



Corporate Policy and Performance Board

**Tuesday, 1 November 2011 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David WR', is centered on the page.

Chief Executive

BOARD MEMBERSHIP

Councillor Alan Lowe (Chairman)	Labour
Councillor Joe Roberts (Vice-Chairman)	Labour
Councillor Peter Browne	Conservative
Councillor Mark Dennett	Labour
Councillor Robert Gilligan	Labour
Councillor Chris Loftus	Labour
Councillor Angela McInerney	Labour
Councillor Ged Philbin	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Linda Redhead	Liberal Democrat
Councillor Kevan Wainwright	Labour

Please contact Ann Jones on 0151 906 3795 Ext. 1179 or e-mail ann.jones@halton.gov.uk for further information.

The next meeting of the Board is on Tuesday, 3 January 2012

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

Part I

Item No.	Page No.
1. MINUTES	
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
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: Corporate Policy & Performance Board

DATE: 1 November 2011

REPORTING OFFICER: Strategic Director, Policy & 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: Corporate Policy & Performance Board
DATE: 1 November 2011
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services 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

Extracts of Executive Board and Executive Board Sub Committee Minutes that are relevant to the Corporate Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 22 SEPTEMBER 2011

43	POLLING DISTRICTS POLLING STATIONS REVIEW
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The Board considered a report of the Strategic Director, Policy and Resources which informed Members of the results of the formal Polling District, Places and Stations Review.

The Board was reminded that the Electoral Administration Act 2006 required Councils to carry out a review of its polling stations every four years. The main purpose of this was to ensure that all residents had reasonable facilities for voting.

As part of the review process, electors, Councillors and other interested parties had to be consulted. Responses to the consultation exercise were considered by the cross-party Polling Station Review Working Party on 18 August 2011, and their recommendations were attached at Appendix 1.

RESOLVED: That Council be recommended to adopt the amendments to the scheme as detailed in Appendix 1 attached to the report, for the period 2011-2014.

44	SPENDING AS AT 30 JUNE 2011
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The Board considered a report of the Operational Director, Finance which summarised the overall revenue and capital spending position as at 30 June 2011. The report had been considered by the Executive Board Sub Committee at its meeting on 8 September 2011.

In overall terms, revenue expenditure was marginally below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was above the budget profile; this was primarily due to:

- the delay in negotiating new premium pay arrangements with the Unions;
- staff turnover was much reduced and lower than assumed in the budget; and

- spending on agency staff, overtime, casual staff and consultancy costs.

It was reported that steps had been taken to control spending in these areas. In addition, certain budgets savings approved for 2011/12 had yet to be achieved, premium/overtime (£750,000), street lighting on rural roads (£40,000) and running costs associated with asset disposals (£250,000).

Members were advised that the economic downturn was affecting income. A number of income budgets were below their profile including market rents, industrial estates rents, land charges, social care charges and licence fees. These budgets would be closely monitored during the year to ensure the overall budget was balanced.

With regard to capital spending, it was reported that spending to the 30th June 2011 totalled £7.5m, which was 75% of the planned spending of £9.9m at this stage. However, this only represented 12% of the total capital programme of £64.1m (which assumed a 20% slippage between years). Members were advised that the main areas of programme slippage to date were in respect of Castlefields Regeneration and the Local Transport Plan schemes.

The Council's Balance Sheet was monitored regularly in accordance with the Reserves and Balances Strategy which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year.

The report also outlined the impact of the significant number of equal pay claims which had been lodged with the Council as part of the national single status agreement. A reserve had been established over recent years, which was now considered sufficient to meet the future cost of such claims.

RESOLVED: That

- 1) the action plan be approved; and
- 2) future monitoring reports be made quarterly to the Executive Board.

45	DRAFT CORPORATE PLAN 2011-16
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The Board considered a report of the Strategic Director, Policy and Resources on the new Draft Halton Corporate Plan (the Plan) 2011-2016.

The Plan set out the goals the Council wanted to achieve to help build a better future for Halton; it redefined priorities and explained how resources would be deployed. The Plan also presented the Council's contribution to the delivery of the Sustainable Community Strategy (SCS) 2011-26, and concentrated on the challenge, priorities and achievements planned over the next five years.

The Board noted that the Plan would guide development of more detailed strategy and actions to be undertaken by the Council, and explained the steps the Council would take to deliver on both the Vision and the strategic priorities and key themes set out in the SCS. These themes were set out as:-

- A Healthy Halton
- Employment, Learning and Skills in Halton
- A Safer Halton
- Halton's Children and Young People
- Environment and Regeneration in Halton

An additional priority to the five contained in the SCS had been added:-

- Corporate Effectiveness and Efficient Service Delivery

This related specifically to the delivery of Council service delivery as distinct from the partnership objectives of the SCS.

RESOLVED: That

- 1) the Draft Plan be discussed in terms of the suggested areas of focus and activities under each thematic area; and
- 2) subject to any amendments required, Council be recommended to adopt the Draft Corporate Plan 2011-2026.

46	REVISION OF THE PERFORMANCE MANAGEMENT FRAMEWORK
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The Board considered a report of the Strategic Director, Policy and Resources on the revision of the Performance Management Framework.

The Board was advised that changes to the National Performance Frameworks, such as the abolition of the National Indicator Set, the Local Area Agreement and the Comprehensive Area Assessments, had afforded the Council some degree of flexibility concerning the development of its future performance management arrangements. This reflected a transition away from performance

management by central government toward the authority being held account at a local level through the transparent provision of accessible performance data.

The consideration of future performance management and monitoring arrangements had run in tandem with the development of the revised Sustainable Community Strategy and Delivery Plan and the Corporate Plan for the period 2011-2016. These plans identified local priorities at a partnership and organisational level respectively, and worked to identify key performance measures and targets for each of the priority areas, now at an advanced stage.

The Board noted that a review of existing arrangements was undertaken which involved:

- Capturing the views of Lead and Senior Officers and Elected Members in a number of forums.
- A review of adopted practice elsewhere e.g. in other neighbouring Councils, Primary Care trusts and best practice in Local Government and the Private sector.
- Consideration of the potential requirements and expectations of local authority self-regulation.
- The ongoing need to ensure that available resources are being deployed to best effect in addressing strategic priorities of the Council.

The primary findings of the review and the future reporting arrangements were detailed in the report for Members' consideration.

RESOLVED: That the revised Performance Management Framework be approved as follows:

- 1) the development and use of a priority based performance report (as shown in the example) for each of the Council's six corporate priorities in 2012/13 for each Policy & Performance Board;
- 2) the presentation of Directorate Overview Reports on a quarterly basis and progress against the Corporate Plan on a six monthly basis for 2012/13; and
- 3) existing departmentally focused performance reports, developed for operational management purposes, continue to be made available to Members via the Council intranet, as advertised in the Members bulletin.

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 15
JULY 2011**

21	FINANCIAL OUTTURN
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The Board considered a report which reported the final revenue and capital spending position for 2010/11.

The report advised that the final accounts for 2010/11 were now complete and the revenue spending position for each department, subject to external audit, was set out in the appendix to the report.

It was noted that the Council had closely monitored and controlled its spending throughout the year and total spending had a overall net underspend of £120,000 for the year.

In addition, the Board was advised that staffing expenditure was significantly below budget across the Council, as posts were held vacant in order to assist in meeting the underspend targets set for each Directorate. In the main these posts had now either been filled or been used as savings for the 2011/12 budget, and therefore the position was not likely to be repeated. The economic downturn continued to have an impact upon the Council's finances, with shortfalls in income in a number of areas.

With regard to the Council's Reserves and Balances these had been reviewed in accordance with the Reserves and Balances Strategy. Total revenue spending for the year was £120,000 below budget (compared to £489,000 in the previous year). However, during the year unexpected Area Based Grant income of £72,000 was received and therefore as a result the Council's General Balances now stood at £7,367,000, an increase of £192,000 from the previous year.

It was reported that during the year a target was set for each Directorate to underspend its budget by £0.5m in order to create a Transformation Fund of £2m. This had been achieved and the Fund was intended to meet these costs associated with the structural changes which the Council needed to make in order to balance its budget and shape the way it delivers services. In March 2011 redundancy costs totalling £738,000 had been met from the fund in 2010/11, leaving a balance of £1,262,000.

In addition, Members received a summary of capital spending against the 2010/11 Capital programme. It was noted that Capital spending totalled £43m which was £7.7m below the revised Capital programme of the £50.6m. The main areas of significant slippage were in respect of Landfill Tax Credits, Castlefields Regeneration and Widnes

Waterfront. The Capital Programme had been reviewed in line with the resolution regarding the proposed development of the former Runcorn market. Despite capital receipts not being generated as quickly as expected, funding up to £750,000 could be made available. However, further capital projects would need to have their own funding in place to be able to be incorporated in the Capital programme.

Arising from the discussion it was suggested that consideration be given to more regular financial report monitoring. It was agreed that this would be considered in consultation with the Resources portfolio holder.

RESOLVED: That the report be noted.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 8 SEPTEMBER 2011

26	SPENDING AS AT 30 JUNE 2011
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The Sub-Committee considered a report which summarised the overall revenue and capital spending position as at 30th June 2011.

In overall terms, revenue expenditure was marginally below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was above the budget profile; this was primarily due to:

- the delay in negotiating new premium pay arrangements with the Unions;
- staff turnover was much reduced and lower than assumed in the budget; and
- spending on agency staff, overtime, casual staff and consultancy costs.

It was reported that steps had been taken to control spending in these areas. In addition, certain budgets savings approved for 2011/12 had yet to be achieved, premium/overtime (£750,000), street lighting on rural roads (£40,000) and running costs associated with asset disposals (£250,000).

