



**Environment and Urban Renewal Policy  
and Performance Board**

**Wednesday, 16 March 2011 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David WR'.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Ron Hignett (Chairman)</b>	<b>Labour</b>
<b>Councillor Keith Morley (Vice-Chairman)</b>	<b>Labour</b>
<b>Councillor Peter Blackmore</b>	<b>Independent</b>
<b>Councillor Ellen Cargill</b>	<b>Labour</b>
<b>Councillor David Findon</b>	<b>Conservative</b>
<b>Councillor John Gerrard</b>	<b>Labour</b>
<b>Councillor Mike Hodgkinson</b>	<b>Liberal Democrat</b>
<b>Councillor Paul Nolan</b>	<b>Labour</b>
<b>Councillor Christopher Rowe</b>	<b>Liberal Democrat</b>
<b>Councillor Dave Thompson</b>	<b>Labour</b>
<b>Councillor Kevan Wainwright</b>	<b>Labour</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 Board is on Date Not Specified*

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

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. MINUTES</b>	
<b>2. DECLARATIONS OF INTERESTS (INCLUDING PARTY WHIP DECLARATIONS)</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.	
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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:** Environment and Urban Renewal Policy & Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Strategic Director, Resources

**SUBJECT:** Public Question Time

**WARD(s):** Borough-wide

### **1.0 PURPOSE OF REPORT**

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

### **2.0 RECOMMENDED: That any questions received be dealt with.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
  - (ii) Members of the public can ask questions on any matter relating to the agenda.
  - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
  - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
  - (v) The Chair or proper officer may reject a question if it:-
    - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
    - Is defamatory, frivolous, offensive, abusive or racist;
    - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**REPORT TO:** Environment and Urban Renewal Policy and Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board Minutes

**WARD(s):** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the Urban Renewal Portfolio which have been considered by the Executive Board and Executive Board Sub are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

## **2.0 RECOMMENDATION: That the Minutes be noted.**

## **3.0 POLICY IMPLICATIONS**

- 3.1 None.

## **4.0 OTHER IMPLICATIONS**

- 4.1 None.

## **5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **5.1 Children and Young People in Halton**

None

### **5.2 Employment, Learning and Skills in Halton**

None

### **5.3 A Healthy Halton**

None

### **5.4 A Safer Halton**

None

### **5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**APPENDIX 1**

**Extract of Executive Board, Executive Board Sub Committee and Executive (Transmodal Implementation) Sub Board Minutes Relevant to the Environment and Urban Renewal Policy and Performance Board**

**EXECUTIVE BOARD MEETING HELD ON 16 December 2010**

**PHYSICAL ENVIRONMENT PORTFOLIO**

**EXB81 MERSEYSIDE AND HALTON JOINT WASTE DEVELOPMENT PLAN DOCUMENT - PREFERRED OPTION 2 - NEW SITES CONSULTATION-KEY DECISION**

The Board received a report of the Strategic Director, Environment and Economy on the Merseyside and Halton Joint Waste Development Plan Document - Preferred Options 2 - New Sites Consultation.

The Board were reminded that the Borough Council was involved in producing a Merseyside Joint Waste Development Plan Document (Waste DPD) for the Merseyside sub-region. The plan focused on providing new capacity and new sites for waste management uses and delivered a robust policy framework to control waste development whilst meeting the identified waste management needs in Merseyside and Halton. The Waste DPD dealt with all waste including commercial and industrial, hazardous, construction, demolition, excavation and municipal waste.

The Board had previously considered reports on the Preferred Options stage of producing the Waste DPD and the results of public consultation undertaken between May and July 2010 were attached at Appendix 1.

On 22 October 2010, the City Region Cabinet considered a recommendation to endorse a public consultation, Preferred Options 2, on new sites for proposed allocation within the Plan and approval to be sought from each district. A number of meetings had been completed with consultees (notably adjacent planning authorities), and the waste industry to clarify and resolve issues raised during the Preferred Options consultation earlier in the year. Appendix 2 contained a report on the proposed replacement sites for allocation within the Waste DPD following the



withdrawal of some sites after the July 2010 consultation.

Reason(s) for decision

Government policy (PPS10) requires that waste must be dealt with in a sustainable way. The Council is involved in producing a Joint Waste Development Plan Document (DPD) for the Merseyside sub-region. Drafting of the Plan has reached the stage where the policy framework contained in the Waste DPD needs to be subject to public scrutiny.

Alternative Options Considered and Rejected

The Waste DPD has been prepared through a multi-stage process. Three public consultation stages have been completed:

- **Issues and Options took place in March and April 2007.**
- **Spatial Strategy and Sites stage took place between December 2008 and January 2009.**
- **Preferred Options Report – 24<sup>th</sup> May – 4<sup>th</sup> July 2010**

These reports document the evolution of the Plan and the options for policies and sites that have been considered and rejected. The results of the public consultation, engagement with stakeholders, industry and the Local Authorities and, detailed technical assessments have all been used to inform the preparation of this Report, forming a fourth public consultation stage. The Preferred Options 2 Report sets out the alternative options considered.

Implementation Date

The Joint Merseyside Waste DPD was scheduled to be adopted by all six partner Districts in October 2012.

RESOLVED: That Council be recommended to

- 1) note the results of the consultation on the Waste Development Plan Document Preferred Options Report; and
- 2) approve the Preferred Options 2: New Sites Consultation Report and approve a six-week

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public consultation commencing in early 2011.

**ENVIRONMENTAL SUSTAINABILITY PORTFOLIO**

EXB82 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972  
AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION)  
ACT 1985

The Board considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

**EXB83 RESOURCE RECOVERY CONTRACT**

The Board received a report of the Strategic Director, Environment and Economy which updated Members on the procurement of services for the treatment of Halton's residual waste.

In 2007, the Board had approved a Contract Procurement Strategy with Merseyside Waste Disposal Authority (MWDA) for the provision of services and facilities for the recycling and treatment of waste for Merseyside and Halton. The Waste Management and Recycling Contract (WMRC) was entered into in June 2009 for a period of 20 years. The WMRC provided for the management of Halton's Household Waste Recycling Centres and the provision and management of Materials Recycling and Garden Waste Composting Facilities.

A second contract, the Resource Recovery Contract (RRC) provided for the operation of waste treatment facilities and the diversion of residual waste from landfill for a period of 25 to 30 years; the report contained an update on the procurement of the RRC for Members' consideration.

RESOLVED: That

- 1) the progress made in securing services for the treatment of Halton's residual waste through the Merseyside and Halton Resource Recovery Contract procurement project be noted; and
- 2) a further report be presented to Members following the award of the Resource Recovery Contract detailing the financial, operational and other implications for Halton as a result of the authority's inclusion in the contract.

Strategic Director  
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## **EXECUTIVE BOARD MEETING HELD ON 10 FEBRUARY 2011**

### **LEADER'S PORTFOLIO**

#### **EXB91 WORKING NEIGHBOURHOODS FUND - FINAL ALLOCATIONS**

The Board received a report of the Strategic Director, Resources on the Working Neighbourhoods Fund - Final Allocations.

The Board were advised that the Working Neighbourhoods Fund (WNF) had ended and no further sums would be received. Since 2002, the Halton Strategic Partnership Board had ensured that there was a Specialist Strategic Partnership (SSP) for each of the five priorities.

These partnerships were commissioned to produce the original Strategies and Action Plans and needed to produce updated Action Plans setting out their activities post Working Neighbourhoods Fund. They set out a programme of activity to deliver the thematic elements of the Sustainable Community Strategy.

The allocations detailed in the report had been agreed by the Halton Strategic Partnership Board in conjunction with the Specialist Strategic Partnerships. There was an expectation that all projects receiving grant funding address their priorities and have an exit strategy. Those projects receiving final grant allocations would have additional controls on expenditure, as outlined in the report.

RESOLVED: That

- (1) the final allocations of Working Neighbourhoods Fund and Local Public Sector Agreement grant referred to in the report be endorsed; and
- (2) delegated authority be given to the Chief Executive in consultation with the Leader and Deputy Leader of the Council, to approve amendments to the allocations as necessary.

Chief Executive

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 16 DECEMBER 2010**

ES59 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the

public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **ES60 STANDING LIST OF CONTRACTORS FOR LANDSCAPE IMPLEMENTATION WORKS**

The Sub Committee considered a report which sought approval for the Standing List of Contractors for Landscape Implementation Work. The list would be used to select Contractors to tender for landscape implementation work when necessary and would be maintained for 3 years.

It was reported that notices had been placed in various publications and pre qualification questionnaires were sent to those companies who expressed an interest. Subsequently, submissions were excluded from the list as they did not provide the necessary technical information, they declined to continue the process, references were below average or financial appraisals were unacceptable. In addition, Health and Safety assessments were carried out on the remaining 23 Contractors and they were all considered acceptable.

Members noted that the remaining 23 Contractors had also complied with the requirement of the pre qualification questionnaire to have a policy which deals with discrimination and equal opportunities.

RESOLVED: That

(1) the following Standing List of Contractors for Strategic Director

Landscape Implementation Work be approved;  
and

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Economy

(2) the following list shall be maintained for 3 years.

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 13  
JANUARY 2011**

**NEIGHBOURHOOD LEISURE AND SPORT PORTFOLIO**

**ES63 VARIATION OF THE NON-STATUTORY FEES AND SETTING  
OF NEW FEES FOR SERVICES OFFERED BY HALTON  
REGISTRATION SERVICE**

The Board considered a report which sought approval to vary the non-statutory fees and to approve the fees for new services offered by Halton Registration Service. Following discussions with the General Register Office Inspector, who recently conducted a review of the Service, it was suggested that the local authority may wish to review its current services and charges. In determining the proposed fee structure outlined in the report, comparisons had been made with other local authorities both within the North West and other Registration Services that were providing similar services. At the request of the portfolio holder, these proposals would form part of the Services Business Plan.

The fees would take effect from January 2011 – 31<sup>st</sup> March 2012 and reviewed each September, taking effect the following April for each financial year. Ceremonies booked before this date would be honoured at the current fees (subject to the usual 3% increase that would be normally applied for ceremonies taking place after 1<sup>st</sup> April 2011). However, bookings taken after 13<sup>th</sup> January 2011 would be charged at the new rates.

RESOLVED: That the variations to the Halton Registration Services and the fees for new services as set out in the appendix in the report be approved.

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 10  
FEBRUARY 2011**

**ENVIRONMENTAL SUSTAINABILITY PORTFOLIO**

**ES70 STREET LIGHTING ENERGY PROCUREMENT**

The Sub-Committee was advised that the Operational Director – Highways Transportation and Logistics had accepted the new un-metered electricity supply contract for street lighting with Haven Power. The report sought approval to waive Standing Orders and to record that the anticipated expenditure was likely to be over £1m per annum.

Since October 2001 the Councils un-metered electricity (energy for street lighting and other highway electrical equipment) had been procured through UPG (Utilities Procurement Group). It was noted that the new contract rate procured through this group equated to an annual cost of £1,098,000, and the unit rate was fixed for two years. This was less than anticipated and represented a saving to the Council of over £120,000. The current contract included an Option to Extend and UPG would monitor the situation and recommend whether we take up the option rather than re-tender.

Members were advised that the street Lighting Contract needed 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 could 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 acceptance of it.

RESOLVED: That

- (1) the decision to award the new supply contract for un-metered electricity with Haven Power be noted;
- (2) the waiving of Procurement standing Orders 2.2 to 2.11 to enable the contract to be awarded, be agreed;
- (3) it be recorded that the expenditure is anticipated to be in excess of £1m per annum; and
- (4) Utilities Procurement Group (UPG) continue to be used to manage our street lighting energy provision.

Strategic Director  
Environment and  
Economy

#### ES71 INCOME GENERATION FROM RENEWABLE ENERGY

The Sub-Committee was advised that renewal energy technologies like wind turbines, solar panels and biomass heaters offered an alternative to fossil fuels and could help

reduce an organisation's CO2 emissions. From April 2010, Feed-in Tariffs (FITs) were introduced for small-scale renewable electricity generation, offering a potential for long-term income opportunities for the Council.

The Sub-Committee considered a report which provided an outline of the opportunities and which set out proposals to seek tenders from interested suppliers to supply, install and maintain solar panels on Council buildings, including schools, and highlighted the potential risks associated with the various financial options. If an organisation was able to receive the Feed-in Tariffs they could benefit in one of the following three ways:

- Generation Tariff – a set rate paid by the energy supplier for each unit of electricity generated;
- Export Tariff – you will receive a further 3p/kWh from your energy supplier for each unit exported back to the electricity grid, that was when it was not used on site; and
- Energy bill savings – savings on electricity bills because generating electricity to power your appliances means that you don't have to buy as much electricity from your energy supplier.

Members were advised that essentially there were three options but not all companies offered the same options and terms varied.

In order to assess the potential for income generation, it was proposed to set up a framework of suppliers to fit solar PV initially on 20 Council buildings. The specific buildings would be identified as part of the detailed tender documentation. Given the potential cost of the work which was in excess of £156,000, the process was within OJEU Regulations. It was noted that as the income could not be guaranteed the evaluation of the tenders would need to factor in risks highlighted to assess which was the most financially advantageous to the Council taking into account all the risk factors.

RESOLVED: That

- (1) the invitation to tender to supply, install and

Strategic Director  
Environment and



maintain solar panels on Council buildings, and other appropriate buildings be endorsed; and

Economy

(2) a decision on the most advantageous financial model be determined once a full evaluation of the tender proposals had been completed.

**REPORT TO:** Environment and Urban Renewal Policy and Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Specialist Strategic Partnership minutes

**WARD(s):** Boroughwide

**1.0 PURPOSE OF REPORT**

1.1 The Minutes relating to the Planning, Transportation, Regeneration and Renewal Portfolio which have been considered by the Urban Renewal Specialist Strategic Partnership are attached at Appendix 1 for information.

**2.0 RECOMMENDATION: That the Minutes be noted.**

**3.0 POLICY IMPLICATIONS**

3.1 None.

**4.0 OTHER IMPLICATIONS**

4.1 None.

**5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**5.1 Children and Young People in Halton**

None

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

None

**5.3 A Healthy Halton**

None

**5.4 A Safer Halton**

None

**5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**Urban Renewal Specialist Strategic Partnership (UR SSP) Meeting Minutes  
Marketing Suite Municipal Building, Kinsway Widnes WA8 7QF**

**3.pm Tuesday 9<sup>th</sup> November 2010**

**Attendees**

Cllr Ron Hignett (Chair)	HBC/Member
Wesley Rourke	HBC/Operational Director – Employment, Economic Regeneration & Business Development
Anne Moyers	HBC/ Policy Officer
Dick Tregoe	HBC/Strategic Director – Environment
Hayley Dooley	HBC/Care Partnerships Manager, Job Centre Plus
Clare Griffiths	PlusDane Group
Claire Bunter	Environment Agency
Chris Koral	NWDA
Dawn Follett	HBC Admin (minutes)
Martin Gladwin	PlusDane Group

**Item 1: Minutes & Matters Rising**

There were apologies from Pat Audoire (HBC, Urban Renewal SSP Co-ordinator) and Janitha Redmond (Homes & Communities Agency) and Claire Bunter – Environment Agency

There were no actions or matters arising from the minutes of the last meeting and these were accepted as a true record.

**Item 2: Presentation – Pilot Retrofit Project: Pre-1919 Housing Stock.**

A presentation was given by Martin Gladwin from Plus Dane Group which included a review of 3-D Model. (Presentation Attached).

Question and Answer session took place regarding presentation.

**Item 3: LSP Business**

An update on LSP Business was given by Ann Moyers:

**Events**

An Equalities Event was taking place on 29<sup>th</sup> November 2010. The event will be held at the Stobart Stadium. Invitations with details will be sent out to SSP members shortly.

There is a Development Day to be organised and will take place early next year (date & venue TBC).

**NI Reporting**

Anne Moyers gave an update on the indicators relevant to the SSP priority for the Quarter Ending September 2010.

**Item 4: Homes & Communities Agency (HCA) Update.**

Item 4 could not take place due to apologies from Janitha Redmond, Area Manager/ Outer Merseyside Area, Homes and Communities Agency.

**Item 5: Impact of Comprehensive Spending Review.**

Wesley Rourke outlined the briefing note included with the agenda on Environment and Regeneration in Halton and some discussion took place around this.

Wesley also gave a summary on the Local Growth White Paper which was published on 29<sup>th</sup> October 2010.

The paper gives a loose blueprint for the form and functions of LEPs and also details the procedure of winding down the RDAs.

The first round of bidding to the RGF opened with the publication of the White Paper. Public sector only bodies are not eligible to bid.

Alongside these changes, the paper summarises alterations to the planning system including new Community Right-to-Build powers and the commitment to present to Parliament a streamlined national planning framework.

Clare Griffiths, informed the meeting that Housing Stocks were low and it was unlikely that there would be any new starts in the next 2 years. There will be a need to look at different ways of building houses in the borough.

Dick Tregga informed the people around the table that when WNF goes, the purpose of the SSP will change. That there would be an impact on people in posts funded by WNF but expectation of service delivery will remain high priority.

## **Item 6: Sustainable Communities Strategy 201-2026 Consultation.**

Anne Moyers distributed a policy report as background information used to refresh the Sustainable Community Strategy.

A draft copy of the SC Strategy will go out for an 8 week consultation at the end of November in conjunction with the Transport Plan and The Core Strategy. The final SCS will be implemented from April 2011.

## **Item 7: Members Agenda Items**

There were no member's agenda items.

## **Item 8: Any Other Business.**

None

**Date of next meeting:** Tuesday 1<sup>st</sup> February 2011  
**Time:** 3pm  
**Venue:** Marketing Suite, Municipal Buildings



**REPORT TO:** Environment & Urban Renewal Policy & Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Strategic Director Resources

**SUBJECT:** Performance Management Reports for Quarter 3 of 2010/11

**WARDS:** Boroughwide

### **1.0 PURPOSE OF REPORT**

To consider and raise any questions or points of clarification in respect of performance management reports for the third quarter of 2010/11, to December 2010. The report details progress against service objectives/ milestones and performance targets, and describes factors affecting the service for:

- Employment, Economic Regeneration and Business Development (Business Development & Regional Affairs)
- Highways, Transportation and Logistics
- Environment & Regulatory Services
- Prevention & Commissioning (Housing Strategy)

### **2.0 RECOMMENDED: That the Policy and Performance Board**

- 1) Receive the third quarter performance management report;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Directorate Overview reports and associated individual Departmental Quarterly Monitoring reports have been previously circulated via a link on the Members Information Bulletin to allow Members access to the reports as soon as they become available. These reports will also provide Members with an opportunity to give advanced notice of any questions, points raised or requests for further information, to ensure the appropriate Officers are available at the Board Meeting.
- 3.2 Where a Department presents information to more than one Policy & Performance Board some reconfiguration of the reports has been

actioned to reflect Board responsibilities as shown in the following papers.

- 3.3 The departmental objectives provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.
- 3.4 For 2010/11 direction of travel indicators have also been added where possible, to reflect progress for performance measures compared to the same period last year.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 There are no policy implications associated with this report.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 There are no other implications associated with this report.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

- 6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Directorate Overview report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.
- 6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

#### **7.0 RISK ANALYSIS**

- 7.1 Not applicable.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 Not applicable.

#### **9.0 LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Not applicable		



## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	Environment & Economy
<b><u>Department:</u></b>	Employment, Economic Regeneration & Business Development
<b><u>Period:</u></b>	Quarter 3 - 1 <sup>st</sup> October – 31 <sup>st</sup> December 2010

### 1.0 Introduction

This quarterly monitoring report covers the Employment, Economic Regeneration & Business Development Department third quarter period up to 31<sup>st</sup> December 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8.

