



**Corporate Policy and Performance Board**

**Tuesday, 29 October 2013 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

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

**Chief Executive**

**BOARD MEMBERSHIP**

|  |                         |
|--|-------------------------|
| <b>Councillor Robert Gilligan<br/>(Chairman)</b>   | <b>Labour</b>           |
| <b>Councillor Joe Roberts (Vice-<br/>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>           |

*Please contact Ann Jones on 0151 511 8276 Ext. 16 8276 or e-mail  
[ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.*

*The next meeting of the Board is on Wednesday, 22 January 2014*

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

**Part I**

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| <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:** 29 October 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:** 29 October 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 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 5 SEPTEMBER 2013**

|           |  |
|-----------|--|
| <b>60</b> | <b>WAIVER REQUEST – REVENUES &amp; BENEFITS &amp; CUSTOMER SERVICES DIVISION</b> |
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The Board received a report of the Strategic Director, Policy and Resources, which sought approval to grant the waiver of Procurement Standing Orders for the scanning and indexing of images for the Revenues and Benefits Division.

The Board was advised that the Revenues and Benefits Division successfully implemented a document managing and workflow system in January 2001. The contract was extended in 2006 and 2010, with the current contract due to expire in September 2015. It was reported that a new one year contract and re-negotiation of the existing contract had resulted in a saving of £19,500 over a three year term. Details of the Business Case were given in the report and covered transparency of the contract, propriety assured with integrity clauses built into the document. The Operational Director, Finance, would be accountable for awarding the contract and having responsibility for the internal and external audit process.

RESOLVED: That the waiver of Procurement Standing Order 4.1 Competition Requirements, be approved in order to allow the Council to enter into a new one year contract with Northgate Information Systems, for the scanning and indexing of images for the Revenues and Benefits Division.

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| <b>61</b> | <b>LOWERHOUSE LANE DEPOT – UPGRADE WORKS</b> |
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The Board considered a report of the Strategic Director, Children and Enterprise, which updated them on the proposed site upgrade works at Lowerhouse Lane Depot.

The Board was advised that a recent Health and Safety Executive (HSE) site visit raised a number of health and safety related concerns relating to how the depot operated. As a result, a feasibility study was undertaken and proposals put forward to overcome the major concerns raised. It was noted that HSE officers had indicated that they were happy with the proposals, which would address the remaining



issues and leave the depot fit for purpose for the foreseeable future. Details of the planned current proposals were attached to the report for Members' information.

RESOLVED: That

- 1) the proposals with regards to the proposed site upgrade works at Lowerhouse Lane Depot be approved; and
- 2) Council be recommended to include in the Capital Programme the capital works with a total estimated cost of £735,000 to be funded, as set out in section 5 of the report.

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| <b>62</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 for the Council to access a framework agreement for the provision of agency workers.

Members were advised that, although the Council had reduced its spend on agency staff, there would always be an operational need to use some agency staff in order to maintain essential services. The Merseyside Procurement Partnership (MPP) awarded a collaborative framework agreement in September 2009 for a period of four years to Matrix SCM, for the provision of agency workers. Over the period of the four year term, the estimated contract value was £7.6m. The Board was reminded that it had approved a preliminary estimates report on 28 March 2013, which allowed the Council to participate in a collaborative procurement process with MPP. This was led by St Helens Borough Council who had undertaken a pre-procurement process for MPP. It was noted that all members of MPP had participated in the options appraisal and the market review to identify the best solution available, as an alternative consideration to conducting a new tender process.

It was reported that, as a result of the process, the MSTAR framework had been identified as the best option for MPP members to select; it provided agency resourcing services to local authorities and other wider public sector organisations throughout the UK. The report provided details of the framework evaluation and award criteria, together with details of the potential annual savings for Halton.

RESOLVED: That

- 1) the Council access the MSTAR Framework under a call-off contract with Matrix SCM for the provision of agency workers, in compliance with Procurement Standing Orders 1.3.1. Framework Agreements and 2.10.3, Acceptance of Tenders exceeding £5m;

- 2) the Council continues to participate in the collaborative supply arrangement with Merseyside Procurement Partnership (MPP), to ensure maximisation of purchasing power on a common category of spend within the region; and
- 3) Directorates continue to ensure full compliance with the new agency worker framework under a call-off with Matrix SCM, in order to provide continuous improvement, visibility of spend and value for money efficiency gains. In addition, no protection should be given to existing suppliers who would not sign up to the contract.