Members were advised that the economic downturn was affecting income. A number of income budgets were below their profile including market rents, industrial estates rents, land charges, social care charges and licence fees. These budgets would be closely monitored during the year to ensure the overall budget was balanced.

With regard to capital spending, it was reported that spending to the 30th June 2011 totalled £7.5m, which was 75% of the planned spending of £9.9m at this stage. However, this only represented 12% of the total capital programme of £64.1m (which assumed a 20% slippage between years). Members were advised that the main areas of programme slippage to date were in respect of Castlefields Regeneration and the Local Transport Plan schemes.

The Council's Balance Sheet was monitored regularly in accordance with the Reserves and Balances Strategy which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year.

The report also outlined the impact of the significant number of equal pay claims which had been lodged with the Council as part of the national single status agreement. A reserve had been established over recent years, which was now considered sufficient to meet the future cost of such claims.

RESOLVED: That

- 1) the report be noted;
- 2) a further report be submitted to the Executive Board on the steps available to achieve a balanced budget at the end of the year; and
- 3) future quarterly Spending reports be submitted to the Executive Board for consideration.

27	ICT CAPITAL REVIEW
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The Sub-Committee considered a report which outlined the spending profile for the current ICT infrastructure requirements for 2011/12. Members were advised that in order to support the current demand for technology growth and replacement, the authority required an investment in the region of £1.3m this year in relation to the £1.1m capital budget made available.

It was noted that all projects had been identified and through smart procurement tactics, financial year-end discount opportunities, detailed specification and programme management the budget was expected to support the current requirement. In addition, all capital investment would be targeted to the maintenance and support of existing equipment that had become no longer viable, in terms of spare parts and its operational ability. Every effort would be made to comply

with the full programme requirement through additional income generation and effective purchasing.

Members also received an update on the new 'Lync' telephony solution, which had targeted installation dates between October and December 2011 and the device replacement strategy, which had been reviewed and new device strategies were now in place.

RESOLVED: That the Board supports the ICT Capital Programme.

28	TREASURY MANAGEMENT 2010-11
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The Sub-Committee considered a report which reviewed activities on Treasury Management for the year 2010/11 in accordance with the Council's Treasury Management Policy Statement.

The annual report covered:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- Reporting of the required prudential and treasury indicators;
- Overall treasury position identifying how the Council had borrowed in relation to this indebtedness and the impact of investment balances.
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

In addition the report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Members.

Members noted that the unexpected change of policy on Public Works Loan Board (PWLB) lending arrangements in October 2010 resulted in an increase in new borrowing rates of 0.75% to 0.85% without an associated increase in early redemption rates. This made new borrowing more expensive and repayment relatively less attractive.

RESOLVED: That the actual 2010/11 Prudential and Treasury Indicators in this report be approved and the Annual Treasury Management Report for 2010/11 be noted.

29	TREASURY MANAGEMENT 1ST QUARTER 2010-11 APRIL TO JUNE
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The Sub-Committee considered a report which updated Members on the activities undertaken on the money market as required by the Treasury Management Policy.

The report provided supporting information on the economic background, economic forecast, short term rates, longer term rates, temporary borrowing/investments and new borrowing. It was noted that all the policy guidelines in the Treasury Management Policy had been complied with.

RESOLVED: That the report be noted.

30	DISCRETIONARY NON DOMESTIC RATE RELIEF
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The Sub-Committee received a report of the Strategic Director, Corporate and Policy which sought Members' consideration of four applications for discretionary non-domestic rate relief, under the provisions of the Local Government Finance Act 1988.

The Sub-Committee was advised that under the provisions of Section 47 of the Local Government Finance Act, 1988, the Authority was allowed to grant discretionary rate relief to organisations that were 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 was outlined within the report and list of the associated figures was included.

RESOLVED: 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 1st April 2011 or the commencement of liability, whichever is the later to 31st March 2013:-

Halton Haven Hospice	20%
SHAP Ltd.	20%

- 2) in respect of the following organisation, it is also recommended that they should be granted discretionary rate relief for the backdated element of the charge from April 2010 or the commencement of liability, whichever is the later.

Halton Haven Hospice 20%

- 3) under the provisions of Section 47, Local Government Finance Act 1988, the following applications for discretionary rate relief be refused:-

Runcorn Golf Club 20%
Widnes Golf Club 20%

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 22
SEPTEMBER 2011**

37	WAIVER OF PROCUREMENT STANDING ORDERS
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The Sub-Committee considered a request to waive standing orders to enable the current service provided by Northgate@work to include Audit and Operational Finance and Human Resources and further additions to the current Northgate@work and Northgate "Docs on Line" contracts during the remaining contract lifetime.

The Sub-Committee was advised that the Revenues and Benefits Division had renegotiated a contract with Northgate@work, a market leader in the supply of document imaging systems to local government. The current contract expired in January 2015. One of the advantages of Northgate@work was that they offered a remote scanning and indexing service.

It was noted that a recent review had indicated that given current volumes of work in Revenues and Benefits, when Adult and Operational Finance and Human Resources came on line, it would still be more cost effective for the Council to use this service. As the application was introduced into more areas of the Council this would be continually reviewed.

RESOLVED: That for the purposes of Contract Standing Order 1.8, approval be given to the waiver of Standing Orders 3.1 to 3.7 for the following reasons:

- Standing Order 1.8.2a, as Northgate is the only provider of a remote scanning and indexing service;
- Standing Order 1.8.2c, as the existing system has been operating successfully for over 10 years and any new supplier would involve the Council in substantial set up and installation costs;

- Standing Order 1.8.2d, as Halton Borough Council has been a reference site for Northgate@work. Due to this relationship, Halton Borough Council has been able to negotiate favourable terms for the extension of the contract, which would not be available on the open market; and
- Standing Order 1.8.2e, as the provision of a remote scanning and indexing of documents could only be provided by Northgate Docs on Line.

38	INVEST TO SAVE BIDS
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The Sub-Committee considered a report of the Strategic Director Policy and Resources which requested that two bids on the Invest to Save Fund be considered. The Invest to Save Fund was established in 2007 to provide up front monies from which sustainable savings were generated to help the Council’s budget. The criteria for its use was outlined in the report:

It was noted that the following two bids had been submitted which met the criteria:

	Annual Savings	Cost
	£000	£000
Energy Saving Lighting	46	8
Scanning	65	26

RESOLVED: That the bids be approved.

39	3MG WESTERN APPROACH LINK ROAD
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The Sub-Committee considered a report which sought a waiver of Standing Orders to begin construction work on the 3MG western approach link road.

It was noted that in order to comply with planning permission granted by Knowsley Metropolitan Borough Council and Halton Borough Council commencement of the Western Approach Link road was required. In June 2011 the Council had entered into an agreement with Prologis UK Limited for the development of the HBC Field. As part of the agreement the developer was obliged “to complete the Infrastructure Works” which included the western approach link road. Therefore the tender process to let a small contract to undertake advanced drainage works was managed by Prologis.

Members were advised that the tender process carried out by Prologis had resulted in Balfour Beattie Civil Engineering Limited being the preferred contractor for the western approach link road. The primary reason for the waiver was that compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit.

RESOLVED: That the waiver of standing orders for this discrete area of work be agreed.

REPORT TO: Corporate & Policy PPB
DATE: 1st November 2011
REPORTING OFFICER: Strategic Director Communities
SUBJECT: Local Area Forum's 2010/11
WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform members of the spending profiles of the Local Area Forum's for the financial period 1st of April 2010 to 31st March 2011.

2.0 RECOMMENDATION: That

- (1) The report be discussed and a recommendation on introducing a revised funding application agreed.**

3.0 SUPPORTING INFORMATION

- 3.1 Local Area Forums were set up in 2001 taking decisions and policy development into communities and bridging the gap between key agencies working within the Borough. Each Local Area Forum is led by local Councillors and supported by a senior officer from the Council. Other partner organisations such as the Police, Fire Service, Housing Associations, Youth and voluntary sector bodies also attend Local Area Forums to keep the community informed of local developments and to respond to local concerns. The Local Area Forum Projects Coordinator works closely with the Local Councillors, Community Development, External Funding, Housing Associations, and local residents in addition to other partners.

- 3.2 Each year funding has been allocated to the Local Area Forums to spend on small-scale projects that are identified by the community or to support larger scale initiatives providing improvements to the local area. In 2010/11, £600,000 was allocated to the Area Forum. It is allocated on a per capita basis across the seven Local Area Forums that cover the Borough.

AF1 – Broadheath, Ditton, Hough Green and Hale

AF2 – Appleton, Kingsway and Riverside

AF3 – Birchfield, Farnworth and Halton View

AF4 – Grange, Heath, Halton Brook and Mersey,

AF5 – Halton Castle, Norton North, Norton South and Windmill Hill

AF6 – Beechwood and Halton Lea

AF7 – Daresbury

- 3.3 The local community are invited to raise ideas for neighbourhood projects to enhance their local area. Access to funding requires a form being submitted to the Area Forum. A revised form is attached (appendix A) it is proposed is introduced. This will help gather more information to support accountability and reporting information and for clarity to support any Council decisions. The Forum then considers these ideas involving partners and securing other sources of funding as appropriate and an action plan agreed. Actions must have community support and not result in a long-term financial commitment.
- 3.4 The Community Development team support locality working through the Local Area Forums encouraging community involvement and developing community initiatives in the neighbourhoods. They support local community groups to engage with members, council departments, partner agencies and support the leverage of additional funding to community development projects.

4.0 LOCAL AREA FORUM EXPENDITURE

- 4.1 The projects funded through the Local Area Forums are wide and varied. However they have been categorised into a number of key areas, which are listed below:-

Landscapes

This category includes increased planting, allotments and provision of dog bins.

Safety

This category includes road safety improvements, traffic calming and speed surveys.