### 2.0 Key Developments

#### Business Development and Regional Affairs

External Funding continue to experience high levels of new funding enquiries – 66 this quarter with 77% coming from voluntary/community sector. During the quarter funding has been secured to the value of £283,854 (14 grants) including £211,141 from the NWDA's RDPE grant programme for the Lewis Carroll Visitor Centre and £22,407 from WREN to upgrade Widnes Cricket Club. The team has also supported a bid of £999,000 to Heritage Lottery Fund for the refurbishment of St Marie's Church as a new base for Halton and St Helens VCA.

#### Castlefields

- £3.096m has been secured from the Homes and Communities Agency for the Woodlands Walk development. The grant will enable the demolition of a further 209 LHT deck access flats and the construction of a further 57 new homes.
- New Health Centre – the PCT has confirmed that it expects to achieve financial close at the end of January 2011, this will allow the commencement of construction works at the end of February 2011.

#### Town Centres

- A contractor has been selected to produce and install new signage orientation boards to be located in Widnes town centre. Work is ongoing to finalise the design details. Replacement bins and benches have been ordered for the town centre.
- Runcorn Town Centre - Preparatory work for the demolition of Number 57 High Street has been undertaken and the demolition is scheduled for end of January.

## **Business Improvement Districts**

Considerable progress has been made with the delivery of the 2010\2011 programme of initiatives at Astmoor and Halebank Industrial Estates.

- A complete upgrade, including new software, of all nine ANPR cameras at Astmoor
- Greatly enhanced security at Astmoor including manned guarding, day time patrols and new technologies to plug 'black holes' in the existing CCTV provision
- The creation of a new forum and reporting procedure with Cheshire Police at Astmoor which has greatly improved response times and confidence
- The appointment of a third party contractor (managed by Open Spaces) to undertake enhanced landscaping.
- The provision of forty new salt bins, grit and snow shovels at each estate
- The distribution of free recycling bins at Astmoor which are collected free of charge by a local company
- The installation of a new subscriber, wireless broadband system at Halebank
- Free environmental advice from NISP\Groundwork across both estates.

## **Site Developments**

- The former Gyproc site is now being marketed for employment uses.
- The draft site investigation report is back on the former Bayer site and the remediation strategy is due for completion by the end of March.
- The Venture Fields leisure development started on site in November and is due to complete in Autumn 2011.

## **Golf Course**

Phase 1 completed. Phase 2, dealing with captured leachate, is being worked up by the contractor and will need to be agreed by the Environment Agency and United Utilities.

## **3.0 Emerging Issues**

### **Business Development and Regional Affairs**

External Funding is promoting and dealing with enquiries and bids for the Government's Transition Fund which is aimed at voluntary/community groups whose council funding will be cut. It is also promoting emerging grant programmes specifically developed to celebrate Jubilee Year in 2012.

Regional Growth Fund. Daresbury and 3MG applications progressing for January submission deadline. The Heath Business and Technical Park is reconsidering its application due to European State Aid rules. Widnes Waterfront application to be assessed as a 'programme bid' to later rounds.

In addition, the Business Development Team is involved with bid development for - a 'Fab Lab' at Daresbury Science and Innovation Campus (DSIC) (in partnership with DSIC JV and the Manufacturing Institute), new business support structures for the Liverpool City Region (in partnership with the Merseyside Authorities) and 3MG (through support of the SuperPort concept)

The measures contained within the recent government White Paper 'Local Growth: Realising Every Place's Potential' will have a profound impact upon the delivery of economic regeneration across the region. The abolition of the North West Development Agency and the demise of Business Link will mean that a number of programmes typically accessed by Halton companies, for example, Grant for Business Investment, the High Growth Programme and the Innovation Vouchers scheme, will either cease or be curtailed. Similarly, the network of general business advisors, sector specialist and business experts traditionally utilised by the Business Development Team on behalf of Halton companies will no longer be in place.

The Mersey Partnership (TMP) have also made a number of redundancies within the both the Investment and Tourism Teams. The future of the Liverpool City Region Investor Development Programme, which is funded by the NWDA and delivered by TMP, is also uncertain.

The Efficiency Review of the Business Development and Regional Affairs Division has commenced and the outline business case has been approved.

Venture Fields development - long term management arrangements need putting in place. Post construction St Modwins will manage for the first 12 months.

**4.0 Service Objectives / milestones**

**4.1 Progress against 'key' objectives / milestones**

<b>Total</b>	<b>16</b>		10		4		2
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For further details please refer to Appendix 1.

Originally scheduled to be completed in March 2011, the statutory duty to complete the Local Economic Assessment has been rescinded. The development of a Liverpool City Region LEA has ceased and each local authority will now undertake its own assessment. A 'refresh' of the 2008 Halton Economic Summary will now be undertaken in spring 2011.

In relation to the implementation of the Bayer Crop Science site regeneration it will not be possible to utilise ERDF directly. However, the project is identified as one possible scheme for the North West Joint European Support for Sustainable Investment in City Areas (JESSICA) funding stream that is under development that will draw down ERDF when it does go live.

#### 4.2 Progress against 'other' objectives / milestones

Total	0		0		0		0
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There are presently no objectives/ milestones of this type identified for this service.

#### 5.0 Performance indicators

##### 5.1 Progress Against 'key' performance indicators

Total	1		1		0		0
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For further details please refer to Appendix 2.

##### 5.2 Progress Against 'other' performance indicators

Total	5		3		1		0
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Please note that the total also includes 1 indicator for which information is currently unavailable.

Although the number of inward investment enquiries is higher than that at the same time in 2009/10, the commercial property market remains depressed and the service is unlikely to achieve the 2010-11 target.

#### 6.0 Risk Control Measures

Please refer to Appendix 5.

## **7.0 Progress against high priority equality actions**

There are no High Priority Equality Actions for this area.




## **8.0 Data quality statement**

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

## **9.0 Appendices**

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Progress against risk control measures
- Appendix 5 Financial statement
- Appendix 6 Explanation of use of symbols

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective	
EEB 1	<b>Promote economic diversity and competitiveness within an improved business environment.</b>	
Milestones	Progress Q 3	Supporting Commentary
Develop Science, Technology and Advanced Manufacturing sectoral action plan (following on from final PPB topic group report) by <b>Dec 2010</b>		The Skills for the STAM Sector Group (Science Halton) did not meet in Q3 due to Christmas holidays and number of apologies. However, the actions associated with the action plan were carried out. For example, during Q3 presentations of the Science Halton Routeway were shared with a number of key groups including the EBP Forum, the Foundation Learning Group, the ELS SSP, Riverside College SMT and the 14-19 Partnership. Feedback was very positive. The <a href="http://www.sciencehalton.com">www.sciencehalton.com</a> site will go live in Q4.
Deliver BID Year 3 action plan by <b>Mar 2011</b>		All elements of the BID Year III Action Plan are on programme and on budget.
Complete Local Economic Assessment by <b>Mar 2011</b>		The statutory duty to complete a LEA by 31-3-11 has been rescinded. The development of a Liverpool City Region LEA has ceased and each local authority will now undertake its own assessment. A 'refresh' of the 2008 Halton Economic Summary will now be undertaken in spring 2011.




**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EEB 5	To implement a regeneration plan for the Widnes Waterfront in accordance with the NWDA Performance Plan resulting in 44 ha. of regenerated land on the Widnes Waterfront.

Milestones	Progress Q 3	Supporting Commentary
Implementation proceeding in accordance with the NWDA performance Plan 10/11 (to be approved April 2010). This will set out the commitment of Halton's Urban Renewal Partnership (URSSP) to deliver a set of projects funded by the NWDA. <b>Mar 2010.</b>	?	Due to changes and significant funding cuts across the NWDA budget the performance plan has not been approved yet. However, it has confirmed that funding requested for the leisure development is not available. Other ways of delivering the project are being explored.

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EEB 6	To implement the Bayer Crop Science site regeneration in accordance with the NWDA grant funding agreement and the agreed Forward Strategy resulting in the regeneration of 40 acres of brownfield land at the Widnes Waterfront.

Milestones	Progress Q 3	Supporting Commentary
Secure ERDF funding and deliver site infrastructure project by <b>Dec 2010</b>		Conclusion reached that due to project timescales it will not be possible to utilise ERDF directly. However, the project is identified as one possible scheme for the North West Joint European Support for Sustainable Investment in City Areas (JESSICA) funding stream that is under development that will draw down ERDF when it does go live.
Take vacant possession of the Bayer site <b>Mar 2011</b>		Completed May 2010.
Complete site remediation strategy by <b>Mar 2011</b>		On target.



**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EEB 7	To implement a regeneration plan for Castlefields according to the Castlefields Team Plan and Regeneration Masterplan resulting in the delivery of The Masterplan's vision of an holistically improved estate.

Milestones	Progress Q 3	Supporting Commentary
Implementation according to Masterplan Phase 2: Commence construction of the Village Square Phase 2 <b>Mar 2011</b> .		Commenced on site March 2010. Demolition completes May 2010. Service diversions ongoing due for completion Summer 2011. PCT completion of the Health Centre to follow in February 2012.
Prepare bid for phase 3 funding of the RSL housing renewal. <b>Mar 2011</b>		Confirmation of successful bid in December 2010 for £3.096m. Demolition of existing blocks to commence Nov 2011. New build to commence Mar 2012 and is programmed to be completed Mar 2013.
Market Lakeside (subject to market review) <b>Sep 2010</b>		Market review continuing. Initial discussions have taken place regarding Extra Care. Further avenues are to be explored.

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EEB 8	Monitor investment levels in the three town centres in order to comply with Community Plan objectives (see Team Plan) and ensure a continued improvement in the quality of Halton's town centres.

Milestones	Progress Q 3	Supporting Commentary
Ensure continued investment in town centres of at least £1 million per annum. <b>Mar 2011.</b>	<input checked="" type="checkbox"/>	Completion of Widnes Shopping Park Easter 2010, circa £25m. Expected in 2011/12 Tesco complex and Venture Fields.
Owing to the economic recession, review the feasibility of the Canal Quarter development to achieve the Community Plan objectives and obtain improved facilities in the area. <b>Mar 2011.</b>	<input checked="" type="checkbox"/>	Seeking an agent to assist in the identification of a developer/s for the regeneration of the town centre utilising key Council owned sites including the former Canal Quarter area.

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EEB 9	Reclamation of contaminated and derelict land, including the 48 hectare St.Michael's Golf Course to produce a safe and attractive replacement course.

Milestones	Progress Q 3	Supporting Commentary
Phase 2, the remediation of the golf course is to be completed by the end of <b>Mar 2011</b> .	?	Phase 1 is complete.

Ref	Objective
EEB 10	To implement a regeneration plan for 3MG (Ditton Strategic Rail Freight Park) resulting in the creation of a regionally-significant rail freight park.

Milestones	Progress Q 3	Supporting Commentary
Subject to market testing, the disposal of Halton Borough Council Field Mar 2011.	✓	On course for disposal by way of a Development Agreement to Prologis for a significant rail connected development.
The provision of associated infrastructure, such as rail sidings Mar 2011.	?	Road infrastructure will be provided by Prologis along with a rail connection. The rail sidings to serve the entire 3MG terminal are in limbo following the withdrawal of grant funding. Alternative funding is being sought through RGF.



**Appendix 1: Progress Against 'key' objectives / milestones**

<p>Complete the second phase of warehouse development on Stobart land and the improvements to Ditton Brook Mar 2011.</p>	<p>?</p>	<p>A planning application is expected to be submitted in May 2011. Stobart have worked hard to generate interest from a number of end users and are confident that subject to planning permission commencement on site will be towards the end of 2011.</p>
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**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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**Service Delivery**

<b>EEB</b> <b>LI17</b> Previously MP LI14	3MG: Outputs as set out in Masterplan (% achieved)	100	100	75%			On track with HBC Fields.
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**Appendix 3: Progress Against 'other' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
EEB LI5 Previously ER PI 05	Number of inward investment enquiries per annum	119 Dec 09	200	125	?	↑	Unlikely to achieve the 2010-11 target, commercial property market remains depressed and is not likely to recover in the short term.

**Appendix 4: Risk Control Measures**

Ref	Risk Identified	Treatment Measure	Progress	Supporting Commentary
ER 1	Impact of the global recession on local business	Increased emphasis on business aftercare and the dissemination of information to the business community	?	A key part of the business aftercare programme is delivered by the Mersey Partnership officer located in the municipal building. It is unclear what the future of this post is.
ER 2	Impact upon service provision of anticipated reduction in core funding	Review and evaluation of non-essential service delivery	?	Management Team at its meeting on 21 December 2010 gave an 'in principle agreement' to a Departmental Business Plan that will continue to provide core and non-essential services in 2011/12. Management Team will consider a detailed Departmental business plan at the meeting on 22 January 2011.

<b>Appendix 5: Financial statement</b>
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**EMPLOYMENT, ECONOMIC REGENERATION & BUSINESS DEVELOPMENT****Revenue Budget as at 31<sup>st</sup> December 2010**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	5,126	3,706	3,536	170	3,542
Repairs & Maintenance	2,586	1,939	1,931	8	2,586
Energy & Water Costs	830	622	490	132	730
NNDR	836	836	722	114	753
Rents	1,054	873	923	(50)	1,104
Other Premises Costs	89	89	88	1	88
Marketing Programme	8	6	4	2	5
Promotions	0	0	0	0	0
Development Projects	85	15	24	(9)	44
Supplies & Services	1,296	842	792	50	1,277
Agency	196	118	94	24	186
Capital Financing	1,609	0	0	0	0
Asset Charges	1,074	0	0	0	14
<b>Total Expenditure</b>	<b>14,789</b>	<b>9,046</b>	<b>8,604</b>	<b>442</b>	<b>10,329</b>
<b>Income</b>					
Rent – Markets	-867	-650	-653	3	-653
Rent – Industrial Estates	-979	-734	-700	(34)	-700
Rent – Commercial	-519	-389	-353	(36)	-353
Sales	-3	-2	-10	8	-10
Fees & Charges	-332	-192	-262	70	-262
Reimbursements	-438	-170	-232	62	-232
Government grants	-1,617	-1,174	-1,258	84	-1,258
Recharges to Capital	-1,176	-349	-149	(200)	-149
<b>Total Income</b>	<b>-5,931</b>	<b>-3,660</b>	<b>-3,617</b>	<b>(43)</b>	<b>-3,617</b>
<b>Net Controllable Expenditure</b>	<b>8,858</b>	<b>5,386</b>	<b>4,987</b>	<b>399</b>	<b>6,624</b>



<b>Appendix 5: Financial statement</b>
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<b>Recharges</b>					
Premises Support	99	69	72	(3)	72
Office Accommodation	36	0	0	0	0
Property Recharges	2,911	1,871	1,871	0	1,871
Transport	81	51	42	9	42
Central Support Services	1,842	1,369	1,369	0	1,369
Departmental Support Services	0	0	0	0	0
Accommodation Recharge	-4,241	-3,135	-3,135	0	-3,135
Support Service Recharge	-3,133	-1,336	-1,336	0	-1,336
Repair & Maintenance Recharges	-2,471	-1,852	-1,852	0	-1,852
School's SLA Income	-676	-676	-673	(3)	-673
Internal Fees (Schools)	-77	-58	-42	(16)	-42
<b>Net Total Recharges</b>	<b>-5,629</b>	<b>-3,697</b>	<b>-3,684</b>	<b>(13)</b>	<b>-3,684</b>
<b>Net Departmental Total</b>	<b>3,229</b>	<b>1,689</b>	<b>1,303</b>	<b>386</b>	<b>3,028</b>

**Comments on the above figures:**

In overall terms revenue spending to the end of quarter 3 is under budget.

Regarding expenditure, employee costs are under budget for the period, which is mainly due to vacancies that exist within the Enterprise & Employment Team. Also, external funding is being used to fund some posts. It is therefore anticipated that employee expenditure will be significantly below budget by year end.

Energy and Water costs are falling due to the negotiation of new contracts and because of a refund for water at Widnes Market, this will result in a saving for the year.

NNDR expenditure is below budget for the period due to a refund for Catalyst House but this has been partly offset by additional costs on empty properties on the Runcorn Industrial Estates and revised rating charges for both Grosvenor House and Rutland House. There will be a small net saving overall for this year.

Regarding income, rents from Industrial Units and Commercial Properties are marginally lower than expected due to a number of vacant units. This will be monitored closely however it is anticipated at this stage that there will be a shortfall in income on this account.

There is currently a shortfall of income on Property Services for Recharges to Capital due to less work being undertaken on capital schemes than expected and it is anticipated that this will result in a shortfall for the year.

At this stage, it is anticipated that overall revenue spending will be significantly below the departmental budget by year-end, which will contribute towards the £0.5m underspend target which has been set for the Environment and Employment Directorate.

<b>Appendix 5: Financial statement</b>
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**EMPLOYMENT, ECONOMIC REGENERATION & BUSINESS DEVELOPMENT****Local Strategic Partnership Schemes as at 31<sup>st</sup> December 2010**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
Employment Outreach	60	45	53	(8)	53
Prescription for Advice	0	0	0	0	0
Halton ILM/Stepping Stones	160	120	68	52	68
Enterprise Development	386	290	246	44	246
Enhanced Debt Advice	0	0	0	0	0
Supported Employment	106	79	72	7	72
Nbr'hood Employment Officers	252	189	100	89	100
Links 2 Work	25	19	20	(1)	20
YMCA Skills for Life	30	22	21	1	21
Inspiring Women	13	10	9	1	9
Graduate Work Experience	49	37	18	19	18
NEET Employers	36	27	1	26	1
Foundation Employment	28	21	1	20	1
Pre-level 2 Provision	288	216	181	35	181
Halton Employment Partnership	899	674	526	148	526
Apprenticeship Support	258	194	95	99	95
Business Parks Imprvmts	19	14	3	11	3
Partnership Co- ordinator	20	15	5	10	5
<b>Total Expenditure</b>	<b>2,709</b>	<b>1,972</b>	<b>1,419</b>	<b>553</b>	<b>1,419</b>

<b>Appendix 5: Financial statement</b>
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Local Strategic Partnership (LSP) funding spending to the end of quarter 3 is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund grant is spent during the year.

**EMPLOYMENT, ECONOMIC REGENERATION & BUSINESS DEVELOPMENT**

**Capital Projects as at 31<sup>st</sup> December 2010**

	2010-11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
<b><u>Multi-Funded Projects</u></b>				
Widnes Waterfront	1,095	325	136	959
Castlefields	3,138	1,020	1,026	2,112
3MG	373	258	258	115
<b><u>LSP (Urban Renewal) Projects</u></b>				
Property Purchase	147	19	0	147
Contaminated Land	95	47	17	78
<b><u>HBC Projects</u></b>				
Venture Fields	2,000	885	885	1,115
Muni Building Refurb	2,469	1,597	1,408	1,061
Runcorn TH Refurb	11	11	9	2
Council Chamber Refurb	100	80	76	24
Golf Course	2,266	1,700	1,876	390
Disabled Access	200	127	119	81
<b>Total Capital</b>	<b>11,894</b>	<b>6,069</b>	<b>5,810</b>	<b>6,084</b>




**Appendix 5: Financial statement**

**Comments on the above figures:**

With regard to the three programmes detailed under the Multi Funded Projects header, there is continued change to the programmes and the costings/funding allocations are being continually updated. It is anticipated that the budgeted spend on both Venture Fields and Widnes Waterfront will be completed in this year. There is likely to be some slippage into next year on both the Municipal Building Refurbishment and Castlefields projects.




