



**Corporate Policy and Performance Board**

**Tuesday, 21 May 2013 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

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

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Robert Gilligan (Chairman)</b>	<b>Labour</b>
<b>Councillor Joe Roberts (Vice- Chairman)</b>	<b>Labour</b>
<b>Councillor Ellen Cargill</b>	<b>Labour</b>
<b>Councillor Mark Dennett</b>	<b>Labour</b>
<b>Councillor Stan Hill</b>	<b>Labour</b>
<b>Councillor Chris Loftus</b>	<b>Labour</b>
<b>Councillor Alan Lowe</b>	<b>Labour</b>
<b>Councillor Angela McInerney</b>	<b>Labour</b>
<b>Councillor Norman Plumpton Walsh</b>	<b>Labour</b>
<b>Councillor Gareth Stockton</b>	<b>Liberal Democrat</b>
<b>Councillor Kevan Wainwright</b>	<b>Labour</b>

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The next meeting of the Board is on Tuesday, 3 September 2013*

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

**Part I**

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<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>	
<p>Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.</p>	
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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:** 21 May 2013

**REPORTING OFFICER:** Strategic Director, Resources

**SUBJECT:** Public Question Time

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

### **1.0 PURPOSE OF REPORT**

1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).

1.2 Details of any questions received will be circulated at the meeting.

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

### **3.0 SUPPORTING INFORMATION**

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

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

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

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

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

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

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

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

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

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

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

#### **7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**REPORT TO:** Corporate Policy and Performance Board  
**DATE:** 21 May 2013  
**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 Committee Minutes that are relevant to the Corporate Policy and Performance Board.**

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**EXECUTIVE BOARD MEETING HELD ON 7 FEBRUARY 2013**

<b>143</b>	<b>DRAFT BUDGET 2013-14</b>
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The Board considered a report of the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2013/14.

It was noted that, at the time of writing the report, the Government had not announced the final Local Government Settlement, nor had the Cheshire Police and Crime Commissioner and the Cheshire Fire Authority set their budgets and Council Tax precepts. However final figures would be reported to Council when the information was available.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public and Members' own experiences through their Ward work was an important part of that process. The key conclusions were detailed in the report. Budget presentations were also underway at the seven Locality Area Forums. In addition, individual consultations would take place in respect of specific budget reductions and equality impact assessments would be completed where necessary.

The Board was advised that the Medium Term Financial Strategy, approved on 29 November 2012, had identified a funding gap of around £14m in 2013/14, £11m in 2014/15 and £12m in 2015/16. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's five priority areas;
- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency savings;
- Protect front line services as far as possible; and
- Deliver improved procurement.

On 12 December 2012, the Council approved savings of £6.037m, and the new proposed savings were shown at Appendix B. The Departmental analysis of the budget was shown in Appendix C and the major reasons for change from the current budget were outlined for

Members' information in Appendix D. It was noted that the proposed budget total was £115.114m.

The Board was advised that the proposed budget incorporated the grant figures announced in the Provisional Settlement, and included £195,247 for the New Homes Bonus Grant, payable to local authorities based on the net increase in the number of homes in their area. The grant was payable at this amount for six years.

The Government announced on 19 December 2012 the Provisional Local Government Finance Settlement for 2013/14, with the Final Settlement figures due to be announced late January/early February. It was noted that from 1 April 2013, the Local Government funding regime would change significantly with the introduction of the Business Rates Retention Scheme, as outlined in the report.

Further information was provided in respect of the budget outlook, although it was difficult to forecast resources over the following two years given the uncertainties caused by the current economic climate and the changes to the grant system following the introduction of the Business Rates Retention Scheme. The Medium Term Financial Forecast had been updated and was attached at Appendix E. It was noted that the funding gap over the next two years was forecast to be in the region of £27.5m.

Further information was provided in respect of Halton's Council Tax, Parish Precepts, Police and Fire Precepts, the Capital Programme, the Prudential Code and school budgets.

Members wished to place on record their thanks to all members of the Budget Working Group, Policy and Performance Board Chairs and staff for their hard work in producing this year's budget.

RESOLVED: That the Council be recommended to adopt the resolution set out in Appendix A of the report, which included setting the budget at £115.114m, the Council Tax requirement of £36.165m (before Parish, Police and Fire Precepts) and the Band D Council Tax for Halton of £1,159.53.

144	<b>TREASURY MANAGEMENT STRATEGY STATEMENT 2013-14</b>
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The Board considered a report of the Operational Director, Finance, proposing the Treasury Management Strategy Statement for 2013/14.

The Treasury Management Strategy Statement (TMSS) was attached to the report and detailed the expected activities of the Treasury function in the forthcoming financial year (2013/14).

The Local Government Act 2003 required the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans were affordable, prudent and sustainable. The Act therefore required the Council to set out its Treasury Strategy for borrowing as well as an Annual Investment Strategy, which set out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments. However, Government guidance stated that Authorities could combine the statement and the strategy into one report, and the Council had adopted this approach.

Members noted that the production of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within Appendix C.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements and prudential and treasury indicators outlined in the report.

<b>145</b>	<b>TREASURE MANAGEMENT STRATEGY 3<sup>RD</sup> QUARTER OCTOBER - DECEMBER</b>
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The Board considered a report of the Operational Director, Finance, 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 no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

<b>146</b>	<b>MULTI FUNCTIONAL DEVICES TENDERS</b>
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The Board considered a report of the Strategic Director, Policy and Resources, which advised them on the advertising of tenders for the Council’s Multi-Functional Devices (MFD’s).

The Board was advised that in 2008, the Council rationalised its office printing, fax and photocopier devices by awarding a contract for the supply and maintenance of MFD’s to M2. The existing contract had been successful in rationalising printing, reducing costs and improving

reliability and added the ability to scan documents from a standard set of equipment.

Details of comparative Quarter 4 contract expenditure from 2010-2012 was attached at Appendix A. It was noted that contract expenditure peaked in 2010/11 at £255k, and had started to decrease as a result of the Council realising the benefits of electronic working, including the concept of “agile working” for staff, as detailed in the report.

It was reported that there was a need to replace the existing fleet of MFD’s, by inviting competitive quotes through The Chest. This would give the Council the opportunity to compare options for the provision of a replacement service and ensure the most economically advantageous solution. As the existing contract value was in excess of £1m, Procurement Standing Order 2.1 (Preliminary Estimate Report), required prior approval for this process to be undertaken.

RESOLVED: That the Board note the report and support the process of the advertising of the Multi-Functional Device tenders on behalf of the Policy and Resources Directorate, required from September 2013.

<b>147</b>	<b>SINGLE EQUITY SCHEME 2013- 2015</b>
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The Board considered a report of the Strategic Director, Policy and Resources on the revised Single Equality Scheme 2013-15.

The Board was advised that the previous Single Equality Scheme for 2009-12 expired at the end of 2012 calendar year. The Scheme proposed was a Single Equality Scheme, that conveyed the Council’s commitment to all the protected characteristics as defined in the Equality Act 2010.

It was reported that since approval of the previous Scheme in 2009, there had been a number of important legislative changes, including the Equality Act 2010 and the Public Sector Equality Duty in force since October 2011. The proposed Scheme incorporated all of these changes, and had been considered and recommended for approval by the Corporate Policy and Performance Board on 10 January 2013.

It was noted that since the inception of the previous Scheme, a workforce survey and workforce profile had been compiled. The information had been used as the basis for the People Plan 2012-2015, and to comply with the Public Sector Equality Duty, must be updated and published annually. The proposed Scheme also included the Council’s agreed Equality Objectives, which were approved by the

Executive Board on 15 March 2012. It was further noted that in order to achieve compliance, the Council must publish progress towards its objectives in April each year.

RESOLVED: That the Board

- 1) notes the contents of the Single Equality Scheme for 2013-15;  
and
- 2) approves the Single Equality Scheme for 2013-15.

<b>148</b>	<b>NORTHGATE SOCIAL FUND SOLUTION – WAIVER OF STANDING ORDERS</b>
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The Board considered a report of the Strategic Director, Policy and Resources, seeking approval for the waiver of Procurement Standing Orders in relation to the Northgate Social Fund Solution.

The Board was advised that, the Discretionary Social Fund (the Fund), currently administered by the Department for Work and Pensions (DWP), had been abolished by the Welfare Reform Act effective from April 2013. Certain functions within the Fund would remain the responsibility of the DWP. However, it was reported that Crisis Loans, for general living expenses, and Community Care Grants would be replaced by a new service to be administered by the Local Authority.

The Board was reminded that, at its meeting on 13 December 2012, it agreed the development of a scheme for Halton, to be known as the Discretionary Support Scheme, from April 2013. The Council would be responsible for the design and implementation of its own criteria and application process.

Due to the extremely tight timescales, the Board was advised that it was not practical to invite tenders to provide the appropriate revenues and benefits systems, as required by Procurement Standing Order 4.1. Northgate Information Solutions UK Limited had been chosen as they were the current Council providers for the revenues and benefits and blue badge scheme, thereby reducing the need for additional system interfaces to be established.

It was further noted that the contract would be subject to an annual renewal and tendering process, which would be conducted during the 2013/14 financial year.

RESOLVED: That

- 1) in these exceptional circumstances (namely the statutory timetable for the introduction of Discretionary Social Fund

changes), Procurement Standing Order 4.1 be waived in respect of Northgate Information Solutions UK Limited, for the supply and operating installation of the Northgate Social Fund Solution; and

- 2) the Operational Director, Finance, be authorised to enter into a contract with Northgate Information Solutions UK Limited for the supply and operating installation of the system referred to in resolution 1) above, for an annual charge of £8,000.

<b>149</b>	<b>DIRECTORATE PLANS 2013-2016</b>
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The Board considered a report of the Strategic Director, Policy and Resources on the adoption of Directorate Plans for the period 2013-16.

The Board was advised that each Directorate was required to develop a medium term business plan or Directorate Plan, in parallel with the budget. These would be subject to annual review and refresh. Draft Service Objectives and Performance Indicators and targets had been developed and these would form the basis of the quarterly performance monitoring presented to the Board during the forthcoming year.

It was noted that Elected Members had engaged in the process primarily through the Policy and Performance Boards. Once the budget proposals had been approved by Council in March 2013, budgetary statements would be inserted into the Plans.

RESOLVED: That

1. the Draft Directorate Plans be approved; and
2. the Chief Executive be authorised, in consultation with the Leader, to make any final amendments and adjustments that may be required.

<b>151</b>	<b>LAND DISPOSAL FOR HOUSING DEVELOPMENT AT FALKIRK AVENUE – KEY DECISION</b>
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The Board considered a report of the Strategic Director, Children and Enterprise, on the disposal of land for housing development at Falkirk Avenue, Widnes.

The Board was advised that, following a competition on The Chest, the Council appointed property agents to advertise the development opportunity on the open market and to act as the Council's advisors for the disposal of land at Falkirk Avenue, Widnes. Offers from

a number of developers were received with three parties being selected to submit their final bids by the 31 October 2012. Their details were contained in the report for Members' information.

It was noted that the proposal was consistent with the Council's policy of disposing of its property assets in an economically effective manner, and of ensuring the provision of new homes.

Reason(s) for Decision

To maximise a significant land asset to generate a capital receipt for the Council.

Alternative Options Considered and Rejected

To retain the site for non-residential use, but this would prevent the Council generating a significant capital receipt.

Implementation Date

This would be subject to detailed planning being awarded.

RESOLVED: That

1. the disposal of c.4.34 acres of land to Morris Homes Ltd on the terms set out in Appendix 2, subject to Planning Permission, and subject to contract be approved; and
2. the Strategic Director, Children and Enterprise, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

**EXECUTIVE BOARD MEETING HELD ON 28 FEBRUARY 2013**

<b>161</b>	<b>USE OF GUARDIAN SCHEME IN VACANT BUILDINGS</b>
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The Board considered a report of the Strategic Director, Children and Enterprise which advised Members on the success of the use of the Guardian Scheme in vacant buildings.

Members were advised that the Executive Board Sub Committee on 29 March 2012, approved a pilot of the Guardian Scheme in two of its vacant properties, as an alternative method of security. Two buildings were identified as suitable for the pilot scheme – the former library at Egerton Street in Runcorn and Transporter Bridge House in Widnes. The report provided details of the initial set up costs and utility costs for

each of the premises and it was noted that both properties were inspected monthly by the management company, with spot checks to ensure that the guardians were complying with their agreements.

It was reported that in general terms, the installation of guardians ensured that the fabric of the buildings were being maintained and that incidences of burst pipes or water ingress were quickly noted and dealt with before any serious damage could occur. It was considered that the use of guardians scheme was a viable alternative method to protecting vacant buildings until they were sold, let, demolished or occupied by the Council.

RESOLVED: That the Board approves the continuing use of the Guardian Scheme.

<b>162</b>	<b>NATIONAL TRAVELLER PLANNING POLICY – UPDATE ON IMPLICATIONS FOR HALTON</b>
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The Board considered a report of the Strategic Director, Policy and Resources which provided an update on the Council's response to the national Traveller Planning Policy and its implications for Halton.

The Board was advised that the Homes and Communities Agency (HCA) would provide £60m of capital funding towards the development and improvement of Traveller pitches. It was announced in December 2012, that Halton's bid for a grant to deliver new permanent pitches was successful. It was noted that there had for some time been a statutory requirement to undertake a Gypsy and Traveller Accommodation Assessment. With the new National Planning Policy for Traveller Sites was the necessity to demonstrate a five year supply of sites against local pitch targets.

It was noted that there were two separate requirements for pitch delivery; permanent pitches where Travellers stayed year round and transit pitches for Travellers passing through the Borough. The grant from the HCA would cover the capital costs for new permanent site pitches at Warrington Road, Runcorn, which would comprise twelve pitches each with its own water and electricity supply and toilet and shower facilities.

RESOLVED: That

- 1) The offer made by the Homes and Communities Agency via the Traveller Funding Stream within the Affordable Housing Programme to finance the provision of new permanent pitches in Halton be accepted; and

- 2) Delivery of new permanent pitches at Warrington Road, Runcorn in accordance with the strategy outlined in Section 5 of the report, be approved.

