



Executive Board Sub Committee

**Thursday, 17 March 2011 10.00 a.m.
Marketing Suite, Municipal Building**

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

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

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. PHYSICAL ENVIRONMENT PORTFOLIO, TRANSPORTATION PORTFOLIO AND ENVIRONMENTAL SUSTAINABILITY PORTFOLIO	
(A) REVIEW OF FEES & CHARGES FOR 2011/12	1 - 11

*Please contact Gill Ferguson on 0151 471 7395 or e-mail gill.ferguson@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 31 March 2011*

Item	Page No
4. RESOURCES PORTFOLIO	
(A) DISCRETIONARY NON-DOMESTIC RATE RELIEF	12 - 15
5. HEALTH AND ADULTS PORTFOLIO	
(A) WAIVER OF STANDING ORDERS: EXTENSION OF RESIDENTIAL CARE CONTRACTS FOR PEOPLE WITH LEARNING DISABILITIES AND MENTAL HEALTH	16 - 21
(B) INFLATIONARY UPLIFT FOR ADULT SOCIAL CARE CONTRACTS	22 - 25
(C) REVIEW OF FEES & CHARGES	26 - 31
(D) REQUEST FOR THE WAIVER OF STANDING ORDERS IN ORDER TO ENABLE THE AUTHORITY TO PROGRESS THE DEVELOPMENT OF A KNOWLEDGE TRANSFER PARTNERSHIP WITH BANGOR UNIVERSITY	32 - 36
PART II	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.</p>	
6. LEADERS PORTFOLIO	
(A) MERSEY GATEWAY - APPOINTMENT OF SPECIALIST INSURANCE ADVISERS	37 - 64

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Executive Board Sub Committee

DATE: 17th March 2011

REPORTING OFFICER: Strategic Director – Environment & Economy

SUBJECT: Review of Fees and Charges

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the current Environment and Economy Directorate in accordance with the schedules shown in the Appendix

2.0 RECOMMENDATION: That the proposed fees and charges as set out in the Appendix to this report be agreed for 2011/12 and referred to the relevant Policy and Performance Boards for information.

3.0 SUPPORTING INFORMATION

3.1 The review of Fees and Charges within the current Environment and Economy Directorate has been carried out as part of the budget preparations for 2011/2012. As a consequence of the review it is proposed that existing fees and charges be increased in line with inflation.

3.2 For consistency, all fees which are subject to VAT are now shown as exclusive of VAT. As a result a number of fees may appear to have reduced as previously they included VAT.

3.3 The schedule in the attached Appendix includes a number of Statutory Fees that may increase during the coming Financial Year and Members are asked to agree to these increases as they occur.

4.0 POLICY IMPLICATIONS

4.1 The effects of the proposals have been incorporated into the draft budgets for 2011/2012. Charges are adjusted annually in accordance with the current inflation rate.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

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

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

APPENDIX

ENVIRONMENTAL INFORMATION

	<u>PRESENT</u>	<u>PROPOSED</u>
Charges will apply subject to and in compliance with current statutory regulations	£	£
The basis for charging is:		
(1) Where the information already exists in the format requested:		
Admin Charge - Charge inclusive of copying of first sheet.	11.60	10.20
A4 –per subsequent sheet.	0.52	0.45
A3 - per subsequent sheet	0.80	0.70
A2 –per subsequent sheet	1.56	1.40
A1 - per subsequent sheet	6.56	5.75
(2) Where assistance is required from Council staff to either extract interpret, or describe material, the staff time is charged at an hourly rate given below:		
Manager	121.00	106.00
Professional Staff	101.50	89.00
Admin. Support	61.00	53.50
Typing Fees (hourly rate)	55.50	49.00
(Minimum Charge – Half an Hour for above 4 items)		
Charges above are subject to VAT.		
Postage	At Cost	At Cost

REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

	<u>PRESENT</u>	<u>PROPOSED</u>
Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination	£	£
The Charge varies depending on the size of the site for which information is requested:-		
(1) For premises equivalent to less than 10 hectares in size. (e.g. a Single Domestic Property or a Small Factory Unit)		
(i) The premises site only	61.50	63.50
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	100.50	103.50
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	167.00	172.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	222.00	230.00
(2) For premises equivalent to more 10 hectares in size. (e.g. a Housing estate or a large factory unit)		
(i) The premises site only	100.50	103.50
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	167.00	172.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	222.00	230.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	278.50	287.00

REQUESTS FOR ENVIRONMENTAL INFORMATION

For Commercial enquiries i.e. not schools, residents or bona fide student research

	<u>PRESENT</u>	<u>PROPOSED</u>
ENVIRONMENTAL PROTECTION ACT		
(1) List of authorised part "B" Processes	£38.75	£40.00
(2) List of authorised part "A" Processes (Available separately from the Environment Agency)	£39.75	£41.00
(3) Copy of Application for Authorisation from file	£23.50 Per Document	£25.00 Per Document
(4) Supplying a hard copy of the strategy for the inspection of contaminated land to commercial undertakings	£23.50	£25.00
(5) Supplying a hard copy of the air quality review and assessment to commercial undertakings	£23.50	£25.00
(6) Assistance from Council Staff to extract, Interpret or describe above material	£25.50	£27.00
OTHER INFORMATION		
(1) One months data from pollution monitoring station	£328.50	£340.00
(2) Three months data from pollution monitoring station	£900.00	£927.00
(3) Six months data from pollution monitoring station	£1,287.50	£1,327.00
(4) Supplying a copy of consultants report	£39.75	£41.00

Charges will apply subject to and in compliance with current statutory regulations

Note

Charges subject to VAT where applicable

ENVIRONMENTAL HEALTH SERVICES CHARGES

Charges will apply subject to and in compliance with current statutory regulations