<b>Appendix 6: Explanation of Symbols</b>
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Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
<b>Amber</b>	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage whether the annual target is on course to be achieved</u>.</i>
<b>Red</b>	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved unless there is an intervention or remedial action taken</u>.</i>

#### **Direction of Travel Indicator**

Where possible performance measures will also identify a direction of travel using the following convention

<b>Green</b>	 Indicates that performance <b>is better</b> as compared to the same period last year.
<b>Amber</b>	 Indicates that performance <b>is the same</b> as compared to the same period last year.
<b>Red</b>	 Indicates that performance <b>is worse</b> as compared to the same period last year.
<b>N/A</b>	Indicates that the measure cannot be compared to the same period last year.

## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	Environment & Economy
<b><u>Department:</u></b>	Highways, Transportation & Logistics
<b><u>Period:</u></b>	Quarter 3 - 1 <sup>st</sup> October – 31 <sup>st</sup> December 2010

### 1.0 Introduction

This quarterly monitoring report covers the Highways, Transportation & Logistics Department third quarter period up to 31<sup>st</sup> December 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8. 0

### 2.0 Key Developments

#### Mersey Gateway Project

The Mersey Gateway was one of the major infrastructure projects called in under the Government's Comprehensive Spending Review in June 2010, it did receive a positive outcome with the Chancellor's announcement in October 2010 that the Mersey Gateway Project is to receive Government support.

It is understood that the full details of the funding arrangements and the extent of the Government's contribution to the project will be forthcoming in the new year.

Planning approval confirmed by DfT and CLG on 20th December 2010. The approval was signed off by two Government Ministers - Transport Secretary Philip Hammond MP and Local Government Secretary Eric Pickles MP. The approval means that the team can start the preparation for procurement.

### 3.0 Emerging Issues

#### **Winter Maintenance**

This winter has seen the onset of adverse weather conditions earlier than in past years and the severity of these conditions has placed significant demands on Highway Maintenance Section with regard to ensuring compliance with the Winter Maintenance Plan. By the end of December, 46 gritting runs had been carried out compared to 34 in 2008/09 and 28 in 2009/10 despite these winters being reported as the worst in 10 and 30 years respectively.

Completion of construction of a new salt barn at Lower House Lane Depot, has enabled our total salt storage capacity to be increased by 33% and is now in the region of 1800t.

Salt stock levels are being reported on a weekly basis to the North West Regional Resilience Team and as current consumption rates have been greater than would be expected at this stage of the winter season orders have been placed and supply of salt continues to be received from Salt Union.

This has enabled HBC to maintain a level of salt stock well in excess of Government recommendations for minimum levels.

#### **Cheshire Safer Roads Partnership (CSRP)**

Halton Borough Council is no longer able to contribute to Cheshire Safer Roads Partnership, due to budget cuts but we are investigating options to continue joint working with the police, fire and other highway authorities.

#### 4.0 Service Objectives / milestones

##### 4.1 Progress against 'key' objectives / milestones

<b>Total</b>	<b>20</b>		9		7		4
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For further details please refer to Appendix 1.

Within the key objectives, dates for completion of milestones relating to the Local Transport Plan 3 (LTP3) have slipped but have been re-arranged. One delay was outside the control of HT&L as a Government white paper on Transport was published in January 2011 having a negative impact on the progress of finalising the LTP3 strategy and implementation which was scheduled for completion in December 2010.

The current Mersey Gateway project milestones, although dates are still tentative, look to be completed within the 2011/12 financial year.

##### 4.2 Progress against 'other' objectives / milestones

<b>Total</b>	<b>0</b>		0		0		0
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There are presently no objectives/ milestones of this type identified for this service.

#### 5.0 Performance indicators

##### 5.1 Progress Against 'key' performance indicators

<b>Total</b>	<b>22</b>		10		2		0
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For further details please refer to Appendix 2.

Please note that the total also includes 10 indicators for which information is currently unavailable.

Also this quarter, improvements have been achieved due to operators carrying out changes to scheduled time tables to improve punctuality.



## 5.2 Progress Against 'other' performance indicators

Total	13		6		3		0
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For further details please refer to Appendix 3.

Please note that the total also includes 4 indicators for which information is currently unavailable.

Uncertainty is noted for third party compensation claims received due to alleged highways / footway defects as the projected total claims for the year is likely to exceed the target.

During this quarter the MOT testing station at Lowerhouse Lane has been able to exceed its quarter 3 target for 2010/11. To date it has generated £164,820.00 of income.

### 6.0 Risk Control Measures

There are no Risk Control Measures for this area.

### 7.0 Progress against high priority equality actions

There are no High Priority Equality Actions for this area.

### 8.0 Data quality statement





The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

## 9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
HTL 1	<b>Mersey Gateway – Complete the procedural process to achieve all necessary orders and conditional approval of the Business Case for the construction of the Mersey Gateway within the timescales required.</b>

Milestones	Progress Q 3	Supporting Commentary
Submit Outline Business Case (OBC) to DfT <b>TBA (Under review).</b>		The OBC will be finalised and submitted to Government by February 2011.
DfT Ministerial approval <b>TBA (Under review, previously July 2010).</b>		Secretary of State approval on planning applications. DfT final business case approval expected March 2013. Financial close expected in April 2013.
HM Treasury approval (Chief Secretary <b>TBA (Under review, previously August 2010).</b>		Please see above.
Secretary of State confirms the orders for the construction of the Mersey Gateway <b>October 2010.</b>		Planning approval confirmed by DfT and CLG on 20th December 2010. The approval was signed off by two Government Ministers - Transport Secretary Philip Hammond MP and Local Government Secretary Eric Pickles MP. The approval means that the team can start the preparation for procurement.


**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
HTL 2	<b>Mersey Gateway - Commence the procurement process for the construction of Mersey gateway to ensure that the project can be completed within the required timescales.</b>

Milestones	Progress Q 3	Supporting Commentary
Publish invitation to prospective tenders in the Official Journal of the European Union (OJEU) <b>TBA (Under review).</b>	?	It is expected that the OJEU notice will be published in April 2011
Prequalification of bids <b>TBA (Under review).</b>	?	It is expected that the preferred bidder will be appointed in the Winter of 2012.
Commence Competitive Dialogue process <b>TBA (Under review).</b>	?	Competitive dialogue process is expected to run from the Summer of 2011 to Spring 2012.
Acquire all land interests for the scheme <b>TBA (Under review).</b>	?	CPO/GVD process has commenced following Secretary of State's decision on planning applications. Land assembly programme is running in parallel with procurement process – the required land will be ready to hand over once a successful concessionaire is in place.

**Appendix 1: Progress Against 'key' objectives / milestones**




Ref	Objective
HTL 3	<b>LTP Capital Programme - Deliver the LTP Capital Programmes to ensure that the transport system is maintained and developed to meets local needs</b>

Milestones	Progress Q 3	Supporting Commentary
To deliver the 20010/11 LTP Capital Programme <b>March 2011.</b>		<p>Following the Government's in-year budget reduction which removed the Road Safety Capital Grant, the LTP Capital Programme now comprises two funding blocks:</p> <p><b>Bridge and Road Maintenance:</b> This is on programme. For details of the Major Bridge Maintenance elements of the programme see HTL5. All planned carriageway structural maintenance schemes are now complete. The footway reconstruction programme is on programme with around 90% of schemes either completed or currently underway. The balance to be delivered during the course of Quarter 4.</p> <p><b>Integrated Transport programme:</b> Quality Transport Corridor Schemes at Hale Road and Coronation Drive commenced in Quarter 3. Following public consultation, improvement works in Birchfield Road, part of the North – South QTC are programmed to start in January 2011. Improvements to passenger waiting facilities at the Greenoaks and Halton Lea South bus stations have been designed and are under discussion with the site owners / operators. It is anticipated that these will be delivered during the final quarter.</p>

**Appendix 1: Progress Against 'key' objectives / milestones**





		For progress on proposals at Hough Green and Widnes railway stations, see HTL6
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Ref	Objective
HTL 4	<b>Local Transport Plan 3 – Develop a third Local Transport Plan for Halton, monitor progress against the Council’s transport goals and submit reports to ensure progress is maintained.</b>

Milestones	Progress Q 3	Supporting Commentary
Executive Board approval for LTP3 strategy consultation document <b>September 2010.</b>		Executive Board approved LTP3 strategy for consultation 14 - 10-10
Progress report on LTP 2 to Members <b>October 2010.</b>		Progress Report to E&UR PPB 24-11-10
Finalise LTP3 strategy and implementation <b>December 2010.</b>		LTP3 strategy and implementation to be completed in Feb 2011. Government White paper on Transport was published in Jan 2011 thereby delaying the process.
Executive Board approval for LTP3 <b>January 2011.</b>		LTP3 on track to seek Executive Board approval on 3-3-11.
Submit LTP 3 to DfT. <b>March 2011.</b>		LTP3 to be submitted to DfT by 31-3-11.

**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
HTL 5	<b>Silver Jubilee Bridge (SJB) Complex Major Maintenance Scheme – Delivery of the remaining programme of major works identified within the revised SJB Complex Maintenance Strategy to ensure continued unrestricted availability of the SJB crossing and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.</b>

Milestones	Progress Q 3	Supporting Commentary
Review progress, revise SJB maintenance strategy document and deliver 2010/11 works programme to maximise effectiveness of PRN Grant funding availability prior to its expiry <b>March 2011</b> .		Works programme ongoing. Projection is to complete all activities for which funding is available through PRN Grant.
Initiate formal project management principles and satisfy all other conditions attached to DfT approval of SJB Complex Major Maintenance Scheme <b>October 2010</b> .		PRINCE2 Project Management Practitioner training arranged through Corporate Training for late Feb 2011.
Complete consideration of implications of approval of Mersey Gateway project for funding and delivery of future major bridge maintenance requirements within SJB Complex <b>September 2010</b> (depending upon the outcome of the Secretary of State's decision).		The £7m reduction in funding requirement for SJB Complex major maintenance associated with approval of the Mersey Gateway (MG) project has been reported to Government by MG team. Formal Government guidance is awaited as regards whether Grant funding for both SJB Complex and MG will be delivered separately or in combination.
Complete procurement of consultancy services framework to ensure continued availability of specialist support beyond expiry of existing framework agreement <b>March 2011</b> .		Executive Board approval is currently being sought for Chief Executive to approve continued engagement of nominated consultants engaged on development of MG project. If approved this would see the existing framework agreement with Mott MacDonald extended until March 2013.

**Appendix 1: Progress Against 'key' objectives / milestones**

		For consultancy work outside the scope of the above, Procurement COE's continued preference is to investigate suitability of developing NW Construction Hub framework.
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Ref	Objective
HTL 6	<b>Improving the quality and accessibility of public transport services in Halton to encourage the use of sustainable transport and increase its accessibility by vulnerable group</b>

Milestones	Progress Q 3	Supporting Commentary
Complete Mersey Gateway sustainable transport strategy document. <b>April 2010</b>	<input checked="" type="checkbox"/>	The Mersey Gateway Sustainable Transport Strategy (MGSTS) was agreed and published in February 2009. The MGSTS sets out how the Project can both facilitate and encourage sustainable transport in the Borough, and both provides for, and enables sustainable interventions and initiatives to be developed and implemented.
Improvements to local rail station car park. <b>March 2011.</b>	<input checked="" type="checkbox"/>	Permits and approvals have now been received from Network Rail and work to improve car parking, access and safety & security improvements at Widnes railway station are programmed to commence in January 2011. Amended proposals to Hough Green station car park to provide 48 marked spaces and improved access have been submitted to Network Rail / Northern for approval. Preliminary and investigatory works are scheduled for January to finalise the scheme detail design. Network Rail and Northern Rail are progressing Landlords Consents for the scheme.





**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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<b>Fair Access</b>							
<b><u>HTL LI6</u></b>	No. of passengers on community based accessible transport	241,810	255,000	194,118		N/A	Increased level of passenger journeys during this quarter, on course to achieve target figure.
<b><u>NI 167</u></b>	Congestion during morning peak times	N/A Externally Monitored	N/A Externally Monitored	N/A Externally Monitored		N/A	Congestion during morning peak times – monitoring only is required using Department for Transport data.
<b><u>NI 175</u></b>	To increase the percentage of households who live in the top five most deprived wards in the Borough, who do not have access to a car living within 40 minutes travel time to:						
	a) Whiston Hospital	100%	100%	100%		N/A	Target maintained. Services have remained at Q2 levels.
	b) Warrington Hospital	100%	100%	100%		N/A	Target maintained. Services have remained at Q2 levels.
	c) Riverside College (Runcorn Campus)	93%	90%	93%		N/A	Target maintained. Q2 service levels have been maintained.
	d) Riverside College (Widnes Campus)	98%	95%	98%		N/A	Target maintained. Q2 service levels have been maintained.




**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b><u>NI 176</u></b>	Percentage of people of working age living within a catchment area of a location with more than 500 jobs accessible by public transport and/or walking	100%	100%	100%		N/A	This figure is provided directly from the Central Data Hub at the Department for Transport.  Note: Due to the <i>Links to Work</i> scheme this is 100% otherwise it is the same as the DFT figures of 81%.
<b><u>NI 177</u></b>	Number of local bus passenger journeys originating in the authority area in one year	6,219,683	6,130,000	4,725,765		N/A	Although the quarter figure is slightly down, still on course to achieve the target figure.
<b>Service Delivery</b>							
<b><u>HTL LI10</u></b>	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	54.2	50.6 (2010)	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>HTL LI11</u></b>	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	8.6	8.2 (2010)	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>HTL LI12</u></b>	No. of people slightly injured in road traffic collisions.	374	430 (2010)	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.


**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b><u>HTL</u></b> <b><u>LI15</u></b> Ex BVPI 224b	Condition of Unclassified Roads (% of network where structural maintenance should be considered).	11	9	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>NI 47</u></b>	Percentage change in number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	5.9%	-10.4% (2010)	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>NI 48</u></b>	The percentage change in number of children killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	0%	0.0% (2010)	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.

**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b><u>NI 168</u></b>	Percentage of principal road network where structural maintenance should be considered.	1	2	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>NI 169</u></b>	Non principal roads where maintenance should be considered.	3	4	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis.
<b><u>NI 178</u></b>	Bus service punctuality,  Part 1: The proportion of non frequent scheduled services on time (%):						
	a) Percentage of buses starting on time	89.84%	97.6%	97.7		N/A	Target achieved due to operators carrying out changes to scheduled time tables to improve punctuality.
	b) Percentage of buses on time at intermediate timing points	83.37%	85%	85.5%		N/A	Target achieved due to operators carrying out changes to scheduled time tables to improve punctuality.
	Part 2: For frequent services, the excess waiting time (minutes)	0.07	1.05	0.42		N/A	Performance improved during Q3 due to changes made to service schedules to improve punctuality.

**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b>NI 189</b>	Flood and coastal erosion risk management (% of agreed actions to implement long term flood and coastal erosion risk management plans that are being undertaken satisfactorily)	100%	100%	Refer to comment		N/A	Progress against the agreed actions from the Catchment Flood Risk Management Plan (CFRMP) and Shoreline Management Plan (SMP) is ongoing. Strategic Flood Risk Management plan2 is close to completion. Work on a Surface Water Management Plan is underway. Use of Sustainable Drainage Systems (SuDS) drainage techniques is embedded within the planning process.



**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b>NI 198</b>	Children travelling to school – mode of transport usually used (%).						
	a) Children aged 5 – 10 years:						
	Cars	41.3%	43.5%	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis. This information is supplied by Department for Education and is derived from the school returns
	Car share	3.5%	2.5%				
	Public transport	2.3%	2.2%				
	Walking	52.4%	51.2%				
	Cycling	0.4%	0.5%				
	Other	0.1%	0.1%				
	b) Children aged 11 – 15 years						
	Cars	25.4%	27.8%	Refer to comment	N/A	N/A	Annual figure. Data not available on quarterly basis. This information is supplied by Department for Education and is derived from the school returns
	Car share	2.4%	2.6%				
	Public transport	21.3%	18.9%				
Walking	48.9%	48.8%					
Cycling	1.7%	0.9%					
Other	0.3%	1.0%					

**Appendix 3: Progress Against 'other' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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<b>Cost &amp; Efficiency</b>							
HTL LI1	Number of third party claims received due to alleged highway / footway defects	131	110	105	?	N/A	Projected total claims received for year likely to exceed target. It should be noted however that numbers of successful claims show a downward trend.

<b>Service Delivery</b>							
HTL LI19a	No of sites with new bus shelters	70	75	70	?		Tender process through Procurement is now complete. Order to be placed for new shelters in early January with installation complete by mid March.
HTL LI19b	No of sites with replacement bus shelters	75	72	75	?		Tender process through Procurement is now complete. Order to be placed for new shelters in early January with installation complete by mid March. Target figure achieved.

<b>Appendix 4: Financial Statement</b>
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**HIGHWAYS, TRANSPORTATION & LOGISTICS****Revenue Budget as at 31st December 2010**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	3,990	3,006	2,919	87	2,919
Other Premises	254	209	191	18	210
Hired & Contracted Services	348	230	218	12	232
Supplies & Services	345	238	220	18	290
Street Lighting	1,873	1,039	1,024	15	1,094
Highways Maintenance	2,295	1,580	1,562	18	2,141
Bridges	130	40	36	4	49
Eastern Relief Road (met by grant)	219	115	105	10	151
Fleet Transport	2,210	1,603	1,651	(48)	1,651
Bus Support – Halton Hopper Tickets	205	120	165	(45)	165
Bus Support – Rural Bus Subsidy	41	31	0	31	0
Bus Support	858	644	638	6	638
Out of Borough Transport	51	38	33	5	33
Other Transport	192	144	137	7	137
Finance Charges	359	276	268	8	268
Grants to Voluntary Organisations	122	122	122	0	122
Contribution to Externally Funded Projects	150	112	112	0	112
NRA Levy	59	44	46	(2)	46
<b>Total Expenditure</b>	<b>13,701</b>	<b>9,591</b>	<b>9,447</b>	<b>144</b>	<b>10,258</b>
<b>Income</b>					
Sales	-326	-176	-252	76	-252
Fees & Charges	-429	-215	-320	105	-320
Rents	-14	-11	-11	0	-11
Grants & Reimbursements	-422	-306	-320	14	-320
Recharge to Capital	-661	-75	-79	4	-79
<b>Total Income</b>	<b>-1,852</b>	<b>-783</b>	<b>-982</b>	<b>199</b>	<b>-982</b>



<b>Appendix 4: Financial Statement</b>
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<b>Net Controllable Expenditure</b>	<b>11,849</b>	<b>8,808</b>	<b>8,465</b>	<b>343</b>	<b>9,276</b>
<b><u>Recharges</u></b>					
Premises Support	612	17	20	(3)	20
Use of Transport	294	221	231	(10)	231
Asset Charges	5,215	116	116	0	116
Support Service Income	-2,204	-1,176	-1,204	28	-1,204
Transport Recharges	-2,618	-1,964	-1,982	18	-1,982
Central Support Services	3,160	162	162	0	162
<b>Net Total Recharges</b>	<b>4,459</b>	<b>-2,624</b>	<b>-2,657</b>	<b>33</b>	<b>-2,657</b>
<b>Net Departmental Total</b>	<b>16,308</b>	<b>6,184</b>	<b>5,808</b>	<b>376</b>	<b>6,619</b>

**Comments on the above figures:**

In overall terms revenue spending at the end of quarter 3 is below budget profile. This is due to a number of expenditure budget areas.

