to meet their circumstances, want to continue living independently at home for as long as possible, and to have greater control over their lives.

3.3 Long-term demographic changes mean that current systems of delivering social care need to be fundamentally changed and

modernised if they are to respond to the pressures of increased expectations and substantial culture change. Any changes will have to recognise the need to explore options for the long-term funding of the care and support system.

3.4 **What Reform Means**

3.4.1 The Government's approach to personalisation can be summarised as "the way in which services are tailored to the needs and preferences of citizens. The overall vision is that the state should empower citizens to shape their own lives and the services they receive". (Transforming Social Care)

3.4.2 This approach is one element of a wider cross-government strategy on independent living, due for publication early in 2009.

3.5 The Government is clear that everyone who receives social care support in any setting, regardless of their level of need, will have choice and control over how this support is delivered. This will be the case whether they receive support from statutory services, the third/community/private sector or by funding it themselves. The intention is that people are able to live their own lives as they wish, confident that services are of high quality, are safe and promote their own individual requirements for independence, well-being and dignity.

3.6 This means a common assessment of individual social care needs, emphasising the importance of self-assessment. The role of social workers will focus on advocacy and brokerage rather than assessment and gate keeping. This shift will result in a change from the model of care, where the individual receives the care determined by a professional, to one that has person-centred planning at its heart, with the individual firmly at the centre identifying what is personally important to deliver their outcomes.

3.7 In the future, "all individuals who are eligible for publicly-funded adult social care will have a personal budget. The budget will be a clear, upfront allocation of funding to enable them to make informed choices about how best to meet their needs, including their broader health and well-being", (Transforming Social Care). Having an understanding of what is available will enable people to use resources flexibly and innovatively, no longer simply choosing from an existing menu but shaping their own menu of support.

3.8 Further more, National Indicator (NI)130 has a target requiring 30% of service users and carers in receipt of community services to be purchasing them using an Individual budget or direct payments by April 1st 2011. The figure will be calculated per

100,000 population aged 18 or over.

3.9 **Traditional Model v In Control Model**

3.9.1 At the core of self-directed services is a change in process that intends to give those people involved new incentives and power to shape services and get better value for money and as such, there are many associated workforce issues that need to be addressed via an appropriate Workforce & Training Programme.

3.10 The identified Workforce, Training Programme and associated costs is located in Appendix 1

3.11 The workforce and training is not just Council focused, it needs to incorporate the Independent Sector, which is a significant task.

3.12 **Business Case for Waiver of Procurement Tendering Standing Orders**

3.12.1 **Value for Money and Competition**

3.12.1.1 The proposed provider, Helen Sanderson Associates are market experts in providing training, workforce development and associated support, advice and guidance on Personalisation and Person Centred Planning to a number of local authorities including Warrington Borough Council, Northamptonshire County Council, Hertfordshire County Council, Oldham Council and Sefton Metropolitan Council.

3.12.1.2 Given that Helen Sanderson Associates has previously been commissioned by other local authorities who wanted to commission a personalisation programme it would seem a poor use of resources for Halton Borough Council to instigate a further formal tendering process which would require additional resources to progress it.

3.12.1.3 With our knowledge of the market, the Operational Director for Health & Partnerships is satisfied that the cost of £129,100, for 116 days training to a wide variety of employees, Service Users, Carers and Contracted Providers, is a fair price.

3.12.1.4 Further options have been investigated, for example, the use of the Corporate Training Team and the use of part-time staff to increase their weekly hours to deliver the requirements. Both of these options have been rejected due to the lack of expertise, skills and knowledge of the staff identified.