	<u>PRESENT</u>	<u>PROPOSED</u>
(1)* Clearing Drains at Domestic Premises – Hourly Rate	£69.50 (Minimum 1 Hour)	£74.00 (Minimum 1 Hour)
(2)* Pest Control		
(i) Commercial Premises		
- Hourly Rate	£61.25	£74.50
- Minimum Charge (excluding materials)	£77.75	£94.50
(ii) Disinfestations of empty domestic properties	£72.50	£88.0
Domestic Premises for wasps/ bees, fleas, ants and other seasonal pests (£10 refund if premises are visited but no treatment carried out)	£23.00	£32.00
(iii) Squirrels and moles	£61.25	£74.50
(3) Condemned Food Certificates		
(i) Charges under £5 to be waived. Maximum certificate charge – £220.00	5% of Total Value	5% of Total Value
(ii) The fee charged will be increased by the cost of any fees paid out for the specialised disposal of food.	At Cost	At Cost
(4) Certification of Food Products for Export		
- Certificates requiring signature	£57.00	£57.00
- Other documents requiring stamp	£6.75	£6.75
(5) Kennelling of Dogs		
(i) Reclaiming of Stray Dogs	As agreed with Strategic Director – Environment & Economy	As agreed with Strategic Director – Environment & Economy
(ii)* Collection of Dogs from repossessed premises	£72.00	£74.50
(iii) Transportation of non seized animals i.e. dogs/cats to kennels or other premises	£72.00	£74.50
(6) EPA Authorisation - Application – Statutory Fee	As Advised	As Advised
- Renewal – Statutory Fee	As Advised	As Advised
(7) Disclosure of Information		
(i) Information obtained under the Health and Safety at Work Act 1974 Etc.	£122.50	£126.50
(ii) Voluntary Disclosure of Information (Plus Photocopying Charge of 50p per Sheet)	£103.00	£106.50
(8) Acupuncture, tattooing, Ear Piercing and Electrolysis Establishments		
- Registration Fee	£94.75	£98.00
(9) Additional Individual Operator Registration	£30.00	£31.00

NOTE

Charges marked with an asterisk are subject to the addition of VAT at the Standard Rate.

LICENCE FEES**HACKNEY CARRIAGE & PRIVATE HIRE CHARGES**

	<u>PRESENT</u>	<u>PROPOSED</u>
(1) Single Status Driver		
- First Grant (Including 1 copy of user Guide)	£167.00	£171.00
- Renewal	£152.00	£156.00
- Extra copy of User Guide	£15.00	£15.50
- Extra copy of knowledge test syllabus	£7.00	£7.25
- Replacement Badges	£10.00	£10.25
- Replacement or duplicate paper licence or other document	£5.00	£5.25
(2) Vehicle Licence		
- Grant and Renewals 1 Year – Hackney Carriage	£196.50++	£201.50++
- Grant and Renewals 1 Year – Private Hire	£199.00++	£204.00++
****- Transfers Balance of 1 Year as above		
- Temporary Transfer Fees (Licence issued for a maximum of 2 months)	£75.50~~	£77.50~~
- Replacement Vehicle Plate (each)	£15.00	£15.50
- Replacement Bracket (each)	£15.00	£15.50
- Replacement Doors Stickers Private Hire (Pair)	£20.00	£20.50
- Replacement Internal plate	£10.00	£10.25
- Replacement or duplicate paper licence or other document	£5.00	£5.25
(3) Private Hire Operator Licence		
*- Standard	£528.00	£541.00
** - Discounted	£201.00	£206.00
- Replacement or duplicate paper licence or other document	£5.00	£5.25
(4) Taxi Knowledge Test	£19.00	£19.50
*** Retest Fee (per re-test after second attempt)		
(5) LOWERHOUSE LANE DEPOT FEES:		
HACKNEY CARRIAGE & PRIVATE HIRE		
- Vehicle Test Fee	£51.50	£53.00
- Vehicle Re-test Fee	£19.00	£20.00
- Vehicle Test Un-notified Cancellation Fee	£18.00	£19.00
- ++Includes Taximeter Sealing Fee	See++	See++

NOTES

- * Standard fee is charged if operator has 30 or more vehicles on system.
- ** Discounted fee is charged if operator has fewer than 30 vehicles in system
- *** Further charges may apply per retest after second attempt
- **** Unless part of a single transaction involving a simultaneous grant in which case £25.50
- ++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.
- ~~ Temporary Transfer - Includes fee for licence to be transferred back to the original owner

LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)

	<u>PRESENT</u>	<u>PROPOSED</u>
(1) Dangerous Wild Animals	£58.50	£60.00
(2) Pet Shops	£58.50	£60.00
(3) Animal Boarding Establishments	£58.50	£60.00
(4) Riding Establishments	£58.50	£60.00
(5) Breeding of Dogs	£58.50	£60.00
(6) Street Trading		
- First Grant & Renewal	£334.00	£342.50
- Additional Vehicles (Per Vehicle)	£166.00	£170.00
- "Static" First Grant	£385.50	£395.50
- Change of Vehicle	£26.00	£26.50
(7) Hawkers etc. Cheshire County Council Act	£201.50	£206.50
(8) House to House Collections	Nil	Nil
(9) Street Collections	Nil	Nil
(10) Scrap Metal Dealers	Nil	Nil
(11) Motor Salvage Operator registration	£61.50	£63.00
(12) Sex Establishments	To be determined on application	To be determined on application
(13) Licensing Act 2003	See Councils Web Site for details	See Councils Web Site for details
(14) Gambling Act 2005	See Councils Web Site for details	See Councils Web Site for details
(15) Hypnotism	Nil	Nil
(16) Performing Animals	Nil	Nil

NOTES

The fee charged for items 1, 2, 3, 4, and 5 will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted.

Item 12 The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

<u>ROAD TRAFFIC REGULATION ACT 1984</u>	<u>PRESENT</u>	<u>PROPOSED</u>
(1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs)	£1,635.00	£1,700.00
(2) The making of a Permanent Order	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Policy & Resources
(3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party	£245.00	£275.00
(4) The Issuing of a diversionary notice at the request of a third party	£205.00	£225.00
<u>TOWN POLICE CLAUSES ACT</u>		
(1) The issuing of a temporary closure notice at the request of a third party (non commercial organisations and where the Police are attending to implement closure)	New charge	£100.00
<u>HIGHWAYS ACT 1980</u>		
(1) Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	£551.00 Plus Technical & Advertising Costs	£570.00 Plus Technical & Advertising Costs
(2) Issuing of Scaffolding/Hoarding permit	£51.00 Plus £15.00 per week or part thereof	£60.00 Plus £15.00 per week or part thereof
(3) (a) Issuing of Skip Permit – Initial Fee	£35.00	£20.00 (up to 14 days)
(3) (b) Skip Permit – Additional periods	New charge	£10.00 for each additional 7 days or part thereof
(4) Skip found without a licence	New charge	£50.00 plus the current permit fee
(5) Removal of unauthorised skip	At Cost Minimum £185.00 plus £7.00 to £15.00 per day storage fee	At Cost Minimum £185.00 plus £15.00 per day storage fee
(6) Issuing of permits to erect structures/equipment over or under the highway	At Cost Minimum £67.50	At Cost Minimum £70.00
(7) Construction of vehicular crossings on footways	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Policy & Resources
(8) Section 38 Agreements	8%of works cost Plus £500.00	8%of works cost Plus £500.00
(9) Section 278 Agreements	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Policy & Resources
(10) Alfresco Dining Areas Licence - First Licence - Renewal of Licence	£271.50 £71.50	£300.00 £75.00
(11) 'A' Board Licence – Per Annum	£51.00	£51.00
(12) Shop Displays Licence – Per Annum	£91.00	£100.00