Staffing is below budget to date due to vacancy management, retirements during the year and long term sickness absences. The vacancies are mainly in the Highway Development section. It is expected that the vacancies will continue until year end and the underspend on staffing is expected to exceed £110,000 by year end. This will contribute towards in year savings.

Hired and Contracted Services is slightly below budget in a number of areas, the main area being Public Rights of Way. This will be spent in the final quarter of the financial year.

With regards to works budgets – Street Lighting, Highways Maintenance, Bridges and Eastern Relief Road these budgets usually incur expenditure towards the end of the financial year due to the nature of the work undertaken. As a result these budgets will be spent by the financial year-end.

With regards to Fleet Transport, expenditure is above budget profile due to increased activity. This expenditure is recovered by way of recharges to other directorates, hence sales and fees & charges income also being above budget profile. The net effect on the overall budget is nil.

With regards to Bus Support – Halton Hopper, there has been increased income from Halton Hopper tickets and hence an increase in payments made to providers. The net effect on the overall budget is nil.

With regards to income, fees and charges is above budget to date as a result of more defects spotted than anticipated and prolonged occupation of highways by utilities. Grants and reimbursements is above budget to date largely due to supervision of private sector development. This income is ad hoc and therefore difficult to estimate.

At this stage it is anticipated that overall spend will be approximately £350,000 below Departmental budget by the financial year-end, which will contribute to the £500,000 Directorate savings target.

<b>Appendix 4: Financial Statement</b>
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**HIGHWAYS, TRANSPORTATION & LOGISTICS****Capital Projects as at 31st December 2010**

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<b>Local Transport Plan</b>				
<b>Bridges &amp; Highway Maintenance</b>				
Bridge Assessment, Strengthening & Maintenance	6,905	4,575	4,506	2,399
Road Maintenance	1,690	1,290	983	707
<b>Total Bridge &amp; Highway Maintenance</b>	<b>8,595</b>	<b>5,865</b>	<b>5,489</b>	<b>3,106</b>
<b>Integrated Transport</b>	<b>1,325</b>	<b>809</b>	<b>190</b>	<b>1,135</b>
<b>Total Local Transport Plan</b>	<b>9,920</b>	<b>6,674</b>	<b>5,679</b>	<b>4,241</b>
<b>Halton Borough Council</b>				
Early Land Acquisition Mersey Gateway	16,200	4,912	3,901	12,299
Flood Defence	100	0	0	100
Street lighting – Structural Maintenance	200	200	194	6
Bringing Roads to Adopted Standard	100	75	0	100
	120	90	90	30
<b>Salt Barn at Lowerhouse Lane Depot/CCTV</b>				
<b>Fleet Replacements</b>	550	0	0	0
<b>Total Halton Borough Council</b>	<b>17,270</b>	<b>5,277</b>	<b>4,185</b>	<b>12,535</b>

<b>Appendix 4: Financial Statement</b>
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<b>Section 106/External Funded Work</b>				
Royal Avenue Car Parking	19	0	0	19
Widnes Station Access Improvements & Car Park Extension	164	0	0	164
Upton Rocks Distributor Road	330	124	124	206
B&Q Site – Public Transport	51	0	0	51
Asda Runcorn	175	0	0	175
A56/Eastern Expressway Improvements	60	60	59	1
<b>Total Section 106/External Funded Work</b>	<b>799</b>	<b>184</b>	<b>183</b>	<b>616</b>

The LTP allocation for financial year 10/11 was £8,937,000 but £1,863,000 of unspent grant was carried forward from 09/10. The Government cut the LTP allocation in year by £880,000 resulting in the total allocation being reduced to £9,920,000. The above figures reflect this.

It is anticipated that the LTP will be fully spent by the end of the financial year. With regards to other capital schemes, uncommitted capital schemes have been put on hold in the light of in-year cuts in capital grants. The Early Land Acquisition Mersey Gateway programme has been on hold pending the Government's recent announcement regarding the Mersey Gateway. This programme will now restart, although there will be significant slippage into 2011/12. Expenditure on Fleet Replacements has been deferred and is not expected to be spent before the end of the financial year.




## HIGHWAYS & TRANSPORTATION

### LSP, External or Grant Funded Items as at 31st December 2010

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
Accessible Transport	26	26	26	0	26
Neighbourhood Travel Team	55	41	7	34	10
<b>Total Local Strategic Partnerships Funding</b>	<b>81</b>	<b>67</b>	<b>33</b>	<b>34</b>	<b>36</b>




### Appendix 5: Explanation of Symbols

Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
<b>Amber</b>	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
<b>Red</b>	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

#### **Direction of Travel Indicator**

Where possible performance measures will also identify a direction of travel using the following convention

<b>Green</b>	 Indicates that performance <b>is better</b> as compared to the same period last year.
<b>Amber</b>	 Indicates that performance <b>is the same</b> as compared to the same period last year.
<b>Red</b>	 Indicates that performance <b>is worse</b> as compared to the same period last year.
<b>N/A</b>	Indicates that the measure cannot be compared to the same period last year.

## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	Environment & Economy
<b><u>Department:</u></b>	Environmental & Regulatory Services
<b><u>Period:</u></b>	Quarter 3 - 1 <sup>st</sup> October – 31 <sup>st</sup> December 2010

### 1.0 Introduction

This quarterly monitoring report covers the Environmental & Regulatory Department third quarter period up to 31<sup>st</sup> December 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8.

### 2.0 Key Developments

#### Waste and Environmental Improvement

During this quarter the Council finalised arrangements for the roll-out of the RecycleBank 'Rewards for Recycling' scheme to all households in the borough. In August 2010, the RecycleBank scheme was offered to all householders with individual wheeled bins but a system has now been developed that will ensure that residents who do not have wheeled bins, but who recycle using their blue box or large communal blue bins, will be rewarded for their recycling efforts.

In this last quarter, 66 Fixed Penalty Notices were issued for litter and waste offences, taking the total number issued this financial year to 147.

#### Development Control

The following applications were dealt with by Development Control in Quarter 3:

Applications Received – 115  
Applications Decided – 101  
Applications on hand (undecided) – 157

Pre applications Received – 47  
Pre applications closed – 44  
Pre applications on hand -135

N.B. There are certain applications (such as tree preservation orders) that are not counted in the statutory CLG speed of processing statistics (NI157). This accounts for the difference between the figures reported above and the figures given for N157.

Summary of major applications received (but not necessarily decided) over the last quarter:

10/00446/EIA Proposed development and operation of Waste Resource Park to enable the recycling and sorting of municipal, commercial and industrial waste materials (maximum throughput of 200,000 tonnes per annum), including the production of compost and the production of refuse derived fuel at Widnes Waterfront South Of Moss Bank Road Widnes Cheshire

10/00453/REM Reserved matters application (with all matters for consideration) for planning permission 09/00529/OUT, proposed residential development of 24 dwellings at Land At Hanging Birches Farm Land To The Rear Of 6 - 42 Norlands Lane And 31 - 51 Cronton Lane Widnes Cheshire

10/00467/S73 Application to vary condition No.2 of extant permission 07/00616/FUL (proposed erection of 15 No. residential dwellings and associated access road) to allow extension of time limit for a further 3 years at 177-181 Heath Road Runcorn Cheshire WA7 4XG

10/00482/OUT Application to extend time limit for implementation of extant planning permission (07/00681/OUT) at Land Off Pitts Heath Lane Runcorn Cheshire

10/00493/OUT Extension of time limit for implementation of 05/00289/OUT Halton Lea Shopping Centre East Lane Runcorn Cheshire

10/00494/OUT Extension of time limit for implementation of extant planning permission 08/00024/OUT (erection of building for self storage use) at Land To The South West Of Junction Between Cromwell Street And Hutchinson Street Widnes Cheshire

10/00499/REM Application for approval of reserved matters (Landscaping) in relation to permission

10/00078/OUT at Land Bounded By 88 And 94Albert Road Widnes Cheshire

10/00500/FUL Proposed 3 storey building to provide 47 extra care flats for the elderly with supporting communal facilities, associated parking and landscaping on Land To Rear Of 247 - 261 Liverpool Road, and 94 - 104 Blundell Road, Widnes, Cheshire

10/00515/FUL Proposed partial demolition and redevelopment of existing high school, with associated works, landscaping and access improvements at Wade Deacon High School Birchfield Road Widnes Cheshire WA8 7TD

10/00519/FUL Proposed new 60 bed hotel, restaurant and associated car parking and landscaping at Land Adjacent To Ashley Way And Earle Road Widnes

11/00003/HBCFUL Proposed new school building with ancillary development such as wind turbine, highways, parking and playing fields including demolition of existing school buildings at The Grange School Latham Avenue Runcorn Cheshire WA7 5DX

11/00030/FUL Proposed construction of new Portal Framed Building to provide for additional storage at Howden Joinery Ltd Astmoor Road Astmoor Industrial Estate Runcorn Cheshire WA7 1PQ

### 3.0 Emerging Issues

#### Waste and Environmental Improvement

**Schedule 2 of the Controlled Waste Regulations** - A consultation on proposals to replace or amend the Controlled Waste Regulations (1992) relating to certain non-domestic properties, launched by Defra in Nov 2010, is expected to clarify local authority powers to charge for disposal from previously exempted organisations such as charities, hospitals and educational establishments. A response to the consultation was sent on behalf of the Merseyside and Halton waste Partnership and results are expected later in 2011.

### 4.0 Service Objectives / milestones

#### 4.1 Progress against 'key' objectives / milestones

<b>Total</b>	<b>11</b>		<b>8</b>		<b>1</b>		<b>2</b>
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For further details please refer to Appendix 1.


The red indicators relate to the following two measures:

Due to a cut in Playbuilder funding, only three projects will now go ahead instead of the planned four, this was agreed by Executive Board in Q3.

Also this quarter, although work had commenced on the updating of the Waste Action Plan it could be not completed by the original target date of November 2010 as a number of future service delivery options have yet to be agreed and will be the subject of future reports to Members.

Uncertainty also exists having regard to the woodland expansion planted borough wide, currently out to tender to be completed by March 2011.



#### 4.2 Progress against 'other' objectives / milestones

<b>Total</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
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There are presently no objectives/ milestones of this type identified for this service.

**5.0 Performance indicators**

**5.1 Progress Against ‘key’ performance indicators**

Total	6		1		0		3
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For further details please refer to Appendix 3.

Please note that the total also includes 2 indicators for which information is currently unavailable.

Again this quarter, the reduction in the size of the Development Control team and the ongoing issues around experienced administrative support has had a negative effect on the number of various planning applications determined within agreed timescales.

**5.2 Progress Against ‘other’ performance indicators**

Total	13		7		0		0
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For further details please refer to Appendix 4.

Please note that the total also includes 6 indicators for which information is currently unavailable.

**6.0 Risk Control Measures**

There are no Risk Control Measures for this area.

**7.0 Progress against high priority equality actions**

There are no High Priority Equality Actions for this area.



## **8.0 Data quality statement**


The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

## **9.0 Appendices**

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Financial Statement
- Appendix 4 Explanation of use of symbols





**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EAR 2	To prepare and adopt a local development framework (LDF) and to review the LDF on a regular basis ensuring that an up to date development plan is available (statutory requirement). To achieve this by producing the following targets set out in the most current Local Development Scheme (LDS):

Milestones	Progress Q 3	Supporting Commentary
Submissions of the Core Strategy Development Plan Document (DPD) to the Secretary of State <b>February 2011</b> .		This current consultation stage is known as the Publication stage and formal representations against the 'soundness' of the plan can be lodged. Representations will be processed during February and the final version of the Core Strategy will be sent to the Secretary of State towards the end of February 2011.






**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
EAR 3	Continue to improve Parks, Sports Grounds, Open Spaces and Local Nature Reserves.


Milestones	Progress Q 3	Supporting Commentary
Runcorn Hill Park - Parks for People bid. Work up bid to 'First Round' submission stage, <b>Dec 2010</b> .		The first round bid was submitted in Q2. In Q3 HLF confirmed that it was a pass.
Develop plan for new Park and associated landscape improvements at Upton, <b>Mar 2011</b> .		In Q3 the Open Space Service received notice that Playbuilder funding would be forthcoming in part. Work commenced on the plan which was completed in Q3.
Woodland Expansion - Additional 200m2 of Woodland planted Boroughwide, <b>Mar 2011</b> .		The woodland work is currently out to Tender. The works are still on target to be completed by March 2011.
Deliver 4 new or refurbished Play Areas through Playbuilder Programme, <b>Mar 2011</b> .		Due to a cut in Playbuilder Funding only three projects will now go ahead. This was agreed by Executive Board in Q3.

**Appendix 1: Progress Against 'key' objectives / milestones**







Ref	Objective
EAR 4	Implementation of actions to ensure the Council achieves its targets and objectives relating to waste and climate change.

Milestones	Progress Q 3	Supporting Commentary
Extension of kerbside green waste collection service <b>May 2010.</b>		This was completed ahead of schedule with a further 400 properties added to the scheme in February 2010.
Extension of multi-material recycling service to all properties. <b>June 2010.</b>		As reported in Q1, this target was achieved.
Review of the network of neighbourhood recycling 'Bring Sites' <b>Sep 2010.</b>		A review of the network of neighbourhood recycling sites has been completed and actions are being taken as appropriate, including the removal of banks from some locations.
Produce a Schools and Retailers Recycling Communications Pack <b>Sept 2010</b> (AOF 31)		The communications pack has been completed and So far, 48 schools have received recycling information packs.
Complete a full review and update of the Council's Waste Action Plan <b>Nov 2010.</b>		Although work had commenced on the updating of the Waste Action Plan it could be not completed by the original target date as a number of future service delivery options have yet to be agreed and will be the subject of future reports to Members.



**Appendix 1: Progress Against 'key' objectives / milestones**

Complete a review of the Council's Waste Management Strategy <b>Mar 2011</b>		As reported in Q2, Members of the Executive Board approved that a full review of the Council's Strategy should be deferred for a period of up to two years. The outcome of that review was that the Council's Strategy remains fit for purpose and that a further review should be undertaken once the results of the government's review of national waste policy have been announced.
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**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b>Service Delivery</b>							
<b><u>NI 157a</u></b>	Percentage of major planning applications determined within 13 weeks	60%	60%	33%			A total of 6 applications were determined this quarter. Two were determined within 13 weeks.
<b><u>NI 157b</u></b>	Percentage of minor planning applications determined within 8 weeks	90.1%	80%	65%			A total of 20 applications were determined this quarter. 13 were determined within 8 weeks. The reduction in the size of the Development Control team and the ongoing issues around experienced administrative support.
<b><u>NI 157c</u></b>	Percentage of other planning applications determined within 8 weeks	77.55%	80%	59%			A total of 75 applications were determined this quarter. 44 were determined within 8 weeks. The reduction in the size of the Development Control team & ongoing issues around experienced administrative support.
<b><u>NI 159</u></b>	Supply of ready to develop housing sites	131.9%	100%	Refer to comment	N/A	N/A	Data collected & reported annually. No indication/information that target cannot be reached at this stage.
<b><u>NI 170</u></b>	Previously developed land that has been vacant or derelict for more than 5 years	2.33%	2.24%	Refer to comment	N/A	N/A	Data collected & reported annually. No indication/information that target cannot be reached at this stage.

**Appendix 2: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<b><u>EAR L18</u></b>	Greenstat-Survey, Satisfaction with the standard of maintenance of trees, flowers and flower beds.	-	70%	97.68%			From the Greenstat-Survey for Q3.

<b>Appendix 3: Financial Statement</b>
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**ENVIRONMENTAL & REGULATORY SERVICES DEPARTMENT****REGULATORY SERVICES DIVISION****ENVIRONMENTAL HEALTH & BUILDING CONTROL****Revenue Budget as at 31st December 2010**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	1,232	934	928	6	928
Other Premises	8	8	1	7	1
Supplies & Services	174	91	71	20	113
Transport	57	43	45	(2)	45
Agency Related	19	19	18	1	18
<b>Total Expenditure</b>	<b>1,490</b>	<b>1,095</b>	<b>1,063</b>	<b>32</b>	<b>1,105</b>
Income					
Sales	-46	-46	-25	(21)	-25
Building Control Fees	-252	-189	-125	(64)	-125
Pest Control	-69	-64	-56	(8)	-56
Other Fees & Charges	-13	-9	-9	0	-9
Grant Funding	-7	0	0	0	0
Reimbursements	-11	-5	0	(5)	0
<b>Total Income</b>	<b>-398</b>	<b>-313</b>	<b>-215</b>	<b>(98)</b>	<b>-215</b>
<b>Net Controllable Expenditure</b>	<b>1,092</b>	<b>782</b>	<b>848</b>	<b>(66)</b>	<b>890</b>



<b>Appendix 3: Financial Statement</b>
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<b>Recharges</b>					
Premises Support	44	0	0	0	0
Central Support Services	238	0	0	0	0
Departmental Support Services	0	0	0	0	0
Asset Charges	8	0	0	0	0
<b>Net Total Recharges</b>	<b>290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Total</b>	<b>1,382</b>	<b>782</b>	<b>848</b>	<b>(66)</b>	<b>890</b>

**Comments on the above figures:**

In overall terms, revenue net expenditure at the end of quarter 3 is above budget profile.

With regard to expenditure, supplies & services expenditure to date is below budget profile, although this is not the case when the commitments are taken into account.

With regards to income, Building Control fees are less than budget to date as a result of increased competition from the private sector and the current economic climate. This item underachieved income by £200k last financial year and is forecast to underachieve again this financial year. This budget is being monitored closely and efforts are being made to maximise this income but it is unlikely to achieve the income target.

Sales income relates to pollution prevention control. Investigations have been made to ensure that all possible income has been invoiced for but it is unlikely to achieve the income target.

<b>Appendix 3: Financial Statement</b>
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**ENVIRONMENT & ECONOMY DIRECTORATE****ENVIRONMENT & REGULATORY SERVICES****Revenue Budget as at 31<sup>st</sup> December 2010**

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance To Date (overspend)  £'000	Actual Including Committed Items £'000
Expenditure					
Employees	7,075	5,324	5,230	94	5,257
Other Premises	71	40	58	(18)	58
Supplies & Services	905	637	671	(34)	832
Other Transport	91	67	68	(1)	68
Agency Related	5,937	3922	3,571	351	3,571
Capital Financing	78	37	37	0	37
<b>Total Expenditure</b>	<b>14,157</b>	<b>10,027</b>	<b>9,635</b>	<b>392</b>	<b>9,823</b>
Income					
Sales	-64	-59	-32	(27)	-32
Fees & Charges	-1,805	-1,337	-939	(398)	-939
Rents	-18	-15	-12	(3)	-12
Government Grants	-316	-167	-157	(10)	-245
Reimbursements & Other Grants	-11	-11	-109	98	-109
School SLA	-250	-177	-177	0	-177
Capital Salaries	-101	-76	-92	16	-92
<b>Total Income</b>	<b>-2,565</b>	<b>-1,842</b>	<b>-1,518</b>	<b>(324)</b>	<b>-1,606</b>
<b>Net Controllable Expenditure</b>	<b>11,592</b>	<b>8185</b>	<b>8,117</b>	<b>68</b>	<b>8,217</b>
<b><u>Recharges</u></b>					
Premises Support	705	11	11	0	11
Transport	2,042	1,538	1,543	(5)	1,543
Asset Charges	100	0	0	0	0
Central Support Services	1,273	0	0	0	0
Support Service Income	-315	-47	-51	4	-51
<b>Net Total Recharges</b>	<b>3,805</b>	<b>1,502</b>	<b>1,503</b>	<b>-1</b>	<b>1,503</b>
<b>Net Departmental Total</b>	<b>15,397</b>	<b>9687</b>	<b>9,620</b>	<b>67</b>	<b>9,720</b>

**Appendix 3: Financial Statement****Comments on the above figures:**

In overall terms revenue spending at the end of quarter 3 is below the budget profile.