Youth Facilities

This category includes Improvements to youth and community centres including facilities, lighting, creation of kick about areas and sporting equipment.

Improved Parks

This category refers to an initiative which allows the provision of gardeners in parks at the weekends which helps deter vandalism, improves public reassurance and the general appearance of the parks. In addition the forum provides additional planting and improved facilities such as benches.

Pedestrian Access

This category is for making improvements to the local infrastructure, such as pathways.

Security

This category includes alley gating initiatives. It also includes other projects such as fencing and lighting to deter crime and anti-social behaviour.

Other

This category is for community facilities and resources, community initiatives, sports facilities, events organised by local groups and improvements at pre-school venues. This supports thriving, cohesive, vibrant and safer communities throughout Halton.

5.0 BREAKDOWN OF FUNDING

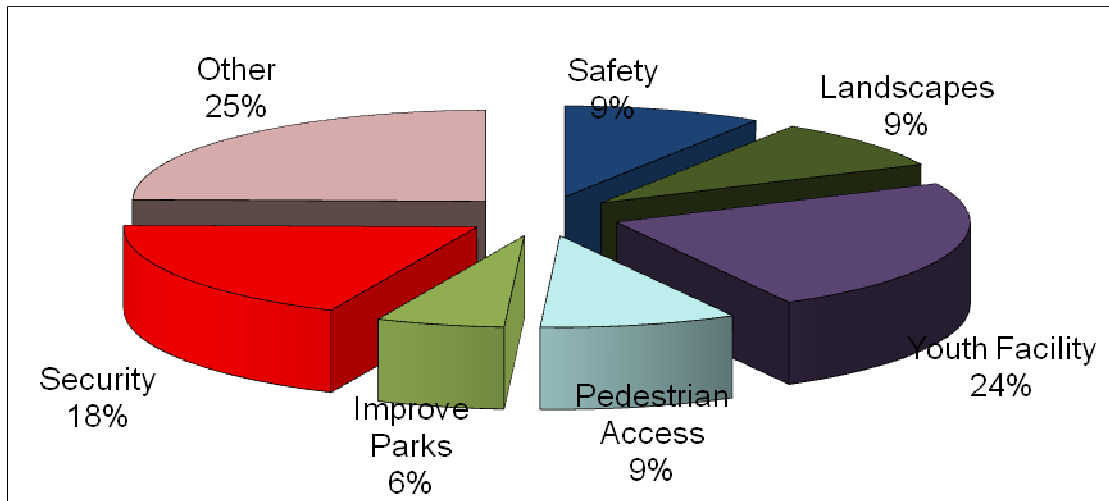
The budget detailed below is allocated using the population levels for each area.

The spend category indicated below is the actual spend for 2010/2011.

Local Area Forum	Forum Funding	
	Budget	Spend
Broadheath, Ditton, Hough Green and Hale	109626	107447
Appleton, Kingsway and Riverside	89328	89370
Birchfield, Farnworth and Halton View	87263	90131
Grange, Heath, Halton Brook and Mersey	127101	128131
Halton Castle, Norton North, Norton South and Windmill Hill	114298	115009
Beechwood and Halton Lea	52617	52569
Daresbury	19767	19766
Totals	£600,000	£602,423

All Area Forums for 2010/2011 Expenditure								
	Safety	Landscapes	Youth Facility	Pedestrian Access	Improve Parks	Security	Other	Total
AF 1	9820	9623	25325	9700	6322	19968	26689	107447
AF 2	3303	1498	0	0	21746	41421	21401	89370
AF 3	3555	10219	8052	14099	10600	22555	21051	90131
AF 4	3305	11478	17291	5110	17850	15692	57405	128131
AF 5	16816	21140	16134	0	0	16742	44176	115009
AF 6	5865	7808	13669		171	500	24556	52569
AF 7	4571	0	0	0	0	0	15195	19766
	47235	61766	80471	28909	56689	116879	210473	602423
	8%	10%	13%	5%	9%	19%	35%	

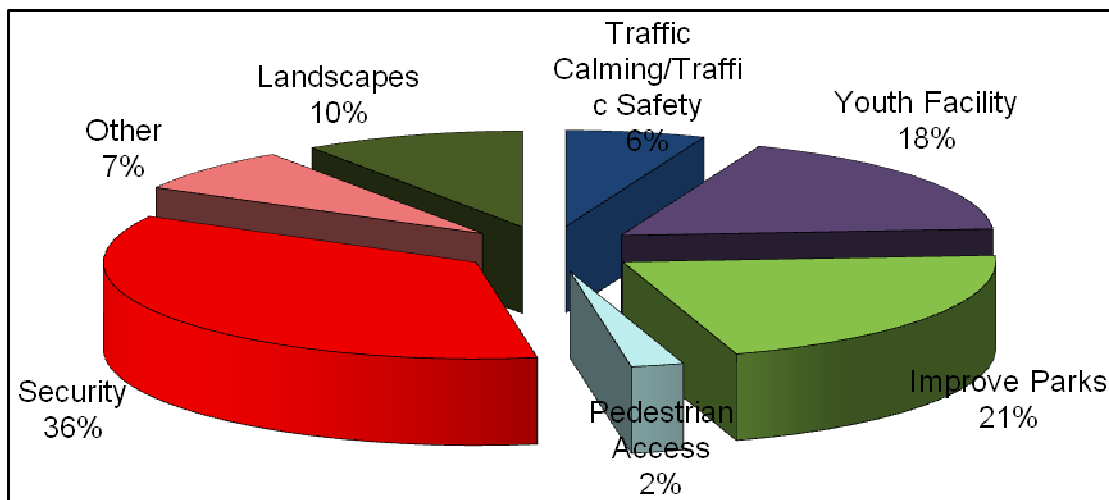
Breakdown of spend for Local Area Forum 1 – (Broadheath, Ditton, Hough Green and Hale)



5.1 Broadheath, Ditton, Hough Green and Hale

The highest category is “Other” which includes Widnes Rugby Union heating and refurbishment. The next highest is “Youth Facility” which includes items such as the Upton play builder project, Halebank Youth Club and Hale Youth Centre.

Breakdown of spend for Local Area Forum 2 – (Appleton, Kingsway and Riverside)

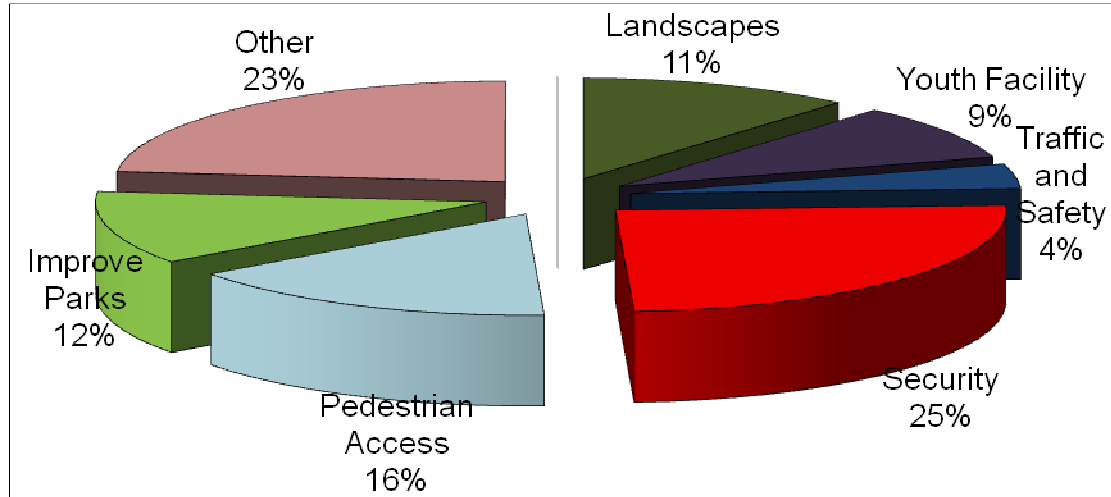


5.2 Appleton, Kingsway and Riverside

The highest category is “Security” which includes fencing and alley gating across this forum.

Next highest is “Other” and “Improve Parks” which mainly includes the Junior play facility in Victoria Park and other community schemes in the Area.

Breakdown of spend for Local Area Forum 3 – (Birchfield, Farnworth and Halton View)

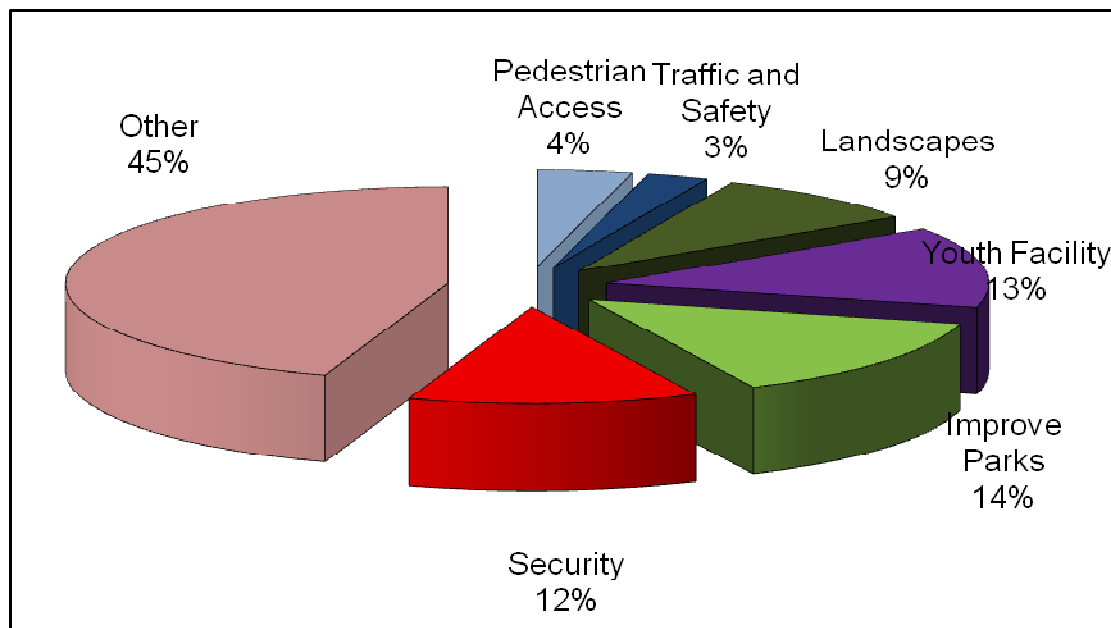


5.3 Birchfield, Farnworth and Halton Brook

The highest category is “Security” which includes alley gating and fencing schemes across the forum area.