(13)(a) Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations (Applications made within 7 working days of the event will incur an additional administration fee of £100.00)	At Cost Minimum £91.00 Per licence	£100.00 Per licence for up to one week, £25.00 per additional week or part thereof
(13)(b) Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	New charge	As agreed by Strategic Director Corporate, Policy & Planning
(14) Minor Highways Works Permits	£788.00	£800.00
(15) Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost	At Cost plus 15% Administration Fee
(16) Structural checking and technical approval of highways structures	New charge	As agreed with Strategic Director Policy & Resources

HIGHWAY SEARCHES

(1) Letter and plan showing adopted highway	£35.75	£40.00
(2) Additional questions	£10.20	£11.00

SIGNING

(1) The design and erection of a traffic sign(s) at the request of a third party (VAT to be added in all cases)	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Policy & Resources
(2) Initial Assessment of application for Tourism signs (VAT to be added in all cases)	£75.00	£80.00
(3) Provision of H Bar Road Markings (VAT to be added in all cases)	£58.75	£60.00
(4) Authorisation of Temporary Direction Signs (Normally for Housing Developments and Events) (VAT to be added in all cases)	£105.00	£110.00
(5) Provision of Disabled persons parking space (subject to meeting criteria)	No charge	No charge

TRAFFIC SIGNALS

(1) Supply of Information on operation of traffic signals (VAT to be added in all cases)	£61.00	£100.00
(2) Switching off traffic signals and bagging over head (VAT to be added in all cases)	-	Minimum charge £250.00 or £50.00 per traffic signal head and £25.00 per pedestrian signal head or pushbutton unit

BUILDING ACT 1984 Section 18

Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director-Environment & Economy)	£194.00	£200.00
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STREET NAMING AND NUMBERING

- Up to 2 Dwellings	£21.50	£25.00
- Between 3 and 10 dwellings	£105.00	£110.00
- Schemes over 10 dwellings	£315.00	£350.00

(No VAT – Outside the Scope of VAT)

ROAD SAFETY

(1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases)	£52.50	£55.00
(2) Supply of Accident Data (per road/junction for up to 3 years)	£52.50	£60.00
(3) Road Safety Courses	New charge	As agreed with Strategic Director Policy & Resources
(4) Junior Road Safety Officers support to each school for one year.	New Charge	£75.00

TRAFFIC DATA

Supply of Automatic Traffic Count Data (No VAT – Outside the Scope of VAT)	At Cost Minimum £52.50	At Cost Minimum £60.00
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CCTV MAINTENANCE

Management and monitoring of cameras (charge per camera per annum) Up to 2 cameras	New charge	£2,000.00
For each additional camera (after initial 2 cameras)	New charge	£1,000.00
Maintenance of camera (charge per camera per annum)	New charge	£1,000.00

NEW ROADS AND STREET WORKS ACT 1991

(1) Unit of Inspection (30% of Total)	(Statutory Fee)	£25.00	£50.00
(2) Defective Reinstatements - Per inspection (maximum 3 No.)	(Statutory Fee)	£47.50	£47.50
- Additional Single Inspection	(Statutory Fee)	£68.00	£68.00
(Appropriate if defect reported by a Member of public)			
(3) Section 50 - Street Works Income			
(i) New Apparatus			
- Administration Fee (non returnable)		£140.00	£150.00
- Capitalised Fee in lieu of Annual Charges		£165.00	£170.00
- Inspection Charges (3 Number)	(Statutory Fee)	£75.00	£150.00
(ii) Existing Apparatus			
- Administration Fee (non returnable) - payable in advance		£103.00	£110.00
- Inspection Charges (3 Number)	(Statutory Fee)	£75.00	£150.00

Some New Road and Street Works Charges are Statutory Fees (as indicated above) and are subject to change during 2011/12

MISCELLANEOUS

	<u>PRESENT</u>	<u>PROPOSED</u>
1. Supply photocopy of the following:		
(i) A copy Building Regulation approval or completion certificate including any other information normally attached (up to a maximum of 4 pages additional pages will be charged at 45p plus VAT per copy)	£22.50	£20.00
(ii) Four copies of the appropriate parts of an ordnance survey sheet necessary for the proper submission of a planning or building regulation (includes Ordnance Survey Licence)	£29.75	£26.00
(iii) Any other chargeable documents	£38.00	£33.50
(iv) Assistance from Council Staff to extract, interpret or describe this material	£27.00	£24.00
(v) A4 Aerial Photograph	Charge as A4 Document	Charge as A4 Document
(vi) Copy of tree preservation order	Charge as A4 Document	Charge as A4 Document
(vii) Copy of Consultant Report	£70.50	£62.00
2. Copy of larger format plans	£10.47	£10.75
3. Map Production		
(i) Administration Charge	£11.60	£10.20
(ii) Price per Copy		
A4 - per sheet.	£0.51	£0.45
A3 - per sheet	£0.78	£0.70
A2 - per sheet	£1.53	£1.40
A1 - per sheet	£6.44	£5.75
A0 - per sheet	£10.22	£9.00
(iii) Price Per Disc - cd-r	£55.50	£49.00
- dvd-r	£66.75	£58.50
(iv) Assistance from Council Staff to extract. Interpret or describe material Flat rate of £12.88 to be added for access to OS data	£101.50 £12.88	£89.00 £12.88
3. Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance	£291.20	£253.00
4. Section 106, Town & Country Planning Act 1990		
(i) Charges to developers for the preparation of agreements under the above legislation relating to the adoption of open space, together with any necessary supervision		
Legal & Supervision Costs	A fee to be negotiated as Appropriate	A fee to be negotiated as Appropriate
(ii) Other Section 106 Agreements	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Policy & Resources
5. Provision of non statutory information		
(i) Per question (Estate Agents, etc.)	£38.00	£33.50
(ii) Per question reporting conditions compliance	£64.75	£57.00
6. Waste Management		
(i) Collection of up to 5 domestic bulky household waste items	£10.00	£12.50
(ii) Provision of new or replacement wheeled bins	New charge	£16.67
(iii) Charges for the collection of commercial waste	As agreed with Strategic Director Environment & Economy	As agreed with Strategic Director Communities