<b>163</b>	<b>DIRECTORATE OVERVIEW PERFORMANCE REPORTS FOR QUARTER 3 – 2012-13</b>
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The Board considered a report of the Strategic Director, Policy and Resources, on the Council's performance for the third quarter to 31 December 2012.

The Board was reminded that in September 2011, it had approved a revision to reporting arrangements on performance, in the light of emerging national and local circumstances. The approved changes included presentation of Directorate Performance Overview Reports on a quarterly basis and progress against the Corporate Plan on a six monthly basis; the development and use of a priority based performance report for each of the Council's six corporate priorities in 2012/13 and Policy and Performance Boards; and departmental performance reports to be made available via the intranet and the Members' Bulletin.

It was noted that a review of the Council's existing performance management and monitoring arrangements had been undertaken in 2011, based upon an agreed set of principles, which had been agreed by the Corporate Policy and Performance Board, based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report (DPOR) provided a strategic summary of the key issues arising from performance in the relevant Quarter for each Directorate. DPOR's from 2012/13 would be presented to Executive Board in line with the presentation of Quarterly Financial Statements. Information for each of the Council's Directorates were attached at Appendices 1-3. The Board noted that monitoring of all relevant high risks would be undertaken and progress be reported against the application of the risk treatment measures in Quarters 2 and 4.

RESOLVED: That the report and progress and performance information be noted.

<b>164</b>	<b>DISCRETIONARY NON-DOMESTIC RATE RELIEF</b>
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The Board considered a report of the Strategic Director, Policy and Resources regarding four new applications for Discretionary Non-Domestic Rate Relief.

The Board was advised that, under the Local Government Finance Act 1988, the Council was allowed to grant discretionary rate relief to organisations that were either a charity or a not for profit organisation.

It was reported that the Council grants discretionary rate relief to organisations for a three year period. Details of the four applications were given in the report together with more detailed financial information at Appendix 1.

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 from 1<sup>st</sup> April 2012 or the commencement of liability, whichever is the later, to 31<sup>st</sup> March 2016:-

Four Estates Ltd	20%
Greater Merseyside Connexions Partnership	20%
Halton Speak Out	20%
St John's Church	20%

- 2) in respect of the following organisations, they be granted discretionary rate relief for the backdated element of the charge from 1 April 2011 or from the commencement of liability, whichever is the later:-

Greater Merseyside Connexions Partnership	20%
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**2012-13 QUARTER 3 SPENDING**

The Board received a report of the Operational Director, Finance which reported on the Council's overall revenue and capital spending position at 31 December 2012.

A summary of spending against the revenue budget up to 31 December 2012 was attached to the report at Appendix 1. This provided individual statements for each department. The Board was advised that in overall terms, the revenue expenditure was £1.643m below the budget profile, although this was only a guide to eventual spending.

It was reported that on 12 December 2012, the Council had approved the early implementation of budget savings for 2013/14 totalling £6.038m. A number of those would provide part year saving in 2012/13 and would assist in keeping overall spending within budget at year end.

The report contained details on a number of significant areas of the budget including:

- The employee budget, vacant posts, overtime and agency staff;
- Expenditure on general supplies and services;
- The Community Care budget;
- Children's residential placements;
- Income affected by the economic downturn;
- A new contract with Grant Thornton to provide the External Audit providing savings;
- The collection rate for Council Tax and Business Rates; and
- The Council's net overall spending.

The report also outlined details of a revision to the capital spending programme at Appendix 2 and monitoring of the Council's balance sheet.

RESOLVED: That

1. all spending continues to be limited to the absolutely essential;
2. Strategic Directors ensure overall spending at year-end is within their total operational budget; and
3. Council be recommended to approve the revised capital programme as set out in Appendix 2.

### **EXECUTIVE BOARD MEETING HELD ON 14 MARCH 2013**

<b>174</b>	<b>ASSETS OF COMMUNITY VALUE – COMMUNITY RIGHT TO BID</b>
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The Board considered a report of the Strategic Director, Policy and Resources, on the Assets of Community Value (England) Regulations 2012 (the Regulations).

The Board was advised that the Regulations came into force on 21 September 2012, under the Localism Act 2011, and was another community-facing power to sit alongside the Community Right to Challenge. The latter allowed voluntary and community groups, Parish Councils and local authority staff to express an interest in taking over the running of local authority services. It was reported that, where such an approach was received, and was a legitimate challenge, the authority must carry out an open procurement exercise for the service.

It was reported that the Regulations set out the procedures and compensation arrangements in respect of assets such as land and buildings. A building or piece of land said to have community value could include libraries, community centres, leisure facilities, pubs and shops owned either by the Council or another public organisation. Groups eligible to make a community nomination were detailed in the report and defined as:

- Parish Councils;
- Neighbouring Parish Councils;
- Unincorporated Community Groups;
- Neighbourhood Forums; and
- Community interest groups with a local connection.

The report detailed the requirements for nominations that must be complied with and noted that the local authority would be required to establish, maintain and publish the list of assets of community value as well as maintain and publish a list of unsuccessful nominations. The report also set out the process for identifying which assets should be 'listed' on a register, the review process and the appeal process to the First Tier Tribunal.

RESOLVED: That

1. the report be noted;
2. the Operational Director Economy, Enterprise and Property establishes and maintains the List of Community Assets under the Assets of Community Value (England) Regulations 2012;
3. the Operational Director Economy, Enterprise and Property be authorised, in consultation with the Resources Portfolio holder, the relevant Portfolio holder(s) and Ward Councillor(s), to take decisions relating to applications made under the Assets of Community Value legislation as outlined in the process set out in Appendix 1 in general and in respect of particular cases and applications;
4. the compensation criteria as outlined in Appendix 2 of this report be approved and the Operational Director Economy, Enterprise and Property be authorised, in consultation with the Resources portfolio-holder, to take decisions in respect of this;
5. Reviews of decisions taken under 2.3 and 2.4 above shall be undertaken and decisions taken under delegated powers by Appeals Panel;

6. The Operational Director Legal Services and Monitoring Officer instigate such changes to the Constitution as may be necessary to give effect to the legislation; and
7. At present it is not possible to anticipate the financial or staff resource that will be required to manage these Regulations. It is recommended that the Operational Directors Economy, Enterprise and Property and Legal Services provide an appraisal of the impact of these arrangements after September 2013.

<b>175</b>	<b>ICT CAPITAL PROGRAMME 2012-13 AND 2013-14</b>
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The Board considered a report of the Strategic Director, Policy and Resources, on the profile of spend against the ICT Capital Programme 2012/13 and on planned spend for 2013/14.

The Board was advised that for a number of years, £1.1m had been set aside to support the development, improvement and maintenance of the Council's ICT infrastructure. In a fast changing environment, the importance was noted for equipment to be maintained, updated and replaced in order to provide an effective service to the departments that relied so heavily on it. This approach had enabled the Council to retain a stable and fit for purpose ICT environment.

It was reported that the infrastructure supported 400 software applications, 3,500 devices and provided an ICT support service to twenty schools, as well as a small number of contracts with external organisations. The Board was advised that there was potential to earn further income from other opportunities, as investment made through the Capital Programme provided the confidence potential clients required.

The capital investment focussed on three areas, details of which were attached at Appendix A, and which were noted as:-

- Server;
- Network; and
- Desktop.

RESOLVED: That

1. the actual spend profile for 2012/13 outlined in Appendix A be noted; and
2. the planned spend profile for 2013/14 outlined in Appendix A be approved.

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**INDUSTRIAL ESTATES OPTIONS APPRIASAL**

The Board considered a report of the Strategic Director, Policy and Resources, which provided an Options Appraisal on four industrial estates with options for their future.

The report advised the Board that over recent years there had been increased expenditure on these industrial estates due to their age, deteriorating condition and very high vacancy rates caused by difficult marketing conditions. The report provided details on each location, to help Members ascertain their feasibility and viability so as to formulate a strategy for their future management. Financial and options appraisals were attached at Appendix 2.

RESOLVED: That the following be approved

1. Marshgate, St Michael's Industrial Estate - Retain within HBC ownership and the sum now reported is allocated from the maintenance budget in 2013 / 2014 in order to replace the roof (These costs are at today's prices and do not take into account inflation);
2. Oldgate, St Michael's Industrial Estate - Retain within HBC's ownership and that funding be allocated from the maintenance budget to replace the roof on a phased basis as follows: -
  - Phase 1 – the sum now reported allocated 2014 / 2015 in respect of block B
  - Phase 2 - the sum now reported allocated 2015 / 2016 in respect of block C
  - Phase 3 - the sum now reported allocated end over the end 2016 / 2017 and beginning 2017 / 2018 in respect of block D.
3. Dewar Court, Astmoor Industrial Estate, Runcorn- HBC continues to retain this estate within its ownership; and
4. Seymour Court, Manor Park, Runcorn –Dispose of this estate on the open market by the most appropriate method in the 2013 / 2014 financial year.

(The costs are at today's prices and do not take into account Inflation).

**EXECUTIVE BOARD MEETING HELD ON 28 MARCH 2013**

<b>199</b>	<b>ANNUAL REVIEW OF THE CONSTITUTION</b>
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The Board received a report of the Strategic Director, Policy and Resources which sought the approval of the Council to a number of changes to the Constitution.

Members were advised that the revised version picked up the changes to the Council's working arrangements that had taken place during the year, as well as other changes which were intended to assist the Council to operate more effectively.

The proposals for change had been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. It was reported that apart from the purely technical changes, the proposed amendments that were considered to be of particular significance were listed as an appendix to the report.

RESOLVED: That Council be recommended to approve the revised Constitution, including the amendments set out in Appendix 1 attached to the report.

<b>200</b>	<b>CALENDAR OF MEETINGS 2013-14</b>
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The Board received a report of the Strategic Director, Policy and Resources which set out the proposed Calendar of Meetings for the 2013/14 Municipal Year which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2013/2014 Municipal Year as appended to the report.

<b>201</b>	<b>SALARY SACRIFICE CAR SCHEME</b>
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to phase out the Council's existing car lease scheme.

The report provided details of the background to the arrangements of the existing car leasing scheme. It was reported that the proposed replacement salary sacrifice scheme was a contractual arrangement whereby an employee gave up the right to receive part of their cash remuneration, in return for some form of non-cash benefit, which in this case would be a car. The Council would be able to make savings on its employer's national insurance and pension contributions.

It was noted that the Council already had salary sacrifice schemes operating for child care vouchers, mobile phones, computers and bicycles. The report detailed the benefits to both the employee and the Council for Members' consideration.

RESOLVED: That the Strategic Director, Policy and Resources, in consultation with the Resources Portfolio Holder, be authorised to:

1. design and approve a local car leasing scheme policy and associated guidance for employees;
2. undertake the necessary procurement activity to appoint a provider to deliver a salary sacrifice car lease scheme;
3. arrange the phasing out of the Council's existing employee car lease scheme; and
4. undertake the operational management of the scheme.

<b>202</b>	<b>AGENCY WORKERS – NEW FRAMEWORK / CONTRACT</b>
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to commence a new collaborative procurement process for the supply of Agency Workers.

The Board was advised that Merseyside Procurement Partnership (MPP) awarded a collaborative Framework Agreement in September 2009 to Matrix SCM for a four year period for the supply of agency workers. It was noted that prior to the current Matrix Framework Agreement, minimal information was available on the Council's Agency Worker spend profiles. The report provided information on the historical spend comparisons, taken from the Council's financial system, 'Agresso', which showed a continued reduction in spend and suppliers used by the Council to provide agency workers over the last five years.

It was reported that St Helen's Council would lead on the new Procurement Process for MPP, with all members participating in the options appraisal of existing Open Frameworks with Government Procurement Service (GPS) and Managed Services to Temporary Agency Resources (MSTAR), supported by a market review to identify the best solution available as an alternative consideration to conducting a new tender process.

RESOLVED: That

1. Halton continues to work with the collaborative group MPP to seek the most economic advantageous route to market, either through an existing Framework or to contribute to a full EU procurement exercise;

2. Halton participates in the collaborative contract with MPP to ensure the Council maximises purchasing power on a common category of spend (supply of Agency Workers); and
3. the new Agency Worker Framework/ Contract be utilised in the first instance for the supply of any Agency Staff to ensure the Council achieves value for money.

<b>203</b>	<b>PENSIONS DISCRETIONS POLICY</b>
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The Board considered a response of the Strategic Director, Policy and Resources, on the review of the Pensions Discretions Policy.

The Board was advised that the Local Government Pension Scheme (LGPS) provided for employer discretions on a number of regulations relating to the application of the scheme, when an employee left employment under certain circumstances. However, there were some rules within the LGPS with discretions placed upon them which allowed an employer to decide which options they wished to apply.

The Executive Board had approved the previous Discretions Policy on 1 December 2011. The key changes proposed to the current Discretions Policy were detailed in the report and a copy of the Pensions Discretions Statement attached at Appendix 1.

RESOLVED: That the Pension Discretions Policy for the Council, attached at Appendix 1, be agreed.

<b>204</b>	<b>REVIEW OF COULCIL WIDE FEES AND CHARGES</b>
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The Board considered a report of the Strategic Director, Policy and Resources, on the proposed review of Council Fees and Charges.

The Board was advised that a review of fees and charges had been carried out as part of the budget preparations for 2013/14. It was proposed that existing fees and charges be increased in line with inflation, although some would increase more to reflect charges in adjacent authorities. In addition, others had been reviewed with consideration of the impact of the price change.

The schedule in Appendix 1 included a number of statutory fees which it was noted might increase during the financial year, with the relevant fees increased accordingly. Charges for The Brindley were listed in Appendix 2 and were for the 2014/15 financial year. Details of other increases were contained in the report.

RESOLVED: That, subject to the removal of the charges set out in Appendix 1 which relate to the Halton Athletics Academy, and which will be the subject of a separate agreement with the Wade Deacon Academy and Saints Peter and Paul School,

1. the proposed fees and charges for 2013/14 as set out in Appendix 1, be approved and referred to the relevant Policy and Performance Boards for information; and
2. charges for The Brindley, as listed in Appendix 2, be agreed for 2014/15.

**REPORT TO:** Corporate Policy and Performance Board  
**DATE:** 21 May 2013  
**REPORTING OFFICER:** Chief Executive  
**SUBJECT:** Halton Strategic Partnership 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 Halton Strategic Partnership Board are attached at Appendix 1 for information.

