

# Public Document Pack



## Executive Board Sub Committee

Thursday, 3 December 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**

<b>Item</b>	<b>Page No</b>
<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST</b>	
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.	
<b>3. CORPORATE SERVICES PORTFOLIO</b>	
<b>(A) DISCRETIONARY NON DOMESTIC RATE RELIEF</b>	<b>1 - 4</b>
<b>(B) 2009-10 HALF YEAR SPENDING</b>	<b>5 - 9</b>

*Please contact Gill Ferguson on 0151 471 7395 or e-mail [gill.ferguson@halton.gov.uk](mailto:gill.ferguson@halton.gov.uk) for further information.  
The next meeting of the Committee is on Thursday, 17 December 2009*

**PART II**

In this case the Sub Committee 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 paragraph 3 of Part 1 of Schedule 12A of the Act.

**4. COMMUNITY PORTFOLIO**

- (A) **AWARD OF CONTRACT FOR THE PROVISION OF  
A DOMESTIC ABUSE SERVICE** 10 - 16

**5. CORPORATE SERVICES PORTFOLIO**

- (A) **MANAGEMENT OF MOOR LANE AND WATERLOO  
BUSINESS GENERATION CENTRES** 17 - 19

*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:** 3<sup>rd</sup> December 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 2 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 1<sup>st</sup> April 2009 or the commencement of liability, whichever is the later, to 31<sup>st</sup> March 2013:**

<b>Halton Access to Media</b>	<b>100%</b>
<b>Halton YMCA Ltd</b>	<b>20%</b>

## 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.

### **Halton Access to Media** **Camelot Way, Runcorn**

Halton Access to Media are a 'not for profit' community media organisation, existing to serve the residents of Halton. The group is responsible for Halton Community Radio, which is the borough's only dedicated radio station.

The premises are used as an administrative base for the organisation, the broadcasting centre for the radio station and provide 2 recording studios for the use of volunteers from the community. Training and

positive opportunities are provided for young people between the ages of 12 and 18, which are funded by Children in Need, to encourage participation in the media and assist in social and personal development.

As the organisation is not a registered charity, they do **not** qualify for mandatory rate relief and the application is for discretionary rate relief only. **Relief has previously been granted up to 31<sup>st</sup> March 2009 and this application is to give consideration to extending the award to 31<sup>st</sup> March 2013.**

Cost to Taxpayer (75%)    2009/10    £654.75

**Halton YMCA Ltd**  
**Unit 2, Queensway Trading Estate, Widnes**

The fundamental aim of Halton YMCA Ltd is to assist young people fulfil their potential by providing a number of services, which can be integrated into the various aspects of their lives. The company operates predominantly in Halton and the immediate vicinity.

The premises are used as a training centre for the group, providing training, education and support to young people in the borough. These skills should assist in enabling trainees to maximise their abilities.

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. Halton YMCA Ltd has previously been awarded the additional relief for their other premises at 3 Alcock Street, Runcorn.

Cost to Taxpayer (75%)    2009/10    £ 745.69

**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 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**

Both organisations primarily assist young people.

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

Learning and skills training are provided by each applicant.

**6.3 A Healthy Halton**

None applicable.

**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**

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

**APPENDIX 1**

<b>Ratepayer</b>	<b>Address</b>	<b>Annual Rates 2009/2010 £</b>	<b>Actual Rates Liability 2009/2010 £</b>	<b>Mandatory Rate Relief Awarded</b>	<b>Actual Rates Payable 2009/2010 £</b>	<b>Discretionary Rate Relief Claimed</b>	<b>Annual Cost of Relief to HBC 2009/2010 £</b>	<b>Actual Cost of Relief to HBC 2009/2010 £</b>
Halton Access to Media	Camelot Way, Runcorn	2,619.00	2,619.00	Nil	2,619.00	100%	654.75	654.75
Halton YMCA Ltd	Unit 2, Queensway Trading Estate, Widnes	4,971.25	4,971.25	80%	994.25	20%	745.69	745.69

**REPORT TO:** Executive Board Sub Committee  
**DATE:** 3<sup>rd</sup> December 2009  
**REPORTING OFFICER:** Operational Director – Financial Services  
**SUBJECT:** 2009/10 Half Year Spending  
**WARD(S):** Borough-wide