Note

Charges subject to VAT where applicable

REPORT TO: Executive Board Sub-Committee

DATE: 17th March 2011

REPORTING OFFICER: Strategic Director – Resources

SUBJECT: Discretionary Non-Domestic Rate Relief

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATIONS: That

(1) Under the provisions of Section 47, Local Government Finance Act 1988, discretionary rate relief be granted to the following organisations at the percentage indicated, for the period from 1st April 2010 or the commencement of liability, whichever is the later, to 31st March 2013:

Norton Priory Museum Trust Ltd	20%
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3.0 SUPPORTING INFORMATION

3.1 Under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority is allowed to grant discretionary rate relief to organisations that are either a charity or a non-profit making organisation. This relief may also be awarded to Community Amateur Sports Clubs. A summary of the applications follows and a list of the associated figures are attached in Appendix 1.

Norton Priory Museum Trust Ltd
2 Seymour Court, Manor Park, Runcorn

The Norton Priory Museum Trust Ltd is a registered charity based within the Borough. The trust's main operations are focused on the Museum and Walled Garden, located at sites at Warrington Road, Runcorn.

The additional premises have been utilised from 10th December 2010, in order to perform the necessary restoration, enhancement and maintenance of features and objects of historical and archeological

interest from the Norton Priory sites. In particular, the unit is being used to store, assess, clean and conserve the Norton Priory collection, whilst also documenting and further researching this collection.

As a registered charity, the trust qualifies for 80% mandatory rate relief but the application includes a request for the additional discretionary rate relief. This organisation currently receives the additional 20% rate relief, in respect of both the Museum and Walled Garden sites at Warrington Road, Runcorn.

Cost to Taxpayer (75%) 2010/11 £666.94 *

* based on charge for 10th December 2010 to 31st March 2011 only.

4.0 POLICY IMPLICATIONS

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

5.0 OTHER IMPLICATIONS

5.1 75% of any discretionary rate relief granted to organisations receiving mandatory rate relief must be met by the Council Taxpayer, whilst 25% must be met if mandatory rate relief has not been awarded. Appendix 1 identifies the cost to the Council Taxpayer for each application. The applicant provides education to the community, which is consistent with the Council's Corporate Plan.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None specifically applicable, although the main operations of the trust are particularly well utilised by children and young people.

6.2 Employment, Learning and Skills in Halton

The organisation offer advice and education to residents.

6.3 A Healthy Halton

None applicable.

6.4 A Safer Halton

None applicable.

6.5 Halton's Urban Renewal

None applicable.

7.0 RISK ANALYSIS

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

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The applicant offers their services to all sections of the community, without any prejudice.

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

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

APPENDIX 1

Ratepayer	Address	Annual Rates 20010/11 £	Actual Rates Liability 2010/2011 £	Mandatory Rate Relief Awarded	Actual Rates Payable 2010/2011 £	Discretionary Rate Relief Claimed	Annual Cost of Relief to HBC 2010/2011 £	Actual Cost of Relief to HBC 2010/2011 £
Norton Priory Museum Trust Ltd	2 Seymour Court, Runcorn	14,490.00 *	4,446.25	80%	889.25	20%	2,173.50 *	666.94

* Based on figures had charge applied for the full financial year.

REPORT TO: Executive Board Sub Committee

DATE: 17th March 2011

REPORTING OFFICER: Strategic Director, Adults & Community

SUBJECT: Contracts for Residential Care 2011-2015
for Adults with Learning Disabilities and
Mental Health Needs

WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To request suspension of the relevant procurement standing orders 3.1-3.7 and 2.1 – 2.11 under the exceptional circumstances set out in this report, to enter into contracts for the provision of Residential Care for Adults with Learning Disabilities 2011-2015.

2.0 RECOMMENDATION: That:

- (i) **In the exceptional circumstances set out below, for the purpose of standing order 1.8.2, procurement standing orders 3.1 – 3.7 be waived on this occasion to permit the Strategic Director, Adults and Community to enter into contracts on an individual ‘spot purchase’ basis with the providers of registered Residential Establishments at:**

Wide cove, Smithy Forge, Leahurst and Woodcrofts which meet the Council’s quality criteria on the basis that the review of services has concluded that no remodelling is required at this time

- (ii) **In the exceptional circumstances set out below, for the purpose of standing order 1.8.2, procurement standing orders 2.1-2.11 be waived on this occasion to permit the Strategic Director Adults and Community to enter into contracts on an individual ‘spot purchase’ basis with the providers of registered Residential Establishments at:**

Glenwood, Holmdale and Bankfield on the basis that these non-health services for which commissioning responsibility transferred from NHS Halton and St Helens to the Council in April 2009, meet the Councils’ quality requirements.

- (iii) **The Strategic Director, Adults and Community be authorised, in consultation with the portfolio holder for Health, to enter into**

‘spot purchase’ contract arrangements at the rates set out in section 6.1 of this report, for the contract period in line with other residential contracts in the Borough which is one year from April 2011 to the end of March 2012, with an option to extend for a period of up to a further three years from April 2012 to the end of March 2015: and that these purchasing arrangements be reviewed on an annual basis by the Strategic Director, Adult and Community, in consultation with the portfolio holder for Health. Fee levels initially to be in line with current rates paid and uplifted by 2% as agreed by the Council in setting its budget for 2011/12 and to then be reviewed following actions in 4.1 to ensure ongoing value for money is secured.