The next highest is “Other” and includes Halton Hornets who have applied for WREN funding and other Community schemes.

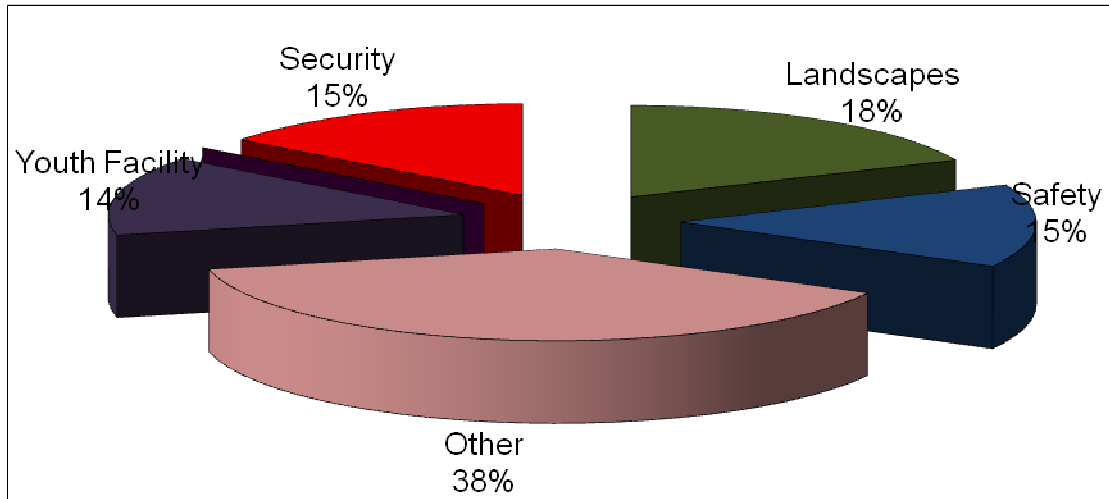
Breakdown of spend for Local Area Forum 4 – (Grange, Heath, Halton Brook and Mersey)



5.4 Grange, Heath, Halton Brook and Mersey

The highest category is “Other” which refers to many community schemes and one in particular which is Halton Heart Start a new gym in Runcorn. The next highest is “Improving Parks” which refers to the weekend gardeners in the parks and benches at Runcorn Hill Park and Ivy Park.

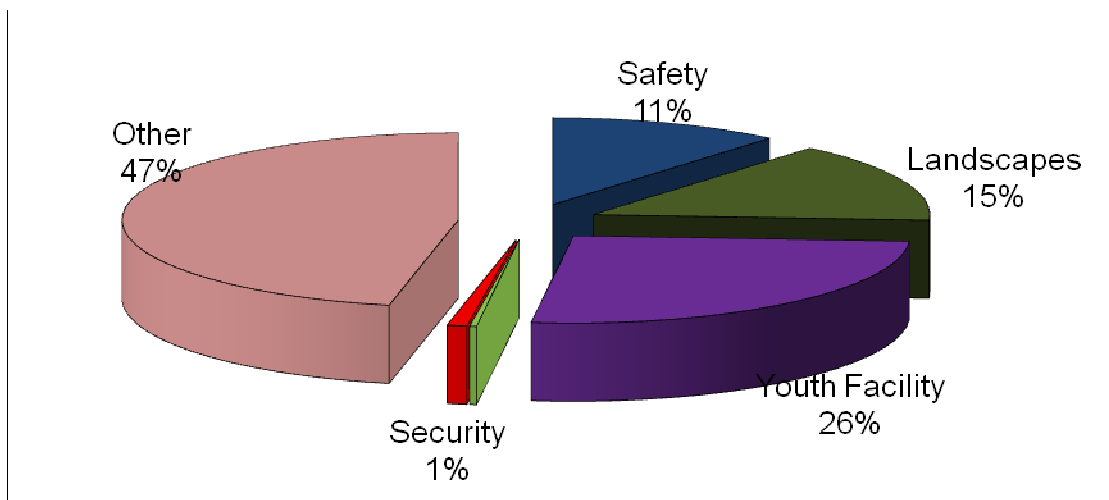
Breakdown of spend for Local Area Forum 5 – (Halton Castle, Norton North, Norton South and Windmill Hill)



5.5 Halton Castle, Norton North, Norton South and Windmill Hill

The highest category is “Other” referring to many community schemes. The next highest is “Landscapes” which includes Dog Bins across this area.

Breakdown of spend for Local Area Forum 6 – (Beechwood and Halton Lea)

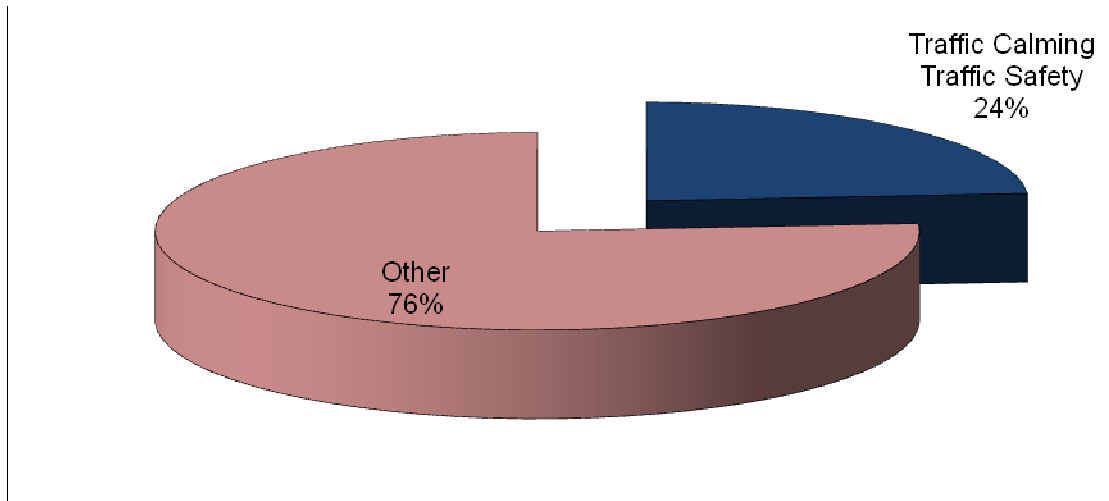


5.6 Beechwood and Halton Lea

The highest category is “Other” which includes the refurbishment of Credit Union in Halton Lea Shopping Centre and refurbishment of Hill View Pre-school in addition to other Community Schemes.

Next Highest is “Youth Facilities” which includes to the Glen Play Area and other youth schemes.

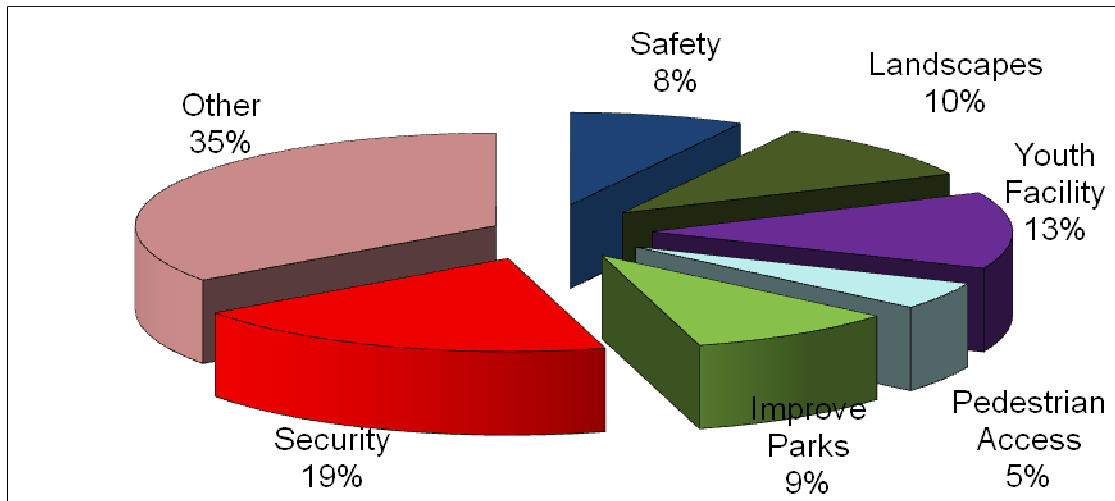
Breakdown for Local Area Forum 7 – (Daresbury)



5.7 Daresbury

The schemes for the Daresbury forum are divided amongst the four parishes and they decide along with the parish council how this is to be spent for the coming year. The majority of the funding is spent on items identified in the local parish plans.