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| <b>63</b> | <b>2013-14 QUARTER 1 SPENDING</b> |
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The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30<sup>th</sup> June 2013.

In overall terms, revenue expenditure was £0.364m below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was £155,000 below the budget profile at the end of the quarter.

Members were advised that the economic downturn continued to affect budgeted income targets. A number of income budgets were below their profile including industrial estate rents, catering sales and fees and charges on leisure and recreation services.

With regard to capital spending, it was reported that spending to the 30<sup>th</sup> June 2013 totalled £12.3m, which was 99% of the planned spending of £12.4m at this stage. However, this represented 23% of the total capital programme of £53.6m (which assumed a 20% slippage between years).

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

It was noted that, from 1 April 2013, Halton Borough Council and the Clinical Commissioning Group (CCG) had agreed to pool their resources, due to the increased challenges for the Health and Social Care economy in Halton. This would result in the alignment of systems, more effective and efficient joint working, improved pathways, the speeding up of discharge processes and would set the scene for the

future sustainability of meeting the current and future needs of people with complex needs.

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 approve the revised capital programme, as set out in Appendix 3 attached to the report.

### **EXECUTIVE BOARD MEETING HELD ON 19 SEPTEMBER 2013**

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| <b>80</b> | <b>INCOME MANAGEMENT SYSTEM – KIOSK<br/>INTEGRATION</b> |
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the provision of the Council's Income Management System.

The Board was advised that the Council was in the process of replacing its existing payment kiosks located within the One Stop Shops. In addition, it was necessary to integrate the replacement kiosks with the Council's existing income management system, provided by Capita. It was reported that this would necessitate the purchase of a Capita product called 'Smart Greenway' which ensured that receipts from the new kiosks were transferred directly into the Council's income management system, as well as validating all payments received by debit or credit card.

It was reported that, as Capita was the only provider of 'Smart Gateway', it was not possible to undertake a competitive procurement exercise, and therefore a waiver of Procurement Standing Orders was requested, as detailed in the report.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate the integration of the Council's replacement payment kiosks with Capita Income Management System.

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| <b>81</b> | <b>CAPITA – PAYMENT SYSTEMS MAINTENANCE</b> |
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the Capita Payment Systems Maintenance.

The Board was advised that the Council procured an income management system from Capita in 2004, with a number of additional related applications purchased from Capita since which ensured that the Council's systems had kept pace with advances in technology and the way in which customers paid for goods and services. It was noted that the applications currently supplied by Capita included the AXIS income management system, telephone and internet payments, Chip and Pin licences and cash and cheque receipting systems.

It was reported that the continued use of these applications required an annual maintenance payment to Capita, which exceeded the £1,000 threshold set on Procurement Standing Orders. As it was not possible to seek competitive tenders elsewhere, a waiver was sought to enable this payment to be made.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to pay the annual maintenance charge for the payment systems provided by Capita.

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| <b>82</b> | <b>UPGRADE TO CAPITA INCOME MANAGEMENT SYSTEM</b> |
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The Board considered a report of the Strategic Director, Policy and Resources, on the upgrade to Capita Income Management System.

The Board was advised that the Council's income management system had been provided by Capita since 2004. The system is supported by Capita, with the current version of the software requiring replacement and upgrade from January 2014. It was reported that, as Capita were the only company able to provide the necessary support, a waiver of Procurement Standing Orders was required to enable payment for the upgrade to take place. It was noted that the amount required exceeded the current threshold, and that it was not possible to undertake a competitive procurement process on this occasion.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate an upgrade of the Council's income management system that is provided by Capita.

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| <b>83</b> | <b>DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER</b> |
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The Board considered a report of the Strategic Director, Policy and Resources on progress against key objectives/milestones and performance targets for the first quarter to 30 June 2013.

The Board was reminded that in September 2011, a review of the Council's existing performance management and monitoring arrangements had been undertaken, based upon a set of principles agreed by the Corporate Policy and Performance Board. This was based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, and being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

It was reported that monitoring of 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.