Staffing is below budget to-date as a result of a number of vacant posts. The under-spend on employees is expected to exceed the figure shown in the above table by the year-end.

With regard to Other Premises this is a result of an increase in NNDR due to a revaluation

With regard to Supplies & Services this is a result of an increase in the number of replacement bins required.

With regard to Agency, Waste Disposal costs have been less than anticipated. This is likely to be reflected in the year end figures.

With regard to income, all Fees & Charges budgets are below target. Building Control fees (-£64) are less as a result increased competition from the private sector and the current economic climate. Income from Open Spaces external works (-£133k), Trade Waste (-£46k), Bulk Collections (-£46k) and St Cleansing (-£112) are also lower than anticipated due to a drop in business. These income budgets are being closely monitored and all efforts are being made to maximise income, but it is highly unlikely that all year-end targets will be met. Reimbursement income relates to a PCT grant for playground maintenance.

Sales income relates to pollution prevention control. Investigations are underway to ensure that all possible income has been invoiced.

At this stage it is anticipated that the overall Departmental spend will be in line with the budget after taking account of the in year saving target.

<b>Appendix 3: Financial Statement</b>
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**ENVIRONMENTAL & REGULATORY SERVICES DEPARTMENT****Capital Projects as at 31<sup>st</sup> December 2010**

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Screened Tip Area	25	25	25	0
Improvement To Allotments	85	37	21	64
Hale Park	75	35	45	30
Children's Playground Equipment	93	83	8	85
Milton Avenue	35	34	50	-15
Victoria Park	8	6	4	4
Town Park	42	38	75	-33
Hallwood/Roehampton	30	30	0	30
Arley Drive	36	11	7	29
Landfill Tax Credit Schemes	340	255	0	340
Growth Points Award	1110	0	0	1110
Runcorn Cemetery Extension	25	15	15	10
Installation of 5 Multi Use Games Areas	297	100	21	276
Development of Facilities at Runcorn Town Park	307	231	176	131
Litter Bins	20	0	0	20
Recycling Bins	77	77	77	0
<b>Total Capital Expenditure</b>	<b>2605</b>	<b>977</b>	<b>524</b>	<b>2081</b>

**Comments on the above figures:**

The programme is a little behind the projected spend. The building of a new pavilion at Runcorn Town Park has been shelved which will result in an under-spend. However, it is expected that the remainder of the capital allocation will be spent by the year-end.

<b>Appendix 3: Financial Statement</b>
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**ENVIRONMENTAL & REGULATORY SERVICES DEPARTMENT****Local Strategic Partnership as at 31<sup>st</sup> December 2010**




	Annual Budget  £'000	Budget To Date  £'000	Actual Spend To Date £'000	Variance To Date (overspend)  £'000
<b>Area Forum</b>				
Area Forum 1	110	82	36	46
Area Forum 2	89	67	12	55
Area Forum 3	87	65	32	33
Area Forum 4	127	95	60	35
Area Forum 5	114	86	35	51
Area Forum 6	53	39	14	25
Area Forum 7	20	15	6	9
<b>Priority 5 Safer Halton</b>				
Pride of Place Action Team	33	25	25	0
Area Forum Co-Ordinator	42	32	28	4
ASB Commissioned Services	543	407	167	240
<b>Total LSP Expenditure</b>	1218	913	415	498

**Comments on the above figures:**

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Neighbourhood Renewal Fund grant is spent during the year.




<b>Appendix 4: Explanation of Symbols</b>
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Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
<b>Amber</b>	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
<b>Red</b>	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

#### **Direction of Travel Indicator**

Where possible performance measures will also identify a direction of travel using the following convention

<b>Green</b>	 Indicates that performance <b>is better</b> as compared to the same period last year.
<b>Amber</b>	 Indicates that performance <b>is the same</b> as compared to the same period last year.
<b>Red</b>	 Indicates that performance <b>is worse</b> as compared to the same period last year.
<b>N/A</b>	Indicates that the measure cannot be compared to the same period last year.

## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	Adult and Community Directorate
<b><u>Department:</u></b>	Prevention and Commissioning Services Progress Report – Housing Strategy
<b><u>Period:</u></b>	1 <sup>st</sup> October 2010 – 31 <sup>st</sup> December 2010

### 1.0 Introduction

The purpose of this report is to provide information concerning those objectives/ milestones identified within the Adults and Community Directorate Plan that relate to the Council's Housing Strategy.

The way in which the Red, Amber and Green, (RAG) symbols have been used to reflect progress to date is explained in Appendix 4.

### 2.0 Key Developments & Emerging Issues

It is now clear that the local authority national housing pot has been abolished. Halton's capital allocation in 2010/11 was £1.64m and the loss of resources on this scale will inevitably impact on the Council's ability to offer renovation and energy efficiency grants, and match funding of Housing Association adaptations.

On a more positive note, the Homes and Communities Agency has approved grant funding for a number of new housing projects –

- Castlefields – a further £3m to demolish 209 flats at Woodlands Walk/King Arthurs Walk/Merlin Close, and to provide 36 two bed flats, 14 three bed houses and 8 two bed houses.
- Liverpool Rd, Widnes - £1.3m to develop 47 two bed apartments within an extra care housing scheme.
- Halton Brook - £1m to provide 4 four bed houses, 10 three bed houses, 4 two bed houses, and 8 two bed flats.

Many of the planned social housing reforms announced in the Comprehensive Spending Review, and highlighted in the last quarterly report, have now been incorporated in the Localism Bill that was published in December.

### 3.0 Service Objectives / Milestones

#### 3.1 Progress against 'key' objectives / milestones

Total	1		1		0		0
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This key objective/milestone relates to the need to continue to negotiate with housing providers and partners in relation to the provision of further extra care housing tenancies, to ensure requirements are met (including the submission of appropriate funding bids). Further details can be found in Appendix 1.

#### 3.2 Progress against 'other' objectives / milestones

Total	2		1		0		1
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The red indicator relates to the Choice Based Letting Scheme which has not met the target completion date, which was December 2010. However, work is still ongoing and it is anticipated that it will be completed by the end of the 2010/11 year (31<sup>st</sup> March 2011). Appendix 2 provides further details.

### 4.0 Performance indicators

No performance indicators were identified for this service area

### 5.0 Risk Control Measures

No High risk areas were identified.

### 6.0 Data quality statement

The author provides assurances that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sources directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.




**7.0 Appendices**

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'other' objectives / milestones
- Appendix 3 Financial Statement
- Appendix 4 Explanation of use of symbols



**Appendix 1: Progress Against 'key' objectives / milestones**

Ref	Objective
PCS 2	Effectively consult and engage with the community of Halton to evaluate service delivery, highlight any areas for improvement and contribute towards the effective re-design of services where required

Milestones	Progress Q 2	Supporting Commentary
Continue to negotiate with housing providers & partners in relation to the provision of further extra care housing tenancies, to ensure requirements are met (including the submission of appropriate funding bids) <b>Mar 2011</b> . (AOF6 & 7)		The Homes and Communities Agencies has agreed to support and fund the development of a 47 unit extra care scheme at Liverpool Road in Widnes subject to achieving a start on site before the end of March 2011. The planning application is due to be determined at Development Control Committee on the 14 <sup>th</sup> February 2011.

**Appendix 2: Progress Against 'other' objectives / milestones**

Ref	Objective
PCS 1	Working in partnership with statutory and non statutory organisations, evaluate, plan, commission and redesign services to ensure that they meet the needs and improve outcomes for the community of Halton.

Milestones	Progress Q 2	Supporting Commentary
<i>Work with the Council's Planning Department to introduce an affordable housing policy within the Local Development Framework <b>Mar 2011</b> (AOF 11)</i>		<i>An affordable housing policy has now been incorporated in the Halton Core Strategy Proposed Submission Draft approved for consultation by Board on the 18<sup>th</sup> November. A site viability study has also been completed to provide an evidence base to justify the policy's requirements. The policy will be implemented after approval of the Core Strategy by Government inspectors later this year.</i>
<i>Introduce a Choice Based Lettings scheme to improve choice for those on the Housing Register seeking accommodation <b>Dec 2010</b> (AOF11 and 30.)</i>		<i>Following a formal consultation on the draft housing allocations scheme further changes are being made to the document. It is likely that a final policy proposal will be presented to the Boards of the five partner Councils during February and March 2011. This will enable ICT contracts to be signed and the scheme development phase to commence, with the scheme going live in the autumn.</i>

<b>Appendix 3: Financial Statement</b>
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**ADULTS & COMMUNITY DIRECTORATE****Capital Projects as at 31<sup>st</sup> DECEMBER 2010**

	2010-11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Renovation Grants	304	250	246	58
Disabled Facilities	750	500	490	260
Joint Funding RSL Adaptations	650	500	486	164
Energy Promotion	100	50	46	54
Stair Lifts	170	170	178	(8)
Modular Buildings	45	0	0	45
Homelink	50	20	18	32
Choice Based Lettings	40	0	0	40
Extra Care Housing	1,329	0	0	1,329
Out of Borough Placements	560	0	0	560
Contingency	46	0	0	46
User Led Organisation	55	0	0	55
Oakmeadow Phase 2	35	7	6	29
Churchill Hall	2	1	0	2
Access & Security Measures	50	40	23	27
Norton Priory Health & Safety	22	22	21	1
Increased Employment Opportunities	10	10	0	10
Stadium Minor Works	30	25	22	8
<b>Total</b>	<b>4,248</b>	<b>1,595</b>	<b>1,536</b>	<b>2,720</b>

**Progress on all capital schemes is detailed below:****Renovation Grant**

Spend has been steady throughout the year and the scheme is on track to fully spend.

**The Disabled Facilities Grant**

Demand continues to be high for adaptations and this scheme is also expected to be utilised in full as further commitments of £250,000 are currently outstanding this financial year.

**Joint Funding RSL Adaptations**

Spending is line with expectations at this point of the year. Further commitments of £194,000 against this scheme may result in a small overspend of £30,000 if all work is completed by 31<sup>st</sup> March 2011.

**Energy Promotion**

Spend against this scheme is as expected and the scheme is likely to be fully spent by year end.

**Stair Lifts**

Demand continues to be high for this service, even more so than 2009/10. Spend to date has already exceed allocation and any additional spend will be offset against contingency or underspends on other capital projects.

**Modular Buildings**

Although no spend has yet been incurred to date on this scheme recent plans have been made to construct another building. As this is in the early stages, spend may not be committed until the final quarter of the financial year. If plans are not progressed funding may be used to fund further stair lifts in order to meet the increasing demand.

**Appendix 3: Financial Statement****Homelink**

This scheme is expected to be fully spent by year end.

**Choice Based Lettings**

This project is being developed in partnership with 4 other Local Authorities. Based on current projections the contract for system design should be signed off during the final financial quarter however expenditure is not anticipated against this scheme until early 2011/12.

**Extra Care Housing**

The Extra Care Housing Scheme has been approved by The Homes & Communities Agency with a start on site anticipated before the end of March 2011. The £1.329m is fully committed with approximately, £460k to be paid before year end as the first tranche payment, following the planned start on site in March.

**Out of Borough Placements**

Discussions are progressing with RSL's to identify potential housing schemes or one off purchases to accommodate people repatriated. Costs are expected to be incurred during the final quarter of the year.

**User Led Organisation**

A contract has been awarded to consultations to develop a hub & spoke model. Work is currently underway to identify suitable accommodation for the hub and spending against this scheme is anticipated during the remaining 3 months of the financial year.

**Oakmeadow**

Spending on this project is on hold until decisions are taken regarding the future of Oakmeadow. Some costs have been incurred during quarter 3 for work completed on the Therapy room.

**Churchill Hall**

Work at Churchill Hall has taken place however this did not include the intumescent strip. Further investigation will be followed up on this scheme.

**Access & Security Measures**

Costs have been incurred during quarter 3 and this scheme is expected to be fully spent as year end.

**Norton Priory Health & Safety**

Work has been completed and no further spending is expected.

**Increased Employment Opportunities**




Refurbishment work is expected to commence and this scheme is anticipated to be fully spent by year end.

**Stadium Minor Works**

Work has been completed for access & security and orders have been placed for work to the concourse area. This scheme is also expected to be fully committed by year end.




<b>Appendix 4: Explanation of Symbols</b>
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Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
<b>Amber</b>	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
<b>Red</b>	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

#### **Direction of Travel Indicator**

Where possible performance measures will also identify a direction of travel using the following convention

<b>Green</b>	 Indicates that <b>performance is better</b> as compared to the same period last year.
<b>Amber</b>	 Indicates that <b>performance is the same</b> as compared to the same period last year.
<b>Red</b>	 Indicates that <b>performance is worse</b> as compared to the same period last year.
<b>N/A</b>	Indicates that the measure cannot be compared to the same period last year.

**REPORT TO:** Environment and Urban Renewal Policy  
and Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Strategic Director Environment and  
Economy

**SUBJECT:** Flood Risk Management - Progress Report

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform Members of progress made in the development of Halton's Surface Water Management Plan (SWMP), the Preliminary Flood Risk Assessment (PFRA) and the timescales in relation to other flood risk management related matters. The Board has considered reports previously in relation to Flood Risk Management on 16<sup>th</sup> June and 24<sup>th</sup> November 2010.

## **2.0 RECOMMENDATION: That**

- (1) the Board notes the continuing work undertaken by Officers, the Council's Consultants and Partners (the Environment Agency and United Utilities) in the development of a Surface Water Management Plan (SWMP) for Halton;**
- (2) a report detailing the SWMP study and outputs be presented to the Board in June 2011;**
- (3) a draft PFRA, together with any proposed Flood Risk Areas be presented to the Board for endorsement in June 2011 prior to submission to Defra; and**
- (4) the PFRA be forwarded to Executive Board for approval.**

## **3.0 SUPPORTING INFORMATION**

### **3.1 Progress on the Surface Water Management Plan for Halton.**

3.1.1 Members will be aware that Halton was awarded £100,000 for the development of a SWMP under the Environment Agency's 'Early Action' funding programme for 2010/11. Funding for the study and plan was originally awarded for Widnes, however following discussion with partners, the scope of the study was widened to the whole Borough. At the Board's November meeting, it was resolved that progress reports be presented as work on the Surface Water Management Plan and study progresses. A set of objectives for the study were approved and partners (HBC, Environment Agency and United Utilities) have been

working to these as the study develops. The Council's Consultants Mott MacDonald are commissioned to produce the SWMP in accordance with advice and technical guidance produced by Defra and they report monthly against an agreed project plan and programme.

- 3.1.2 Defra has produced a framework for undertaking a SWMP in the form of a 'wheel diagram' and this is attached to this report as appendix 1. The Risk Assessment phase of the study was commenced in December and the 'Intermediate Assessment' is nearing completion. The assessment uses information from various sources including:
- Environment Agency's surface water flood maps;
  - Surface water run-off flows derived from additional modelling;
  - Spill volumes from United Utilities sewers;
  - Location of reported flood incidents (to HBC and to UU);

A regular, 100 metre grid square pattern has been superimposed on a map of the Borough and the number of properties within each square identified, including the location of any critical or essential infrastructure, which are given additional weight in the assessment. The data described above is used within a formula to enable a flood risk score to be produced for each grid square, which can in turn be illustrated on maps and used to identify areas at higher risk of surface water flooding. Following a verification process these areas will form the basis of the Detailed Assessment, which is the next stage of the SWMP study process, due to commence at the end of February.

- 3.1.3 This stage will entail detailed modelling of surface and sub-surface drainage systems to gain a full understanding of the causes and consequences of flooding in that localised area. It is anticipated that this work will be completed in April and a final report on the risk assessment phase will be prepared, which should then enable options that mitigate the risk to be developed and costed.
- 3.1.4 The communication of this new information in relation to flood risk is an important element of the SWMP process and work has commenced on the development of an engagement and communication plan. Following the identification of the 'higher risk' areas through the intermediate assessment, the stakeholder engagement and communication plan will raise awareness of the study in those areas, enable verification of the flood risk maps and assist in the detailed assessment stage.
- 3.1.5 It is proposed to present the report described in paragraph 3.1.3 to the Board at the next meeting in June 2011.

## 3.2 Progress on the Preliminary Flood Risk Assessment

- 3.2.1 All lead Local Flood Authorities (LLFAs) must produce a PFRA, map any proposed Flood Risk Areas (FRAs) and submit these to the Environment Agency by 22<sup>nd</sup> June 2011. The PFRA provides the



baseline for taking forward the Flood Risk Regulations (2009) and for the development of a local flood risk management strategy. The Environment Agency published final detailed guidance on the preparation of PFRA in December 2010. Halton received a £10,000 grant allocation from Defra to fund the PFRA and JBA Consultants have been commissioned to undertake the assessment and prepare the report and maps.

- 3.2.2 The PFRA will consider flood risk from various sources, including surface water runoff, ground water, ordinary watercourses, canals and any interaction these have with drainage systems, including sewers. Whilst the Environment Agency are responsible for flood risk in relation to main rivers, the sea and reservoirs, this assessment will also take into account any local impact of flooding from these sources, for example where a watercourse floods when a main river backs up.
- 3.2.3 The Environment Agency has already produced indicative Flood Risk Area maps for England and Wales, which show whether there is a 'significant risk' in the area based on local flooding. There are ten such areas identified in England, including Manchester and Liverpool (NB. the area does not include Halton). Any proposed additional FRAs resulting from the PFRA must be evidenced and submitted to the EA with the PFRA report in June.
- 3.2.4 The PRFA will be informed and updated by new, more detailed information on surface water flood risk as the SWMP progresses. Outputs from the PFRA will include GIS mapping of Flood Risk Areas from all sources together with a breakdown of flood risk for each area / 'hotspot', which can be reviewed independently from the report itself. The completed assessment will include:
- Mapping of 'hotspots' and key flood risks;
  - Identification of the relevant Risk Management Authority;
  - A highlighting of the consequences of flooding in that area to human health, economic activity, the environment etc.;
  - Scope possible ideas for responses to localised flood risk and identify the way forward.
- 3.2.5 It is anticipated that the draft PFRA will be complete by the end of April and it is proposed to present a report for endorsement at the Board meeting in June prior to submission to Defra by 22 June 2011.

### 3.3 Other Flood Risk Management Matters

- 3.3.1 Draft National Strategy and Future Funding  
Defra have recently consulted on a new draft National Strategy and on proposed reforms for funding of Flood and Coastal Erosion Risk Management. The Strategy, which has been prepared by the EA, is a requirement under the Flood and Water Management Act and is important to all LLFAs as it will guide the production of local strategies. The Strategy describes what needs to be done by all those involved to

reduce the risk and manage the consequences of flooding and encourages a partnership working approach and support for local communities, groups and individuals to understand and manage risks locally. The proposed changes to the way flood risk management is funded in the future follows these themes in the Strategy, in that national budgets would pay for a **share** of the benefits accrued from flood risk management schemes with other funding found locally, for example, through the community, from business and land owners. The intention is that more schemes would be able to proceed and that local communities can influence the national priorities for expenditure on FRM. Halton has provided a joint response, together with our neighbouring LLFAs (St Helens, Warrington, Cheshire East and Cheshire West & Chester) to these two consultations. The responses to the consultations were delivered utilising the 'shared resource', to the LLFAs, which is provided by Jacobs Consultants. The responses are attached as Appendix 2 to this report.