3.12.1.5 The Workforce and Training Programme (Appendix 1) is designed to create a truly personalised care system and will deliver those outcomes identified in Halton Borough Council's Self-Directed

Support Project Plan, which should ensure people, irrespective of illness or disability, are supported to:

- Live independently;
- Stay healthy and recover quickly from illness;
- Exercise maximum control over their own life and where appropriate the lives of their family members;
- Sustain a family unit which avoids children being required to take on inappropriate caring roles;
- Participate as active and equal citizens, both economically and socially;
- Have the best possible quality of life, irrespective of illness or disability;
- Retain maximum dignity and respect

3.13 **Transparency**

3.13.1 Transparency will be achieved by ensuring a clear audit trail for the procurement of all goods and services.

3.13.2 Statements have been obtained from other local authorities detailing how they commissioned services and the reasons why they elected to appoint Helen Sanderson Associates to assist them with the implementation of the personalisation and Individual budget agenda.

3.13.3 References and feedback have been obtained from Warrington Borough Council, Northamptonshire County Council, Hertfordshire County Council, Oldham Council and Sefton Metropolitan Council.

3.13.4 The contract will be placed on the Halton Borough Council Procurement website. The contract is also subject to the Freedom of Information Act and audit processes.

3.14 **Propriety and Security**

3.14.1 Integrity clauses will be built into the contract documents and only Officers with a need to know will have information about the contract.

3.15 **Accountability**

3.15.1 Accountability would remain with Operational Director for Health & Partnerships awarding the contract and a rigorous evaluation and performance-monitoring framework will form part of the contract

with Helen Sanderson Associates.

- 3.15.2 This service is exempt from the tendering requirement of the Public Contract Regulations 2006 because the training is ancillary to Health and Community Service's which falls into Part B category, Procurement Regulations 2006.

4.0 POLICY IMPLICATIONS

- 4.1 National Indicator 130 has a target requiring 30% of service users and carers in receipt of community services to be purchasing them using an Individual budget or direct payments by April 1st 2011. The figure will be calculated per 100,000 population aged 18 or over.
- 4.2 Over the next 5 years, Personalisation is likely to substantially affect the way in which people receive services and the Local Authority will need to support this national agenda.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The cost of this contract will be funded by the Social Care Reform Grant.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Individualised Budgets are used by some councils to support young people with disabilities in transition from Children's to Adults' Services and this is at an early stage of development in Halton. It is important to ensure Children's and Adults' services work closely to develop a single process for individualised budgets.

6.2 Employment, Learning & Skills in Halton

This decision supports the planned development of employees, service users, contracted provider services and carers to ensure they have the correct skills and knowledge to carry out their duties in a safe and competent manner.

6.3 A Healthy Halton

The Government anticipates that the use of Individual Budgets will lead to health gains. Further work with Health will take place to ensure health gains are maximised.

6.4 A Safer Halton

Staff will be trained to provide advice, support and guidance to enable service users to manage how their own care needs are met.

6.5 Halton's Urban Renewal

None identified

7.0 RISK ANALYSIS

7.1 There are 2 primary risks.

- Progressing the personalisation agenda without an adequate understanding of the full implications and the impact this may have on care service provision.
- Giving insufficient priority to the work so that the Council falls behind other Councils and Government expectations and does not meet its NI 130 target by April 2011.

7.2 A competently delivered, comprehensive Workforce and Training Programme would eliminate or reduce the risks identified.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Following approval of the request to waive Standing Orders a full equality impact assessment on any proposals will be undertaken by the Directorate Equalities Group.

8.2 The personalisation agenda promotes equality, diversity and greater well-being to the residents of Halton.

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

None.

Helen Sanderson Associates (HSA)
Personalisation Agenda & Individualised Budgets
Halton's Workforce & Training Programme
(Subject to adjustment by Operational Director)

Programme	Provider	Number of days	Dates	Cost (excluding VAT, materials and travel)
Awareness Training HBC Staff Service Users Carers Contracted Providers	H S A	1 design day (2 people) 5 days delivering Total: 7	2 Feb - design April 2009	£4,900
Strategic Development Project Team	H S A	1 day awareness for project team Strategy day Workforce day 2 day follow up 2 days write up Total: 8	4 th March - strategy workforce other dates to be agreed	£4,900
1. Care Managers Programme	H S A	Introduction to roles and responsibilities for care managers Decision makers day Review process Design Day Training in review process	18 th March – roles and responsibilities day 6 th April – DM day Review process	£8400