3.0 SUPPORTING INFORMATION

- 3.1 The Authority has a statutory duty to meet the needs of physically frail and vulnerable people assessed as requiring residential care. The provision of this care is delivered within residential establishments that provide both accommodation and care, are registered with the Care Quality Commission (CQC) and operate within CQC standards. This report relates to purchasing arrangements for the provision of residential care for adults with learning disabilities to whom the local authority owes a statutory duty of care.
- 3.2 Halton’s contract for the provision of Residential Care for adults with learning disabilities at Wide Cove, Smithy Forge Leahurst and Woodcroft expires at the end of March 2011.
- 3.3 Throughout 2010, Commissioners and care managers have been working with the residents and provider to review the accommodation and support being offered and determine the level of independence and community participation enjoyed by the residents and to ensure that Halton’s quality standards are being met. An independent advocate has supported the residents to have a voice.
- 3.4 This review is now complete and the findings are as follows:
- These are small residential homes and the residents are settled in their accommodation and view this as their home for life having lived there for many years.
 - Supported by an independent advocate residents have been given the opportunity to discuss all options and have confirmed that they value the current residential service and do not wish to change anything.
 - Residents are active participants in their local community accessing a range of community based facilities, activities and volunteering opportunities.
 - Halton has limited availability of residential beds for adults with learning disabilities. Valuing People says that “...residential care

should continue to be available for those who actively choose it...". Retaining the residential services in these homes will maintain a balance in the social care market and ensure such choices are available.

- 3.5 In April 2009 following the Department of Health directive, responsibility for commissioning non-healthcare related activity and support for people with learning disabilities and the corresponding financial resources transferred from NHS Halton and St Helens. This transfer included three residential care homes operated by Community Integrated Care (CIC). Executive Board Sub Committee authorised the award of interim contracts to these homes.
- 3.6 On 19th November 2009 Executive Board Sub Committee authorised the Strategic Director, Adults and Community in conjunction with the portfolio holder for Health to enter into "spot purchase" contracts to 31st March 2011.
- 3.7 Approval is now sought to waive procurement standing orders 3.1-3.7 and to authorise the Strategic Director Adults and Community in conjunction with the portfolio holder for Health to enter into a contract with the providers of residential care at Wide Cove, Smithy Forge, Leahurst, Woodcroft, on a spot purchase basis from April 2011 to the end of March 2012.
- 3.8 Approval is also sought to waive procurement standing orders 2.1- 2.11 and to authorise the Strategic Director Adults and Community in conjunction with the portfolio holder for Health to enter into a contract with the providers of residential care at Holmdale, Glenwood and Bankfield, on a spot purchase basis, with an option to extend for a period of up to a further three years from April 2012 to the end of March 2015.

4.0 BUSINESS CASE FOR WAIVING STANDING ORDERS

4.1 Value for Money and Competition

The proposed rates set out in this report are competitive when compared with regional and national averages. Ongoing monitoring of services will ensure the standard of quality achieved by these providers is maintained. In addition a full cost analysis will be conducted to ensure any opportunities for efficiency savings are being explored by the provider.

4.2 Transparency

CQC Inspection Reports on registered homes and HBC Quality Assurance Reports are open to public scrutiny under the Freedom of Information and Local Government Acts although the contract itself is likely to be exempt from disclosure under the 2000 Act subject to application of the Public Interest test at the time of any request for access.

4.3 Propriety and Security

The usual anti-corruption integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

The contract specification will set out requirements in respect to minimum standards for the delivery of care and will include comprehensive standards relating to Adult Safeguarding.

4.4 Accountability

Accountability for the report and recommendations would remain with the Strategic Director Adult and Community, in conjunction with the portfolio holder for Health. The contracts will be performance managed and quality assured by the Adults and Community Quality Assurance Team. The process and paperwork is open to the annual audit process, internal audit and access by other regulatory and enforcement bodies.

4.5 Position of the contract under the Public Contract Regulations 2006

As this is for care services (Health and Social Care services) this contract is largely exempt from the 2006 Regulations so there is no need to advertise for expressions of interest in the official Journal. However, it is necessary to notify OJEU of the award of contract within 48 days of the date of the award.

5.0 POLICY IMPLICATIONS

5.1 The Coalition Government has confirmed its commitment to the Valuing People Now Strategy for people with learning disabilities (2009). This is guided by four key principles; that people with learning disabilities have the same human rights as anyone else, have the right to independent living, to control decisions made about their lives and inclusion in all aspects of community. These rights are central to the assessment and care management practice in the Borough.

6.0 FINANCIAL IMPLICATIONS

6.1 The proposed spot purchase fee level will be consistent with rates currently being paid uplifted by 2% as per the Council's approved budget for 2011/12.

6.2 The expenditure incurred as a result of this proposal will be met within the existing community care budget for Adults with Learning Disabilities and Mental Health. Funding for services transferred from the PCT will come directly to the Council from April 2011 and is sufficient to cover the cost of these services.

6.3 The annual costs are summarised below:

	Estimated Annual Cost
Wide Cove	£235,272
Smithy Forge	£203,430
Leahurst	£172,458
Woodcrofts	£226,100
Glenwood	£743,174
Bankfield	£282,766
Holmdale	£376,231

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

None identified.

7.2 Employment, Learning and Skills in Halton

None identified.

7.3 A Healthy Halton

Good quality residential care provides a healthy living environment and promotes the health and wellbeing of frail and vulnerable people by assisting them in managing the effects of long-term conditions.

7.4 A Safer Halton

Residential Care providers must work within Halton's Safeguarding Adults Policy to ensure a safe living environment for vulnerable people.

7.5 Halton's Urban Renewal

None identified.

8.0 RISK ANALYSIS

8.1 Extending the contracts limits financial risk to within existing expenditure and removes the risk of judicial challenge by accommodating clients in a home of their choice. .

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 These contracts deliver care to the most frail and vulnerable people. The service specification will set out commissioners' quality standards in respect to dignity in care and safeguarding adults and the contract will include comprehensive clauses on equality and diversity.

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

None.

REPORT TO: Executive Board Sub Committee

DATE: 17 March 2011

REPORTING OFFICER: Strategic Director, Adults & Community

SUBJECT: Inflationary Increases for Adult Social Care
2011/12

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To present to the Executive Board Sub Committee the proposed 2011/12 inflationary increases for Adult Social Care contracts.

2.0 RECOMMENDATION: That:

- i) an inflationary uplift for providers of Domiciliary, Residential & Nursing contracts of up to 2%, which is within the inflationary allowance allocated by the Council to Social Services for 2011/12.**
- ii) inflationary uplifts for out-of- borough placements are awarded on a case-by-case basis, limited to the 2% HBC inflationary increase or the prevailing Local Authority rate.**

3.0 SUPPORTING INFORMATION

3.1 The Council have approved a 2% inflationary uplift on Social Care budgets for 2011/12. It is therefore proposed that contracts for the provision of Domiciliary Care are awarded an equivalent inflationary uplift of 2%.