All Forums 2010/2011

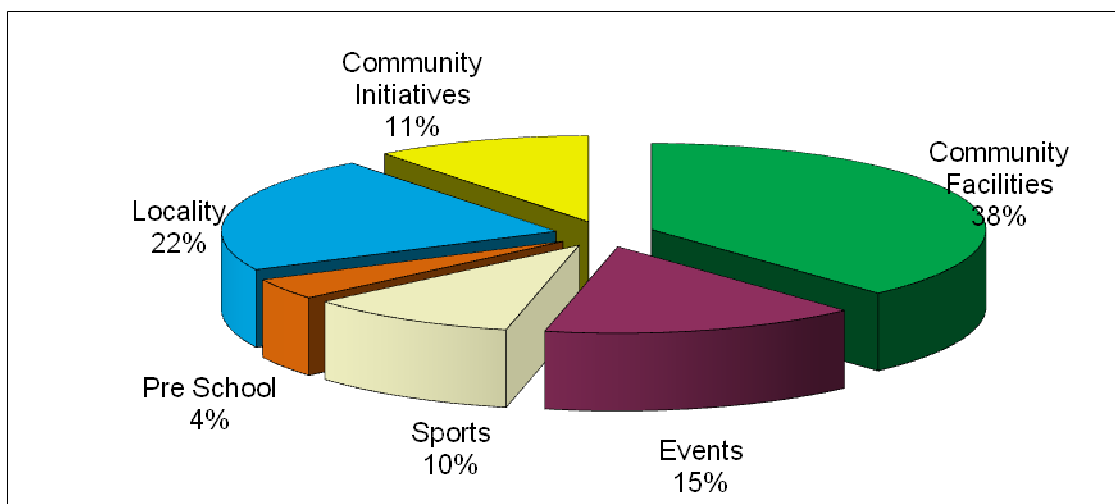


5.7 Breakdown of All Local Area Forums 2010/2011

The graph illustrated shows the breakdown of funding across the categories for 2010/11. The largest proportion of funding across the borough was expended on the category “other” and a breakdown of that spend is listed below

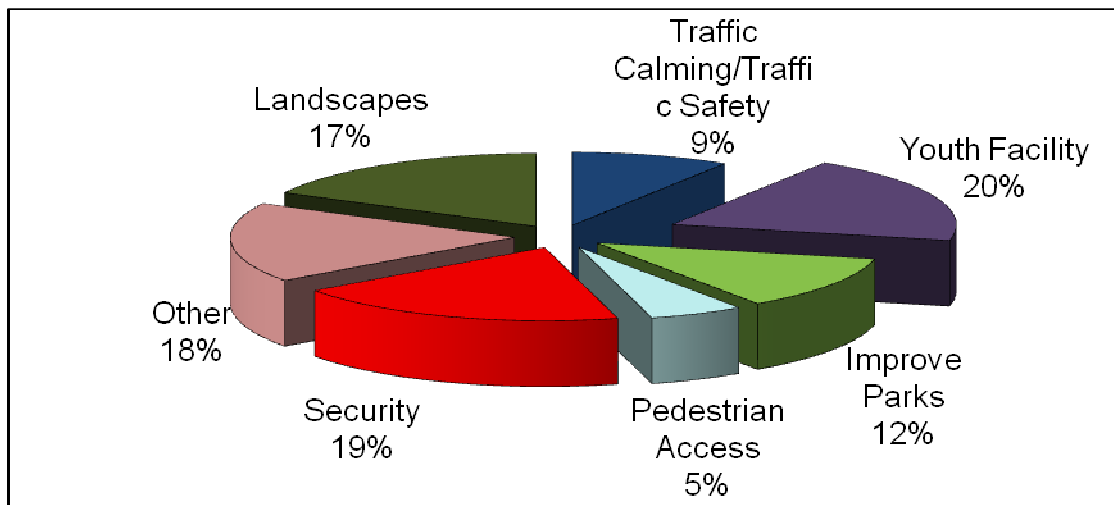
Breakdown of the Category “Other” for 2010/2011

Community Facilities	Events	Sports	Pre School	Locality	Community Initiatives
38%	15%	10%	4%	22%	11%



This category represents 35% of the total expenditure for 2010/2011, Identified as “Other”.

All Forums from 2003 to 2011



5.8 All Forums from 2003 to 2011

The graph illustrated show the breakdown of funding across the categories from 2003 to 2011. The largest proportion of funding across the borough was expended on the category “Youth Facilities”.

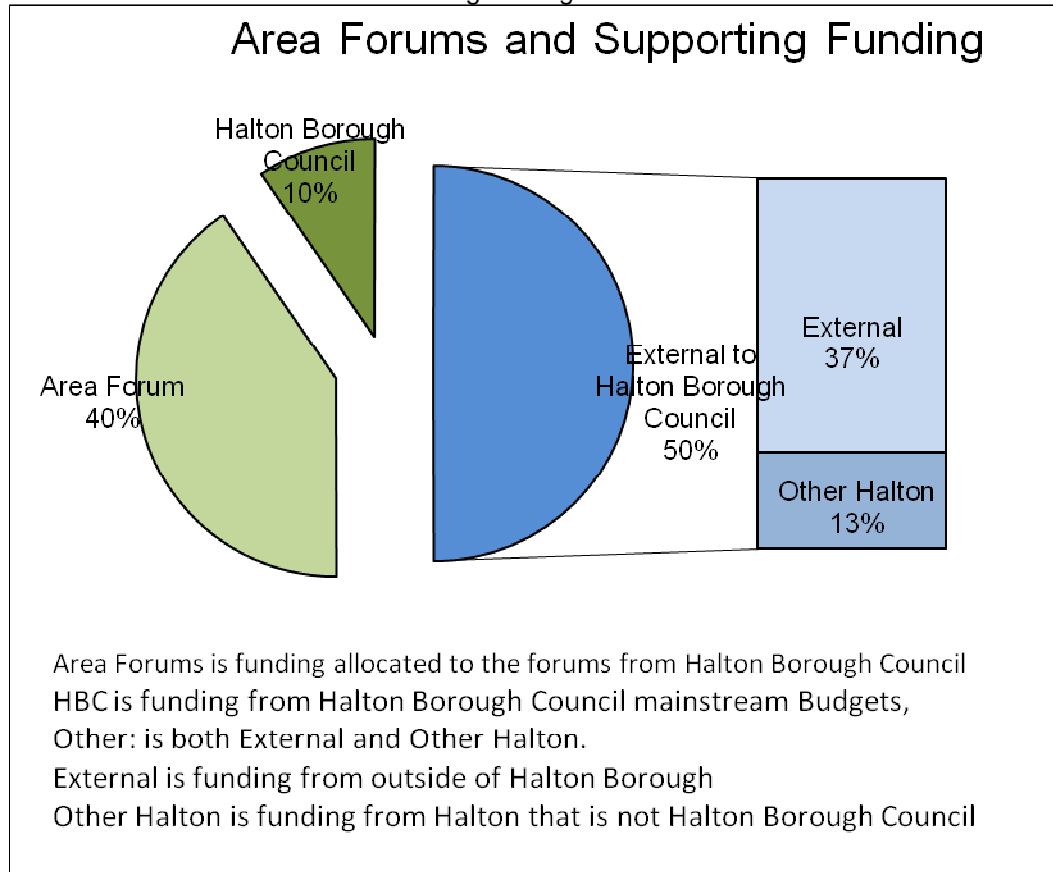
YEAR	Bonfire Initiative	Traffic Calming/Traffic Safety	Youth Facility	Improve Parks	Pedestrian Access	Security	Other	Landscapes
2003/2004	6000	74830	139143	89295	42166	120465	66583	68768
2004/2005	5000	62200	158550	39000	28457	152054	68561	86309
2005/2006	6000	43912	103940	65065	73603	152054	42540	116710
2006/2007	0	78763	126807	66496	27500	80556	85690	134818
2007/2008	0	52951	94479	80133	22763	135039	111742	110308
2008/2009	0	41425	126804	108150	22528	65780	101893	149953
2009/2010	0	38918	116102	66008	7825	106911	159696	119629
2010/2011		47235	80471	56689	28909	116879	210473	61766
Total	17000	440234	946296	570836	253751	929737	847178	848261

5.9 Supporting Funding

The forum budget has been supported with other grants and through joint working has levered in money from agencies such as Biffa, Wren, Housing Associations and the Lottery, 3mg, United Utilities and John Moores etc. Listed below is the supporting funding analysis for 2010 to 2011. This table does not represent all of the funding but gives an indication of the additional support to the Projects.

Key: HBC refers to other funding provided by Halton Borough Council.

Other Halton refers to funding provided by other agencies such as the PCT, Housing Trusts within Halton. External refers to funding coming from outside Halton.



Local Area Forum	Supporting funding			
	HBC	Other Halton	External	Total
Broadheath, Ditton, Hough Green and Hale	30400	54508	289936	374844
Appleton, Kingsway and Riverside	4100	16328	12172	32600
Birchfield, Farnworth and Halton View	7060	55400	22400	84860
Grange, Heath, Halton Brook and Mersey	11800	13768	52700	78268
Halton Castle, Norton North, Norton South and Windmill Hill	29750	1320	11500	42570
Beechwood and Halton Lea	63860	52000	161000	276860
Daresbury	0	0	0	0
Totals	£146970	£193,324	£549,708	£890,002

This table refers to Supporting Funding and does not include the £600,000 provided by the Area Forum.

Wren/HLF	Play builder	Total
159000	100000	
6000	0	
22400	0	
37368	0	
11500	0	
0	50000	
0	0	
£236,268	£150,000	£386,268

The total external budget brought into Halton is £483,095 and the above table total is details of some of the funding which totals £386,268 and includes WREN, HLF and Play builder. The remaining has been provided by other agencies such as Housing Associations, 3mg, etc.

There are 12 schemes still waiting for a decision from one of the external funding organisations from 2010/2011. These figures are NOT included in this report.

In developing Area Forum Projects negotiations with partner agencies with either a service delivery or geographical interest are embedded into the approach. This aims to maximise funding opportunities and to realise the positive impacts of the projects.