### 3.3.2 Keckwick Brook Flood Defence Scheme

For a number of years, the Environment Agency have been investigating and designing a scheme to manage the risk of flooding to residential properties adjacent to Keckwick Brook in Sandymoor. Recent hydrological modelling work suggests that the extent of the flooding envelope is not as great as first thought and this has resulted in a reduced scheme comprising flood protection embankments between the brook and properties at risk. The scheme has been allocated funding in the 2011/12 GiA programme through the Regional Flood and Coastal Committee. The EA are currently consulting on their proposals and are seeking contributions toward the overall cost of the scheme from Developers and the Homes and Communities Agency before the Project Approval Board gives final approval. EA have been informed that the Section 106 Agreement for Sandymoor developments does not include contributions to flood risk management.

### 3.3.3 Wharford Farm Flood Protection Works

From the same GiA programme, Halton has been allocated £56,000 in 2011/12 for protection works to the Wharford Farm flood defence reservoir. Wharford Farm is a storm water storage basin providing protection to properties downstream in Sandymoor. A meander in the course of Keckwick Brook is causing erosion in proximity to the toe of the reservoir embankment and Halton has proposed works to strengthen and protect the embankment. Recent discussions with the EA have identified potential advantages in working in partnership to deliver both schemes, to improve efficiency and minimise costs.

### 3.3.4 Timetable for introduction of new duties, roles & responsibilities under Flood and Water Management Act:

- Consenting Works on Watercourses.  
The FWMA amends the Land Drainage Act and makes LLFAs responsible for consenting works which affect watercourses in their

area. Currently, anyone who proposes to undertake work 'in, over, under or near a watercourse' must contact the EA for consent before starting the work, to ensure that the works do not endanger life or property by increasing the risk of flooding. This is a new duty for Halton. Originally this piece of the legislation was intended to come into force in April 2011, however this has been delayed and it is expected that further information, advice and training will be given by EA prior to the duty being transferred later this year.

- Register of Structures and Features and Designation.  
LLFAs will be required to prepare and maintain a register of structures or features which, in the opinion of the authority, are likely to have a significant effect on a flood risk in its area, together with a record of information about each of those structures or features, including information about ownership and state of repair. The Bill also provides LLFAs with additional legal powers to formally 'designate' assets or features, which are not maintained or operated by them. This is designed to provide LLFAs with increased regulatory control over features which provide a significant contribution to flood risk management in their area. These will be new Duties from April 2011.
- Investigation of Flooding Incidents.  
From April 2011, LLFAs will be required to investigate flooding incidents in its area, and identify and establish whether the appropriate, responsible Risk Management Authority has responded to (or is proposing to respond) to the flood. It will be for each LLFA to determine to what extent flooding incidents are investigated and work is underway with our neighbouring LLFAs to develop a consistent approach. The LLFA must publish the results of any investigation undertaken.
- SuDS Approval Body.  
It is unlikely that the new duties under the Act for SuDS Approval Bodies (SABS - Unitary and County Councils) will come into force until April 2012. From that date developers will be required to construct sustainable drainage systems for the disposal of all surface water as the default and SABS will have a duty to approve, adopt and thereafter maintain SuDS systems. However, the requirement is expected to be phased-in with sites of 1 Hectare or less following on at a later date. We are awaiting the publication of new draft National Standards for the implementation of SuDS and it is expected that Defra will consult on these shortly.  
Other, related changes to be introduced on the 1<sup>st</sup> October 2011 are:
  - the retrospective adoption of all sewers and drains that serve two or more dwellings (that have been constructed before July 2011); and
  - the removal of the automatic right to connect new surface water sewers to the public sewer network.These changes have consequences principally for the water and sewerage companies who will become responsible for the maintenance

of currently private sewers and drains, and for developers when designing new drainage systems.

### 3.4 Local Government Settlement for Flood Risk Management

3.4.1 The report to the Board on 24<sup>th</sup> November 2010 detailed in paragraph 3.9, Halton's response to Defra consultation on future funding for the Lead Local Flood Authority role. At that time, it was unclear what level of funding would be made available by Government, however, Defra's report was based upon an indicative allocation of £36 million being distributed to LLFAs according to risk of flooding in their area. It was further suggested that the full amount could be phased-in, as not all of the new Duties would be in place at the start of 2011/12.

3.4.2 The Local Government Settlement announced in December confirmed that funding for 2011/12 will total £21 million rising to £36 million for 2012/13 and subsequent years of the Spending Review Period. Halton has been allocated Area based Grant funding of £115,600 in 2011/12 and £135,600 in 2012/13. Part of this funding is being used to enable additional staff resource to be put in place through the creation of an additional, temporary engineering post, for the next two years, to assist in the delivery of the Council's new role as Lead Local Flood Authority. Another part will be used for assessment and flood modelling studies.

### 3.5 Defra Capacity Building Programme

3.5.1 The new duties and responsibilities under the Act will require LLFAs to get up to speed quickly in order to deliver the new roles effectively. Following a survey of Local Authorities in 2008, and recognising that there was likely to be a technical expertise and skills gap within the new LLFAs, Defra have put into place a strategy to build capacity in the knowledge and skills required to undertake the new duties and responsibilities. In addition to developing a Foundation Degree course and NVQs to train new staff in flood risk management, Defra has designed and implemented a series of focused 'workshop' training to enable the professional development of existing staff. The workshops have been delivered regionally to LLFAs and will run up until April this year. Halton representatives will continue to attend these valuable learning events. Topics have included:

- Understanding the Legislation and PFRAs (part 1)
- Collaborative Working Skills & PFRAs (part 2)
- Local Flood Strategies and Modelling & Info Sharing
- Sustainable Drainage (SUDS)

To support the workshops, Defra have also produced e-learning modules on their website.

## 4.0 POLICY IMPLICATIONS

Whilst there are no specific policy implications in relation to this progress report, future reports brought before the Board will propose policy

directions and recommendations. Ultimately, both the SWMP and the PFRA will inform the Local Flood Risk Management Strategy for Halton. The Strategy must be consistent with the National Strategy for Flood and Coastal Erosion Risk Management as described in paragraph 3.3.1.

## **5.0 OTHER IMPLICATIONS**

### **5.1 Resource Implications**

The SWMP is funded by grant from Defra. The grant covers work involved in the surface water management studies, risk assessments and the identification and assessment of measures to mitigate the causes of flooding. It does not cover works or the implementation of the action plan. Defra has also provided £10,000 grant funding for the development of the PFRA. In-house staff resources within the Highways Transportation and Logistics Department are being supplemented by specialist consultants to undertake both the study and the flood risk assessments. Area Based Grant funding for Halton's role as LLFA over the course of the current spending review period is detailed in paragraph 3.4.2. An additional temporary engineering post is proposed to enable the delivery of the Council's new duties.

### **5.2 Sustainability**

The purpose of the SWMP study is to identify sustainable management responses to surface water flooding. The SWMP Action Plan then enables Partners to make sustainable surface water management decisions that are evidence and risk based, and take account of stakeholders' views and preferences, and the effects of climate change. The PFRA will be informed by the results of the SWMP study and will form the basis for developing Halton's Local Flood Risk Management Strategy.

### **5.3 Legal Implications**

Halton as a LLFA is required under the Flood Risk Regulations 2009 to produce a PFRA and submit this together with any proposed flood risk maps to the Environment Agency by 22<sup>nd</sup> June 2011. The preparation of a SWMP will assist Halton to meet its duties and responsibilities as Lead Local Flood Authority under the Flood and Water Management Act 2010.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

There are no implications associated with this report.

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

There are no implications associated with this report.

### **6.3 A Healthy Halton**

There are no implications associated with this report.

#### **6.4 A Safer Halton**

There are no implications associated with this report.

#### **6.5 Halton's Urban Renewal**

The PFRA and outputs from the SWMP study will be used to further update the Strategic Flood Risk Assessment that has recently been completed. Together, they are of considerable value to the spatial planning and development process, and will provide information on the consequences of, and the impact on new development, so that flood risk can be better managed. In return planners and developers may assist in the achievement of aspects of the action plan. These documents will help to promote sustainable development and support a more strategic approach to implementing surface water drainage infrastructure.

### **7.0 RISK ANALYSIS**

There are no key risks associated with the proposed actions at the present time, and a full risk assessment is not required. However, as both studies near completion and any areas at risk of flooding are identified or confirmed, there may be a risk that the expectations of stakeholders, residents etc., to resolve flooding issues and reduce flood risk, are raised to a level that may not be easy to meet with the limited resources available. Additionally, some solutions may require the co-operation of landowners, developers or riparian owners for example. The engagement of stakeholders during this part of the process will be key to delivering an action plan that is both realistic and achievable.

### **8.0 EQUALITY AND DIVERSITY ISSUES**

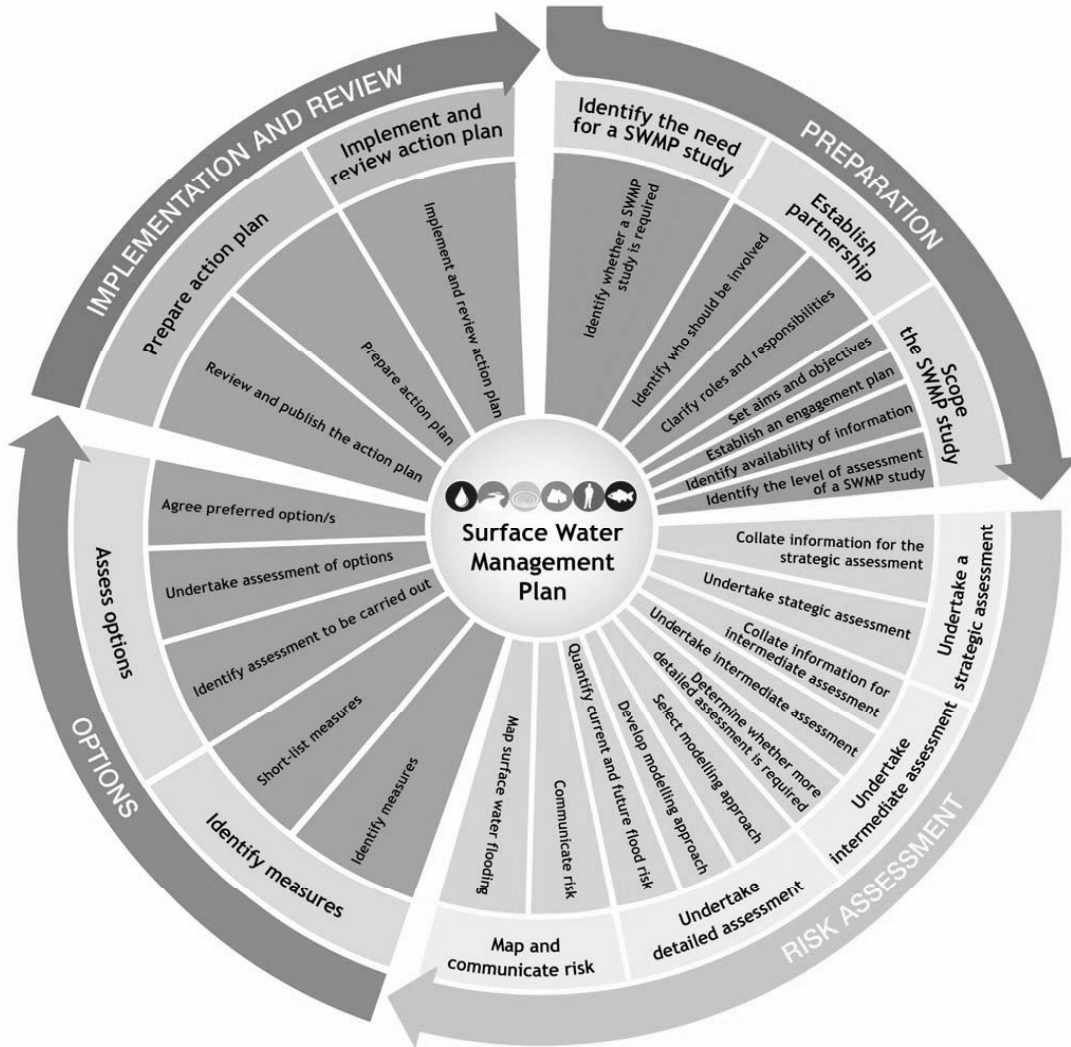
There are no Equality and Diversity issues in relation to this report.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Early Action Bid for funding from Defra	Highways Development Division, Rutland House, Halton Lea, Runcorn	Dave Cunliffe
Halton Surface Water Management Plan – Project Plan	Highways Development Division, Rutland House, Halton Lea, Runcorn	Dave Cunliffe
Halton Borough Council Preliminary Flood Risk Assessment – Proposal	Highways Development Division, Rutland House, Halton Lea, Runcorn	Dave Cunliffe
Surface Water Management Plans Technical Guidance March 2010 (Defra)	Highways Development Division, Rutland House, Halton Lea, Runcorn	Dave Cunliffe
Preliminary Flood Risk Assessment (PFRA) Final Guidance (Environment Agency)	Highways Development Division, Rutland House, Halton Lea, Runcorn	Dave Cunliffe

Flood Risk Management - Progress Report

Appendix 1



The Surface Water Management Plan Process Wheel Diagram

Surface Water Management Plan Technical Guidance, Published March 2010  
 Department for Environment, Food and Rural Affairs  
 Flood Management Division,  
 London



**Flood Risk Management Progress Report  
Appendix 2**

**LLFA Joint Response to Defra Consultations**

**The National Flood and Coastal Erosion Risk Management Strategy for England**

**Respondent details**

<b>Name:</b>	Alastair Davis
<b>Job title:</b>	Flood Risk Officer (Secondment)
<b>Organisation:</b>	Jacobs (representing Cheshire East Council, Cheshire West Council, Warrington BC, St Helens BC, Halton BC)
<b>Address:</b>	Jacobs Fairbairn House Sale
<b>Town/city:</b>	Manchester
<b>County:</b>	Manchester
<b>Postcode:</b>	M336WP
<b>Telephone (including code):</b>	0161 962 1214
<b>Email:</b>	Alastair.davis@jacobs.com
<p>Put a cross in this box if you are requesting non-disclosure of your response. <input type="checkbox"/></p> <p>Please provide an explanation to support your request.</p>	

**Consultation questions on the draft national flood and coastal risk management strategy for England**

**1 Is there any additional information on risk that should be considered?**

- Greater emphasis needed on flood hazard and breaching of assets and the impact this would have.
- Need to define sources of flooding from surface water and flooding from sewers. There is some confusion as to the difference and the respective responsibilities.
- Role clarity needed on evaluation of risk who has what responsibility document seems somewhat fragmented, consolidation of roles and responsibilities needs to be explained, possibly diagrammatically, to improve the communication of roles

**2 Are there any additional aspects of risk that need to be assessed?**

No

**3 The strategy takes into account different sources of risk (for example coastal erosion and flooding from rivers and surface water).**

**How can they best be quantified in a way that helps the assessment of the relative importance of these risks?**

Risk should include a measure of Hazard to help the assessment of relative risk.

**4 Do you agree with the proposed overall aims of the strategy?**

*Please tick the relevant box*

<b>Yes</b>	<input checked="" type="checkbox"/>
<b>No</b>	<input type="checkbox"/>
<b>Don't know</b>	<input type="checkbox"/>

**If not, please explain why.**

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- We agree with the proposed aims of the Strategy. We welcome the increased flexibility and the potential for reduced beaurocracy.
- Proportionality and managing risk is welcomed so that smaller improvements can be undertaken but this needs to be a robust process to ensure the solutions are appropriate.
- Multiple benefits will be difficult to realise without some supporting statutory instruments, guidance or mechanisms for ensuring that LFA's receive adequate contributions. Often developers for instance will challenge contributions without supporting evidence for why they need to contribute.
- As above future funding contributions will need to take account of climate change and future guidance / legislation will be needed to support the contributions process i.e. level of commuted sums etc.
- Links to planning process need to be reviewed to ensure adequate time is given to assess new developments that have potentially have flood risk. Developers contributing to a scheme, perhaps covering the entire cost, will want to progress quickly, and there is insufficient time within the planning approval process to ensure that the designs meet the overall Flood Strategy, and won't compromise it.
- Fragmentation still exists between water authorities and EA / LFA the roles and responsibilities need to be clarified. between the organisations going forward
- Planning for risk management – needs to be expanded to cover governance and attendance of regular meetings by all asset owners in the LFA area to ensure governance takes place and buy in from all water asset managers / owners (water authorities, EA, canal owners, IDB)
- Levels of 'Significance' of flooding needs clarifying in the strategy so that it is clear what level of significance means. There is "significant", meaning a cluster of 30,000 people, and "Locally significant", which it is suggested should be an order of magnitude less than this. There will also be other flooding which is "significant", but does not reach the threshold of being "locally significant". Some of this flooding will still be significant to Councillors and the population affected. There is likely to be differences across the region / country on figures set for 'local significance' – suggest a table or matrix of what significant flooding means is produced, together with the implications of having "significant" or "locally significant" flood areas.
- Consideration needs to be given to cross boundary considerations with regard to consenting and future flood risk that may result from upstream development and water migration from another LFA area. Governance of any disputes that may arise needs to have a mechanism for arbitration. Suggest changes to planning guidance to capture impacts of upstream LFA proposals.
- We welcome the strategies' approach to working with EA on community engagement – this needs to expand to include water authorities.
- Predicting and warning of flooding currently works well and systems are in place, however the rainfall warning and predictability of this impact on surface water flooding needs monitoring with best practice guidance needed for the management of these events.

**5 Are there any additional goals that should be included?**

*Please tick the relevant box*

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
Don't know	<input type="checkbox"/>

**If so, what are they?**

**6 Are there any other guiding principles for FCERM you would include?**

*Please tick the relevant box*

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
Don't know	<input type="checkbox"/>

**If so, what are they?**

**7a Are the measures and actions set out in Sections 3.3.1 to 3.3.5 clear?**

*Please tick the relevant box*

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

**If not, how can they be improved?**

Please see above.

**7b Do the measures and actions give enough specific information on what will be done and by whom?**

*Please tick the relevant box*

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

**If not, please explain where we need to be more specific.**

Understanding Risk:

- Responsibilities for mapping and data needs clarifying e.g. mapping and modelling at what level and who is responsible for what mapping on a national and local scale? – we do not feel that the Consultation document makes this clear.

**8 Please tell us about any other measures and actions you would include.**

No comment to make

**9 Are you aware of any barriers to the implementation of the measures discussed in Sections 3.3.1 to 3.3.5?**

*Please tick the relevant box*

<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>
<b>Don't know</b>	<input checked="" type="checkbox"/>

**If so, how can Defra and the Environment Agency help overcome them?**

**10a How should the relative risks to people, property and business (including agriculture and food production) be taken into account?**

No comment to make

**10b How should the risks to people, property and business, and improving and protecting the environment and habitats be balanced?**

No comment to make

**11a How far is it possible to distinguish between FCERM benefits and other benefits (for example, to agriculture, land drainage, health, recreation, and the environment)?**

No comment to make

**11b What is the best way to quantify these additional benefits and how should they be considered in FCERM decisions on priorities and funding?**

No comment to make

**12 How may the current arrangements for emergency response be improved?**

The current arrangements for emergency response work well, but currently only cover fluvial flooding. This needs to be expanded in the future to cover flooding from all sources.