Appendix 1

		(3 days) Coaching care managers to deliver this Total: 12	Design Day – 20 th April Training – dates to be arranged Coaching days – to be arranged.	
2. Contracted Providers Development – Self Directed Support	H S A	8 presentation days with materials 12 facilitator days	Day 1 – 17 th June Day 2 – 18 th June Day 3 – 15 th July Day 4 – 16 th July Day 5 -21 st July Day 6, 7 & 8 – to be arranged Facilitator days to be arranged	£8400
3. Individual coaching and mentoring for key staff (e.g. care manager team leaders)	H S A	Total: 12	Dates to be arranged	£8400
4. Support Planners Training	H S A	Introductory day Training Course (3 days) 2 follow up days Coaching Total: 12	26 th March Training Day1 and 2 – 11 th & 12 th May; Day 3 - 1 st June	£8400

Appendix 1

			Follow up dates and coaching dates to be arranged	
5. Planning Live!	H S A	Introduction day for supporters and families 3 day Planning Live! Coaching Follow up day Total: 12 days	Intro Day – 2 nd June Planning Live, day 1 – 10 th June; day 2 – 24 th June; day 3 – 30 th July Coaching & follow up dates to be arranged	£8400
6. Support planning with older people	H S A	Development days, training and coaching to develop best practice in support planning with older people Total 12 days	Design/ Development Day – 6 th May Training days – to be arranged Coaching days – to be arranged	£8400
7. Support Planning with people who use mental health services	H S A	Development days, training and coaching to develop best practice in support planning with people who use mental health services	Design/ Development Day – 30 th April Training days – to be arranged Coaching days	£8400

Appendix 1

		Total 12 days	– dates to be arranged	
8. Individual to strategic change – learning from support plans/reviews	H S A	Introductory day Person centred reviews course (3 days) Coaching Strategic days Total: 12	9 th September Day 1, 2 & 3 – 15 th , 16 th & 17 th September Coaching & strategic dates to be arranged	£8400
9. Outcomes development and Programme management		5 days		£3500
Materials for courses and programmes	H S A Press	Providing materials for awareness days Other materials for Strategy and programmes		£1300 £7500
Material Development	H S A Press	Developing bespoke Halton materials for families and staff		£9,950
Gathering and recording stories	H S A Press	Gathering and writing up stories, and process		£9,950
Materials Design	H S A Press	Design of the materials		£9,950
Printing materials	H S A Press	Printing materials		£9,950
			Total	£129,100

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Review of Fees & Charges – Health & Community Services 2009 – 2010

WARD(S) Borough-wide

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.

2.0 RECOMMENDATION:

That the Executive Board Sub Committee:

- i) **Approves the proposed changes in fees and charges outlined in Appendix 1, with effect from the 6th April 2009 which is the date on which Welfare Benefits are increased.**
- ii) **Agree that Direct Payment rates remain unchanged until the outcome of the impending consultation with key stakeholders on the new resource allocation system for Direct Payments/Individual Budgets is completed. Any new resource allocation system proposals will be submitted to the Executive Board Sub Committee for approval.**

3.0 SUPPORTING INFORMATION

3.1 Appendix 1 shows the current charges for social care services and the proposed charges for 2009/10. The recommended increased fees and charges for social care services listed for 2009/10 have been inflated by 3%.

3.2 Fees and charges for Health and Community Care will be increased with effect from 6th April 2009 to coincide with the annual increase in Welfare Benefit rates.

3.3 The current 08/09 Direct Payment rates are listed below. It is proposed that these remain unchanged pending the outcome of consultation with key stakeholders about how resources should be

calculated and allocated to Individual Budget holders. The results of the consultation and proposed outcomes will be reported to Executive Board Sub Committee for approval.