3.2 A range of rates apply according to tendered prices. However, spend is minimised by the practice of seeking to purchase new packages from providers holding block and spot contracts (following the 2009 tender); or spot contract providers with the lowest hourly rate. The new rates for domiciliary care are shown in appendix 1.

3.3 Domiciliary Care

3.3.1 Residential and Nursing Care Fees

Again, in line with the approved 2% inflationary uplift on Social Care budgets in 2011/12, it is proposed that contracts for the provision of

Residential and Nursing placements are awarded an equivalent inflationary uplift of 2%. The new fees for residential and nursing care are stated in Appendix 1.

3.3.2 **Out of Borough Placements**

It is proposed that the inflationary increase applied to out of borough placements is decided on a case by case basis as follows:-

- Providers to be informed that inflationary increase will be subject to submission of a written request to HBC contracts department within a specific timeframe
- Any increase within the agreed HBC rate of 2% to be approved and applied.

Any increase above 2% to be approved by a relevant Operational Director, based on the information submitted by the provider, confirmation of the host authorities approved inflationary rate and knowledge of the ongoing need for the specific service. This is consistent with historical practice.

4.0 **POLICY IMPLICATIONS**

- 4.1 Prices set should be realistic to allow the Directorate to achieve a balanced budget and to maintain quality services to vulnerable people.

5.0 **FINANCIAL IMPLICATIONS**

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

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

6.1 **Children & Young People in Halton**

None identified.

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

None identified.

6.3 **A Healthy Halton**

The provision of services that meet people's needs improves their health and wellbeing.

6.4 **A Safer Halton**

The provision of care services that meet people's needs increases

their safety and mitigates risk.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 Approval of a 2% increase will ensure stability of provision across the social care sector.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Increases will be applied through a transparent and equitable process.

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

None.

APPENDIX 1

Residential and Nursing Care

Current (2010/11) Rate	£	Proposed % Increase	New Cost (£) 2%	
Basic Residential	357.9	2	365.06	
Dementia Residential	421.98	2	430.41	
Basic Nursing	382.43	2	390.08	plus FNC
EMI Nursing	439.8	2	448.60	plus FNC

* FNC Costs paid by PCT

2010/11 -Projected Expenditure of Residential Care	5,264,323
The costs of implementing the 2% inflationary increase	105,286
Total	5,369,609

Domiciliary Care

Provider Name	Current Price 2010/11 (£)	Proposed % Increase	New Cost (£) 2%
I Care	10.71	2	10.92
Just Care	10.91	2	11.13
Homecare Support	11.10	2	11.32
Carewatch	11.18	2	11.40
Local Solutions	11.22	2	11.44
Caring Hands	11.99	2	12.23
Castlerock Care	11.31	2	11.54
M-Power	12.50	2	12.75
First Call Healthcare	11.48	2	11.71
Premier Care	11.22	2	11.44
DH Homecare	12.20	2	12.44

2010/11 -Projected Expenditure of Domiciliary Care	3,159,866
The costs of implementing the 2% inflationary increase	63,197
Total	3,223,063

REPORT TO: Executive Board Sub Committee

DATE: 17th March 2011

REPORTING OFFICER: Strategic Director Adult & Community

SUBJECT: Review of Fees & Charges – Adult & Community
Directorate 2011-2012

WARDS: All

1.0 PURPOSE OF THE REPORT

- 1.1 To present to the Executive Board Sub Committee the proposed increases in fees and charges for Adult & Community Services.

2.0 RECOMMENDATION

- i) **That the Executive Board Sub Committee approves the proposed changes in fees and charges outlined in Appendix 1.**

3.0 SUPPORTING INFORMATION

- 3.1 The Appendices to this report show the current charges for social care services and the proposed charges for 2011-2012.
- Appendix 1 – Adult & Community Services
- 3.2 Fees and charges for social care services listed have been inflated by 2.0% for 2011-2012 for residential services and non-residential services where a standard charge is applied.
- 3.3 Fees and charges for home care, day care and direct payments have been frozen. These charges are affected by the changes to the Fairer Charging for Non-Residential Services Policy agreed in 2010-2011. In addition to the charging policy, homecare charges have remained frozen because the hourly cost to Halton reduced in 2009-10 due to a re-tender. The homecare charge, if increased by 2.0% would become higher than the cost to the council.
- 3.4 Direct Payment Standard Agency hourly rates have been uplifted by 2.0% in accordance with the approved inflationary allowances allocated by the Council.
- 3.5 Pitch charges for the Riverview Gypsy site and the Warrington Road Transit Site have been inflated by 2.0% in accordance with the approved inflationary allowances allocated by the Council. The water and sewerage charges for Riverview Gypsy site have significantly increased in 2010/11. To keep the charge as the actual cost the charge has been inflated by 16.8%.

- 3.6 Fees and charges for Adults and Community Care will be increased with effect from 11th April 2011 to coincide with the date of the annual increase in Benefits rates.
- 3.7 The transport charge in section 1 and the community wardens and lifeline charges in section 2 have been inflated by 2.0% but they are currently subject to review.
- 3.8 A new charge for 2011/12 is proposed in section 1 for the appointee service where weekly payments of personal allowance are made through the Post Office Payout Service. The proposed charge is to recover the actual cost made by the Post Office to provide this service.
- 3.9 Additional charges will also be levied at actual cost for replacement documentation when using the Post Office Payout Service.

4.0 POLICY IMPLICATIONS

- 4.1 None.

5.0 RESOURCE IMPLICATIONS

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

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Children & Young People in Halton
None identified.
- 6.2 Employment, Learning & Skills in Halton
None identified.
- 6.3 A Healthy Halton
The provision of care services that meet people's needs improves their health and wellbeing.
- 6.4 A Safer Halton
The provision of care services that meet people's needs increases their safety and mitigates risks.
- 6.5 Halton's Urban Renewal
None identified.

7.0 RISK ANALYSIS

- 7.1 The Local Government Act 2003 includes a general power for best value to charge for discretionary services i.e. those services that the authority has the power, but is not obliged, to provide. Guidance is issued under the power in section 93, which states charges are limited to cost recovery. The Department of Health's fairer Charging Policies for Home care and other Non-Residential Social Services Guidance, Sept 2003, states that where Councils charge for non-residential services, flat rate charges are acceptable.

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

- 8.1 None.

9.0 EQUALITY AND DIVERSITY ISSUES

- 9.1 Gypsy/Travellers are a recognised BME group, and the continued provision of a properly funded, managed and maintained site ensures the Council continues to meet the needs of this group.