**13 Are the responsibilities of the key organisations managing flood and coastal erosion risks clear?**

*Please tick the relevant box*

<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>
<b>Don't know</b>	<input type="checkbox"/>

**If not, please explain why.**

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- Reference to town and parish councils need rewording as they don't have flood risk duties and reference to these on p21 is misleading.
- P22 reference to FCERM plans – what will this plan look like? A Flood Management plan is only required where significant flood areas exist (there are none in our Authority Boundaries). We do have locally significant flood areas however, and will of course produce a local strategy to help deal with these areas. We would expect Utility and Infrastructure providers to input into the Local Strategy: this should be made clear in the strategy consultation document.
- Were there is no current IDB there would be a cost to setting up and administering this arrangement and what would be the trigger / criteria for setting one up – guidance would be needed on the requirements for setting up an IDB. There is a danger that setting up new IDBs would further fragment responsibility. On the face of it, the new IDBs wouldn't be able to do anything different to what the LLFA can do, unless they could access funding not available to LLFAs.
- The word “surface” has been left out on page 23 “water and sewerage companies are responsible for managing the risks of flooding from surface water and foul or combined sewer systems.”
- We feel that as the LLFA will have responsibility for investigating flood incidents, there is a risk that public would be confused - do all residents need to contact LLFA when they experience flooding from any source? Does this mean utility companies no longer have to investigate flooding from their sewers? The reporting system back and forth between LLFA and the utility company needs clarifying and guidance given. Advice would also be appreciated as to what level of incident to start investigating.
- Where does a main river flood end and surface water flooding begin? They are often linked, and the responsibility needs clarifying.

**14 Please tell us if any organisations or groups should be added and what their role might be.**

The Manchester Ship Canal company is an organisation that we feel should be added. It owns a major asset potentially affecting flood risk across a number of LLFAs.

- 15 Do the organisations identified in Chapter 4 have the skills and capabilities available to carry out the roles identified above and achieve the required outcomes?**

*Please tick the relevant box*

<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input checked="" type="checkbox"/>
<b>Don't know</b>	<input type="checkbox"/>

**If not, how should these be secured?**

We welcome the Capacity Building programme that Defra and the EA are currently implementing. This helps a great deal in helping to build knowledge and skills. The LLFA's need time to get the right resources in place to meet the new challenges, but this is being progressed.

- 16 Do you agree with the overall objectives for the proposed changes to the funding system as set out above?**

*Please tick the relevant box*

<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>
<b>Don't know</b>	<input type="checkbox"/>

**If not, please explain your answer.**

We welcome the change in funding approach, but have some reservations. Please see our response to the Funding consultation document.

- 17 Please tell us about any other options for prioritising and justifying maintenance and managing situations where ongoing maintenance cannot be justified from national budgets.**

No comment to make.



- 18 **How often should local strategies be reviewed and who should be involved in the review?**

We would suggest a 2 or 3 year cycle for review of the strategy to tie in with the SFRA / PFRA review timeframes but that any supporting implementation plans are reviewed annually i.e. project priorities that will result from SWMP and other appropriate plans.

- 19 **Should reports on the implementation of the national strategy assess progress against specific milestones and activities?**

*Please tick the relevant box*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input checked="" type="checkbox"/>

**If so, what should these specific milestones and activities relate to?**

No comment to make.

- 20 There are two levels of information: statutory guidance and advice.

**Are there any areas where we are proposing to provide advice where you consider it should be statutory (that is provided as guidance)?**

*Please tick the relevant box*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input checked="" type="checkbox"/>

**If so, please explain why.**

We would also welcome your views on the following over-arching questions:

- 21 **What primary objectives in FCERM should the strategy achieve over the next 12 years?**

No comment to make.

- 22 Is the risk-based approach to FCERM appropriate and does the approach suggested take account of the main risk factors?**

No comment to make.

- 23 Are there any barriers to local action that need to be removed or reduced?**

No comment to make.

## Returning your response

**Thank you for taking the time to complete this form.** Your response to this consultation needs to be returned by 16 February 2011.

You can return it by email to [DefraEAFCEMstrategy@environment-agency.gov.uk](mailto:DefraEAFCEMstrategy@environment-agency.gov.uk).

Or by post to:

M Cox  
FCERM strategy team  
Environment Agency  
Rio House, Waterside Drive  
Aztec West  
Bristol BS32 4UD

**Response to Future funding for flood and coastal erosion risk management:**

Halton BC  
St.Helens BC  
Cheshire West and Chester Council  
Cheshire East Council  
Warrington BC

**Q1. Do you think that the existing funding prioritisation and allocation system should continue, in which Government focuses on funding the most cost-beneficial projects?**

We welcome the ability for all projects to have the potential to be funded. The current system is complicated and the criteria are applied differently between the different EA regions.

The current system does need to be reviewed but not totally abandoned i.e. we need to retain a robust but simplified analysis process.

**Q2. Do you have any other comments or anything to add to the analysis in Section 1?**

No.

**Q3. Do you agree with the objectives in Section 2? If not, which would you change, or what others would you add?**

In theory the objectives of the funding system make sense. However, there would be issues in areas with low development opportunity or in areas of deprivation, where they could lose out on potential flood alleviation measures / funding due to the inability to contribute. We would not want to see less “worthy” schemes leapfrogging up the list, taking away national funding, on the basis that they happen to be in an area that can afford to offer other funding (through Local Levy or other contributions).

**Q4. Do you agree with the guiding principles outlined in Section 3? If not, which would you change, or what others would you add?**

The guiding principles of allowing grant in aid to be available for all potential projects is welcomed. However, the expectation of the ability to receive funding may be raised to high, whereas if supplementary funding is not available, then a scheme may not materialise.

Guiding principle No 3 ‘ALL sources of flooding needs explaining since it is not likely that all flooding problems from all sources would have equal weighting – the scope given here is too wide and needs clarity on what would receive higher weighting. This could be explained in a table or a supplementary matrix.

Guiding Principle No 4 – the document suggests that new properties, built after 2009, will not be counted within the funding formula. This is retrospective. We consider that it should start at the time of the formula comes into force.

There is little detail on how projects with innovation will be appraised

Funding flood risk from multiple sources is an approach that needs careful thought since the current planning and contribution processes don't readily allow for flood risk solutions to be agreed and funded prior to agreeing planning permission particularly the smaller sites.

Clarity is needed on who would negotiate with the insurers. This is a role currently undertaken on a national basis by the Environment Agency. Would this role still be carried out, or would it fall to LLFAs to negotiate with regards to offering insurance against flooding it is responsible for?

**Q5. In particular, do you agree that the costs of protecting new development should not fall to the general taxpayer, now or over the long-term?**

We agree that the costs of protecting new development should not be funded by the taxpayer. The mechanism for securing contributions however, needs to be produced in supplementary guidance linked to the planning process.

**Q6. Do you agree with the rationale for the 'payment for outcomes' approach?**

We support the skewing of the analysis to support deprived areas. Please could more information be provided on this – how, for instance, will the boundary of a deprived area be established? Is it on a ward level, or Super Output Areas? What happens when a scheme straddles two areas, one of which counts as deprived, and one which does not?

The calculation for the £1 for £18 for non household properties appears to be arbitrarily based on a single flood in 2007, that had a particular geographic spread. It appears to be created so that commercial property, on average, is not included in the benefit assessment. The proposed calculations need more explanation. Would it not be simpler to remove all commercial property from the benefit calculation? If not, it needs to be more flexible as this can differ regionally and locally depending on the prosperity and risk of an area. A local benefit calculation for non household risk would need to be developed.

**Q7. Do you agree that a payment for outcomes system would be more likely to deliver the objectives stated in Section 2, in comparison with the current prioritisation and allocation approach? An accompanying impact assessment provides a more detailed comparison.**

The system is likely to enable more proposals to be considered but there is a risk that the funding packages would not be in place to deal with the flood risk mitigation measures agreed.

**Q8. Do you have any comments or suggestions on the role of RFCCs and the local levy?**

What will be the role of the RFCC when the projects are funded from mixed sources? There maybe mixed priorities when pulling funding together from multiple sources.

We are also concerned that there is a potential for locally raised levies to be sent elsewhere if RFCC schemes didn't spend / progress. This should be avoided. Moving away from an annual budget would help retain local funds to be used regionally.

**Q9. Do you have any comments on the analysis in Section 6, or your own views of the potential benefits and risks of the payment for outcomes approach?**

It is unclear on what will be completely funded or partly funded and how this comes together. This area needs clarification on what the trigger will be for fully funded schemes the anticipated payment for outcomes payment and commitment process. This needs thought, particularly how this can aid planning for the medium and longer term. There is a danger that LLFA's who are well set up with capacity to submit bids will receive money at the expense of the LLFA's who potentially don't have capacity but have greater need. Some proactive system of engagement with LLFA's would help here to ensure no LLFA misses out on the process.

The analysis appears to be skewed towards whether a project can be funded from other sources and external contributions and not based on pure need to manage flood risk. There needs to be a review period that looks at the process to ensure that the funding is being distributed to those projects of varying size and benefit that need it and will mitigate agreed and recognised local and national flood risk.

What will be the mechanism for prioritising schemes / bids?

Expectation that 'ALL' sources of risk would be treated equally hence all would be funded the calculations would not readily deliver this and needs to include potential flooding from water authority assets.

There is a danger that the scope and expectation of what can be achieved is raised due to the expansion of works that can potentially receive funding but that in reality there will be less funding and hence a potential disappointment in the process may result.

There needs to be rationale developed as the process is implemented to give confidence to LFA's when submitting future bids.

Who pays for overruns on multi-funded schemes?

**Q10. Do you have any suggestions for improving the way a payment for outcomes system might work?**

We would like the opportunity to be taken to move away from the annual budget and the problems that it creates in trying to spend funds before the end of the financial year, as this could lead to scheme design and construction being dictated by annual spend cycles, rather than the most appropriate time to suit weather conditions, environmental assessments etc. There will also be difficulties in marrying up all funding streams to deliver projects and flexibility would therefore be required to carry funds forward into different financial years.

The development of a toolkit would help LLFA's to understand what projects would be successful and what funding could be available from what source. There needs to be a unit cost table available to assist with pricing and costing up schemes and studies. This would help ensure consistency of approach across differing LLFAs.

Funds should be made available for feasibility and modelling investigations, and not only scheme delivery.

**REPORT TO:** Environment and Urban Renewal Policy and Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Strategic Director, Environment & Economy

**SUBJECT:** Construction Halton

**WARDS:** Boroughwide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To update members on the implementation of Construction Halton.
- 1.2 To share the recruitment and training workflow model with members, that highlights the council departments and partner organisations that will be involved when undertaking procurement exercises and negotiating planning agreements, focused on achieving Construction Halton job and training outcomes.

### **2.0 RECOMMENDATIONS: That**

- 1. the report is received;**
- 2. members comment on the progress to date; and**
- 3. members comment on the proposed recruitment and training workflow models.**

### **3.0 BACKGROUND**

- 3.1 The Construction Halton project is focused on facilitating a range of measures to deliver community benefits from construction related work, in the form of employment, apprenticeships, training and work experience opportunities.
- 3.2 The project is seeking to maximise the recruitment and training benefits arising from council contracts and the development control function, by embedding targeted recruitment and training obligation clauses in tenders and Section 106 planning agreements.
- 3.3 Construction Halton is also assisting Halton based small and medium size enterprises (SMEs) to access opportunities arising from the new planned development activity in the area.

#### **4.0 PROGRESS UPDATE**

- 4.1 Since the last report to the Board in November, 2010, significant progress has been made in a number of key priority areas.

##### **Skills Forecasting**

- 4.2 Options for purchasing a skills forecasting tool are currently being market tested. The tool will provide forecasts of the skills required, eg bricklayers, electricians, glaziers etc, to deliver construction projects that will assist in the design of pre-employment training and recruitment programmes. Using the skills forecast as the baseline, the tool will also provide accurate forecasts of the subsequent training opportunities that will arise from construction projects, which can then be translated into obligation clauses that become part of the tender documents/Section 106 planning agreement. A demonstration of a commercial skills forecasting tool will be presented at the Board meeting.
- 4.3 Obligation clauses commit the supplier/developer to deliver targeted recruitment and training outcomes as part of the overall procurement/planning agreement. For example, clauses could refer to the number of apprenticeships that will be made available; the number of work experience weeks that will be provided or; the percentage of the contract value that will be spent locally etc.
- 4.4 Comprehensive guidance on the drafting and application of obligation clauses in local authority contracts/Section 106 agreements is widely available and has been shared with key departments in the council.
- 4.5 At the procurement/Section 106 negotiation stage, bidders and developers will be required not only to commit to targets, but will also be required to complete a method statement that describes how they would go about achieving the target.
- 4.6 The skills forecasting tool will be utilised at specific stages of the procurement/planning agreement process, which is covered in paragraphs 5.1 to 5.7 of this report.

##### **Building Schools for the Future Programme (BSF)**

- 4.7 Following the appointment of the Halton Transformational Partnership (HTP) in December 2010, to deliver the revised BSF programme in Halton, work is now underway with council officers and members of the Halton Employment Partnership (HEP) to support HTP in achieving the key performance indicators (KPI's) relating to employment, training and recycling the local pound. The construction works will focus on Wade Deacon and The Grange schools.
- 4.8 The local employment related KPI's that HTP have undertaken to deliver are:-



- 5 jobs
- 10 apprenticeships
- 19 weeks work experience
- 17 days careers and learning input
- 40% of contract value to be spent within the WA postcode area, plus a 5 mile radius

4.9 In addition to any posts that HTP will be seeking to fill, all supply chain vacancies will be fed through Halton People into Jobs for job matching/assistance with selection etc.

4.10 To assist local SMEs, a meet the buyer event has been scheduled on 21 February. Businesses that match the trades HTP are seeking to appoint as part of their supply chain will be invited to attend for one to one interviews with HTP representatives.

### **3MG/A5300 Link Road**

4.11 The council is proposing to enter into a Development Agreement with a private company whereby, in exchange for council owned land, the company will procure the necessary infrastructure for the works at their own cost.

4.12 Subject to planning permission being granted, the works will comprise an 850,000 sq ft warehouse and associated offices; car parking; rail siding; and rail connection to the Liverpool branch of the West Coast Main Line. The highway connection to the 3MG site will be via the A5300/A562 roundabout. The development will include landscaping and a sustainable drainage system and utilities.

4.13 A draft Development Agreement clause, that is seeking to secure a training commitment that would lead to 1 full time equivalent trainee for every £1m of contract value, is under consideration by the company.

4.14 To assist the company, should it agree to include community benefit clauses when it tenders for the works, although it is under no obligation to do so, examples of targeted recruitment and training clauses and a sample method statement have been forwarded for their consideration.

### **Mersey Gateway**

4.15 To ensure that the procurement process for the Mersey Gateway Project could proceed quickly, while waiting for the coalition government's decision about funding support for the Project and the Planning Inspector's report to be published, work continued on exploring ways in which social and community benefit obligation clauses can be integrated into the Mersey Gateway tender.

- 4.16 The Mersey Gateway Procurement Manager has been briefed on the approach taken by the BSF team to securing community benefit employment KPI's and is fully aware of the employment and training opportunities that the Mersey Gateway has the potential to deliver.
- 4.17 The delayed decision on the funding of the Mersey Gateway Project means that the detailed drafting of community benefit obligation clauses will also be slightly delayed.
- 4.18 The progress being made on Construction Halton will assist the Mersey Gateway procurement team, as it is expected that there will be a community benefit procurement model in place when the procurement process reaches the stage when decisions are being made about the nature and delivery of obligation clauses to be included in the tender.

### **Section 106 Planning Agreements**

- 4.19 A report presented to the Development Control Committee on 14 February, 2011, illustrated how planning agreements, negotiated under Section 106, offer the Council a significant opportunity to secure developer support for targeted recruitment and training initiatives, to assist in tackling the high levels of economic exclusion and worklessness in the Borough.
- 4.20 Members were informed that the Council will be looking to negotiate planning obligations with developers and occupiers of major new job creating developments to secure initiatives and/or contributions towards the recruitment and training of local people. The training schemes should offer help particularly to disadvantaged groups so that they may obtain the necessary skills to increase their job opportunities.

### **5.0 RECRUITMENT & TRAINING WORKFLOW MODEL**

- 5.1 Halton Borough Council is already committed, within the law, to maximising the recruitment and training benefits arising from procurement contracts and planning obligations, by including targeted recruitment and training obligation clauses in tenders and planning agreements.
- 5.2 Contractors and developers will be expected to work with training and employment organisations in Halton to secure the resources that it needs to deliver these requirements.
- 5.3 There is now a need to ensure that the strategic level commitment to the project is more widely understood, in order that the council departments and partners that will be involved in delivering Construction Halton fully understand their role and the anticipated contribution they will be making to achieve its outcomes.

- 5.4 To illustrate the contributions by the council and the partners at different stages of the procurement and planning process, a workflow model has been developed that covers both council procurement and planning agreements, which will guide the flow of information, the actions to be taken and the contributions by council departments and partners at each stage of the process.
- 5.5 Appendix I illustrates the Council Procurement/Construction Halton Workflow and Appendix II illustrates the Council Planning Agreements/Construction Halton Workflow.
- 5.6 Both models are based on a three stage process. Stage 1 describes the pre-procurement and pre-planning application phase. Stage 2 goes on to describe the procurement and the planning application phases and Stage 3 describes the implementation phase, when the training and employment plans, agreed at stage 2 in both models, are being delivered.
- 5.7 The workflow models will be subject to further consultation within the council and the Halton Employment Partnership (HEP), before being finalised and adopted.

## **6.0 NEXT STEPS**

- 6.1 Preparations for the handover of the project to the Adult Learning and Skills Division are being made, as the contract for the Construction Halton Project Manager expires at the end of March 2011.
- 6.2 Further fine tuning of the delivery arrangements will be necessary after April 2011, to fit in with the new council structure.

## **7.0 FINANCE IMPLICATIONS**

- 7.1 An allocation of uncommitted Working Neighbourhood Funding has been made to the Halton Employment Partnership that will enable the continuation of Construction Halton after March 2011.

## **8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **8.1 Children and Young People in Halton**

Supports key objectives C and E.

Ensuring children and young people are offered the opportunity to explore training and qualifications in the construction industry will put them in good stead to apply for future jobs in the sector.

### **8.2 Employment, Learning and Skills in Halton**

Supports key objectives B and C.

The scale of inactivity within areas of Halton, alongside significant construction activity and investment, reinforces the need to find more

effective ways of 'matching' people currently excluded from the labour market to the jobs in the industry.

**8.3 A Healthy Halton**

Supports key objective C.

Construction Halton will assist placing hard to help groups currently disadvantaged in the labour market into employment and training opportunities

**8.4 A Safer Halton**

None applicable

**8.5 Halton's Urban Renewal**

Supports key objectives A and E.

The relatively high stock of small businesses in Halton suggests that the local industry could continue to grow and provide additional employment opportunities if they are in a position to compete effectively for public sector supply chain contracts

**9.0 RISK ANALYSIS**

9.1 The UK government and European Commission are encouraging public agencies to use procurement to achieve social policy goals. The council should aim to maximise the extent to which its procurement generates jobs and training opportunities. However, this may conflict with European Commission principles relating to most economically advantageous tenders.

9.2 Overcoming resistance to linking employment and training benefits with procurement is the main barrier, but there is also need to proceed with care to accommodate the EU and UK legal frameworks.