2008/09 Rates	AGENCY	Personal Assistant (PA)
Standard	£10.70	£9.35
Complex	£11.36	£11.36

4.0 POLICY IMPLICATIONS

4.1 None identified.

5.0 FINANCIAL IMPLICATIONS

5.1 Provision exists to meet any increased expenditure to providers within the Council's approved budget.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

The provision of care services that meet peoples needs improves their health and wellbeing.

6.4 A Safer Halton

The provision of care services that meet peoples needs increases their safety and mitigates risks.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 Legally, increases to charges can be justified if we can demonstrate the future provision needs to be more cost effective. 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.

7.2 Failure to achieve income targets places the Council under financial risk.

8.0 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: 12 February 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Street Lighting Energy Procurement

WARDS: Borough Wide

1.0 PURPOSE OF REPORT

1.1 To report the acceptance by the Operational Director – Highways, Transportation and Logistics of an extension to our current un-metered electricity supply contract for street lighting with Scottish and Southern Electricity. To seek approval to the waiving of standing orders and to record that the anticipated expenditure is likely to be over £1.0M per annum.

2.0 RECOMMENDED: That

- 1) the extension to the existing supply contract for un-metered electricity be endorsed;**
- 2) procurement Standing Orders 2.2 to 2.11 be waived for the purchase of un-metered electricity; and**
- 3) it be recorded that the expenditure is anticipated to be in excess of £1.0M per annum.**

3.0 SUPPORTING INFORMATION

3.1 Since October 2001 our un-metered electricity (energy for street lighting and other highway electrical equipment) has been procured through UPG (Utilities Procurement Group), with the first contract beginning in April 2002. Initially the contract was awarded to Eon (previously Powergen), and then in April 2007 it was awarded to Scottish and Southern Electricity for a period of two years.

3.2 The current contract which includes an Option to Extend (OTE) expires in April 2009. UPG have been monitoring the situation and recommended that we take up the Option to Extend rather than re-tender due to the market being volatile.

3.3 The current contract has a rate of 7.090p/kwh (including Climate Change Levy (CCL) exempt option) and the annual cost is about £900,000. The revised contract rate is 9.160p/kwh (and is also 100% CCL exempt) which equates to an annual cost of about £1,150,000, and the unit rate is fixed for two years. If any electrical equipment is installed or removed, then the total amount payable will be adjusted accordingly. The total amount payable is determined from an itemised listing of our equipment which is submitted to Scottish Power (the

Distribution Network Operator (DNO)), who in turn issue a Certificate of Estimated Annual Consumption (EAC). The certificate is passed to Scottish and Southern Electricity who then invoice us. The certificate is updated every month; therefore any equipment removed/added is included within a relatively short period of time.

- 3.4 The Street Lighting Energy contract needs to be accepted within a very short timescale, sometimes within a day as happened on this occasion, due to the rapid changes in the prices charged for electricity, which can result in an offer being withdrawn at short notice. Hence the need to waive standing orders to enable the offer to be accepted. This was done after consultation with the Council's Finance and Internal Audit Sections who supported our acceptance of it. The process has recently been reviewed by Internal Audit, who are satisfied that the system represents good value for money for the Council.

4.0 POLICY IMPLICATIONS

- 4.1 None.

5.0 OTHER IMPLICATIONS

5.1 Resource Implications

Funding for the costs is through the Street Lighting Revenue Budget.

5.2 Social Inclusion Implications

None

5.3 Sustainability Checklist

None

5.4 Best Value

The use of a specialist procurement organisation provides good value for money as they advise of the most appropriate time to purchase electricity. In this case, the Contract Price was indeed less than originally forecast.

5.5 Legal Implications

None

5.6 Crime and Disorder Issues

None

5.7 Human Rights Act Implications

None

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

- 6.1 There are no background papers under the meaning of the Act.

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009

REPORTING OFFICER: Strategic Director - Environment

SUBJECT: Confirmation of Award of the HBC Bridge Maintenance Partnership Contract

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To report the circumstances of the award of the HBC Bridge Maintenance Partnership Contract to Wrekin Construction Company Ltd.