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

## **3.0 POLICY IMPLICATIONS**

3.1 None.

## **4.0 OTHER IMPLICATIONS**

4.1 None.

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

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

None

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

None

### **5.3 A Healthy Halton**

None

### **5.4 A Safer Halton**

None

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

None

## **6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**HALTON STRATEGIC PARTNERSHIP BOARD**

**Minutes of a meeting held on Wednesday, 6 March 2013 at the Halton Lea Library, Runcorn**

**Present:**

<b>Board Members:</b>	Councillor Polhill	HBC (Chairman)
	Nick Atkins	Halton Housing Trust
	Simon Banks	Halton CCG
	Councillor D Cargill	Cheshire Police & Crime Panel
	Debbie Ainsworth	Job Centre Plus
	Hayley Dooley	Job Centre Plus
	Revd Jeremy Duff	Faith Community
	John Dwyer	Police & Crime Commissioner
	Councillor M Fry	Community Representative
	Darren Hebden	Cheshire Police
	Ann McIntyre	HBC – Children’s Trust
	Anna Nygaard	Bridgewater Community NHS Trust
	Eileen O’Meara	Director of Public Health
	Janine Peterson	JCP
	Wesley Rourke	HBC – Chair, EL&S
	Alex Waller	Cheshire Fire & Rescue Service
	Sally Yeoman	Halton & St Helens VCA

<b>Advisors to the Board:</b>	Lisa Driscoll	HBC – Policy and Strategy
	Shelah Semoff	HBC – Policy and Strategy
	David Atkinson	Halton Disability Partnership
	Councillor A Lowe	HBC
	Hitesh Patel	CAB
	Lynsey Carr	HBC HPIJ
	Lucy Willis	HBC
	Lucy Woodcock	HBC Housing Solutions

**In Attendance:** Lynn Derbyshire (HBC), David Gray (HBC)  
Peter McCann (HBC)

Apologies for Absence: Sarah Boycott (Cheshire Constabulary), Paula Cain (Halton Chamber of Commerce and Enterprise), Tim Gibbs (HBC), Kate Fallon (Bridgewater Community NHS Trust), Councillor Gerrard, Mick Noone (HBC), David Parr (CX HBC), Terry Parle (Halton Sports Partnership), John Rigby (Orminston Bolingbroke Academy) and (Michael Sheehan (Riverside College).

**25 PRESENTATION: CURRENT POSITION ON WELFARE REFORMS**

The Partnership received a presentation on the Governments Welfare Benefit reforms from David Gray, Welfare Rights Manager and Peter McCann, Head of Revenues and Benefits and Customer Services which highlighted the following changes:-

- The introduction of Universal Credit;
- Housing benefit reform;
- The abolition of Council Tax benefit;
- The introduction of Personal Independence Payments;
- The introduction of Employment Support Allowance; and
- Enhanced benefit sanctions.

Members were advised that the Government anticipated the reforms would produce savings of 21 billion by 2015 and a further 10 billion by 2016.

The presentation also set out the changes to housing benefit in respect of under occupancy and the impact in Halton. It was noted that 2,600 households would be affected, with an anticipated £1,926,000 reduction in housing benefit. In response to these changes Halton had:-

- Supplied lists to Registered Social Landlords of households affected; and
- Written to claimants in December advising of under occupancy.

It was also noted that 80 households in Halton would be affected by the introduction of a benefits cap and 9000 claimants by the Council Tax reduction scheme (7000 would receive a bill for the first time and 2000 would see an increase). In January 2013 the Council wrote to those who would be impacted by the Council Tax reduction scheme.

The Chairman of the Board highlighted the importance of the Partnership working together to address the numerous challenges from the impact of the welfare reforms.

The following points arose from the discussion:-

- Clarity was sought on whether a bedroom would be considered as a box room if it was under 70 square feet. In response, it was reported that a 'box room' was referred to in the Housing Act 1885 which was linked to occupation and overcrowding. The Housing Benefit was not linked to this Act and the Council had worked very closely with Halton Housing Trust to ascertain the composition of properties in respect of the number of bedrooms. The Housing Benefit would be calculated on this information. It was also highlighted that the size of the bedroom was irrelevant;
- It was noted that the 'bedroom tax' did not affect houses that were privately rented as this had already been taken into account;
- It was reported that Housing providers and the Local Authority had allocated people homes on a flexi system to avoid several house moves. Halton Housing Trust had approximately 6300 homes out of which 15% were currently under occupied and some of which were significantly under occupied. With the reforms, the biggest asset, family homes, had now become the biggest liability. Re-housing and downsizing all the under occupancies, at the current rate of turnover, would take approximately 7 ½ years. In addition, it was reported that 900 households had stated that they

wished to remain and manage the reduction in the benefit. However, it was felt that this may change when the reforms were in place.

Furthermore, it was reported that the new build programme had planned to build 300/500 family homes in the next six years. As a result of the reforms, the new build would only be one and two bedroom properties. Alongside this, it was reported that people were finding it difficult to acquire a mortgage, and there had been an increase in demand from people who wished to downsize.

The Partnership were advised that the biggest challenge that had emerged during the last month was the social media, where organisations were being held responsible for the changes rather than central Government. There had been a national campaign of protest and it was a challenge to help people through a very difficult financial time. It was reported that all Partners would be affected to some degree and the role of the Partners would be to put in some additional resources to help people through a difficult period. Halton Housing Trust had doubled the provision of Welfare Benefit advice and increased provision for bad debt from £500,000 to £1.4m.

- Concern was raised that a lot of people had not engaged in the impact of the Welfare Reforms and the importance of getting the message across to the community was noted. The Board noted the challenge of relaying the knowledge and guiding people through the system. It was reported that a draft information leaflet had been produced for professionals that addressed some of the complicated and complex issues. It was highlighted that the leaflet could be branded for individual Local Authorities so that the contact list would be local and specific. The Board approved the draft leaflet that was circulated at the meeting;
- Job Centre Plus – it was noted that the Children’s Advisory Board had undertaken training in Widnes. Several organisations had also worked together to get the message out to the community;
- It was suggested that a credit card containing a simple bullet point list of what to do/where to get help could be produced to get the message across;
- It was noted that it was important to target everyone, not just the people who would be affected by the reforms;
- It was noted that the current economic climate and the proposed welfare reforms were likely to increase the levels of people suffering from mental distress;
- It was suggested that the Credit Union could be advertised to help people through any financial difficulties and encouraged to stay away from loan sharks. It was suggested that more work could be done with the Credit Union regarding the role they could play with families with children over 18 years of age and armed forces personnel. It was reported that the Armed Forces Champion would be attending the next meeting of the Board. It was also reported that across the country housing providers had invested in Credit

Union and Halton Credit Union was working well. Furthermore, it was highlighted that the challenge was the capital sum against which they could loan. Sums of money had been invested to further the lending capacity but there was currently a three month waiting time as the funding was not available to lend out;

- The Partnership noted the importance of delivering a simple, clear consistent and strategic message to the community. It was suggested that an updatable briefing system for the press could be used to keep the public up to date. It was also noted that the Partnership would need to monitor the impact of the messages in the future as it was highlighted that if the same message was delivered frequently enough people would accept that it had already happened;
- It was reported that there had been an increase in demand for the Citizens Advice Bureaux (CAB) and concern was raised that this would significantly increase when the changes in the welfare reform took place. It was reported that resources were being cut and the options were to provide a good service to a small number of people or a superficial service to a larger number of people. In addition, it was reported that the Partnership would need to make a decision on what level of service CAB provided and how the resources were targeted.

The Partnership were advised that people were attending CAB for advice as they were being prosecuted for theft as they had no money to buy food. It was reported that a £350,000 funding application had been submitted to the Big Lottery, outlining proposals to transform how advice agencies responded to local residents' current and future advice, information and advocacy needs, and the outcome would be known in approximately eight weeks. A multi-agency evening service and establishing a directory of local services was also being explored. It was highlighted that the biggest challenge was to replace a dramatic loss of paid advice. The CAB service, over a two year period were also training volunteers in order to increase the actual knowledge base. In addition, it was reported that the front line sector was being transformed so that it would be fit for purpose in the future.

Furthermore, it was reported that Halton had an online referral system which tracked where people were getting advice. The referral system was used by Cheshire Age Concern and it was hoped that this could be rolled out i.e. to Children's Centres. It was reported that very positive actions were being taken and the service was struggling with demand whilst trying to manage people's expectations;

- It was noted that all Partners would be affected by the impact of the reforms. It was also noted that an increase in mental health issues and suicides, would have a significant impact on policing as a 24 hour social service;
- It was reported that one of the key priorities in the Mental Health Action Plan was prevention. Work was being undertaken to look at stress and what could be put in place to prevent it. Work was also taking place with schools and it

was agreed that the Action Plan would be circulated to all Members of the Board.

- It was noted that Job Centre Plus were holding a sub-regional event on 7 March 2013 and an event for stakeholders was taking place on 20 March 2013. It was reported that the draft leaflet, would be vital in delivering a consistent message. In addition, it was reported that at the end of June/July a campaign would be targeting people to look at job opportunities. Furthermore, it was reported that work had been undertaken with the Credit Union had been identified that it was not suitable for people on benefits as they required people who were in paid employment. Debt provision was the main area that was being considered currently and a number of programmes would be starting in the near future on motivation and self-esteem which could help with mental health issues;
- It was noted that the Partners would need to ensure that there were no duplications; and
- The power of social networks was noted. It was also noted that there had been some protests via the social network and the police were monitoring the situation. It was reported that a professional response would be formulated to the comments.

The Chairman reported that a volunteer was required to co-ordinate the actions from the meeting. He also encouraged Partners to contribute funding so that the actions could be implemented. It was agreed that Members of the Board that details of nominations and contributions could be emailed to Shelah Semoff. It was also agreed that a summary of the points raised at the meeting would be circulated to all Members of the Board.

RESOLVED: That the presentation and comments raised be noted.

*Meeting ended at 11.30 am*

**REPORT TO:** Corporate Policy & Performance Board

**DATE:** 21 May 2013

**REPORTING OFFICER:** Strategic Director Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Member Development Group Notes

**WARDS:** NA

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

1.1 Members are asked to note the notes of the last meeting of the Member Development Group held on 11 December 2012.

### **2.0 RECOMMENDATION: That**

(1) The report be noted.

### **3.0 SUPPORTING INFORMATION**

3.1 The notes of the last meeting of the Member Development Group are before CSPPB as a result of changes to the Constitution.

### **4.0 POLICY IMPLICATIONS**

4.1 None.

### **5.0 OTHER IMPLICATIONS**

5.1 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 RISK ANALYSIS**

7.1 None.

**8.0 EQUALITY AND DIVERSITY ISSUES**

**8.1** None.

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

There are none under the meaning of the Act.

## Member Development Group

*At a meeting of the Member Development Group held on the 11th December 2012  
at the Municipal Building, Kingsway, Widnes*

**Present:** Councillors Stockton (Chairman), John Bradshaw and Ratcliffe.

**Officers:** M Carruthers, S Connor and K Mackenzie.

**Apologies for absence:** Councillors Gilligan, Horabin, Nolan, C Plumpton Walsh, N Plumpton Walsh, Wainwright, Wallace, Wharton and Wright.

### **MDG6 NOTES OF THE LAST MEETING**

The notes of the last meeting held on 19 June 2012 were approved as a correct record. The Group noted that the September meeting was cancelled due to the PCC Election.

### **MDG7 REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS**

**LOD2 - Number of Members with a Member Action Plan (MAP)** – the number of Members with a MAP to date since the election in May 2012 was 75%. Of the nine new Members who had been elected, 4 MAPs had been held, 4 had yet to be arranged and 1 new Member had declined a meeting.

**KM**

**LOD3 - Percentage of Members attending at least one organised training event in the current financial year.**

Since April 1st 2012, 92% (51) Members had attended at least one organised training event. The target for the year was 100% attendance.

Members were e-mailed by Kathryn on a regular basis to remind them of both internal and external courses as they arose.

Training was also arranged on an ad hoc basis depending on requests made by Members at their individual MAPs.

Some Members has also attended external training events where they have demonstrated a need to attend, and the benefit to themselves and the authority in their attendance.

**RESOLVED:** That the report be noted.

### **MDG8 LEARNING AND DEVELOPMENT UPDATE**

#### **NWEO CHARTER LEVEL 1 REVIEW**

Kathryn informed the Group that Halton had been reviewed for the North West Charter for Elected Member Development. Halton were one of the first authorities in the North West region to be awarded Charter Status in 2001. The Charter was reviewed by NWE0 every three years to ensure that an authority was still reaching the required standards for the development of their elected Members.

**KM**

Kathryn attended the Charter Celebration Event on 26 October 2012 at The Lowry, Salford Quays, Manchester where we were presented with our certificate for the next three years.

**RESOLVED:** That the report be noted.

**MEMBER DEVELOPMENT AWARDS 2013**

Awards would be presented to Members on 6 February 2013, before the Council Meeting. Nine Members would be presented with certificates from the ILM – Institute of Leadership and Management. The ILM endorsed the Programme in Halton. Members who had achieved 25 hours of learning from the Programme would receive their ILM Awards.

**KM**

**MDG9 DEVELOPMENT PROGRAMME 2012 – 2013**

**MODULE UPDATE**

Members considered the range of workshops on offer, and noted that a Media Skills workshop would be offered to Executive Board Members, before being offered to all other Members.

**KM**

**MDG10 ANY OTHER BUSINESS**

A Member asked if the Ipads that had been issued would be able to be used at Parish Council meetings. The issue would be passed to Alan Miller who was managing the use of Ipads by Members.

**KM/AM**

**MDG11 DATE & TIMES OF FUTURE MEETINGS**

**RESOLVED:**

The next meeting to be held on at 5.30pm in the Boardroom on 21 March 2013.

**KM**

**The meeting closed at 6.10 pm**

**REPORT TO:** Corporate Policy & Performance Board

**DATE:** 21 May 2013

**REPORTING OFFICER:** Strategic Director Policy & Resources

**SUBJECT:** Annual Report 2012/13

**PORTFOLIO:** Resources

**WARDS:** Borough wide

### 1.0 PURPOSE OF REPORT

To receive the Annual Report of the Corporate Services Policy and Performance Board for 2012/13, to comment in respect of the same, and to make any changes considered appropriate.