6.0 POLICY IMPLICATIONS

The Local Area Forums are a key tool in engaging with local residents and the budget provides a means of funding minor schemes in response to local needs and aspirations. In addition, area forum grants often provide much needed 3rd party or match funding to support larger schemes, helping to lever in much larger pots of external funding from outside the borough. This mechanism provides a platform for community engagement at a neighbourhood level which can be utilised to inform strategic objectives and policy development.

The projects support safer neighbourhoods generating an increased satisfaction for local residents with their area and a willingness to participate in community life. Area Forums contribute to building cohesion in Halton's communities through projects and initiatives that encourage community connectedness.

The projects funded are all required to demonstrate a contribution to the Council's five priorities.

7.0 OTHER IMPLICATIONS

None.

8.0 RISK ANALYSIS

There are no significant risks associated with this report.

9.0 EQUALITY AND DIVERSITY ISSUES

The local area forums and grant support are open and accessible to all Members of Halton's community.

10.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

10.1 Children and Young People in Halton

The expenditure profiles for each of the LAF's demonstrates a significant proportion of funding is allocated to supporting pre-school, youth activities and sports. Since 2003 20% of the total expenditure through area forums has been on youth facilities.

Employment, Learning and Skills in Halton

The expenditure that supports community initiatives includes accessing learning & skills opportunities through locally delivered courses. Many of the community initiatives have volunteer opportunities either with the Management Committees or as part of delivering activities i.e community café's,

A Healthy Halton

10% of the overall expenditure in 2011/12 directly supported sport activities. Many of the community initiatives have a well-being impact supporting the ethos of a whole area approach to healthy living.

A Safer Halton

A sense of community and community connectedness reduces residents fear of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders like police, housing, community wardens, etc. 45% of expenditure in 2010/11 directly supported community safety initiatives.

Halton's Urban Renewal

Area forums provide a mechanism for local people to be involved in the decision making impacting on place shaping for their local area. Local people can influence expenditure to improve their local environment and work jointly with the Council towards the communities aspirations.

10.2 The eligibility criteria for Local Area Forum Funding requires the projects should support one or more of the Council's priorities.

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

Document:
Minutes of Local Area
Forum

Place of Inspection:
3rd Floor Municipal Building
Kingsway

Contact Officer:
Janice Weston

APPENDIX A

AREA FORUMS GRANT FUNDING - WE ARE SEEKING YOUR GOOD IDEAS

Halton Borough Council has set aside a small account from Council Funds to respond to requests for assistance for deserving local projects. The money must be used on things that will improve life in the area and should meet the following criteria:-

- It must not result in a long-term financial commitment.
- It should contribute to one or more of the Council priorities of A Safer Halton, A Healthy Halton, Renewing Halton, Children & Young People in Halton, Skills, Lifelong Learning, Employment in Halton
- It must have community support
- It must benefit the community or community group
- *It must not support activity which either challenges Council decisions or goes against Council Policy.*

If you have any ideas you would like considered, whether it is environmental improvement, safety issues, *Community schemes for old or young* or opportunities for young people or anything else, please complete the other side of this leaflet and return it to the address below, to a Council Office, Halton Direct Link or to a Housing Association Office who will forward it on.

If you have any ideas you would like considered, whether it is environmental improvement, safety issues, opportunities for young people or anything else, please complete the other side of this leaflet and return it to the address below, to a Council Office, Halton Direct Link or to a Housing Association Office who will forward it on. *Although we will endeavour to satisfy requests for funding the Council cannot guarantee that even the most deserving schemes will be successful or that funds will be available at the time a request is made.*



Miss Janice M Weston
Area Forums Projects Coordinator
Runcorn Town Hall -2nd Floor
Heath Road
Runcorn
WA7 5TN

Contact Phone Number 0151 906 4879

Proposal:

You can submit extra information on blank forms if required.

Approximate Cost (if known)

PLEASE NOTE THAT IF SUCCESSFUL YOU WILL NORMALLY BE REQUIRED TO PRODUCE THREE QUOTATIONS FOR ANY WORKS – for clarification speak to the Janice Weston the Projects Coordinator 0151 906 4879

Supporting funding:

*Please show details of any other supporting funding either a contribution from your group, Housing Association or a submission to an external funder.
(Please show the status of the funding for example: Submitted to WREN on June 1st 2011)*

Does this proposal have community support (please give brief details)

Please say how this will improve the area

Please give your name and address so that we can keep you informed or seek clarification:

Name.

Address:

Phone:

Date Received on

Position within your Group and Organisation details:

Please confirm if your group is constituted:

REPORT TO: Corporate PPB

DATE: 1st November 2011

REPORTING OFFICER: Strategic Director – Children & Enterprise

SUBJECT: RTH Civic Suite - Wireless Speaker System

WARDS: Grange Ward

1.0 PURPOSE OF THE REPORT

- 1.1 To seek support from members with regards the Operational Director Economy, Enterprise & Property allocating a sum of £20,000 out of the annual DDA budget to fund a wireless speaker system in the Civic Suite at Runcorn Town Hall.

2.0 RECOMMENDATION: That

- 2.1 Members support:- the proposal to install a new wireless speaker system similar to that in the Council Chamber in the Civic Suite, and that this be funded through the 2011/12 DDA budget.**

3.0 SUPPORTING INFORMATION

- 3.1 At the Members Support Service Working Party group meeting held on 3rd August 2011 Property Services were requested to look into the feasibility of providing a wireless speaker system in the Civic Suite at Runcorn Town Hall similar to that installed in the Council Chamber.
- 3.2 The recent refurbishment of the Council Chamber included the provision of a wireless speaker system to replace the original fixed wired system. This has enabled the room to be used in a far more flexible way as the units can simply be moved to whatever location is required thus allowing the desk layout to be varied.
- 3.3 The current speaker system in the Civic Suite is over 10 years old and is of a fixed wired nature. It has become very unreliable and has caused problems at a number of recent meetings. The system does not enable anyone seated to the rear of the room or standing within the dining area adjacent to the kitchen to hear proceedings very well. There have been a couple of recent meetings in the room, where large number of the public have attended, and the current system proved inadequate.

- 3.4 It has been established that it is feasible to install a wireless system similar to that in the Chamber which could be linked through to the existing speakers in the area adjacent to the kitchen thus allowing for anyone standing in that area to clearly hear proceedings. The system would also include for personal inductive listening loop receivers to link into personal hearing aids.
- 3.5 The provision of a new wireless system will enable the room to be used in a far more flexible way as it will be far easier to create different table layouts if required.

4.0 POLICY IMPLICATIONS

- 5.1 The works will improve facilities within the Civic Suite and allow all those present to hear proceedings. It will also improve the facilities for the hard of hearing due to the new inductive loop receivers which can be used with the system, as such the works are inline with the Council's DDA Policy with regards making services and buildings more accessible.

5.0 OTHER IMPLICATIONS

- 5.1 The estimated cost of the project is £19,000 as such an allocation of £20,000 has been made from the current DDA budget, therefore no additional funding is required as the works will be funded out of the existing budget. The works will be incorporated into the current DDA programme of works and carried out in this financial year.

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 RISK ANALYSIS

n/a

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 As indicated above the works will improve accessibility and thus help address equality and diversity issues as the works will ensure that those present in the overflow area adjacent to the kitchen will be able to hear proceedings through the speaker system. It will also improve the facilities for the hearing impaired as new inductive loop receivers are being installed which can be used with the speaker system.

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

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

REPORT TO: Corporate Policy and Performance Board

DATE: 1st November 2011

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Business Planning 2012-15

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To offer a timely opportunity for Members to contribute to the development of Directorate Business Plans for the coming financial year.

2.0 IT IS RECOMMENDED THAT:

The Board indicates priority areas for service development and improvement over the next 3 years.

3.0 SUPPORTING INFORMATION

3.1 Each Directorate of the Council is required to develop a medium-term business plan, in parallel with the budget, that is subject to annual review and refresh. The process of developing such plans for the period 2012-2015 is just beginning.

3.2 At this stage members are invited to identify a small number of priorities for development or improvement (possibly 3-5) that they would like to see reflected within those plans. Strategic Directors will then develop draft plans which will be available for consideration by Policy and Performance Boards early in the New Year.

3.3 Service Objectives and Performance Indicators and targets will be developed by each Department and this information will be included within Appendices to the Directorate Plan.

3.4 These Departmental objectives and measures will form the basis of the quarterly performance monitoring received by the Board during the year. It is proposed that this Departmental information will be reorganised by priority in line with the new performance framework from 2012/13.

3.5 It is important that Members have the opportunity to provide input at this developmental stage of the planning process, particularly given the anticipated funding announcements, to ensure that limited resources may be aligned to local priorities.

- 3.6 It should be noted that plans can only be finalised once budget decisions have been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available post March 2012.
- 3.7 To assist Members in their considerations the Board may choose to invite each Operational Director to give a short presentation setting out the key issues and challenges for their service over the coming 3 years. This could be achieved via a presentation discussion at a scheduled PPB or a less formal briefing/ discussion before a scheduled PPB or at some other time.
- 3.8 The timeframe for plan preparation, development and endorsement is as follows:

	Information / Purpose	Timeframe / Agenda on Deposit
PPB	Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.	November 2011 PPB round
Directorate SMT's	To receive and endorse advanced drafts of Directorate Plans	SMT dates to be agreed with all Strategic Directors
Corporate Management Team	To receive and comment upon / endorse advanced drafts of Directorate Plans	By Mid December 2011
PPB's	Advanced draft plans including details of relevant departmental service objectives/milestones and performance indicators	January PPB Cycle
Executive Board	To receive advanced drafts of Directorate Plans	9th February 2012
Full Council	To receive advanced drafts of Directorate Plans	7th March 2012

4.0 POLICY IMPLICATIONS

- 4.1 Business Plans form a key part of the Council's policy framework.
- 4.2 Elected member engagement would be consistent with the new "Best value guidance", announced in September 2011, to consult with the representatives of a wide range of local persons.
- 4.3 Plans also need to reflect known and anticipated legislative changes.