2.0 RECOMMENDATION: That the circumstances of the award of the HBC Bridge Maintenance Partnership are noted.

3.0 SUPPORTING INFORMATION

3.1 Item ES52 of 04 December 2008 Executive Board Sub Committee documents the delegation of authority to accept the most advantageous tender for the HBC Bridge Maintenance Partnership to the Strategic Director Environment in consultation with the Executive Board Member for Planning, Transportation Regeneration and Renewal.

3.2 Tenders were received from all the 6 invited organisations on 15 October 2008.

3.3 Tender returns have been evaluated based upon quality and price.

3.4 The quality score was determined based upon the tenderer's responses to a quality questionnaire, health and safety questionnaire, questions related to delivery of derived projects and also performance at interview. The overall quality score contributed a maximum of 60% of points available.

3.5 The price score was based upon prices submitted for core activities within a price list, the mechanism for evaluating non-core activities and total works costs for derived projects. The overall price score contributed a maximum of 40% of points available.

3.6 Following a rigorous evaluation and scoring process, the overall bids were ranked as follows:

1. Wrekin Construction Co Ltd
2. Balvac Ltd

3. A E Yates Ltd
4. Nuttall BAM Ltd
5. AMCO Ltd
6. Interserve Project Services Ltd

- 3.7 In conjunction with our framework consultants, a detailed Tender Report has been prepared. The Council's Internal Audit team has validated this.
- 3.8 As a result, following Strategic Director and Board Member approval, Wrekin Construction has been awarded the HBC Bridge Maintenance Partnership.
- 3.9 Initial meetings to establish the structure of the Partnership and its processes and procedures have commenced. Wrekin have also commenced formalisation of their supply chain.
- 3.10 It is expected that major maintenance work on the Silver Jubilee Bridge in particular will be underway before financial year-end.

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 an effective and economic 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.

Internal Audit confirmed the financial standing of all tenderers during evaluation of PQQs and has reconfirmed Wrekin Construction's financial

standing as part of their review of the Tender Report. A Performance Bond and a 5% retention clause are a requirement of the contract.

7.2 Budget Control

The tender documentation allows 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 takes into account consideration of these issues.

The tender invitation and evaluation process has allowed HBC to confirm that Wrekin Construction has the appropriate level of expertise and experience to deliver the project within the proposed management structure. It has also allowed confirmation of 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 has allowed HBC to confirm that Wrekin Construction has an acceptable equality and diversity policy in place.

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

Document	Place of Inspection	Contact Officer
Halton Borough Council Bridge Maintenance Partnership Tender Report (Nov 2008) and Appendices	Bridge Maintenance Section, 2 nd Floor Rutland House	Mike Bennett

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Promotions & Tourism Fees and Charges -
2009/10

WARD(S): Borough-wide

1.0 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 2009/10.

2.0 RECOMMENDED: That the proposed fees and charges for 2009/10, set out in Appendix I of this report, be approved.

3.0 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.

4.0 PROPOSED CHARGES

4.1 It is proposed to increase the current fees and charges by 3% in 2009/10, which is consistent with guidance received from financial services. The proposed fees and charges are set out in Appendix I. They are based on the same fees structures as 2008/09, which were approved by this Sub Committee.

4.2 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.

4.3 The costs for less than 6 hours are more than for a day hire due to staff having to stay at the venue and or work a full day at the event. It would not be prudent to have the staff erect equipment over an hour period, return home and then come out again for an hour to dismantle.

5.0 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.

6.0 OTHER IMPLICATIONS

6.1 There are no other implications arising from this report.

7.0 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.

8.0 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.