9.3 European case law on the extent to which a public body can include employment and training requirements in their procurement mostly relates to situations where these were seen as 'added value' – that is – secondary considerations – rather than part of the subject of the contracts – core requirements. It is considered good practice, therefore, to embed employment and training requirements into tenders and score them as part of the overall tender. This can only be done to the extent that there is evidence that by doing so the authority is able to secure Best Value across its functions.

9.4 Local authorities have broad powers to promote social, environmental and economic well-being under the Local Government Act 2000. This can include training and job outcomes as core requirements – eg, buying 'highways maintenance and skills development.' What we are currently not permitted to do is to have regard to matters of the location of trainees and/or suppliers and contractors: Local Government Act 1988.

- 9.5 By referring to these requirements, a local authority can take bidders' offers in relation to these matters into account in the award of the contract. Secondary considerations can be included as contract conditions, but must not be used in the tender evaluation and award. As indicated in paragraph 9.3 of this report, by embedding employment and training outcomes into the tender they can be taken into consideration and will form part of the award.
- 9.6 Under European case law, the inclusion of employment and training requirements could disadvantage non-local bidders. This is because they have no local workforce or knowledge of local labour markets.
- 9.7 It is important, therefore, to avoid 'local referencing', by only specifying targets that can be met from anywhere in Europe – eg, recruiting trainees – and instead, specifying a source of beneficiaries – for example, HEP, HPIJ, the College, Job Centre or agency – that will ensure equal access to bidders from anywhere in Europe.
- 9.8 Providing information to bidders on the resources and services of the named source is important in creating a level playing field at the tender stage.

## **10.0 EQUALITY AND DIVERSITY ISSUES**

- 10.1 The Halton Employment Partnership operates within the LSP framework, which in turn operates under the Council's Equality and Diversity policy.

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

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

**APPENDIX I****Council Procurement/Construction Halton Workflow**

<b>(1) Pre-Procurement</b>	<b>(2) Procurement</b>	<b>(3) Delivery/Monitoring</b>
Project Owner (buyer) to liaise with all relevant departments	OJEU Notice etc where applicable	Delivery of support/training/work placement activity by HEP Skills Group members, in line with Training and Employment Plan and the Delivery Plan
Refer to Procurement Division checklist  Assess value of contact  NB £1m> refer to Construction Halton	Pre Qualification Questionnaire (PQQ) and Evaluation	Regular monitoring and compliance meetings with contractor and nominated representative from HEP Skills Group
Construction Halton generate training forecast. Provisional training target and obligation clause(s), if applicable, forwarded to HEP Skills Group	Invitation to Tender (ITT) & evaluation	Training and Employment Plan evaluation on completion of contract with contractor/Procurement Division/Property Services/Construction Halton
Construction Halton/HEP Skills Group discuss provisional training target, obligation clauses, individual contributions/role and a draft Delivery Plan to assist achievement of the training target	Contract award	
Final training target, obligation clauses and Delivery Plan agreed by HEP Skills Group – notified to Procurement Division, Property Services and Legal Services		
Prepare Official Journal of the European Union (OJEU) documentation if applicable – incorporating obligation clauses if applicable		
Construction Halton/Procurement Division – soft marketing testing		
Ensure specification and tender documentation and evaluation matrix are complete and agree to incorporate obligation clauses/method statement in line with Construction Halton guidance		

NB: Green denotes areas of responsibility outside Procurement Division

**APPENDIX II****Council Planning Agreements/Construction Halton Workflow**

<b>(1) Pre-Application (Up to 2 years)</b>	<b>(2) Application (Up to 6 months)</b>	<b>(3) Delivery (Up to 3 years)</b>
Development Control assess if the proposed development is in scope? NB Applies to developments that are greater than 1000m <sup>2</sup> or more than 10 residential units; or valued at more than £1m	Planning application received	Meeting – third stage Delivery Plan meeting(s) with developer/main contractor/Development Control/Construction Halton – Draft Delivery Plan agreed
Development Control notify details of the proposed development to Construction Halton	HEP Skills Group members notified about development by Construction Halton. Construction Halton generate updated training forecast and forward to Development Control	Draft Delivery Plan circulated to HEP Skills Group members and agreed – developer notified
Details logged – Construction Halton generate initial training forecast and forward to Development Control	Meeting – second stage meeting with developer/Development Control/Construction Halton – detailed discussion about training and employment targets/planning obligations	Delivery of support/training/work placement activity by HEP Skills Group members, in line with the Training and Employment and the Delivery Plan
Meeting – First stage meeting with agent/ developer/Development Control and Construction Halton to discuss training and employment targets – in broad terms only at this stage	Draft Training and Employment Plan agreed with developer and circulated for consultation to HEP Skills Steering Group members and other interested parties	Regular monitoring and compliance meetings with contractor and nominated representative from HEP Skills Group
	Notification of consultation feedback and recommendations to developer	Training and Employment Plan evaluation on completion of contract with contractor/Development Control/Construction Halton/HEP Skills Group
	Final Training and Employment Plan agreed with developer	
	Notification of Plan to Development Control Section 106 Officer	
	Section 106 planning obligations drafted by Development Control Section 106 Officer	

**REPORT TO:** Environment & Urban Renewal Policy and Performance Board

**DATE:** 16<sup>th</sup> March 2011

**REPORTING OFFICER:** Strategic Director – Environment and Economy

**SUBJECT:** Abandoned Shopping Trolley Policy

**WARD(S):** Borough-wide

### **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to advise members of the Council's powers in relation to the collection of abandoned shopping trolleys and to propose that recommendations be made in respect of the adoption of an Abandoned Shopping Trolley Policy.

### **2.0 RECOMMENDED: That**

- 1. the Environment and Urban Renewal Policy and Performance Board endorse the draft Abandoned Shopping Trolley Policy; and**
- 2. the Executive Board Sub Committee be requested to recommend to the Council:**
  - i. To adopt Section 99 Schedule 4 of the Environmental Protection Act 1990 (as amended by the Clean Neighbourhoods and Environment Act 2005) on 1<sup>st</sup> August 2011;**
  - ii. To adopt the draft Abandoned Shopping Trolley Policy set out in this report;**
  - iii. The Strategic Director – Community be authorised to determine all matters relating to abandoned shopping trolleys, including the fixing of charges for the purposes of Schedule 4 of the Environmental Protection Act 1990 (as amended by the Clean Neighbourhoods and Environment Act 2005);**
  - iv. The Strategic Director – Community be given the power to authorise suitable individuals to enforce compliance with the Abandoned Shopping Trolley Policy throughout the Borough.**

### **3.0 BACKGROUND INFORMATION**



- 3.1 Schedule 4 of the Environmental Protection Act 1990, as originally enacted, was adopted by the Council in 1991. This dealt with the problem of abandoned shopping (and luggage) trolleys. In this borough there is no problem with abandoned luggage trolleys but the legislation deals with both issues.
- 3.2 The Clean Neighbourhoods and Environment Act 2005 amended the 1990 Act and introduced a new system to replace the old rules. To apply the new legislation the Council must adopt the legislation (as amended) again.
- 3.3 Section 99 and Schedule 4 of the Environmental Protection Act 1990 (as amended by The Clean Neighbourhoods and Environment Act 2005) allows local authorities to recharge for costs incurred as a result of dealing with abandoned shopping trolleys. The problem with the existing provisions is that if owners do not wish to reclaim their trolleys, e.g. if they are damaged, the Council cannot reclaim the cost of recovering the trolley. The new legislation contains a more realistic recharging mechanism with the Council able to serve notice on the owner of abandoned shopping trolleys and secure payment in default of compliance with the Council's policy.
- 3.4 Should the Council resolve to adopt the new legislation a Public Notice will be placed in the local press in accordance with section 99 Environmental Protection Act 1990. The Notice will outline the general effect of the legislation and state the date when it will come into effect (This is intended to be 1<sup>st</sup> August 2011). The resolution would specify a date which must not be before the expiration of three months beginning on the day on which the resolution is passed by Full Council.
- 3.5 It is therefore recommended that Members endorse the draft Abandoned Shopping Trolley policy to help improve the procedures for dealing with abandoned shopping trolleys and to ensure that the owners of trolleys can be recharged the full costs incurred by the Council in the seizure, removal, storage and return of each trolley that it may be required to deal with.

#### **4.0 SUPPORTING INFORMATION**

- 4.1 The intention of the draft policy is to reduce the number of trolleys abandoned in the borough's shopping areas, residential estates and open spaces. It is hoped that the introduction of the charges will provide a strong deterrent effect encouraging supermarkets and retail outlets whose trolleys are used in this manner to employ methods to prevent trolleys being taken "off site" or from being left uncollected within neighbourhoods for any period of time to reduce the problem. It is also hoped that where trolleys were abandoned, the introduction of efficient reporting and collection arrangements will lead to their swifter removal. A draft Abandoned Shopping Trolley Policy is set out in Appendix 1.

- 4.2 Schedule 4 of the Environmental Protection Act 1990 permits local authorities to enter into agreements with local retailers, in which the retailers undertake (either directly or via a specialist company) to collect all abandoned trolleys notified within a specified period of time. It is important to work in partnership with the local retailers to tackle local problems as and when they occur and to this end local retailers will have the option to enter into a voluntary protocol whereby they would notified of the location of abandoned trolleys and given a period of time to collect them prior to Council intervention. Failure by any retailer to comply with the voluntary protocol would result in the Authority enacting its powers under the new legislation.
- 4.3 In February 2011, local supermarkets and their headquarters were consulted and provided with the opportunity to comment on the Council's proposals for dealing with abandoned shopping trolleys, the charging arrangements and the option to enter into a voluntary protocol. Following the consultation, the Council received the following responses;
- 4.3.1 Asda use a third party (Trolleywise) to collect all of their stolen/abandoned trolleys. Trolleywise, who have national contracts with Asda and Iceland, contacted the Council and commented regarding the short response times for collecting shopping trolleys. Trolleywise are to carry out an assessment of the relevant stores in Widnes and Runcorn, after which they will meet with Council officers to discuss their proposed arrangements.
- 4.3.2 Aldi indicated that it may not be possible for them to meet the removal timeframes and requested an additional 'grace' period be allowed for them to collect trolleys.
- 4.3.3 Morrisons have indicated that they wish to agree a voluntary protocol to recover trolleys.
- 4.4 There are no providers of luggage trolleys in Halton and therefore no further consultation was necessary.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 Actual costs incurred by the Authority will be recharged to the owners of abandoned shopping trolleys and therefore there are no financial implications as a result of the proposals contained within this report.

## **6. POLICY IMPLICATIONS**

- 6.1 This report will result in a new draft Abandoned Shopping Trolley Policy, the objectives of which are to;
- 6.1.1 Remedy the current deficiencies associated with the removal of abandoned shopping trolleys and allow the Council to seize,

store and dispose of abandoned shopping trolleys, and to recover the costs from the owner of the trolley as a debt

6.1.2 Remove the blight on the quality of the local environment, or harm to the wildlife or creating a flood hazard in a water course.

6.1.3 Remove obstructions caused by discarded trolleys, preventing harm to pedestrians and motorists.

6.1.4 Avoid trolley losses and ensure a swift retrieval before damage occurs.

## **7. OTHER IMPLICATIONS**

7.1 The adoption of the policy and legislative powers will enable more effective use of the Council's resources and help improve the visual aspect of the Town Centers and residential areas.

7.2 The Council, as the Highway Authority, has a legal duty to ensure that the public highway is free from illegal obstructions and this policy assists the Council in discharging its duty. Failure of the Authority to take appropriate action under the Highways Act may render it liable to legal action.

## **8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **8.1 Children and Young People in Halton**

No direct impact

### **8.2 Employment, Learning and Skills in Halton**

No direct impact

### **8.3 A Healthy Halton**

No direct impact, but the Policy will contribute towards for improving the environment and the appearance of the borough and shall have an overall beneficial affect on well-being.

### **8.4 A Safer Halton**

The adoption of regulations on shopping trolleys will make supermarkets more responsible for their equipment, and will significantly reduce the potential hazards encountered by individuals as a result of discarded trolleys. This will have a positive impact upon the Safer Halton Priority, and contribute towards the 'Cleaner, Greener, Safer' agenda.

### **8.5 Halton's Urban Renewal**

No direct impact, but the policy will help to promote a positive street scene and improve the visual appearance of the Runcorn and Widnes Town Centres and the surrounding environment and help make the borough a more attractive location for investment.

## **9.0 RISK ANALYSIS**

9.1 Failure to maintain an up to date and fit for purpose Abandoned Shopping Trolley Policy could reduce the effectiveness of the Council's powers to deal with abandoned shopping trolleys and;

9.1.1 Result in a reduced deterrent for retail outlets to take measures to prevent shopping trolleys from escaping their store confines

9.1.2 Reduce the attractiveness of town centre and residential areas and result in increased dangers to members of the public

9.1.3 Result in unnecessary and increased costs being incurred by the Council to deal with abandoned shopping trolleys.

## **10.0 EQUALITY AND DIVERSITY ISSUES**

10.1 The Policy is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group. The Waste and Environmental Improvement Division will continue to invite and seek feedback on its waste collection services and policies and will respond to any suggestion of differential impact.

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

11.1 Consultation letter sent on 2<sup>nd</sup> February 2011 to all supermarkets and retailers in Halton who offer the use of shopping trolleys to their customers, and replies received thereof.



**DRAFT**

**ABANDONED SHOPPING TROLLEY POLICY**

**February 2011**

## **1. INTRODUCTION**

- 1.1 Abandoned shopping trolleys can have a detrimental affect upon the attractiveness and safety of an area. The Council has adopted different approaches to address this issue over a number of years, with varying degrees of success however, this anti-social behaviour has remained prevalent within many neighbourhoods across the Borough.
- 1.2 The Council has relied upon retailers to implement measures to prevent shopping trolleys from escaping the confines of their stores and upon their goodwill to collect their trolleys within a reasonable timescale upon notification. Although some good partnership working has existed, problems have remained in many areas and the Council needs to have in place a more comprehensive solution.
- 1.3 This document sets out the Council's Policy for dealing with abandoned shopping trolleys in Halton.

## **2. THE POWER TO SEIZE AND REMOVE ABANDONED SHOPPING TROLLEYS**

- 2.1 Section 99 Schedule 4 of the Environmental Protection Act 1990 (as amended by the Clean Neighbourhoods and Environment Act 2005) allows local authorities to recharge for costs incurred as a result of dealing with abandoned shopping trolleys. This refers to trolleys that are seized and stored by the Council, with the whereabouts notified to the assumed owners.
- 2.2 If an owner claims the trolley, the Council must return the trolley to the owner but is entitled to make a charge for all costs associated with this procedure. If the owner does not claim or refuses to accept delivery of the trolley, after six weeks, the Council is entitled to dispose of said trolley and recovers the associated costs form the owner. These costs may be recovered as a debt.
- 2.3 A shopping trolley is defined as, '*A trolley provided by the owner of a shop to customers to enable them to carry goods purchased at the shop*'. This definition excludes power-assisted trolleys. The powers in the Clean Neighbourhoods & Environment Act 2005 apply to trolleys in any condition, and therefore may be used in relation to unserviceable trolleys and trolley parts.

## **3. RECOVERY OF ABANDONED SHOPPING TROLLEYS**

### Voluntary Protocol – Store Recovery

- 3.1 The Council's approach to dealing with abandoned shopping trolleys is to work with local retailers to prevent the escape of trolleys, rather than their recovery afterwards. It is not the Council's preferred choice to seize shopping trolleys but rather that the relevant store be notified of a report of an abandoned trolley and that a response is made for its removal within a reasonable timescale.

- 3.2 Schedule 4 of the Environmental Protection Act 1990 permits local authorities to enter into agreements with local retailers, in which the retailers undertake (either directly or via a specialist company) to collect all abandoned trolleys notified within a specified period of time. Retailers will have the opportunity to enter into a voluntary protocol whereby they would be notified of the location of abandoned trolleys and given a period of time to collect them prior to Council intervention. The Council has determined that in the interests of community safety an abandoned shopping trolley dealt with through a voluntary protocol should be removed by the responsible owner as follows;
- 3.2.1 An abandoned shopping trolley reported to a store by 12 noon should be removed by 5.00pm that day.
- 3.2.2 An abandoned shopping trolley reported to a store after 12 noon should be removed by 12 noon the following day.
- 3.3 The store is required to notify the Council that an abandoned trolley has been removed. Should the store fail to notify the Council and subsequent checks are required to ascertain that removal has taken place the store may be recharged for the costs incurred by the Council.

#### Council Recovery

- 3.4 The Council will take all reasonable steps to ensure that trolleys identified for removal by a local store are collected. However, the Council will enact its powers under legislation and arrange for the seizure of abandoned shopping trolleys in the following circumstances;
- 3.4.1 Should a trolley be identified as belonging to a store that has not signed up to a voluntary protocol with the Council,
- 3.4.2 Should a store fail to adhere to the commitments it made in a voluntary protocol (by not responding and removing abandoned shopping trolleys within the required timescales as detailed in paragraphs 3.2.1 and 3.2.2 above),
- 3.4.3 Should abandoned shopping trolleys be encountered by Halton Borough Council operatives during the course of their normal duties (In the interests of community safety these trolleys will be immediately seized and the relevant store be notified retrospectively).

#### **4 SEIZED TROLLEYS**

- 4.1 Following seizure of an abandoned shopping trolley by the Council, the assumed owner (relevant store) will be advised either by fax, telephone or email. The store will be requested to take ownership of the trolley and collect it from the Council within 48 hours of notification. If the store is unable to provide a collection service, the Council will arrange for the trolley to be returned. In accordance with guidance, the Council shall store the trolley for six weeks.

- 4.2 The Clean Neighbourhoods and Environment Act 2005 states that where the six-week period has expired and the trolley has not been claimed (or has been claimed but the demanded charges not paid), the Authority is entitled to sell or dispose of it.
- 4.3 If the trolley has not been collected by the owner within 14 days from the date of collection, the Council shall serve a Notice on the owner stating that the trolley has not been collected informing them that if it is not claimed then the Council may dispose of it in accordance with legislation. The Notice will also advise of the associated costs involved.
- 4.4 Once a trolley has been collected by or returned to a store, or has been disposed of, a Charge Notice for any and all associated costs incurred by the Council will be sent to the store.
- 4.5 Legislation allows Halton Borough Council to recover costs associated in dealing with shopping trolleys escaping from store confines. These costs will be recovered as a debt. Details of the charges to be applied in respect of abandoned shopping trolleys are as follows;
- 4.5.1 Owners of shopping trolleys seized by the Council will be notified within 24 hours of seizure and will be offered the opportunity to collect their trolleys. A storage cost of £5 per day per trolley will apply. A charge of £50 for the initial collection by the Council will also be payable.
- 4.5.2 Owners can request the return of each trolley collected by the Council for which a charge of £100 per trolley will apply. This shall be in addition to the daily storage charge that shall be payable.
- 4.5.3 The Council shall store shopping trolleys for a period of up to six weeks (42 days). Should the assumed owners, after having been informed of its whereabouts and having been given the option to recover a seized shopping trolley, fail to do so, then the Council shall dispose of the trolley. In the event that the Council disposes of a trolley that it has collected and stored a charge shall be made to the assumed owner of £310 per trolley.

#### Summary of Charges

Collection by the Council (including administration costs) - £50 per trolley.

Storage (Up to a maximum of 42 days) - £5 per day per trolley.

Return to owner by the Council (including administration costs) - £50 per trolley.

Trolley Disposal (including administration costs) - £50 per trolley.