5.0 OTHER IMPLICATIONS

5.1 Directorate Plans will identify resource implications.

6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES

6.1 The business planning process is the means by which we ensure that the six corporate priorities are built into our business plans and priorities, and thence cascaded down into team plans and individual action plans.

6.2 From 2012/13 it is proposed that with the introduction of the new performance framework Departmental Reports now be available to members via the intranet. Also priority based reports for each respective Policy & Performance Board be introduced, containing details stated within the Appendices of the Directorate Business plans.

7.0 RISK ANALYSIS

7.1 Risk Assessment will continue to form an integral element of Directorate Plan development. This report mitigates the risk of Members not being involved in setting service delivery objectives.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Those high priority actions that result from Impact Review and Assessment will be included within Directorate Plans and will continue to be monitored through Departmental Performance Monitoring Reports.

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

There are no relevant background documents to this report.

REPORT TO: Corporate Policy and Performance
DATE: 1 November 2011
REPORTING OFFICER: Strategic Director Policy and Resources
TITLE: Succession planning
WARDS: N/A

1.0 PURPOSE OF REPORT

- 1.1 The Chairman had requested that a short report be presented to the Board on how the Council approaches the issue of 'succession planning', in the light of current pressures on staff numbers.
- 1.2 The report outlines some of the initiatives the Council has in place to address this issue.

2.0 RECOMMENDED: That:

- (1) the report be noted;**
- (2) the issue be reviewed when the Board receives a draft of the revised 'People Plan'; and**
- (3) the Board highlights any issues they would like to see covered in the revised People Plan.**

3.0 BACKGROUND

- 3.1 Succession planning is a process for identifying and developing staff with the potential to fill key leadership roles in the organisation in the future. It is about:
- Identifying those with potential.
 - Providing development opportunities.
 - Providing support and personal development opportunities.
 - Retaining skills and knowledge within the organisation for the benefit of the organisation by providing career paths for individuals.
- 3.2 The Council does not have a specific 'Succession Plan' but what it does have is a number of key initiatives/plans which address the issue of developing staff. The key one is the Council's People Strategy. The current strategy was approved by this Board in January 2009 and subsequently approved by the Executive Board and has the following key priorities:

- 1) Attract, develop and retain excellent people.
 - 2) Prepare for change, and promote improvement.
 - 3) Value the diversity of our workforce.
 - 4) Develop leadership.
 - 5) Maintain our 'can do' business culture.
 - 6) Meet customer needs.
 - 7) Recognise the role of partner agencies in meeting customer needs.
 - 8) Promote and fulfil the duty to safeguard children and adults of Halton.
- 3.3 The People Strategy is currently being reviewed in the light of the significant change programme in which the Council is engaged. Two key pieces of information needed to inform that revision have recently been completed – A Staff Survey and a Workforce Profile. A revised strategy will be brought to this Board for consideration before being recommended for adoption by the Executive Board. The Board may wish to consider the content of that strategy in the light of succession planning requirements.
- 3.4 In addition to the People Strategy the Council has Workforce Development Plans for those professionals working with Adults and Children. For example, the aim of the Children's Workforce Plan is 'to ensure we have across the Children's Trust the right people, with the right skills and knowledge in the right place at the right time'.
- 3.5 The Council's Learning and Development Team currently offer a wide range of Management Development Training to meet the current and future needs of the organisation. It uses the 'Halton Management Pathway' (See Appendix 1) to ensure that managers, at whatever level, have the right skills and knowledge not only to undertake their current duties but also to support their own personal development. This has been an extremely successful programme, and culminates in an annual awards ceremony, hosted by the Mayor, where staff receive the various certificates they have gained during the year.
- 3.6 The MDP is accredited by the Institute of Leadership and Management (ILM) which ensures quality of delivery and that national occupational standards in management are reflected within the pathway and the training delivered.
- 3.7 In addition to the above the Learning and Development Team is part of the Merseyside Capacity Building Group which offers (at no charge to this Council) the Merseyside Platinum Leadership Programme, which presents an opportunity to those wishing to develop into the Strategic Leaders of the future. A number of Managers have already benefited from this programme, which also brings them into contact with peers across all authorities in the Mersey Region.

- 3.8 The Council also has an established Employee Development Review process which also identifies the training and development needs of staff.
- 3.9 Whilst as stated earlier, the Council does not have a Specific Plan for succession, it does have many of the ingredients to ensure it is developing its staff to meet its future requirements.
- 3.10 The Board may wish to pursue this issue further when considering the revised People Strategy.
- 3.11 Perhaps the greatest challenge to the authority at present is how to manage with less people and how to support managers with increased spans of management and new disciplines under their remit. Formal handover processes have and do take place to ensure continuity, however, it is inevitable that with the significant loss of experience that has taken place, that experience will be missed by the organisation.

4.0 POLICY IMPLICATIONS

- 4.1 The revised People Strategy will be brought to this Board for detailed consideration.

5.0 OTHER IMPLICATIONS

- 5.1 Despite the pressure on resources the Council still provides a full range of training opportunities to its staff, whilst bringing all training activities together has produced cashable efficiency savings.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Having appropriately trained staff is crucial to the Council delivering its priorities.

6.2 Employment Learning and Skills in Halton

Having appropriately trained staff is crucial to the Council delivering its priorities.

6.3 A Healthy Halton

Having appropriately trained staff is crucial to the Council delivering its priorities.

6.4 A Safer Halton

Having appropriately trained staff is crucial to the Council delivering its priorities.

6.5 Halton's Urban Renewal

Having appropriately trained staff is crucial to the Council delivering its priorities.

7.0 RISK ANALYSIS

7.1 There are no direct risks associated with this report.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity issues associated with this report.

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

9.1 There are no back ground papers under the meaning of the Act.

APPENDIX 1 THE HALTON MANAGEMENT PATHWAY

Competency Based Development and Qualifications

(* The ILM suite of qualifications has been designed in a unit-based format in readiness for the developing UK and European credit framework

ILM LEVEL 2 AWARD IN TEAM LEADING (*)

Aims to give practising and aspiring team leaders the foundation for their formal development in their role. By developing team leading skills and assisting participants in gaining the knowledge required at this level

TEAM LEADERS

ILM LEVEL 3 AWARD IN FIRST LINE MANAGEMENT (*)

Aims to give practising and aspiring first line managers the foundation for their formal development in their role. By developing the management skills and assisting participants in gaining the knowledge required at this level

FIRST-LINE MANAGERS

ILM LEVEL 5 AWARD IN MANAGEMENT (*)

Aims to give practising and aspiring managers the foundation for their formal development in their role. By developing middle management skills and assisting participants in gaining the basic knowledge required at this level.

MIDDLE /SENIOR MANAGERS

ILM LEVEL 7 AWARD IN EXECUTIVE MANAGEMENT/ STRATEGIC LEADERSHIP (*)

Aims to give practising or aspiring senior managers critical evaluative skills. By developing senior management/ strategic leadership skills and knowledge required at this level.

PLATINUM LEADERSHIP PROGRAMME

Understand the wider regional agenda and implications for organisations and leaders across Merseyside

- Increased understanding of Strategic Leadership across a locality
- Enhanced personal capacity to deal with strategic challenge
- A developed sense of place supporting customer focused service delivery
- Working within a complex environment

SENIOR MANAGERS

IN HOUSE DEVELOPMENT SUPPORT PROCESSES

COACHING PROGRAMME FOR MANAGERS

CORPORATE AND MANAGEMENT INDUCTION PROGRAMME

EMPLOYEE DEVELOPMENT REVIEWS (PERSONAL DEVELOPMENT PLANS)

IOSH MANAGING SAFELY

MANAGEMENT DEVELOPMENT PROGRAMMES ENHANCED BY CORPORATE TRAINING CALENDAR EVENTS - Project Management – Health And Safety For Managers – Managing Performance

REPORT TO: Corporate Policy & Performance Board
DATE: 1 November 2011
REPORTING OFFICER: Strategic Director – Policy & Resources
SUBJECT: Staff Accident / Violent Incident Statistics
WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To report on corporate accident statistics with associated trends for 1st April 2011 to 7th September 2011.

2.0 RECOMMENDED

That the report be noted and, if deemed necessary, make recommendations to the Executive Board.

3.0 SUPPORTING INFORMATION

- 3.1 The half-year report on corporate annual accidents and violent incidents for the current financial year is appended.

The report highlights that there has been an increase in the number of 'over 3 day' incidents for the same period last year.

4.0 POLICY IMPLICATIONS

- 4.1 The provision of a safe working environment and reduction in accidents is important in order to provide efficient and effective delivery of services (the sixth priority in the Corporate Plan).

5.0 OTHER IMPLICATIONS

- 5.1 Accidents which lead to lost time have financial implications for the authority (although these are always secondary to our concern for the well being of staff and customers).

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Nil.

7.0 RISK ANALYSIS

- 7.1 There are no particular risks attached to this report. Occupational and workplace risk assessments are used to reduce the likelihood of accidents.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no direct implications for equality and diversity.

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

There are no relevant background documents.



CORPORATE ACCIDENT / INCIDENT REPORT
1st April 2011 to 7th September 2011

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5. SCHOOL ACCIDENTS.....	<u>9</u>

1. INTRODUCTION:

By identifying areas of improvement in health and safety practice should improve the overall health and safety of employees. This will lead to improved staff morale, a reduction in work-related sickness absence and lower insurance premiums. In particular having robust health and safety procedures in place should safeguard against the Authority being prosecuted and any subsequent penalties.