9.0 EQUALITY AND DIVERSITY ISSUES

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

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

10.1 There are no background documents under the meaning of this Act.

APPENDIX 1

Fees and Charges

2009/10

PROMOTIONS & EVENTS	2008/09	proposed 2009/10
HIRE OF EQUIPMENT		
EXHIBITION UNIT (either)		
Midweek Charge All Day	£ 190.00	£ 196.00
Midweek Charge (less than 6hrs)	£ 250.00	£ 258.00
Saturday Full day	£ 240.00	£ 247.00
Saturday (less than 6hrs)	£ 326.00	£ 336.00
Sunday Full Day	£ 310.00	£ 319.00
Sunday (less than 6hrs)	£ 426.00	£ 439.00
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	£ 219.00	£ 225.00
Mini Marquees Saturday	£ 219.00	£ 225.00
Mini Marquees Sat less than 6hrs	£ 219.00	£ 225.00
Mini Marquees Sunday	£ 219.00	£ 225.00
Mini Marquees Sun less than 6hrs	£ 219.00	£ 225.00
If Ex Unit at event already Mini Marquee Charges		
Mini Marquees Weekday	£ 52.50	£ 54.00
Mini Marquees Saturday	£ 52.50	£ 54.00
Mini Marquees Sat less than 6hrs	£ 52.50	£ 54.00
Mini Marquees Sunday	£ 52.50	£ 54.00
Mini Marquees Sun less than 6hrs	£ 52.50	£ 54.00
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	0.032 p per m ²	0.033p per m ²
Set up Days or car parking	0.063p per m ²	0.065p per m ²
Operational Days		
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.		

REPORT TO: Executive Board Sub Committee

DATE: 12 February 2009.

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Selection of Company to Provide Tourism Kiosks

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 This report sets out the way in which a list was derived for the supply of Kiosks for the provision of tourist and other travel information at main transport interchanges within the borough.
- 1.2 This report has been brought under to Section 3.2 of the Procurement Standing Orders; less than 3 quotations for goods or services shall be reported through Executive Board Sub Committee for approval.

2.0 RECOMMENDED: That the Operational Director Economic Regeneration be authorised to award the contract for the supply, maintenance and installation to contractor A in the sum of less than £50,000 and that in light of the exceptional circumstances namely the need to utilize data already contained in The Mersey Partnership Mervin Database and in accordance with Procurement SO 1.6 Standing Orders 3.1- 3.7 and 3.10 be waived on this occasion in view of there being a limited number of suppliers in that the data held will need to be uploaded by a supplier already working with the data holder.

3.0 BACKGROUND

- 3.1 A proposal was approved in the 2008/09 Capital Programme spend up to £50,000 for the provision of tourism kiosks at main transport interchanges. This figure was based upon the known facts at the time regarding costs and installation charges.
- 3.2 The current provision of electronic tourist information is via a system provided through The Mersey Partnership. MERVIN (MERseyside Visitor Information Network) provides the information for webs sites and data base driven kiosks across the Merseyside region. To enable the kiosks in Halton to benefit from the information already captured within MERVIN the provider of the system was approached to identify companies already using the database as a direct source of information.

- 3.3 From the information provided only 2 companies were able to supply kiosk solutions. These companies were asked to attend meetings to discuss the requirements of the Halton provision and invited to submit quotations.
- 3.4 The results of the quotations supplied are outlined in appendix 1 of this report.