### 2.0 RECOMMENDED: That the Report be approved

### 3.0 POLICY IMPLICATIONS

None at this stage

### 4.0 OTHER IMPLICATIONS

None at this stage

### 5.0 RISK ANALYSIS

N/A

### 6.0 EQUALITY AND DIVERSITY ISSUES

N/A

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

<b>Document</b>	<b>Place of inspection</b>	<b>Contact Officer</b>
Overview and Scrutiny Toolkit	2 <sup>nd</sup> Floor Municipal Building	M. Reaney



**ANNUAL REPORT  
CORPORATE POLICY AND PERFORMANCE BOARD  
APRIL 2012 – MARCH 2013**

'I would like to thank my Vice Chair Joe Roberts and all of the Members of the Board for the contribution which they have made during the past year. The Board has faced a challenging Agenda, and has been involved in scrutinising the localisation of Council Tax Support, technical reform of Council Tax, and the abolition of the Discretionary Social Fund. It has also had the opportunity to play a part in the formulation of a Single Equality Scheme.

I would also like to thank the Council's staff for their hard work in delivering its objectives against the background of reducing resources and considerable change'

Councillor Bob Gilligan – Chairman of Corporate Policy & Performance Board.

**MEMBERSHIP AND RESPONSIBILITIES**

During 2012/2013, The Board comprised of eleven Councillors – R. Gilligan (Chairman) J. Roberts (Vice Chair) E. Cargill, M. Dennett, S. Hill, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh, G. Stockton and K. Wainwright.

The Board is responsible for scrutinising performance and formulating policy in relation to Resources, HR and Training, ICT, Property, Democratic Services, Legal Services, Communications and Marketing, Stadium, Civic Catering, Procurement, Corporate Complaints and Area Forums. The Board also has responsibility for monitoring the performance of the Reporting Departments which during the last year were Legal and Democratic Services including Communications and Marketing, Human Resources, Financial Services, ICT and Support Services, and the Policy and Performance Divisions.

**REVIEW OF THE YEAR**

The full Board met seven times during the year. Set out below are some of the main initiatives upon which it has worked during that time.

**LOCALISATION OF COUNCIL TAX SUPPORT**

The July meeting received a Report dealing with the detailed implications of the Welfare Format 2012, and submitting a localisation of Council Tax scheme for consideration and public consultation.

The Government had announced as part of a 2010 spending review that it would localise support for Council Tax from 2013/14 and reduce expenditure on the benefit by 10%. The provisions for the localisation of Council Tax support were included in the Local Government Finance Bill which was then before Parliament. Each Council would have to draw up its own scheme but the Government had said that there would be a 10% overall reduction in the amount of expenditure of the scheme. For Halton, this meant that there would be approximately £1.4 million less paid out to help towards Council Tax. The Report considered the costs and implications and presented funding alternatives to Members. Although the scheme would have to be in place by April 2013, arrangements would have to be completed by October 2012 to enable the setting of Council Tax and Billing process to be carried out.

The Board agreed with the proposals in the Report and recommended that the draft scheme be submitted to Executive Board for consideration and approval for public consultation. The full scheme would then be provided to all Members.

The results of the public consultation exercise were brought back to the Board in October.

Since the publication of the Report, Government had announced a grant of £100,000,000 to be divided between Councils across the country to assist with the shortfalls they would be experiencing in 2013/14. This would mean that £266,000,00 would be allocated to Halton subject to a number of criteria being met. Having debated the matter fully, the Board agreed that they would not recommend using the allocation of £266,000,00 based upon the information they had available to them at the meeting. The Executive Board subsequently accepted that recommendation.

**TECHNICAL REFORM OF COUNCIL TAX**

Also at the October meeting, the Board considered a Report which detailed a number of technical changes to Council Tax billing. Proposals gave billing authorities greater discretion over the relief strong Council Tax available in respect of second homes and some empty properties. The

proposed changes would:-

Give Billing Authorities the power to levy up to full Council Tax on properties designated as second homes;

Replace exemption classes A and C with discounts, the amounts of which would be for the Billing Authorities to determine;

Allow Billing Authorities to levy an empty properties premium in respect of dwellings liable for Council Tax;

Allow Authorities to publish on line the information to be supplied with demand Notices;

And reduce the discount on long term empty properties to 0%.

Following debate, the Board resolved that Executive Board be recommended to approve the proposed changes to Council Tax discounts and Billing as outlined in the Report. That recommendation was subsequently approved by Executive Board.

#### **ABOLITION OF DISCRETIONARY SOCIAL FUND**

A special meeting of the Board was convened in December to consider a Report which sought views in relation to the abolition of the Discretionary Social Fund and asked Members to make recommendations to the Executive Board. Members were reminded that Government had abolished Crisis Loans and Community Care Grants and suggested that local schemes be developed by each local authority. Grant would be provided by Government to do this.

Members and Officers had worked together and consulted the Department for Work and Pensions and had liaised with other local authorities about the approach to the issue. All local authorities appeared to be developing their own schemes. As a result the Board was presented with a Draft Scheme for both Crisis Loans and Community Care Grants for consideration and comment. It was the consensus of the Board that grant rather than loan schemes should be adopted and it was also recommended that the Council should avoid cash payments wherever possible and develop voucher and pre- paid card systems which would help with the prevention of abuse of the process. It was also agreed that the maximum number of claims per claimant per year would be set at two.

Members felt that as the scheme would be introduced for the first time in

April 2013, it would be beneficial to set up a working group until such time as the scheme was fully developed. This was agreed and invitations to participate would be sent to all Members of the Corporate Policy and Performance Board. The Executive Board accepted the recommendations of the PPB.

#### **DRAFT SINGLE EQUALITY SCHEME 2013/15**

A Report submitted in January informed Members of the draft Revised Single Equality Scheme which would last from 2013/15. Whilst the Equality Act 2010 did not impose a duty to produce an equality scheme, it was considered good practice nationally to have such a scheme in place.

The Scheme which was proposed conveyed the Council's commitment to all of the protected characteristics as set out in the Act, and all legislative changes had been incorporated into the new draft. It was intended that the Scheme be a living document as the sections illustrating Halton's demographic information, the Workforce Profile and information about equality directives could be updated annually and therefore contained in one document. Ideally, the Scheme would also contain a section to be updated annually which would describe other examples of the Council's Equality and Diversity activities and achievements during a given year. This together would ensure that the Council would always have an up to date scheme on the Intranet and Internet.

The Document was welcomed by the Board and submitted to Executive Board for final approval which was duly given.

#### **PERFORMANCE ISSUES**

During the course of year the Board considered in detail the performance of the reporting departments. Issues which were overseen by the Board during the year included:-

Accidents statistics  
Sickness Absences  
School Catering and the operation of the Stobart Stadium.

Significant improvements were noted, as was the substantial take-up of school meals in the Borough

#### **WORK PROGRAMME 2013/14**

The Board received reports during the year on all of the topics which it had

	<p>identified for examination during 2012/13, mainly:-</p> <p>Locality working Halton's Strategic Partnership Markets.</p> <p>Thanks were due to the Chairs of those groups, Councillors A. Lowe, Roberts and Wainwright respectively.</p> <p>Moving into 2013/14, it was envisaged that topic work would focus on a review of the Council's Complaints system, and a consideration of issues surrounding the Discretionary Social Fund.</p>
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**REPORT TO:** Corporate Services Policy & Performance Board

**DATE:** 21 May 2013

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**SUBJECT:** Staff Accident / Violent Incident Statistics

**PORTFOLIO:** Resources

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To report on corporate accident statistics with associated trends for 1st April 2012 to 31st March 2013.

## **2.0 RECOMMENDED**

That the report is noted and, if deemed necessary, PPB makes recommendations to the Executive Board.

## **3.0 SUPPORTING INFORMATION**

- 3.1 The annual report on corporate annual accidents and violent incidents for the current financial year is appended.
- 3.2 The report highlights that there has been an increase in the number of risk assessments completed.
- 3.3 It also highlights an increase in RIDDOR reportable 'over 7 day' accidents, significant accidents and violent incidents. Commensurate to this is the increase in the number of days lost; and
- 3.4 Incident trends have been identified and included in the recommendations.

## **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  
MANAGEMENT TEAM  
1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013**

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## 1. INTRODUCTION

### 1.1 General

The Health and Safety at Work etc Act clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Being Part of the Solution' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

### 1.2 Health and Safety Management System

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with details of health and safety performance in relation to Key Performance Indicators (KPI). Details of KPI's are as follows:

#### **LEAD INDICATORS**

Proactive action taken and any outcomes

KPI No.

1. **Number of risk assessments completed on corporate systems**  
Rationale – creating a safe working environment
2. **Number of Near Misses**  
Rationale – action taken to prevent further similar incidents and before injuries
3. **Number of officers who are registered on the Lone Working Monitoring System and are utilising the system**  
Rationale – demonstrating effective management of lone working risks

#### **REACTIVE [Lagging] INDICATORS**

Reactive action taken in response to accidents/incidents

4. **Number of Significant<sup>1</sup> and RIDDOR Reportable Accidents<sup>2</sup>**  
Rationale – identify accident/incident trends and actions required to prevent similar occurrences
5. **Number of Violent Incidents**  
Rationale – identify incident trends and actions required to prevent similar occurrences

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".

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<sup>1</sup> Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

<sup>2</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995, including Fatalities, Major Injuries, Over 7-day Injuries, Dangerous Occurrences

## 1.3 Local Information

### 1.3.1 Prohibition Notice

The Authority was served with a Prohibition Notice by the HSE and was subsequently charged requisite fees under the Fees for Intervention scheme. This was due to the failure to manage contractors employed by Scottish Power who were working on the Council premises. As a result a series of measures have been approved, which includes the provision of a site briefing and revised 'signing in' system for contractors. These procedures will be disseminated to all buildings and communicated to Building Managers by Property Services.

### 1.3.2 Defibrillators

There has recently been heightened media publicity around schools and Local Authorities providing defibrillators. Defibrillators assist in providing first response treatment to persons who are in cardiac arrest. They are intrinsically safe in that they automatically measure and apply the required electric shocks to stop an irregular beating heart to restore it a normal heartbeat.

A report from the Director of Public Health highlights that the main risk group from cardiac arrest are males over 50 years old and buildings where health improvement schemes are operating. Current position,

- 1) North West Ambulance who have offered to provide the defibrillators, training and maintenance at no cost to the Authority;
- 2) The Stobart Stadium Safety Group has recommended that the Stadium provides defibrillators within the reception areas at the gym and main Stadium. The provision is to be coordinated with North West Ambulance;
- 3) The provision of defibrillators at community buildings has been raised and discussed at Community Forums; and
- 4) 3 Primary Schools within Halton already have defibrillators and others are considering the provision.

## 1.4 General Information

### 1.4.1 Professor Löfstedt report 'Reclaiming Health and Safety for All'

The report was published in 2011 and followed Lord Young's report "Common Sense: Common Safety", of October 2010. It highlighted a review of legislation and guidance with a view to remove or improve 84 per cent of health and safety regulations by the end of 2014.

To date all the recommendations have either been delivered or are on track to be completed by the agreed date. However, significant work remains to be done to ensure that the regulations and directives coming out of Europe do not compromise the reform.

One area is the First Aid Regulations (1981) and the removal of the requirement for HSE to approve first aid training providers. From the 1 October 2013 (subject to ministerial approval), the Authority as a competent training provider for workplace first-aid, will have to ensure that the following criteria have been delivered:

- Accredited qualifications of trainers and assessors;
- Develop quality assurance systems;
- Monitoring teaching and standards of first-aid practice; and
- Maintain standard syllabus content.

## **1.4.2 Corporate Manslaughter**

To date there have been 141 corporate manslaughter cases opened, with 56 currently being investigated for prosecution and with three companies prosecuted. The most recent was Lion Steel Equipment LTD from Manchester who were prosecuted when an employee fell through a fragile roof panel. They received the largest fine yet of £480,000 (£600,000 discounted by 20% for a guilty plea) plus £84,000 prosecution costs. It has been recorded in the media that this potentially will have a severe impact on the Company and its 142 employees.

## **1.4.3 Lone Working**

Recent publicity by the British Security Industry Association's (BSIA) Lone Worker Forum highlighted the need to implement robust solutions to reduce the risk of prosecution should an incident occur. It highlighted that employees need to ensure that systems for lone workers is a key measure in order to provide both safeguards and also reassurance to the people involved.