## **1.0 PURPOSE OF REPORT**

1.1 To report the Council's overall revenue and capital spending position as at 30<sup>th</sup> September 2009.

## **2.0 RECOMMENDED: That;**

- (1) the report be noted;**
- (2) budget managers continue to closely monitor and control spending and income levels, to ensure that overall spending remains in line with budget by year-end.**

## **3.0 SUPPORTING INFORMATION**

### **Revenue Spending**

- 3.1 Appendix 1 presents a summary of spending against the revenue budget for each Department, up to 30<sup>th</sup> September 2009. In overall terms, revenue expenditure is below the budget profile, however, this is only a guide to eventual spending.
- 3.2 Spending on employees is below the budget profile which is primarily due to the delay in settling the 2009 Pay Award. The budget included 2.5% for the pay award, which has now been settled at just over 1% in total and the new rates were paid in October along with the arrears of pay. As a result budgets will be revised to reflect the actual pay award. However, this will be partly offset by the additional 0.3% awarded in respect of the 2008 Pay Award following arbitration, which is 0.25% higher than budget.
- 3.3 Following the Pay and Grading Review, appeals for the Health & Community Directorate have been completed resulting in a total additional cost in the year of £280,000. This comprises £141,000 relating to one-off back-pay costs which have been met from reserves and £139,000 for on-going additional annual costs which will need to be contained within existing Directorate budgets. Appeals in respect of the other Directorates are on-going, as are negotiations regarding the standardisation of terms for Premium Pay.

- 3.4 Electricity costs are expected to be approximately £163,000 below budget by year-end, following the commencement of a new contract in October 2009, which was secured at favourable prices.
- 3.5 Investment returns are still in line with budget despite low interest rates, due to having locked-in to higher rate investments which will expire during this financial year. As a result investment income will fall significantly next year.
- 3.6 Income is currently below budget profile in a number of areas, some of which may reflect the economic downturn and at this stage appear likely to be below budget by year-end. These areas include trade waste collection, bulky waste collection, planning fees, building control fees, land search fees, market rents, industrial estate rents and commercial rents. It is expected that these shortfalls will continue into next year.
- 3.7 Despite these lower income levels, net spending across Departments continues to be below the budget profile. At this stage therefore, it does not appear that shortfalls in income are having an adverse effect upon the budget. However, this may be due to delays in spending and will need to be kept under close scrutiny by Directorates during the second half of the year. It is therefore important that budget managers continue to closely monitor and control spending and income to ensure that overall spending remains in line with budget by year-end.

#### **General Contingency**

- 3.8 The following allocations have been made from the General Contingency during the first half of the financial year;
- Additional social workers in relation to safeguarding children £120,000
  - Increase in out of Borough placements £300,000
  - Additional legal costs in relation to safeguarding children £49,000

#### **Capital Spending**

- 3.9 A summary of capital spending is shown in Appendix 2. Capital spending to 30<sup>th</sup> September 2009 totalled £10.7m, which is 69% of the planned spending of £15.4m at this stage. However, this only represents 29% of the total capital programme of £37.5m (which assumes a 20% slippage between years).
- 3.10 The main areas of programme slippage to date are in respect of Mersey Gateway advance land acquisition and Bridge maintenance.
- 3.11 Although historically capital expenditure is significantly higher in the latter part 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**

- 3.12 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 recession. The level of reserves and balances will however, be reviewed again at year-end and adjusted as considered necessary in accordance with the Strategy.
- 3.13 Following the Government's announcement of a capitalisation direction in respect of Mersey Gateway development costs for 2008/09, prior year adjustments have been made in respect of costs relating to 2006/07 and 2007/08 which has reduced the level of the Capital Reserve with a corresponding increase in capital receipts. Future expenditure on Mersey Gateway development costs will be treated as revenue expenditure and funded from the Capital Reserve.
- 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 There are a number of financial risks within the budget. However, the Council has 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.