4.0 PROPOSED KIOSK SUPPLIER AND LOCATION OF KIOSKS

- 4.1 It is proposed to use Contractor A to provide, install and maintain the kiosks in this particular instance. The reasons for this is one of cost per kiosk, information provided within the kiosk for users and the maintenance prospectus provided by the company concerned.
- 4.2 As detailed earlier in this report, this company have a track record in the use of the MERVIN system for information provision. They also have in place licences for use of other information which can be provided on the kiosks at no further cost to Halton Borough Council. These include Journeyplanner, BBC Newsfeed, Local Area Maps. In addition features such as free e-postcards or video to email will also be provided.
- 4.3 In addition, provision of regional tourist information will encompass the Merseyside and Cheshire regions
- 4.4 The proposed location of the kiosks were originally Runcorn Mainline Railway Station with the possible provision dependent upon costs in Widnes Railway Station. Agreement of Virgin Trains has been gained for the provision in Runcorn. However Northern Rail, the operators of Widnes Railway Station, have suggested that due to passenger traffic, staff availability and opening times that Hough Green would be a better proposal.
- 4.5 The initial cost estimate was based on having kiosks outside. However, through discussions with landowners we are now able to place kiosks inside buildings. As such, the cost per unit is reduced and it is possible to extend the scheme within the confines of the existing budget. Therefore, it is proposed to install 2 further kiosks. One in the indoor area of Greenoaks Mall, the other in Halton Lea. These locations have been selected due to the secure nature of the environment and the throughput of foot traffic. These kiosks will provide information to local and visiting customers during opening times.

5.0 BUSINESS CASE FOR WAIVING TENDERING SOs

- 5.1 Value for money and Competition: The cost of licensing new suppliers to utilise the current Mervin Database will increase the initial outlay which could be spent on providing the kiosks, resulting in a reduced provision for the customer. There are currently 2 suppliers working with the data system and both of these have been contacted for quotes.

- 5.2 Transparency: The quotes and information relating to this contract will be available for inspection when required by those with a need to see such documentation
- 5.3 Accountability: Will remain with the Operational Director for Economic Regeneration in this instance as well as internal audit and external PPB scrutiny.

6.0 POLICY IMPLICATIONS

- 6.1 The wide range of promotions and events co-ordinated by the Tourism and Promotions Service make a significant contribution to the economy of the Borough. The provision of the kiosks will enhance the visitor experience and ensure knowledge of the variety of facilities and events available.

7.0 OTHER IMPLICATIONS

- 7.1 The cost of maintenance of the kiosks is covered for the first four years within the purchase price. The cost beyond that is period will be £1,000 per kiosk and this can be contained within existing budgets.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

Access to information on facilities, events and attractions will enhance the cultural experience of local users of the kiosks, which will include young people and children.

8.2 Employment, Learning and Skills in Halton

There will be an opportunity to link to local job search engines within the platform being provided.

8.3 A Healthy Halton

Access to information on facilities, events and attractions will enhance the cultural experience of local users of the kiosks.

8.4 A Safer Halton

Access to information on facilities, events and attractions provided by known tourism operators will enhance the experience of local users of the kiosks.

8.5 Halton's Urban Renewal

The provision of information relating to tourism will enhance the visitor experience and also the attractiveness of the area by utilising tourism as a driver for investment opportunities. It will also enhance the day visitor experience which supports small local businesses.

9.0 RISK ANALYSIS

9.1 The move for the kiosks to be located inside rather than outside largely addresses the key concern of potential vandalism.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 The location of kiosks have been selected to maximise accessibility and to be in safe areas.

APPENDIX 1

Tender Information provided by Companies for the Provision of Tourism Kiosks.

	COST PER UNIT	ONSCREEN PROVISION (STANDARD)	ONSCREEN PROVISION (EXTRA COST)	EXTRA INFORMATION
COMPANY A	Dual Screen Unit £8,000 Single Screen Unit £6,000	Halton Tourist Information Halton Journey Planner Halton Based Jobsearch Local Maps BBC News Free Email/ Video Mail		Software Charge £750 one off charge Maintenance Included Mono Thermal Printer Maintenance Costs after year approx £1150 per unit.
COMPANY B	Single Screen Unit £9380	Halton Tourist Information Local Maps BBC News Free Email/ Video	Project Mgt one off cost £10,000	New Mind License £1600 set HUB Tourism License per £7500 Maintenance Cost Per unit after yr 4 approx £1750 New Mid License PA £1000 per unit Remote Monitoring pa after year 4 £1000 These Machines can accept payment cards for services such as phone top up services and such like.