## **1.4.4 Fees for Intervention**

The first Fees for Intervention went out in the week commencing the 21st January 2013 and the total sum invoiced from October to November was £727, 644.81. Details are,

- 10% of invoices are for values greater than £1K
- 70% of the invoices are for less than £500
- 30% are for less than £200

## 2. RECOMMENDATIONS

### 2.1 Update for 2012/13

No.	Recommendations	I/C	Update
1	To deliver the actions identified for Waste & Environmental Improvement Services as a result of the HSE inspection. This will include the collection of bin bag collections and accident trends around sharp injuries	Operational Director, Community and Environment	HSE have reported that they are satisfied with health and safety arrangements within the service
2	To ensure that all relevant managers have received training in the management of stress within the last 3 years in order that they are able to carry out Stress Risk Assessments	Strategic Directors	Since April, 19 managers have been trained and further courses are planned
3	To ensure that noise and vibration risk assessments are carried out and, if required, review occupational risk assessments in line with results	Strategic Directors	Email sent to relevant OD's & DM's Core Brief publicised
4	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Personnel / Health and Safety Team	Policy is nearly completed and undergoing consultation
5	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	See update 3.3
6	Independent Living to review arrangements and risk assessments for manual handling of service users	Divisional Manager Independent Living	There have been 7 incidents since April. All staff are MH trained and risk assessments carried out and reviewed in accordance with service user needs. A Manual Handling People policy including standard risk assessments is now available .
7	Brief new Public Health team on health and safety management processes and arrangements	Health and Safety Team	'On going'
8	To ensure that there are programmes and resources for the maintenance and servicing of equipment	All	'On going'
9	Within the Efficiency Review process where any changes are likely to create material risks to the health and safety of staff or others affected by our actions to ensure that in making the decisions there are auditable records to demonstrate that account has taken to mitigate against the health and safety risks	Management Team	Approved by Management Team on Tuesday 11 <sup>th</sup> September 2012

## 2.2 New Recommendations for 2013/14

## KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	I/C
1	1.	To promote the use of the new corporate Stress Risk Assessment system (see 3.1.3)	Operational Directors/ Divisional Managers
2	3.	Review Lone Working Risk Assessments to ensure that they are suitable and sufficient and establish if use of Contact Centre Monitoring system is required (see 1.4.3 & 3.3.1)	Communities Directorate - Operational Directors/ Divisional Managers
3.	4.	Review and update following risk assessments; a) Admin Shared Services – Manual Handling (Objects) (see 4.1.3.1) b) Open Space Services – Slip Trip Fall & Thrown Objects/PPE (see 4.1.3.3) c) Schools – Manual Handling (see 4.1.3.4) Implement and monitor effectiveness of revised measures; d) Independent Living – Manual Handling (People) (see 4.1.3.3) e) School Catering – Manual Handling (Objects) (see 4.1.3.3) General; f) Ensure that there are sufficient resources for the maintenance and servicing of equipment (see 4.1.2) g) Ensure that noise and vibration risk assessments are carried out and, if required, review occupational risk assessments in line with results (carried over from 2012/13 – see 2.1.3)	Operational Directors/ Divisional Managers
4.	5.	Review Occupational Risk Assessments and monitor effectiveness of measures for 'violence and aggression'; a) Adult Care (see 4.2.1.1) b) Children's Residential Care (see 4.2.1.2) c) Rev's & Benefits and One Stop Shops (see 4.2.1.3) d) Primary Schools (see 4.2.1.4)	Operational Directors/ Divisional Managers

## GENERAL ACTIONS

5.	To carry out the biennial review the Corporate Health and Safety Policy (see 1.1)	Chief Executive / Principal Health and Safety Officer
6.	To ensure that health and safety standards of contractors (see 1.3.2) employed by HBC are suitable and sufficient by; a) Employing effective procedures at tendering, employment and employed stages b) Monitoring contractors c) Implementation of agreed actions	Operational Directors/ Divisional Managers/ Procurement & Health and Safety Team
7.	To consider the provision of defibrillators within HBC with a view to developing a corporate approach (see 1.3.2)	Management Team
9.	To ensure that the revised procedures for First Aid Training are implemented (1.4.1)	Divisional Manager Learning & Development

10.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007 (carried over from 2012/13 – see 2.1.4)	Personnel / Health and Safety Team
11.	Brief new Public Health team on health and safety management processes and arrangements (carried over from 2012/13 – see 2.1.7)	Director Public Health/Health and Safety Advisor

**3. LEAD INDICATORS**

**3.1 KPI 1. Number of risk assessments completed on corporate systems**

3.1.2 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011. Total number of assessments completed are;

Policy & Resources		Children & Enterprise		Communities	
2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
191	246	64	119	99	197

- To date 167 members of staff have been trained in the use of the system and 562 risk assessments entered onto the system, compared to 363 last year. This is in part due to an increase in the number of Home Working Risk Assessments completed;
- In order to enhance competencies an Elearning Risk Assessment training programme was went 'live' on the 1<sup>st</sup> April 2011 and so far 149 members of staff have been trained. Also, this year 20 members of staff have completed IOSH Managing Safely courses; and
- Although schools do not utilise the system, this year the Health and Safety team has carried out 23 health and safety audits of schools. This covers risk assessments and includes the Grange All Through school. The average score was 83%, which is a significant increase from previous years.

3.1.3 The on-line Stress Risk Assessment went 'live' on the 15<sup>th</sup> October 2012. The total number of Stress Risk Assessments completed are;

Policy & Resources	Children & Enterprise	Communities
24	10	5

3.1.4 The Authority uses an intranet based system to complete workstation assessments (Cardinus). So far 1319 assessments have been completed and there has been a significant reduction in the number of low risks to 70% this year; compared with 56% last year.

**3.2 KPI 2. Number of Near Misses KPI 3.**

3.2.1 Total number of near misses reported within the last 3 years are:

2010/11	2011/12	2012/13
6	5	10

### 3.3 KPI 3. Number of officers who are registered on the Lone Working Monitoring System and are utilising the system

3.3.1 Lone Working – Contact Centre Monitoring update [comparative period September to February]

	2010/11		2011/12		2012/13	
	Registered Users	No's Using System	Registered Users	No's Using System	Registered Users	No's Using System
<b>Policy &amp; Resources</b>	49	13	48	22	49	23
<b>Children &amp; Enterprise</b>	111	25	139	22	157	85
<b>Communities</b>	175	17	205	26	123	29
<b>TOTAL USERS</b>	335	55	392	70	329	137
<b>% OF USE</b>	16%		17%		41%	

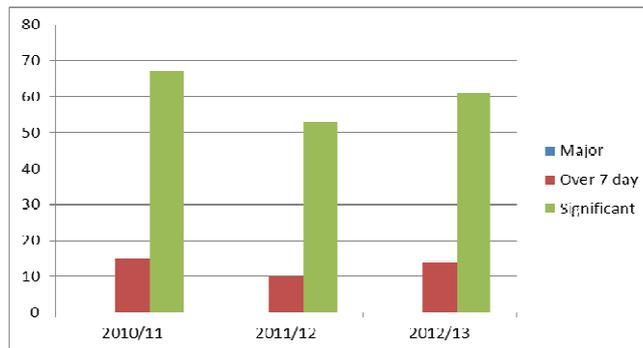
- 54 Lone Working Risk Assessments have been entered onto the Corporate Risk Assessment system;
- There has been a 40% reduction in the number of Communities registered users. As a result of an instruction from senior management, measures are in place to re-register users and also increase use of the system; and
- Within Children & Families Operational Services managers have reinforced the use of the system and have identified procedures to improve effectiveness, i.e. different SIM cards (Network providers) for staff in Runcorn and Widnes. Also, a number of Personal Safety Training courses have been delivered to the teams. This has resulted in an increase of use of the system, from 16% last year to 54% this year.

**4. REACTIVE ['Lagging'] INDICATORS**

**4.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents**

4.1.1 The number of accidents that took place this year compared with the last two years are:

Directorate	Major	> 7-Day	Significant
Policy & Resources	0	1	12
Children and Enterprise	0	2	7
Communities	0	11	42
<b>TOTAL YTD 2012 / 2013</b>	<b>0</b>	<b>14</b>	<b>61</b>
<b>TOTAL YTD 2011 / 2012</b>	<b>0</b>	<b>10 (&gt; 3day)</b>	<b>53</b>
<b>TOTAL YTD 2010 / 2011</b>	<b>0</b>	<b>15 (&gt; 3day)</b>	<b>67</b>

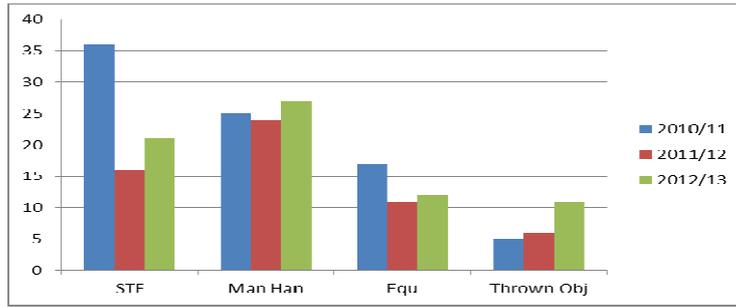


- There were no 'major injuries' and there has been a slight increase in over 7-day injuries, although RIDDOR was changed in April 2012 from over 3-day injuries.

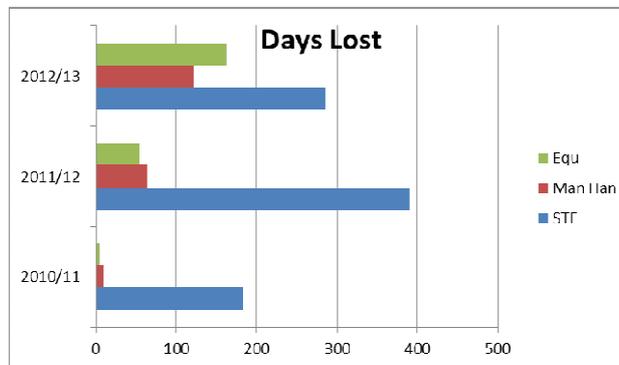
4.1.2 Accident Categories

- A further breakdown of the categories of incidents are as follows,

Main Categories	Accidents		
	10/11	11/12	12/13
1. Slips, trips and falls	36	16	21
2. Manual handling	25	24	27
3. Use of equipment	17	11	12
4. Thrown object	5	6	11



Main Categories	Days Lost		
	10/11	11/12	12/13
1. Slips, trips and falls	183	390	285
2. Manual handling	9	64	121
3. Use of equipment	50	54	163



- The total days lost are 735, with 508 in 2011/12 and 257 in 2010/11;
- The total number of incidents leading to days lost is 38, including violent incidents. This equates to 8 accidents to every 1,000 employees;
- It does not take account of school accidents with a total of 77 days lost and two manual handling accidents resulting in 69 days lost;
- There has been a decrease in the number of slips trips and falls accidents/days lost. Of these 9 incidents took place inside premises with 10 outside;
- 64% of the days lost can be attributed to,
  - a) A slip trip fall incident resulting in 203 days lost
  - b) A physical violent incident resulting in 154 days lost
  - c) Two incidents involving use of equipment resulting in 120 days lost
- Last year the increase was due to 2 slips trips and falls accidents resulting in 341 days lost and these were due to snow and icy conditions; and
- There has been a significant increase in,
  - a) Severity of injuries involving manual handling, with all but one involving the lifting of objects
  - b) Severity of injuries involving use of equipment. This is across several service areas

#### 4.1.3 Accident Trends

##### 4.1.3.1 Policy & Resources

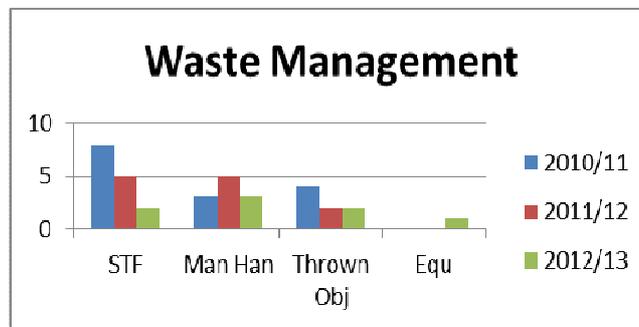
There has been an increase in manual handling accidents within Admin Shared Services.

4.1.3.2 Children & Enterprise

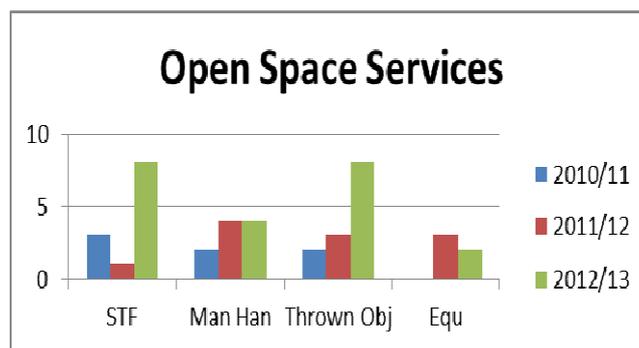
- There have been several incidents (including near misses) across the Directorates that are office or property related. In order to address these areas Property Services continue to carry out annual Condition Audits of properties and individual services carry out annual Environmental and Fire Risk Assessments addressing housekeeping risks, utilising the corporate Risk Assessment system.

4.1.3.3 Communities

- Accidents within the Communities Directorate reflect the higher risks involving front line operational services;
- 7 manual handling of service users accidents occurred within the Independent Living team, compared with 10 last year. A review has taken place of procedures and this has led to a decrease of incidents since September 2012. Also a Manual Handling of People Policy has been developed with a revised risk assessment process;
- Over the past two years there has been a decrease in the number of accidents within Waste Management, particularly around manual handling with 5 sharp injuries involving bag collections last year and none this year. See below chart;



- There has been an increase within Open Space Services particularly involving thrown objects with 8 this year and 3 last year. 5 of these involved items being flicked into face or body behind PPE. Another increase involves slips, trips and falls with 8 this year and 1 last year. See below chart;



- There has been an increase in manual handling accidents within School Catering with 4 this year and none last year. The service is carrying out a full review of risk assessments and in June is providing health and safety training to all kitchen supervisors.

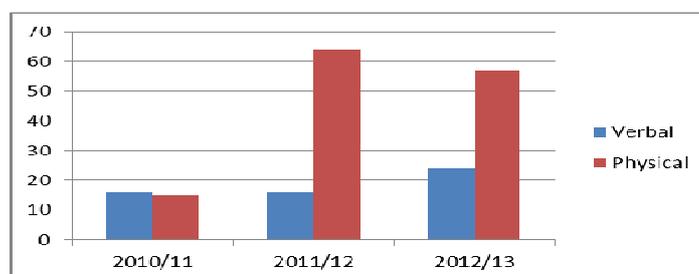
4.1.3.4 Schools

- There was one significant accident involving a caretaker working at heights. As a result the Schools Working at Heights policy has been reviewed and a schools circular sent to all schools;

- There has been a decrease in incidents involving school staff, although there has been increase in manual handling accidents;
- In order to address sports accidents for pupils, the Health and Safety team have developed and circulated templates of Sports Risk Assessments in line with national guidance;
- A schools bulletin has been sent to schools regarding prevention of trapped fingers in doors for vulnerable pupils; and
- A school implemented the 'lock down' procedure as a result of an external threat. The debrief highlighted how effective the procedure was in protecting staff and pupils.