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| <b>84</b> | <b>TREASURY MANAGEMENT 2013-14 1<sup>ST</sup> QUARTER – APRIL TO JUNE</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.

**REPORT TO:** Corporate Policy and Performance Board  
**DATE:** 29 October 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, 11 September 2013 at the Karalius Suite, Halton Stadium, Widnes**

**Present:**

|                       |                 |                                     |
|-----------------------|-----------------|-------------------------------------|
| <b>Board Members:</b> | Cllr Polhill    | HBC (Chairman)                      |
|                       | Nick Atkin      | Halton Housing Trust                |
|                       | Simon Banks     | Halton Clinical Commissioning Group |
|                       | Cllr D Cargill  | Cheshire Police & Crime Panel       |
|                       | Martin Cleworth | Cheshire Police                     |
|                       | Cllr Fry        | Community Representative            |
|                       | Ann McIntryre   | HBC Children's Trust                |
|                       | Mick Noone      | HBC                                 |
|                       | Eileen O'Meara  | Halton's Director of Public Health  |
|                       | Terry Parle     | Halton Sports Partnership           |
|                       | David Parr      | HBC                                 |
|                       | Janine Peterson | Job Centre Plus                     |
|                       | Wesley Rourke   | HBC – Chair ELS SSP                 |
|                       | Mary Murphy     | Riverside College                   |
|                       | Sally Yeoman    | Halton & St Helens VCA              |

|                               |               |                           |
|-------------------------------|---------------|---------------------------|
| <b>Advisors to the Boards</b> | Lisa Driscoll | HBC – Policy and Strategy |
|                               | Tim Gibbs     | HBC – Policy and Strategy |
|                               | Shelah Semoff | HBC – Policy and Strategy |

**In Attendance:** D. Ainsworth (DWP), L Derbyshire (HBC), B. Kennett (HBC/Police Inspiring Families), C. Myring (HBC) S. Doore (HBC) and Dionne McHugh (HHT)

Apologies for Absence: Sarah Boycott (Cheshire Police), Paula Cain (Chamber of Commerce), Leah Corcoran (HBC), Revd Jeremy Duff (Faith Communities), John Dwyer (PCC), Niki Gormston (Cheshire Police), Bethan Kilbane (HBC) and John Rigby (Orminston Bolingbroke Academy).

**7 MINUTES OF THE MEETING AND MATTERS ARISING**

The minutes of the meeting held on 12 June 2013 having been printed and circulated were agreed as a correct record.

**8 SSP KEY MESSAGES**

The key partners each gave a verbal update on their areas in respect of: the Health and Wellbeing Board, Environment, Skills and Learning, Children and Young People (Children's Trust), Environment and Regeneration; Safer Halton, the Housing Partnership and Equalities and Engagement.



In relation to the Health and Wellbeing Board, it was reported that the Health and Wellbeing Board were making progress and an action plan had been developed.

The Board was advised that a number of strategies had been developed:-

- The Mental Health Strategy;
- The Drugs Strategy (this was near to completion);
- The Falls Strategy;
- The Cancer Strategy was being progressed; and
- The JSNA was in the process of being refreshed.

It was reported that Halton had the highest falls rate and work was taking place to address this issue.

The Board was further advised that Quarter 1, performance monitoring targets for health had achieved a green indicator, with the exception of life expectancy for women. In addition, more work was required on addressing cancer in the Borough.

In relation to Environment, Skills and Learning it was reported that since the presentation on community budgets at the last meeting, work had taken place looking at opportunities to take the initiative forward. However, it was reported that there were still barriers to the process, as in the economic climate, individual organisations were protecting their resources.

The Board was advised that European Funding would be available from 2014-20. The SSP had given consideration to the thematic priorities, with a more strategic focus on the resources available, together with community budgets with a view to pooling resources. It was reported that this was an on-going process. It was also reported that themes and priorities were emerging from the Environment and Urban Renewal Policy and Performance Board.

In relation to Children and Young People the Board noted the following activities:-

- In July an external Inspector had undertaken a review and it had been a very good process. An Investing In Children's Board had been established and it met on Tuesday's every two weeks at 8 am and the Chief Executive attended. It was reported that it would ensure best services for children in care;
- The Children and Young People's Plan was being reviewed and it would be reported to the Children's Trust Board. The Authority were also looking at each strategic and operational group that sat below the Children's Trust Group;
- The performance had been evaluated for KS2 and KS4 as follows:-

- KS2 – writing – There had been a 3% increase and it was now 5% higher than the national average;
- There had been no change regarding the performance in maths, and it was 2% above the national average; and
- Reading – there had been a 3% drop from 2012 and it was just 1% below the national average.