Economic Regeneration Department Service Plan

KEY OBJECTIVES – RISK REGISTER

TOURISM INFORMATION KIOSKS

Completed by: Iain Bisset

Date Completed: 08/01/09



Assessment of Risk
[As it is now]



Assessment of Residual Risk
[With control measures implemented]

No	Risk (Threat/Opportunity to achievement of business objective)	Impact (Severity) [I]	Likelihood (Probability) [L]	Risk Score (I x L)	Risk Treatment Measures	Impact (Severity) [I]	Likelihood (Probability) [L]	Residual Risk Score (I x L)	Responsible	Timescale/Review Frequency
1	Funding after maintenance contract expires	4	3	12	Currently budgets available. Maintain budgets	2	2	4	IB	5 Years From Start date
2	TMP Stop using Mervin Database or cease to trade – loss of information	4	2	8	Outside our control but considered unlikely given the TMP investment to date	4	2	8	TMP	ongoing
3	Data Input – loss of personal	4	2	8	Maintain current staffing levels	2	2	4	IB	ongoing
4	Power Cuts within venues	4	2	8	Ensure auto start for all machines on	2	2	4	IB	Project Start

					power up					
5	Vandalism	4	3	12	Locate inside buildings	4	1	4	IB	Project Start

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Directorate	Environment	Division	Promotions & Tourism	Person Responsible for Assessment	Iain Bisset
Name of the Policy/ Strategy/ Service	PROVISION OF TOURIST INFORMATION KIOSKS	Date of Assessment	08/01/2009	Is this a New or Existing Policy or Service?	New
1	What are the aims and objectives of the Policy / Strategy / Service?	To provide key up to date tourist information at points within Halton. Other information will also be available as long as it is current and suitable			
2	What outcomes are wanted from the Policy / Strategy / Service?	To increase visits to attractions and also improve the day visitor numbers to Halton			
3	Who is intended to benefit from the Policy / Strategy / Service, and how?	Visitors and residents			
4	Who are the main stakeholders in the Policy / Strategy / Service?	HBC, TMP, Borough attractions/ accommodation providers, transport providers and retail venues			
5	Who implements the Policy / Strategy / Service and has responsibility for it?	Promotions & Tourism Section within Regeneration			
6	Are there any associated Policies / Strategies or objectives?	Community Strategy Economic Development and Tourism Strategy Employment Strategy and Action Plan			
7	Could the Policy / Strategy / Service have a differential impact (positive or negative):				
		Yes	No	Evidence	

a	On Racial Groups		X	There will be a section available to translate information if required into other languages
b	Due to Gender		X	No Impact. Available to all
c	Due to Disability		X	The kiosks are designed according to DDA standards, therefore are accessible
d	Due to Sexual Orientation		X	The kiosks will be available to all
e	Due to Age	X		Some older people may be reluctant to use new technology, However, the system is straight forward to use and staff will be promoting and explaining their use when first installed.
f	Due to Religion		X	The Promotions and Tourism service always respect the dignity and wishes of any customer. As such, every effort will be made to ensure any local data included is accurate and mindful of such issues.
8	Available statistical/qualitative information relevant to the Policy / Strategy / Service and equality issues			None
9	Could the Policy / Strategy / Service affect relations between different groups in the Borough?			No
10	Could the Policy / Strategy / Service damage relations between groups in the Borough and the Authority?			No

DECISION

Does the Policy / Strategy / Service:	Eliminate unlawful discrimination	Yes		No	X
	Promote equality of opportunity	Yes	X	No	
	Promote good relations between different groups in the community	Yes		No	X

Impact Assessment: Low

Agreed By	Gary Collins	Date	9 Jan 09
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Actions to Be Taken: 31 Jan 2010

		Yes	No
1	Collect more evidence		x
2	Conduct formal consultations		x
3	Reconsider Policy / Strategy		x
4	Resubmit Policy / Strategy		x
5	Adopt Policy / Strategy		x
6	Make monitoring arrangements		x
7	Publish assessment results	X	
8	Other actions planned to deal with Equalities issues raised by the Assessment (if so, give details in comments box below)		

Additional Comments:

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