**4.2 KPI 5. Number of Violent Incidents**

Directorate	Verbal	Physical
Policy and Resources	5	0
Children and Enterprise	15	9
Communities	4	48
<b>TOTAL 1/4/12 to 31/3/13</b>	<b>24</b>	<b>57</b>
<b>TOTAL 1/4/11 to 31/3/12</b>	<b>16</b>	<b>64</b>
<b>TOTAL 1/4/10 to 31/3/11</b>	<b>16</b>	<b>15</b>



4.2.1 Further Information:

4.2.1.1 Communities

- Physical incidents are mainly due to two service users who are responsible for 42 physical incidents. The first involved 22 incidents (25 last year) and the other 20 incidents (51 last year). Both 'service users' are supported by the Council's Supported Housing Network for people with learning disabilities and are supported to live in the community. They continue to increasingly enjoy an ordinary life and there have been less frequent incidents, with a reduction of 50% for one compared to last year. The Council's Positive Behaviour Support Service provides support for these individuals and their staff teams. Both sets of staff have been given extensive training in Positive Behaviour Support and have robust plans in place to reduce incidents of increasingly inappropriate behaviour. Staff are also given regular mentoring with weekly visits to one service user and telephone support to the team manager. Risk assessments have been completed and both staff teams have a very low staff turnover. Historically individuals who present such challenges to services have been placed in 'specialist residential'

placements or they are supported by the independent sector. Recently an adult abuse scandal, which took place at a residential setting (Winterbourne View), has caused the Department of Health to conduct an inquiry. The recommendations include people who present with such difficulties should be living in their local community with local support;

- Stadium – 7 teenagers entered stadium fitness, were verbally abusive to staff, physically attacked security guard, caused damage to property and left before the police arrived. **Security arrangements reviewed and updated;** and
- An incident involved sexual assault/inappropriate touching by a male ‘service user’ on a Care Worker whilst working nights. **Member of staff offered support including a change of work venue. Risk assessments have been reviewed and several protocols are in place.**

4.2.1.2 Children & Enterprise

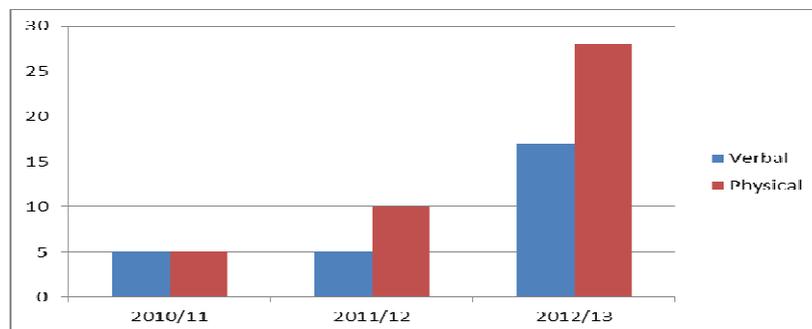
- There has been an increase in verbal incidents involving Children & Families Operational Services. **Actions as per 3.3.1;**
- A female member of staff was subject to a number of obscene phone calls (x10) from a service user. **Risk Assessment completed, service user entered onto the Corporate Caution List reassigned to male employee;** and
- 7 physical incidents involved Residential Care staff. **Both occupational and behavioural risk assessments have been reviewed and support provided to staff.**

4.2.1.3 Policy & Resources

- There were 3 verbal incidents to Benefits officers involving threats and abuse and 2 further incidents involving a service user who followed staff. **Support given to staff and occupational risk assessments for the One Stop Shops and Welfare Rights have been reviewed with additional control measures implemented**

- 4.2.1.4 Schools

Schools	Verbal	Physical
<b>TOTAL 1/4/12 to 31/3/13</b>	17	28
<b>TOTAL 1/4/11 to 31/3/12</b>	5	10
<b>TOTAL 1/4/10 to 31/3/11</b>	5	5



- There has been an increase of physical incidents involving teachers by pupils during lessons. 24 of the physical incidents took place in Primary schools and with two Primary schools reporting 17 of these incidents (9 & 8). Majority of incidents involved teachers. **Head teachers have enforced discipline with the respective pupils, in some cases excluding them.**

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 21<sup>st</sup> May 2013

**REPORTING OFFICER:** Strategic Director Policy & Resources

**SUBJECT:** Performance Management Reports for Quarter 4 of 2012/13

**WARDS:** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 To consider and raise any questions or points of clarification in respect of performance management for the fourth quarter period to 31<sup>st</sup> March 2013.
- 1.2 Key priorities for development or improvement in 2012-15 were agreed by Members and included in Directorate Plans, for the following functional areas reporting to the Corporate Services Policy and Performance Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency:
- Financial Services
  - Human Resources & Organisational Development
  - ICT Infrastructure
  - Legal and Democracy
  - Policy & Performance
  - Property Services
  - Catering, Stadium and Registration Services

The report details progress against service objectives/ milestones and performance targets, in relation to and describes factors affecting the service for each of the above areas.

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

- 1) Receive the 4<sup>th</sup> quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Departmental objectives provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities.

Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

3.2 In line with the revised Council's Performance Framework for 2012/13 the Policy and Performance Board has been provided with a thematic priority based report which identifies the key issues arising from the performance in Quarter 4.

3.3 The full Departmental quarterly reports are available on the Members' Information Bulletin to allow Members access to the reports as soon as they have become available within six weeks of the quarter end. This also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting. Departmental quarterly monitoring reports are also available via the following link

<http://srvmosswfe1:40000/sites/Teams/PerformanceandImprovement/Pages/QuarterlyMonitoringReports.aspx>

#### **4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications associated with this report.

#### **5.0 OTHER IMPLICATIONS**

5.1 There are no other implications associated with this report.

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

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

#### **7.0 RISK ANALYSIS**

7.1 Not applicable.

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

8.1 Not applicable.

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

Not applicable

## Corporate Services - Priority Based Quarterly Performance Report

Reporting Period: **Quarter 4 – Period 01<sup>st</sup> January to 31<sup>st</sup> March 2013**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the third quarter of 2012/13 for service areas within the remit of the Corporate Services Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2012-15 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Corporate Services Policy and Performance Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
  - Human Resources & Organisational Development
  - ICT Infrastructure
  - Legal and Democracy
  - Policy & Performance
  - Catering, Stadium and Registration Services
  - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

### 2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-
- The 2013/14 budget of £115.114m was approved by the Council on 6<sup>th</sup> March 2013. The net budget will be part funded from an increase of 1.9% to Council Tax which will result in a 2013/14 Council Tax requirement of £36.165m. In balancing the budget further savings of £2.57m were approved.
  - The Medium Term Financial Forecast has been updated for 2014/15 and 2015/16. The funding gap for 2014/15 as included in the budget report is £15.54m. As part of the Chancellor of the Exchequers 2013 budget, published on March 20<sup>th</sup>, he announced Local Government spending would be reduced by a further 1% in 2014/15 which will add approximately £0.70m to the budget gap for the Council.

- The processing of Housing Benefit applications, and the collection of Council Tax and Non-Domestic Rates, continue to follow a positive trend and performance at year-end remains favourable when compared to our regional neighbours.
- The final phase of the 'Tell Us Once' programme. Led by the Department of Work and Pensions, will be implemented during quarter 1 (2013-14). This will allow residents to provide information to central government and local authorities only once in relation to bereavement thereby simplifying the process and minimising the emotional impact upon individuals at a time of loss.
- Grant Thornton, the Council's external Auditor, have provided assurance on the work of Internal Audit and confirmed the authority's compliance with the CIPFA Code of Practice.
- New legislation came into effect in March which is intended to encourage debtors to settle accounts as soon as possible. Should the Council fail to settle accounts within 30 days (currently over 90%) it will be required to add a daily interest payment to any outstanding amount due. As a result current processes and systems are being reviewed in order to maximise compliance.
- The Operational Fleet & Client Transport Efficiency Workstream concluded during quarter 4 with savings of £400, 000 being achieved. The structures in relation to the review of Policy & Performance, Research & Intelligence, and Communications & Marketing will be implemented during quarter 1 (2013 – 14). This will see the devolution of the Policy and Performance functions and the creation of a new Customer Intelligence Unit which will sit alongside a Marketing Design and Communications Unit within the Legal & Democratic Services Department. As a result savings of £580, 000 have been achieved.
- Following the closure of consultation on budget proposals that had staffing implications staff affected where placed at risk on the 4<sup>th</sup> January 2013. They then had a period of 90 days to apply for alternative posts or to seek voluntary redundancy / early retirement. The slight overrun of the Policy & Performance, Marketing & Communications efficiency work stream has resulted in a small number of staff remaining at risk.
- The final stage of the transfer of Public Health to the Council continued with the statutory exchange of information between the two organisations and communications with employees and their representatives to ensure a smooth transfer of staff to the Council on 1<sup>st</sup> April. In addition, the TUPE transfer of employees at The Wade Deacon School was implemented on 1<sup>st</sup> March with staff transferring to the new Academy.
- Phase I of the Wi-Fi upgrade, to the Municipal Building, Runcorn Town Hall and Rutland House, has now been completed. In addition Wi-Fi installations for schools with a Service Level Agreement are now underway. These chargeable upgrades will set the platform for future service provision as well as meeting the demands of imminent curriculum requirements for mobile devices.

- The new Picow Farm Data Centre, which will accommodate the Records Management Unit, the new Data Centre, and the Printing Team, is now at the planning stage with the building is expected to be operational in September.
- In relation to Information Governance the Annual Senior Information Risk Owner (Strategic Director Policy & Resources) report has been published. The report summarises progress in relation to information risk management across the Council and concludes that *'Halton Borough Council is in healthy position with regards to Information Security and the public can be assured that all the requirements placed up on the Council are being adhered to, monitored and improved upon constantly'*. The report can be accessed via <http://intranet/search/Pages/Results.aspx?k=SIRO%20REPORT&s=All%20Sites>
- New social media monitoring software is now operational and will provide a more detailed analysis of our emerging social media presence. To demonstrate the growing influence of social media, during the recent bridge closures (due to snow), our Facebook updates had a reach of more than 20,000 users, with over 300 retweets of our update on the bridge closure.
- Halton has over 4,500 pupils registered for Free School Meals and although there had been concern that eligibility criteria may change as a result of the Welfare Reforms this has not been the case.
- With one exception all schools and academies have entered into Service Level Agreements with the School Catering Service which is testament to the quality of the offer being provided. Additionally all school meals are freshly prepared by qualified staff in each school kitchen which provides assurance to parents that high standards of traceability are adopted. For example during the recent horsemeat scandal our suppliers were able to provide appropriate certification for all meats products.
- The laying of the artificial pitch at Halton Stadium is continuing to reap rewards with an extensive range of games being played including the televised game between Everton v Liverpool Ladies in the Continental Cup. Additionally the pitch surface allowed 3 games to be played on Good Friday including the England v France Under 16's match.
- Stadium fitness has seen increased membership and had a particularly successful campaign during Quarter 4 adding considerably to the £10, 000 of income during the period. On the basis of customer feedback various offerings have been revised which has proven to be extremely popular with users.
- The insurance requirements of vacant premises have been recently amended and Facilities Management have now put in place a close down procedure and inspection regime to ensure we comply with the requirement of our insurers. Additionally following a programme of buildings rationalisation the only premises currently being rented is Kingsway House.

### 3.0 Emerging Issues

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-
- I. The changes to the Welfare Benefits system begin to be implemented as of 01<sup>st</sup> April and the heavy demand on the Revenues and Benefits service is expected to grow during the first half of the year. This situation will be closely monitored in order to remain alert to any resource issues which may arise
  - II. As part of the changes a local Discretionary Support Scheme has been established for Halton and will be implemented from 1<sup>st</sup> April 2013. A booklet containing a summary of the Scheme has been circulated to Members and other interested parties. Detailed monitoring of applications and decisions will be undertaken and reported regularly to Members via the Corporate Policy and Performance Board.
  - III. Additionally changes in Council Tax (unoccupied property discounts) and Non-Domestic Rates (50% local retention) arrangements will also increase resource demands. Systems will be reviewed regularly to ensure collection rates, which have historically been high, remain effective.
  - IV. Changes will shortly be introduced to reduce the threshold for advertising via the procurement Chest to £1,000 in order to bring about increased savings and the Council's procurement processes will be made fully automated and web based from 1<sup>st</sup> May 2013. Additionally work is underway to develop more joint procurement arrangements with other public sector partners and the Council's updated Procurement Strategy will be presented to the Business Efficiency Board in May 2013.
  - V. An extensive communications exercise will be undertaken during the coming quarter to inform all staff by letter of their individual position in relation to new arrangements for Pension's Auto Enrolment.
  - VI. The Disclosure and Barring Service (DBS) has now replaced the Criminal Records Bureau (CRB) and is responsible for assisting employers in making safe recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. National guidance from the DBS has now been delayed until summer 2013 and in the meantime discussions are taking place with Directorates concerning the cost implications and options available to the Council in dealing with referrals.

- VII. ITC related work will progress across a number of areas during the coming year including:
- The continued development of the HBC Website to enable greater integration of documentation and enhance the interactive experience for service users. Additionally the development of the SharePoint based Extranet will allow the secure transit and sharing of information between local partner organisations e.g. the NHS, Care Agencies etc.
  - The Agile office environment is a key element of the corporate strategy enhancements to technology and Home Working opportunities will continue to be developed and supported. In addition Phase 2 of the Wi-Fi upgrade will see an expansion into all Council owned buildings and it is intended to further develop public access in buildings used for community purposes;
  - The next Microsoft and Apple Operating systems will be tested, looking at the suitability of application deployment through the HBC Cloud, which would allow users to log onto a normal web browser and access an application e.g. Windows 7. Additionally application enhancements to major systems such as CareFirst, Agresso and Revenues and Benefits will continue to be a priority together with a considerable number of smaller applications supported by the technical and administrative teams.
- VIII. Proposed changes have recently been announced by Government in respect of the Carbon Reduction Commitment, Energy Efficiency Scheme (CRC), which if implemented will mean that Halton will fall below the threshold required to be included in the scheme from April 2014. This will potentially save the Council the £154,000 which was the cost for 2011/12.

#### **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2012/13 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks has been undertaken in Quarter 2 and quarter 4. All high risk mitigation measures are being implemented as planned and are therefore not being reported by exception at this time.

#### **5.0 Progress Against High Priority Equality Actions**

The Council must have evidence that it reviews its services and policies to show that they comply with the Public Sector Equality Duty (PSED) which came into force in April 2011. As a result of undertaking a Departmental Equality Impact Assessment no high priority actions were identified for the Directorate to quarter 4 2012 – 2013.

## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

### Financial Services

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
FS O1	Report Medium Term Financial Strategy to Executive Board <b>November 2012</b> and Council in <b>March 2013</b>	
FS O3	Complete the Draft Abstract of Accounts for certification by Chief Financial Officer by <b>30<sup>th</sup> June 2012</b> . Publish the Abstract of Accounts by <b>30<sup>th</sup> September 2012</b> .	

#### Supporting Commentary

The Medium Term Financial Strategy was reported to Executive Board on 29<sup>th</sup> November and the Abstract of Accounts was approved and published as planned.

#### Key Performance Indicators

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
FSLI 05	Proportion of Council Tax that was due that was collected	97.11	96.00%+ (cumulative)	97.11		
FSLI 06	The percentage of Business Rates which should have been received during the year that were received	97.11	96.00%+ (cumulative)	97.13		
FSLI 08	Achieve investment returns for the year higher than benchmark.	1.40%	0.87%	1.91%		N/A
FSLI 10	Average time for processing new claims (Housing & C.Tax Benefit)	12.57	18	11.78		
FSLI 13	Number of residents accessing Welfare Rights Advice at a casework level.	New measure	1,100	1,259		N/A

#### Supporting Commentary

The established trend of consistently high rates of collection has been maintained. This is a notable achievement given the prevailing economic conditions and levels of individual disposable income. Additionally the processing of benefit applications has shown a positive direction of travel when compared to 2011 – 12.

Investment returns have continued to outperform the benchmark as result of the funds available to invest and having secured a number of very favourable deals.

As expected there has been considerable demand for Welfare Advice which is expected to rise as the implementation of Welfare Reforms begins to roll-out from April 2013. Demand will be closely monitored in coming months to ensure that the service remains as accessible as possible within budget constraints.

### Human Resources & Organisational Learning and Development

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
HRLD O1	To further enhance the existing coaching programme - <b>September 2012</b>	
	Further develop the capacity for e-learning opportunities and undertake promotional activities <b>December 2012</b>	
	Promote and take forward the delivery of actions identified within the Corporate Peoples Plan <b>March 2013</b>	
HRLD O2	Further develop the HR Self-serve portal - <b>September 2012</b>	

#### Supporting Commentary

Accreditation for the delivery of coaching skills has been successfully achieved and this now forms an element of the ILM programme. In addition to the continued delivery of the actions within the Corporate Peoples Plan there are now a total of 31 e-learning modules available to staff which provides a greater flexibility and whilst minimising the costs associated with staff travel and time away from the workplace.

In relation to the HR Portal The Amendment to Establishment process has been delayed as iTrent was implemented. It is intended to now commence to test the new electronic process during the coming year.

#### Key Performance Indicators

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
HRLD LI 1	The number of working days / shifts lost due to sickness	9.03	8.5	10.06		
HRLD LI 6	The percentage of top 5% of earners that are:					
	a) women	58.27	50.00	55.04		
	b) From BME communities.	2.73	1.0	2.91		
	c) With a disability	0.61	5.0	0.65		
HRLD LI 7	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	2.21	7.50	1.36		
HRLD LI 8	Minority Ethnic community staff as % of total workforce.	0.89	1.0	0.89		

### Supporting Commentary

In relation to the workforce profile the position remains, as expected, broadly in line with that of the preceding year, and with the exception of disabled people, is reflective of the wider community profile.

When compared with the position for Q4 last year there has been a slight increase in the levels of sickness absence. As we move into 2013 – 14 work will continue with managers to determine cause and effect relationships in order that as far as possible steps can be taken to promote individual health and well-being and to reduce levels of absence where possible.

These include recognising good attendance and analysing patterns of absence in order to undertake root cause analysis. This provides the opportunity to develop alternative means by which situations can be managed e.g. considering reasonable adjustments, variation of working patterns, mutually agreeable reduction in working hours etc.

The HR / Employee Relations teams currently offer surgeries to assist managers with specific issues and develop appropriate action plans.

**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
ICT O1	Upgrade of the virtualization platform to version V6 – <b>December 2012</b>	
	Development of Cloud Application Distribution Platform - <b>February 2013</b>	
	Site to site dual Backup system - <b>September 2012</b>	
	Schools Cloud Services Trial and the development of a future primary trial site - <b>September 2012</b>	
	Interactive Web Services and SharePoint Integration – <b>June 2012</b>	

**Supporting Commentary**

The upgrade to V6 has been completed as has the dual back up system which will further enhance the strategic management of the Council's Data Assets. Additionally SharePoint is now the Council's intranet platform and old services have been decommissioned.

The Cloud Application Distribution Platform will be deployed as proof of concept in April 2013 and following a period of testing is expected to become fully operational later in the year. The Schools Cloud Services Trial, which will provide bespoke ICT solutions to Schools, and is anticipated to provide a source of income for the Council, is now underway with a Primary School and additional services are in development.

**Key Performance Indicators**

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
ICT LI 1	Average availability of the Council's operational servers (%).	100	99	99		
ITC LI 2	Average availability of the Council's WAN infrastructure (%).	100	99	99		
ITC LI 4	% Of all responsive repairs completed within 2 working days.	92	80	92		
ITC LI 6	Member Support: % of calls responded to within 1 working day	95	99	99		
ITC LI 8	Average working days from order to completion of a new PC	10	10	9		

**Supporting Commentary**

The position at year-end is very positive with a number of measures achieving their ceiling. This provides an assurance that the ICT infrastructure remains resilient and provides the necessary capability and foundation for the successful and consistent delivery of front line services to residents.

### Legal & Democracy

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
LD O1	Secure renewal of Lexcel & ISO Accreditation <b>January 2013</b>	
LD O3	To ensure that all members have been given the opportunity of a having a MAP meeting <b>March 2013</b> To induct all new members – by <b>October 2012</b>	

#### Supporting Commentary

Both Lexcel and ISO accreditations have been secured as planned providing the authority with continuing assurance of professional standards of practice are being maintained.

All Members were provided with the opportunity of a MAP meeting and all newly elected Members taking part in the induction programme..

#### Key Performance Indicators

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
LDLI 01	No. Of Members with Personal Development Plans (56 Total)	51 (100%)	50 <sup>1</sup> (100%)	46 (79%)		
LDLI 06	Members of Public attending Council Meetings (Council, PPBs, Exec Board, Exec Board Sub, Area Forums) – For information	138	N/A	204		
LDLI 07	No. Of Questions asked by Members of the Public at Council Meetings (For information)	20	N/A	42		

Ref	Measure	11 / 12	12 / 13	Q4	Q4	Direction
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<sup>1</sup> 5 Members have expressed a wish not to partake in this programme.

		Actual	Target	Actual	Progress	of travel
LD LI 13	% of customers satisfied or very satisfied with the service of the internal print service.	100	80	100		
LDLI 15	% satisfaction with Inside Halton	98	87	99		

### Supporting Commentary

Although the annual target has not been achieved all Members were given the opportunity of having a MAP meeting during the course of the year. Additionally it is recognised that personal choice and individual circumstances will also be influential and Members views of existing support arrangements remains positive.

Both attendance and the number of questions being asked by members of the public have increased as compared to the same period last year. Whilst both measures can be influenced by the nature of an agenda item work continues to ensure meetings and agendas remain publicly accessible.

Satisfaction with the internal print service and Inside Halton, both of which are effectively at their ceiling, represent significant achievements.

### Policy & Performance

#### Key milestones

Ref	Milestones	Q4 Progress
PPT O1	Progress the Core Strategy to adoption <b>October 2012</b> Revision of Adult and Social Care policies <b>March 2013</b>	
PPT O4	Monitor performance against the Sustainable Community Strategy targets 2011 – 16 and review delivery plans with partners <b>June 2012</b> Respond as appropriate to the Munro Review of Child Protection to ensure that the Children and Enterprise Directorate have effective quality assurance and performance management frameworks in place by <b>September 2012</b> . Support un-announced and announced statutory inspections in Children & Enterprise Directorate <b>March 2013</b>	  

### Supporting commentary

The Core Strategy document has been completed and will be presented to Council for consideration / formal adoption during quarter 1 of the new financial year and Adult Social Care policies have been revised and updated as required in light of emerging requirements.

In light of the Munro review support has been provided to developing revised performance management arrangements along with support for the inspection of the Warrington Rd Children's Centre during quarter 4.

### Catering and Stadium Services

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
CE O2	Measure customer satisfaction with Stadium Community Services - <b>January 2013.</b>	<input checked="" type="checkbox"/>
	Promote off peak opportunities at the start of each quarter to charitable and community organisations to utilise Stadium facilities at a reduced price - <b>March 2013.</b>	<input checked="" type="checkbox"/>
	Formulate proposals for events linked to the Rugby World Cup 2013 - <b>September 2012.</b>	<input checked="" type="checkbox"/>
CE O3	School Lunches - Deliver a promotion and educational campaign - <b>September 2012 and January 2013.</b>	<input checked="" type="checkbox"/>
	Review and update the strategy and action plan to increase the uptake of free school meals - <b>July 2012.</b>	<input checked="" type="checkbox"/>
	Develop effective joint working and agree funding, with the private/public sector to address childhood obesity - <b>Sept 2012.</b>	<input checked="" type="checkbox"/>
CE O8	Continue to implement annual sports bar specific action plan designed to improve profitability <b>March 2013</b>	<input checked="" type="checkbox"/>
	Continue to develop promotional strategy to attract a minimum of 18 large corporate events annually to the Stadium - <b>March 2013.</b>	<input checked="" type="checkbox"/>

#### Supporting Commentary

The number of community groups accessing facilities has increased significantly and the promotion of off-peak opportunities has proven popular with community / charity groups and will be developed further as we move forward.

The promotional campaign in relation to free school lunches was successfully delivered with the strategy and action plan being updated an additional pilot schemes added. Excellent work is on-going with Public Health that will see the catering staff offer after school support to the Public Health Healthy Eating Agenda.

As previously reported disposable income, and the opportunity for increased revenue generation, has been significantly affected by the prevailing economic climate.

Notwithstanding this the annual target for Corporate Events has been exceeded and the Marquee Suite has proven a unique facility that remains very popular.

### Key Performance Indicators

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
CELI 1	No. of meals served versus hourly input of labour (Previously SH1).	9.90	9.50	9.85		
CELI 8	% Take up of free school meals to those who are eligible (Previously SH LI 8)					
	a) Primary Schools	77.71	82.00	77.46		
CELI 9	b) Secondary Schools	72.81	72.50	76.59		
	% Take up of school lunches (%) – (Previously NI52).					
CELI 10	a) Primary Schools	50.34	52.00	51.71		
CELI11	b) Secondary Schools	53.74	53.00	53.64		
CELI 21 / 22	Food cost per school meal (pence) - (Previously SH6a).					
	a) Primary Schools	65p	75p	68p		
	b) Secondary Schools	85p	94p	88p		
CELI 2	Turnover of the Stadium (£m's) (Previously SH2).	2.10	2.45	Accounts presently being finalised		
CELI 3	Council contribution to Stadium operating costs (£100K's) (Previously SH3).	13.4	10			

### Supporting Commentary

Although slightly lower than 2011 – 12 productivity in relation to school meals has been maintained and despite rising food costs of around 9% the cost per meal has only marginally risen when compared to last year.

Additionally both the take-up of Free School, Meals and of school lunches generally has been positive and is favourable when compared to the national picture.

As year-end accounts are awaited information relating to Stadium turn over will be reported in Quarter 1 (2013 – 14).

### Key Objectives / milestones

Ref	Milestones	Q4 Progress
EEP O1	Market the Lakeside and Canal side development sites in <b>July 2012</b> .	
	Review accommodation in light of budget decisions by <b>July 2012</b> .	
	Identify further property to be considered for sales and implement asset disposals by <b>March 2013</b> .	
	Commence the development of Moss bank Park by <b>March 2013</b> .	
EEP O2	Maintain a comprehensive database of all commercial properties by <b>March 2013</b> .	
	Facilitate the Mersey Gateway acquisition and business relocation programme by <b>March 2013</b> .	

### Supporting Commentary

Provisional agreement in place (with HCA support) for the disposal of phase 1 Lakeside to Keepmoat Homes. Full planning permission was secured by Keepmoat in December 2012. An assessment is presently being made concerning the costs, benefits and risks associated with the submission of a new outline planning application for remaining parcels of land on the sites.

In relation to Moss Bank Park a developer (Barwood) has now been selected and the marketing for occupiers is underway with planning applications anticipated within the next few months.

A number of initiatives have been taken over preceding months to improve on-line property searches as an element of our commercial property database management. Additionally the Mersey Gateway land acquisition and business relocation programme has commenced with the serving of eight General Vesting Declarations and has been completed. All affected businesses have now identified potential alternative premises and are progressing their relocations'

### Key Performance Indicators

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
<b><u>PYS LI 01</u></b>	The % of Authority buildings open to the public which suitable and accessible to Disabled people (%).	86	86	86		

Ref	Measure	11 / 12 Actual	12 / 13 Target	Q4 Actual	Q4 Progress	Direction of travel
<b><u>NI 185 / NI 194 Replacement</u></b>	New Greenhouse gas (GHG) emissions indicator.	Total 25,817t CO <sub>2</sub> e 2010/11 figure	Total 25,559t CO <sub>2</sub> e 2011/12 Target	Total 23,917t CO <sub>2</sub> e 2011/12 Actual		
<b><u>DIS LI 02</u></b>	The % occupancy of Widnes Market Hall.	85	90	92		

### Supporting Commentary

Where it is considered practical all buildings are now accessible by disabled people and this figure is unlikely to change in the short-term.

Based on latest available data gas emissions have decreased between 2010-11 and 2011-12. However it as to be recognised that the comparatively mild winter of 2011 – 12, as compared to the preceding year, has positively influenced performance on this measure. Given the prevailing cold weather conditions in the current year a repeat of this level of reduction is improbable. However the Council will continue with initiatives, e.g. working from home etc., which will positively contribute to emissions minimisation.

### 7.0 Financial Summaries

Given that there are a considerable number of year-end transactions still to take place, and in order to avoid providing information that would be subject to further change and amendment, it has not been possible to include Financial Summaries within this report.