Revenue Expenditure to 30<sup>th</sup> September 2009

Directorate / Department	Annual Budget	Budget To Date	Actual Spend	Variance To Date	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Specialist Services	13,869	5,939	5,882	57	6,270
Business Planning & Commissioning	5,060	-1,612	-1,641	29	-1,496
Universal & Learning Services	4,523	2,302	2,227	75	2,261
Preventative Services	6,426	2,990	2,880	110	2,926
<b>Children and Young People</b>	<b>29,878</b>	<b>9,619</b>	<b>9,348</b>	<b>271</b>	<b>9,961</b>
Environmental Health & Regulatory	13,231	6,696	6,659	37	6,753
Highways & Transportation	14,898	4,787	4,377	410	5,222
Major Projects	645	522	526	(4)	555
Regeneration	1,457	848	733	115	775
Stadium, Catering & Cleaning	2,179	1,184	1,231	(47)	1,231
<b>Environment</b>	<b>32,410</b>	<b>14,037</b>	<b>13,526</b>	<b>511</b>	<b>14,536</b>
Legal, HR & Organisation Development	3,174	1,552	1,581	(29)	1,628
Policy & Performance	2,592	1,363	1,258	105	1,370
Exchequer & Customer Services	5,379	8,820	8,413	407	8,610
Financial Services	-57	-70	-95	25	-87
ICT Services	4	-329	-333	4	-339
Property Services	49	-499	-381	(118)	80
Financial Arrangements	-12,691	359	142	217	142
<b>Corporate and Policy</b>	<b>-1,550</b>	<b>11,196</b>	<b>10,585</b>	<b>611</b>	<b>11,404</b>
Culture & Leisure Services	12,943	4,712	4,704	8	6,891
Adult Services	14,512	5,450	5,405	45	5,580
Health & Partnerships	2,718	1,310	1,252	58	1,473
Older People	14,556	3,895	3,487	408	3,863
<b>Health and Community</b>	<b>44,729</b>	<b>15,367</b>	<b>14,848</b>	<b>519</b>	<b>17,807</b>
	<b>105,467</b>	<b>50,219</b>	<b>48,307</b>	<b>1,912</b>	<b>53,708</b>

Capital Expenditure to 30<sup>th</sup> September 2009

Directorate	Actual Expenditure to Date £'000	2009/10 Cumulative Capital Allocation			Capital Allocation 2010/11 £'000	Capital Allocation 2011/12 £'000
		Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £000		
<b>Children &amp; Young People</b>	<b>2,249</b>	<b>2,479</b>	<b>5,154</b>	<b>6,388</b>	<b>13,848</b>	<b>658</b>
<b>Environment</b>						
Environmental & Regulatory	434	727	800	1,404	562	455
Highways & Transportation	5,861	9,007	14,954	21,746	29,412	34,757
Major Projects	246	615	1,798	11,055	7,327	1,034
<b>Total</b>	<b>6,541</b>	<b>10,349</b>	<b>17,552</b>	<b>34,205</b>	<b>37,301</b>	<b>36,246</b>
<b>Health &amp; Community</b>						
Culture & Leisure	710	945	1,158	1,636	165	0
Health and Partnerships	599	776	1,245	2,143	2,056	363
Older People	115	130	160	293	0	0
Adult Services	0	17	17	17	161	81
<b>Total</b>	<b>1,424</b>	<b>1,868</b>	<b>2,580</b>	<b>4,089</b>	<b>2,382</b>	<b>444</b>
<b>Corporate &amp; Policy</b>						
Policy & Performance	0	0	0	0	120	120
ICT Services	382	500	1,000	1,549	1,100	1,100
Property Services	152	163	283	649	3,016	346
<b>Total</b>	<b>534</b>	<b>663</b>	<b>1,283</b>	<b>2,198</b>	<b>4,236</b>	<b>1,566</b>
<b>Sub-Total</b>	<b>10,748</b>	<b>15,359</b>	<b>26,569</b>	<b>46,880</b>	<b>57,767</b>	<b>38,914</b>
Slippage (20%)				-9,380	-11,550	-7,780
					9,380	11,550
<b>Total</b>	<b>10,748</b>	<b>15,359</b>	<b>26,569</b>	<b>37,500</b>	<b>55,597</b>	<b>42,684</b>

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

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