The purpose of this report is to provide Management Team with:

- Statistics to demonstrate how Halton Borough Council as an employer is delivering the new HSE Strategy, 'Being Part of the Solution' and continuing to target reductions in accidents, in particular major¹ injuries."
- Statistics relating to
 - accidents resulting in employees being unable to carry out their normal duties for more than 3 days following the day of the accident (over 3-day injuries²)
 - significant³ accidents.
 - "near miss" incidents
- Statistics relating to violent incidents
- Any identified accident / incident trends and supporting information. By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive's guidance HS(G)65 "Successful Health and Safety Management".

¹ As defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995

² As per footnote number 1

³ Injuries other than those listed in no's 1 and 2 above, that require more than basic first aid, incur time lost or arise from a failure in health and safety management

2. UPDATE ON ACTIONS:

No.	Recommendations	I/C	Update
1	In line with guidance around the Corporate Manslaughter and Corporate Homicide Act 2007, Management Team to nominate a lead officer at Board level (INDG417)	Management Team	Mark Reaney nominated as lead officer
2	Review and amend the consultation arrangements with regard to the forums for Directorate Working Groups and 2 nd Tier meetings (Corporate Health, Safety and Welfare Policy)	Strategic Directors	New consultation arrangements approved
3	Managers to identify those responsible for carrying out risk assessments and review training needs to ensure that they are competent. Details of those who require training should be forwarded to the Health and Safety team so that they can complete the on line Risk Assessment training.	All	Ongoing. 44 have completed the course and 69 invitations have been sent
4	To review the Asbestos Policy and ensure that procedures are in place to comply with the Asbestos Regulations for all Council Buildings	Property Services / Health and Safety Team	Reviewed
5	To review procedures in line with HSE Guidance Notes, 'Procuring and Managing Waste Management Services' and, where necessary, implement reviewed procedures	Waste Management	Procedures reviewed and see 2.1 below
6	In light of the use of the Lone Working monitoring system, managers to review the Lone Working risk assessments and systems to ensure that they are suitable and sufficient	All	Ongoing. See 2.2 and 4.1.4 below
7	Review safety and security procedures for libraries, in particular Halton Lea, to ensure that they are suitable and sufficient in protecting staff against anti-social behaviour	Operational Director Libraries	Procedures reviewed. Training to be organised. OD has visited Library and spoken to staff. No ASB incidents to date
8	To review occupational and premises risk assessments to ensure that they are suitable and sufficient measures to mitigate against slipping or tripping because of extreme weather conditions or poor housekeeping	All	Ongoing. See 3.1 below
9	The increase in slips and trips accidents around schools and the under reporting of violent incidents to be raised at the Schools Health & Safety Working group meeting and recommendations reported by back at the Children and Enterprise 2 nd Tier meeting	Health and Safety Team	Issue raised at H&S meeting. See 6 below
10	To ensure that there are programmes and resources for the maintenance and servicing of equipment	All	Ongoing

2.1 Health and Safety Systems

- A single portal providing access to all health and safety systems is now available on the Intranet;
- Corporate Risk Assessment System - Went 'live' on the 26th September 2011 and 72 assessors have registered to be trained. Waste Management Division was the 1st to up date all of their risk assessments on the system;
- Corporate Stress Risk Assessment System – due to go 'live' in January 2012 and is currently being piloted by Procurement Division; and
- An article has been published in 'In Touch' promoting the systems.

2.2 Update on use of Lone Working Monitoring System 01.04.2011 to 31.07.2011:

At the moment there are 386 Lone Workers Registered,

- Communities 206;
- Policy and Resources 48;
- Children and Enterprise 123; and
- Schools 9

The total number of calls received for the period was 2866,

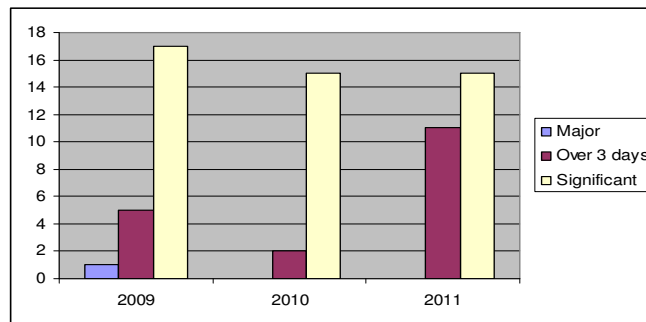
- Communities 1548 calls from a total of **17** out of 206 users;
- Policy and Resources 1189 calls from a total **22** out of 48 users; and
- Children and Enterprise 98 calls from a total of **8** out of 123 users.

With one person using the system from schools this means that 47 from 386 staff are regularly using the system, which represents 12% of those registered.

3. CORPORATE ACCIDENT / INCIDENT STATISTICS 1st April to 7th September 2011

3.1. Accident Statistics by Directorate:

Directorate	Major	+ 3-Day	Significant
Policy and Resources	0	0	4
Children and Enterprise	0	2	1
Communities	0	6	9
TOTAL YTD 2011	0	8	14
TOTAL YTD 2010	0	2	15
TOTAL YTD 2009	1	5	17



Further Information

3.1.1 There has been an increase in 'over 3 day' accidents compared with the last two years. A comparison of the categories of accidents is as follows,

	<u>2009</u>	<u>2010</u>	<u>2011</u>
STF	6	5	9 (+4)
Man Han	6	7	7 (=)
Equipment	7	4	5 (+1)

3.1.2 Waste Management and Open Space Services perennially have the highest number of accidents owing to the operational nature of their roles (see 5.3.1 below); and

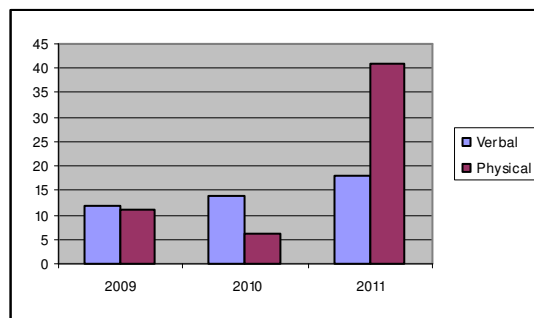
3.1.3 In view of the changes to the Directorates, comparative data for the last 3 years has not been highlighted for the Directorate reports.

3.2. Near Misses:

Division	Cause	Detail
Training	Equipment	Near miss – A ceiling tile fell onto a desk at the Training Centre. It happened at a weekend and no one was injured. Ceiling repaired
Independent Living	Exposure to, or contact with a Harmful Substance	Near Miss – Employees exposed to gas after service user left the gas stove switched on and unlit. Employees safely entered the property to open windows and arranged for service user to attend hospital. Employees issued with safe working guidelines and further guidance obtained from Gas-safe (gas was not poisonous but risk of explosion possible).

4. VIOLENT INCIDENT REPORTS BY DIRECTORATE

Directorate	Verbal	Physical
Policy and Resources	3	0
Children and Enterprise	4	4
Communities	11	37
TOTAL 1/4/11 to 7/9/11	18	41
TOTAL 1/4/10 to 7/9/10	14	6
TOTAL 1/4/09 to 7/9/09	12	11
Schools	5	4

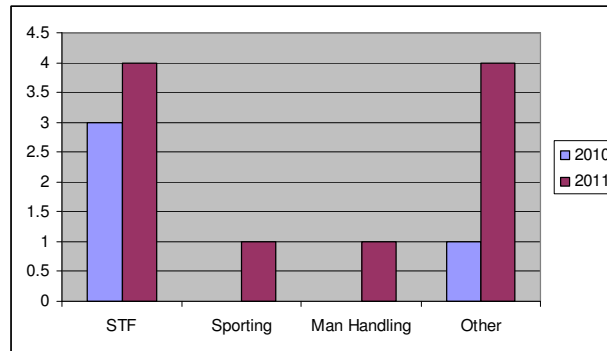


4.1. Further Information:

- 4.1.1 There has been an increase in reported violent incidents compared with the last two years;
- 4.1.2 The majority of incidents involve Communities staff with 9 verbal and 5 physical incidents last year compared to 11 verbal and 37 physical this year.
- 4.1.3 This is mainly due to one service user who is responsible for 34 physical incidents and as a result the risk assessments have been reviewed and updated with further measures implemented to control the risks;
- 4.1.4 It includes two incidents involving sexual harassment of female lone working staff; and
- 4.1.5 Another incident where an officer from Environment Health had her vehicle damaged by brake fluid when visiting a suspect.

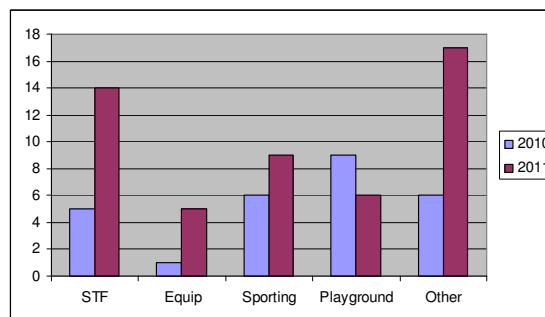
5. SCHOOL ACCIDENTS

5.1. Accidents involving Teachers:-



Category	Minor	Significant	> 3 Day	Major	Total
STF	1	3	0	0	4
Man Handling	0	1	0	0	1
Sport	0	1	0	0	1
Other	3	0	0	0	3
Total	4	5	0	0	9

6.2 Accidents involving Pupils: -



Category	Minor	Significant	Major	Totals
STF	14	0	0	14
Equipment	0	2	3	5
Sporting	6	1	2	6
Playground	4	0	2	9
Other	14	0	3	17
Total	38	3	10	51