The final 2012 / 13 Departmental Financial Statements will be prepared once the Council's year-end accounts have been finalised and made available via the Council's Intranet. A notice will also be provided within the Members' Weekly Bulletin as soon as they become available.

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## 8.0 Explanation for use of symbols

Symbols are used in the following manner:

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

### Direction of Travel Indicator

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

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

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 21<sup>st</sup> May 2013

**REPORTING OFFICER:** Strategic Director – Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Sustainable Community Strategy Quarter 4 year-end Progress Report 2012-13

**WARDS:** Boroughwide

### **1.0 PURPOSE OF REPORT**

- 1.1 To provide information to the Corporate Policy & Performance Board on the progress in achieving targets contained within the 2011 – 2016 Sustainable Community Strategy for Halton.

### **2.0 RECOMMENDED THAT:**

- I. The report is noted.
- II. The Board considers whether it requires any further information concerning actions taken to achieve the performance targets contained within Halton's 2011-16 Sustainable Community Strategy (SCS).

### **3.0 SUPPORTING INFORMATION**

- 3.1 The Sustainable Community Strategy, a central document for the Council and its partners, provides an evidenced-based framework through which actions and shared performance targets can be developed and communicated.
- 3.2 The previous Sustainable Community Strategy included targets which were also part of the Local Area Agreement (LAA). In October 2010 the coalition government announced the ending of government performance management of local authorities through LAAs. Nevertheless, the Council and its Partners need to maintain some form of effective performance management framework to:-
- Measure progress towards our own objectives for the improvement of the quality of life in Halton.
  - Meet the government's expectation that we will publish performance information.
- 3.3 Thus, following extensive research and analysis and consultation with all stakeholder groups including Elected Members, partners and the

local community and representative groups, a new SCS (2011 – 2016) was approved by the Council on 20<sup>th</sup> April 2011.

- 3.4 The new Sustainable Community Strategy and its associated “living” 5 year delivery plan (2011-16), identifies five community priorities that will form the basis of collective partnership intervention and action over the coming five years. The strategy is informed by and brings together national and local priorities and is aligned to other local delivery plans such as that of the Halton Children’s Trust. By being a “living” document it will provide sufficient flexibility to evolve as continuing changes within the public sector continue to emerge, for example the restructuring of the NHS and Public Health delivery, and the delivery of the ‘localism’ agenda.
- 3.5 As such, articulating the partnership’s ambition in terms of community outcomes and meaningful measures and targets to set the anticipated rate of change and track performance over time, will further support effective decision making and resource allocation.
- 3.6 Placeholder measures have also been included where new services are to be developed or new performance information is to be captured, in response to legislative changes; for which baselines will be established in 2011/12 or 2012/13, against which future services will be monitored.
- 3.7 Attached as Appendix 1 is a report on progress for the period to year-end 31<sup>st</sup> March 2013, which includes a summary of all indicators for each of the five shared strategic priorities of the Halton Strategic Partnership i.e.:
  - A Healthy Halton
  - Employment, Learning & Skills in Halton
  - A Safer Halton
  - Children and Young People in Halton
  - Environment and Regeneration
- 3.8 The full reports for each of the strategic priorities are reported to the respective Policy and Performance Boards. Additionally the Halton Strategic Partnership Board will receive a report for all measures.
- 3.9 An annual ‘light touch review’ of targets contained within the SCS, has also been conducted to ensure that targets remain realistic over the 5 year plan to ‘close the gaps’ in performance against regional and statistical neighbours. This review has been conducted with all Lead Officers being requested to review targets for 2013/14, 2014/15 and 2015/16. Targets were thus updated where appropriate in the light of actual/ anticipated performance. All SCS measures are included in the draft medium term Directorate Business Plans 2013-16.

- 3.10 The Corporate Policy and Performance Board is also asked to consider the inclusion of any additional measures to the above set to “narrow gaps” in performance where appropriate or respond to legislative/policy changes; thereby ensuring that all measures remain “fit for purpose”.

#### **4.0 CONCLUSION**

- 4.1 The Sustainable Community Strategy for Halton, and the performance measures and targets contained within it will remain central to the delivery of community outcomes. It is therefore important that we monitor progress and that Members are satisfied that adequate plans are in place to ensure that the Council and its partners achieve the improvement targets that have been agreed.

#### **5.0 POLICY IMPLICATIONS**

- 5.1 The Sustainable Community Strategy for Halton is central to our policy framework. It provides the primary vehicle through which the Council and its partners develop and communicate collaborative actions that will positively impact upon the communities of Halton.

#### **6.0 ATTACHED DOCUMENTS**

- 6.1 The publication by Local Authorities of performance information is central to the coalition government’s transparency agenda.

#### **7.0 IMPLICATIONS FOR THE COUNCILS’ PRIORITIES**

- 7.1 This report provides information in relation to the Council’s shared strategic priorities.

#### **8.0 RISK ANALYSIS**

- 8.1 The key risk is a failure to improve the quality of life for Halton’s residents in accordance with the objectives of the Sustainable Community Strategy. This risk can be mitigated through the regular review and reporting of progress and the development of appropriate interventions where under-performance may occur.

#### **9.0 EQUALITY AND DIVERSITY ISSUES**

- 9.1 One of the guiding principles of the Sustainable Community Strategy is to reduce inequalities in Halton.

#### **10.0 LIST OF BACKGROUND PAPAERS UNDERSECTION 100D OF THE LOCAL GOVERNEMNT ACT 1972**

Document

Sustainable Community Strategy 2011 – 26

Place of Inspection 2<sup>nd</sup> Floor, Municipal Building, Kingsway, Widnes

Contact Officer Mike Foy (Performance & Improvement Officer)



# **The Sustainable Community Strategy for Halton**

**2011 – 2016**

**Quarter 4 Progress Summary to  
Year-end 31<sup>st</sup> March 2013**



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This report provides a summary of progress in relation to the achievement of targets within Halton’s Sustainable Community Strategy 2011 - 2016.

The following symbols have been used to illustrate current performance as against the 2012 – 13 targets and as against performance for the same period last year.

	Target is likely to be achieved or exceeded.		Current performance is better than this time last year
	The achievement of the target is uncertain at this stage		Current performance is the same as this time last year
	Target is highly unlikely to be / will not be achieved.		Current performance is worse than this time last year

Ref	Descriptor	2012 / 13 Target	Direction of travel
HH1*	a) Alcohol related hospital admissions (NI 39) (Rate 100,000 pop.)		
	b) Alcohol related hospital admissions – AAF =1 (Rate)		
HH 2	Prevalence of breastfeeding at 6-8 weeks (NI 53)	N/A	
HH 3	a) Obesity in Primary school age children in Reception (NI 55)		
	b) Obesity in Primary school age children in Year 6 (NI 56)		
HH 4	Reduction in under 18 Conception (new local measure definition for NI 112)		
HH 5	a) All age, all-cause mortality rate per 100,000 Males (NI 120a)		
	b) All age, all-cause mortality rate per 100,000 Females (NI 120b)		
HH 6	Mortality rate from all circulatory diseases at ages under 75 (NI 121)		
HH 7	Mortality from all cancers at ages under 75 (NI 122)		
HH 8	16+ Smoking quit rate per 100,000 (NI 123)	N/A	
HH 9	Mental Health - No. of people in counselling/ day services or on waiting lists. (NEW 2011)		N/A
HH 10	Proportion of older people supported to live at home through provision of a social care package (NEW 2011):		
HH 11	a) Increase the % of successful completions (drugs) as a proportion of all in treatment (over 18)		
	b) Increase the % of successful completions (Alcohol) as a proportion of all in treatment (over 18)	New Measure 2012/13	N/A

**NB - Measures HHI and HH12 are also reported within the Safer Halton priority area as SH 10 and SH7 respectively.**

Ref	Descriptor	2012 / 13 Target	Direction of Travel
ELS 1	Increase the number of active enterprises within the Borough (NEW 2011)		
ELS 2	Increase the proportion of business diversity (NEW 2011)		
ELS 3	Increase the number of people classed as self-employed (NEW 2011)		
ELS 4	Reduce the proportion of people with no qualifications		
ELS 5	Increase the percentage of people achieving NVQ Level 4 and above (Revised NI 165)		
ELS 6	Increase the percentage of adults using a library (NI 9)		
ELS 7	Reduce the percentage of people registered unemployed and seeking employment (JSA claimants) (NI 152)		
ELS 8	Reduce the percentage of the working age population claiming out of work benefits (Revised measure)		
ELS 9	Increase the gross weekly earnings by residents (NI166)		
ELS 10	Increase the number of residents accessing welfare rights/ debt advice at a casework level (Local Measure)		
	a) Debt		
	b) Welfare Rights		

Ref	Descriptor	2012 / 13 Target	Direction of travel
SH 1	Reduce Actual Number of ASB incidents recorded by Cheshire Police broken down into youth and adult incidents.		
SH 2	Reduce the number of Deliberate Fire incidents (NI33)		
SH 3	Reduced perception by Residents of antisocial behaviour (NI 17)	N/A Survey in 2013/14	 2011/12 Survey
SH 4	Safeguarding Children: Reduce the Number of Young People who repeatedly run away in Halton (New Measure)		
SH 5	Vulnerable Adults – Safeguarding: Increase the percentage of VAA Assessments completed within 28 days.		
SH 6	Reduce repeat incidents of domestic abuse within the MARAC Cohort (NI32 )		
SH 7	a) Increase the percentage of successful completions (Drugs) as a proportion of all in treatment (over 18)		
	b) Increase the percentage of successful completions (Alcohol) as a proportion of all in treatment (over 18)	New Measure	N/A
SH 8	a) Reduce the number of individuals re-presenting within 6 months of discharge (Drugs) [New Measure]		
	b) Reduce the number of individuals re-presenting within 6 months of discharge (Alcohol) [New Measure]	New Measure	N/A
SH 9	Reduce the rate of young people (0-18) admitted to hospital due to substance misuse (will include alcohol)		N/A
SH 10	Reduce Alcohol related hospital admissions (NI 39)		
SH 11	Reduce the re-offending rates of repeat offenders (RO's in the Navigate IOM scheme) (Formerly NI 30)		N/A
SH 12	Reduce the number of first time entrants to the Youth Justice System (formerly NI111).	N/A	N/A
SH 13	Use of Custody (New Measure)		N/A
SH 14	Reduce the proportion of individuals within the Navigate cohort who's offending is substance misuse related. (Placeholder New Measure)	New Measure	N/A
SH 15	Reduce the re-offending rate of young offenders (Formerly NI 19)	New Measure	N/A

## Safer Halton cont'd

Ref	Descriptor	2012 / 13 Target	Direction of travel
SH 16	Reduce serious acquisitive crime (Formally NI16)		
SH 17	Reduce Assault with Injury crime rate (Formerly NI 20) New Revised Measure		

## Children and Young People in Halton

Ref	Descriptor	2012 / 13 Target	Direction of travel
CYP 1	Increase the percentage achieving 78+ points across EYFS (6+ CLL and PSE)		
CYP 2	Increase the percentage of children attaining level 4 or above in English & Maths		
CYP 3	Increase the percentage achieving 5+ A*-C including English & Maths		
CYP 4	Increase the percentage achieving Level 3 at 19		N/A
CYP 5	Reduce the percentage of young people not in education, employment or training		
CYP 6	Reduce the percentage of children who are obese in Year 6		
CYP 7	Reduce the rate of CYP admitted to hospital for substance misuse	N/A	New measure
CYP 8	Increase the percentage of referrals with evidence of early help and support (CAF)		
CYP 9	Increase the percentage of educational settings with overall effectiveness Good/ Outstanding		
CYP 10	Reduce the attainment gap between FSM and Halton average KS2		
CYP 11	Reduce the attainment gap between FSM and Halton average KS4		
CYP 12	Improve the identification of Special Educational needs at School Action and School Action plus	N/A	N/A

## Children and Young People in Halton cont'd

Ref	Descriptor	2012 / 13 Target	Direction of travel
<b>CYP 13</b>	Increase the percentage of young people progressing to Higher Education		N/A
<b>CYP 14</b>	Increase the percentage of children with SEN or receiving enhanced provision achieving 2 levels progress	Placeholder 2012/13	New measure
<b>CYP 15</b>	Reduce under 18 conception rate (percentage change from 2009 baseline position)		
<b>CYP 16</b>	Increase the percentage of children in care achieving their expected outcomes at KS2 & KS4	Placeholder 2012/13	New measure
<b>CYP 17</b>	Reduction in child and family poverty	Placeholder 2012/13	New measure

## Environment and Regeneration

Ref	Descriptor	2012 / 13 Target	Direction of travel
ER 1	a) Number of Local bus passenger journeys originating in the authority area (000) (PPT LI 22)		
ER 1	b) Number of passengers on community based accessible transport (PPT LI 28)		
ER 2	Percentage % of Bus services running on time: (PPT LI 18)		
	a) Percentage of buses starting route on time		
	b) Percentage of buses on time at intermediate timing points		
ER 3	Average Number of days to repair street lighting faults (PPT LI 12 & 13)		
	a) Non Distribution Network Operators (HBC)		
	b) Distribution Network operators (DNO)		
ER 4	Percentage of road carriageway where maintenance should be considered (PPT LI 17)		
	a) Principal Carriageways		
	b) Non-Principal Carriageways		
	c) Unclassified Carriageways		
ER 5	Satisfaction with the standard of maintenance of trees, flowers and flower beds (CE LI 18)		
ER 6	Residual household waste per household (Kgs) (CE LI 14)		
ER 7	% of household waste recycled / composted (CE LI 15)		
ER 8	Percentage of municipal waste land filled (CE LI 16)		
ER 9	Satisfaction with the standard of cleanliness and maintenance of parks and green spaces. (CE LI 18)		
ER 10	Number of Green Flag Awards achieved for Halton. (CE LI 19)		
ER 11	Improved local biodiversity –active management of local sites. (CE LI 20)		
ER 12	To regenerate 5 hectares of urban sites per annum for the next five years (PPT LI 08) (NEW)		
ER 13	To make sure there is a 5 year rolling supply of deliverable housing land available for 5 years' worth of housing against the housing requirement (PPT LI 07) (New)		