FEES & CHARGES

APPENDIX 1

SECTION 1 – CHARGES

	Current 2010-2011 £	Proposed 2011-2012 £
Maximum Weekly Charge for Residential Care		
Residential Care for Older People in Council homes (per week)	357.90	365.06
Dementia Residential care for Older People in Council homes (per week)	421.98	429.42
Adults with Learning Disability receiving respite services (per week)	514.26	524.55
Adults in Family Placements (per week)	376.90	384.44
Meals in the Community		
Family Placement Breakfast	1.75	1.79
Family Placement Lunch	2.18	2.22
Family Placement Tea	2.03	2.07
Meals - delivered to people in their own homes	2.88	2.94
Meals - Tea Time pack delivered to people in their own homes	2.00	2.04
Meals - Community Day Care	3.06	3.12
Meals - Day Centre users	-	
Light Breakfast	1.18	1.20
Cooked Breakfast	1.82	1.86
Light Meal	1.68	1.71
Cooked Meal	2.24	2.28
Visitors and Guests		-
Accommodation (per night)	10.61	10.82
Breakfast	2.68	2.73
Light Meal	3.44	3.51
Main Meal	4.68	4.77
Maximum Charges for Community-based Care		
Domiciliary Care (per hour)	11.35	11.35
Day Care (per session)	14.86	14.86
Family Placement (per session)	14.86	14.86
Dorset Gardens support charge (per week)	10.20	10.40
Handyperson Service (per hour)	5.00	5.10
Night time service (per week)	23.60	24.30
Charge those who receive High Rate DLA Care/AA the amount of Benefit they receive to pay for night care services in proportion to the amount of night care service that the Council pay to provide them with. A night care service is defined as a service either under a sleep in session or waking night service between the hours of 10pm to 8am.		-
Transport (per journey)	1.05	1.07
The charge is per trip to a maximum charge per week of £10.70, except for service users on the higher rate of DLA Mobility component for whom it will be up to a maximum of 50% of the higher rate of DLA Mobility component. i.e. £25.70 per week. Trips beyond 10 miles of Halton's boundary to be charged separately.		

	Current 2010-2011 £	Proposed 2011-2012 £
Charges Community Based Services		
Pitch Charges (weekly) - Riverview Gypsy Site - 21 pitches @	50.46	51.47
Pitch Charges (weekly) - Riverview Gypsy Site - 1 pitch @	58.88	60.06
Water & Sewerage (weekly)- Riverview Gypsy Site	11.22	13.10
Pitch Charges (daily) - Travellers Site	11.17	11.39
Charges to other Local Authorities		
Older People in Residential homes (per week)	405.29	413.40
Older People in Residential Dementia placements in Council homes (per week)	582.20	593.84
Adults in Supported Accommodation (per week)	514.26	524.55
Day Care - Older People (per session)	40.60	41.41
Day care - Adults with Learning Disability (per session)	60.30	61.51
Day Care - Adults with Physical/Sensory Disability (per session)	84.51	86.20
Appointee/Receivership Charges		
For the Council to act as DWP Benefits Appointee	100% of Interest earned on account	
Securing Property	80.77	82.39
Continuous monitoring of property when the property holder is unable to do so (cost per hour)	21.53	21.96
Storage of Wills (annual cost)	16.16	16.48
Property searches, meter readings etc (cost per hour)	21.53	21.96
Duchy of Lancaster Referrals where people have died intestate	Actual cost	Actual cost
Applications to the Court of Protection	Actual cost	Actual cost
Post Office Payout Service of personal allowance (annual)		50.00
Replacement documentation for Post Office Payout Service		Actual cost

People's ability to pay charges for Residential Care is assessed under Government Guidelines (CRAG). Charges for Community Care are assessed under the Councils Fairer Charging and service users are given the opportunity to detail the extra spending they have as a result of their special needs before their charge for care is calculated.

SECTION 2 - COMMUNITY WARDENS/LIFELINE CHARGES FOR SERVICE

	Current 2010-2011 £	Proposed 2011-2012 £
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	5.53	5.64
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	6.62	6.75
Level 3 Call centre monitoring plus reactive call out. Community warden daily visits according to assessed need and support planning. Assistive technology is provided according to assessed need.	8.82	9.00
Intermediate care, short term assessment and monitoring, including assistive technology	Non-chargeable	Non-chargeable

SECTION 3 – FEES PAID TO CARE PROVIDERS AND SERVICE USERS

	Current 2010-2011 £	Proposed 2011-2012 £
Payments for Direct Payments		
Standard Rate - Personal Assistant (hourly rate)	9.54	9.54
Standard Rate - Agency (hourly rate)	10.91	11.13
Complex Rate - Personal Assistant (hourly rate)	11.59	11.59
Complex Rate - Agency (hourly rate)	11.59	11.59
Payments for Adult Family Placements		
Family Placement (per week)	376.90	384.44
Family Placement (per 6 hour session) 1 person	32.30	32.95
Family Placement (per 3 hour session) 1 person	16.16	16.48
Family Placement (per 6 hour session) 2 people	53.85	54.93
Family Placement (per 3 hour session) 2 people	26.93	27.47
Family Placement (per 6 hour session) 3 people	64.61	65.90
Family Placement (per 3 hour session) 3 people	32.30	32.95
Family Placement (night care per night)	53.85	54.93

REPORT TO: Executive Board Sub Committee

DATE: 17th March 2011

REPORTING OFFICER: Strategic Director, Adults & Community

SUBJECT: Request for the waiver of Standing Orders in order to enable the Authority to progress the development of a Knowledge Transfer Partnership with Bangor University

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To request approval from members to seek suspension of the tendering Standing Orders in order to collaborate with Bangor University in a bid for funding under the Knowledge Transfer Partnership Scheme.

2.0 RECOMMENDATION

That members of Executive Board agree that:

- i) The Strategic Director, Adults and Community be authorised to enter into an arrangement with Bangor University to bid for the funding of a Knowledge Transfer Partnership (KTP) proposal;**
- ii) On this occasion, in the light of exceptional circumstances, due to the need to have an agreement in place with a specific provider in advance of the bidding process Standing Orders 3.1 relating to Tendering for Contracts be waived pursuant to Standing Order 1.8.**

3.0 SUPPORTING INFORMATION

3.1 Halton Borough Council, in conjunction with NHS St Helens and Halton PCT and Knowsley Borough Council has established a specialist community service for children and adults with learning disabilities whose behaviour challenges services. The Positive Behaviour Support Service:

- supports mainstream services working with people with learning disabilities, whose behaviour is a significant challenge.
- works directly with people whose behaviours present the greatest level of challenge

- will become a model of excellence, at the forefront of evidence based practice, and is unique nationally

This service has been designed to deliver significant savings to the partner agencies as well as to radically improve the quality of life for some of the most vulnerable service users.

3.2 A KTP involves a partnership between an 'Organisation', an academic institution and an 'Associate'. The 'Organisation' in this case is St Helens and Halton PCT, HBC and Knowsley Borough Council, the institution is Bangor University, and the associate is an individual undergoing training at Bangor (yet to be selected). The purpose of the KTP is to enable the associate to work within the organisation to further its aims and expertise, drawing upon the best research available in the chosen field of activity. It creates a reciprocal relationship between academic expertise and front line practice. KTPs can last for up to three years.

3.3 The KTP with Bangor University will be in the context of the development of this service and will focus on applying academic knowledge and research to the development of this specialised service. It will engage in systematic evaluation of the service and related projects with the aim of improving outcomes for service users and developing a strong skills base within the new team and across local support services.

4.0 **BUSINESS CASE**

4.1 **Value for Money and Competition**

4.1.1 Where the estimated value or amount of a proposed contract does not exceed £1,000,000 the Operational Director concerned may enter into such contract with such persons as the Operational Director considers competent for the purpose provided that at least five competitive tenders shall have been invited in writing before entering into such contract and the contract awarded to one of the persons who has tendered. However, Standing Order 1.8 allows the Procurement Standing Orders to be waived in exceptional circumstances

4.1.2 The School of Psychology in Bangor University is a leading international centre for the study and practice of Applied Behaviour Analysis (ABA), and the recognised lead in the UK in this field. ABA researchers in Bangor are the only team in the UK who are a part of a UK Research Assessment Exercise (RAE) five star academic department now firmly ranked as in the top 10% of UK psychology departments for research (RAE 2008).

4.1.3 Bangor currently runs the largest masters programme in ABA in the UK (currently 60-70 students registered for study at any one time),

and only one of two active programmes in the UK fully approved by the Behaviour Analysts Certification Board (the only international accrediting body for ABA, based in the USA) to meet the taught components required for individuals to achieve certification as Board Certified Behaviour Analysts (BCBA). The Bangor programme was the first BCBA approved masters course in Europe. Bangor University also has the largest concentration of BCBA's on staff (all qualified to the highest BCBA-doctoral level) in a UK University.

- 4.1.4 Bangor's School of Psychology has been the lead base for ABA in the UK for the past four decades. The ABA team of researchers and practitioners in Bangor also have the broadest range of expertise in the UK for use of ABA in multiple settings and with multiple client groups. The Bangor team are expert in the use of ABA with children and adults with autism and/or intellectual disability, and especially those with challenging behaviours.
- 4.1.5 Bangor staff have published articles and led training and developments in the application of ABA to: adult and adolescent mental health problems (especially, self-harm and parasuicidal behaviour), healthy eating in children, increasing physical activity in children, reducing stress in carers of people with disabilities, educational applications with children and adult learners (e.g., reading and number skills), and behavioural training for parents of children with conduct disorder.
- 4.1.6 A final practical point is that not only is Bangor the best ABA centre in Europe and one of the best in the world, but it is also the closest to Halton in the UK. The only other centres for ABA within the UK are at Cardiff, Swansea, Kent, and Ulster.

4.2 **Transparency**

- 4.2.1 This contract will be subject to issues of confidentiality and be open to scrutiny under the Freedom of Information Act, through the internal and external audit process and through the Policy & Performance Board scrutiny arrangements.

4.3 **Propriety and Security**

- 4.3.1 Usual integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

4.4 **Accountability**

- 4.4.1 This would remain with the Operational Director awarding the contract and once again the internal and external audit process. Policy & Performance Board will be relevant.

4.5 **Position of the Contract under the Public Contract Regulations 2006**

4.5.1 This contract is for a health and social service and as such is largely exempt from the 2006 regulations. The requirement for transparency and non-distortion of competition are met by the details set out in the earlier parts of the business case. In any event, the value of this contract is below the financial threshold of £156,442,00.

5.0 **POLICY IMPLICATIONS**

5.1 None.

6.0 **FINANCIAL IMPLICATIONS**

6.1 Where the estimated value or amount of a proposed contract does not exceed £1,000,000 the Operational Director concerned may enter into such contract with such persons as the Operational Director considers competent for the purpose provided that at least five competitive tenders shall have been invited in writing before entering into such contract and the contract awarded to one of the persons who has tendered. However, Standing Order 1.8 allows the Procurement Standing Orders to be waived in exceptional circumstances.

6.2 The 'Organisation' contributes £30,000 a year. This amount is split between HBC, KBC, and the PCT. Halton's actual commitment is therefore £10,000 per annum. If the bid is successful this enables matched funding of £30,000 a year to be drawn down from Government. This funding will be used to pay the salary of a full time person (employed by the university) to work on projects (e.g. cost effectiveness) specified by the partners. In addition it will cover the travel and subsistence budget, equipment budget and skill development budget for this individual. It will also cover academic support and the administration costs of the project.

6.3 Should the bid be successful funding has been identified and secured from the PCT (£10,000), Knowsley Borough Council (£10,000) and contributions from HBC CYPD (£5,000) and Adults and Community (£5,000). Any commitment beyond one year would be subject to a thorough cost/benefit analysis.

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

7.1 **Children & Young People in Halton**

The Positive Behaviour Support Service works with some of the most vulnerable young people in the Borough, and has a planned programme of early intervention to improve outcomes.

7.2 **Employment, Learning & Skills in Halton**

The KTP will lead to enhanced skills and competencies in local services.

7.3 **A Healthy Halton**

The Positive Behaviour Support Service will deliver significant improvements to the health and quality of life of service users.

7.4 **A Safer Halton**

None identified.

7.5 **Halton's Urban Renewal**

None identified.

8.0 **RISK ANALYSIS**

8.1 Any contract awarded and subsequent monitoring will comply with procurement standing orders.

8.2 A Service Level Agreement will be devised, giving a clear specification. Outcomes will be agreed and monitored on a yearly basis.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 Agencies awarded a contract would be expected to comply with the Council policies relating to Ethnicity and Cultural Diversity as well as promoting inclusion.

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

None under the meaning of the Act.

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