It was reported that overall, performance represented a very positive picture.

- KS4 – 5A\* - C including English and Maths, there had been a 3% increase to 62%;
- The number of young people achieving A\* without English and Maths was 87%; and
- It was reported that overall, there had been significant improvements across all the key stages;

Mary Murphy, the new principle at Riverside College reported that A level performance and Level 1 and Level 2 this year had achieved a 100% pass rate. A strategy had also been developed for English and Maths re sits. In addition, it was reported that a student from the College had obtained a place in Cambridge University this year and many students had acquired places in Universities throughout the country.

In relation to Environment and Regeneration, the following was reported:-

- Mick Noone had taken over as the Chair of the SSP from Councillor Gerrard. He took the opportunity to thank Councillor Gerrard for the work he had undertaken as the previous Chair of the SSP. It was reported that Shelah Semoff was the new co-ordinator and the membership was currently being reviewed. In addition, it was reported that representatives from health and Cheshire Police were vacant currently and Partners were invited to join the SSP;
- The SSP considered energy efficiency, carbon reduction, sustainable transport, waste management, aspects of planning, the regeneration of towns and Mersey Gateway; and
- The next meeting would be held on 10 October 2013. The following items were on the agenda; Sally Yeoman, Halton Voluntary Action, Wellbeing Enterprises, Norton Priory Update, Funding Packages, Joint Venture and the Review of the Sustainable Community Strategy. Members of the Partnership were encouraged to attend and become involved in the SSP.

In relation to the Safer Halton Partnership, it was reported that a meeting had not taken place since the last meeting of the Board. However, the key issues, included anti-social behaviour in Widnes and Runcorn. It was highlighted that the reason was due to a high level of mini motor use and Cheshire Police were taking a lot of action to deal with the situation. It was noted that this was a very difficult issue to deal with and an innovative approach was being considered by looking at the options of creating facilities where they could be safely used.

The Board was advised that domestic issues had increased during the good weather from neighbour disputes. Discussions were taking place with Halton Housing Trust to work collectively with tenants to deal with this matter.

The Board was also advised that there had been an increase in serious crime in the Borough and the use of violence from gangs on vulnerable people. It was reported that serious action was being taken on this matter. It was also reported that there had been some arrests and convictions for gun crime in the Borough. A multi-agency meeting would be arranged to develop community assurance, to enable people to report any problems and not be intimidated by violent individuals. All Partners, at a high level, were encouraged to attend the meetings which would be organised via Sarah Boycott. The Board noted the importance of stopping such crime at an early stage.

The Partners were requested to consider the new Hate Crime Strategy, it was noted that Halton did not experience a high level of hate crime. However, it was reported that it was on the increase.

Work was taking place with two Cheshire Authorities and Warrington, taking a strategic approach to a number of key areas of community safety; domestic violence and alcohol victim support. It was reported that subject to agreement, there would be a proposal to increase resources in domestic violence as it had a significant impact on the community. Working with the Authorities, Cheshire Police, the PCC and Health, there would be a focus on outcomes in respect of perpetrators – punishment and treatment and the victim, who would come forward more quickly if they knew that the perpetrator would be punished.

It was noted that there had been a series of armed robberies in Widnes from the border of Liverpool. There had been arrests and charges in relation to the offences.

Information regarding the Creamfields event had shown that there had been an increase in the use of drugs. There had been do deaths or serious injuries and one hundred people had been arrested.

There had been a 20% overall increase in demand for services, in particular Cheshire Police in relation to mental health issues. It was reported that this was a national issue and a lot of work was taking place to address this matter. The question was also being asked on whether this should be dealt with by the Police. It was also reported mental health issues impacted on all

the Partners resources and the Police and Crime Panel would be considering how to sustain the current level of resources in the current economic climate. In addition, it was reported that Wesley Rourke would be taking the strategic lead on welfare reform for the Partnership and a meeting would take place in the near future with Partners to discuss the impact of mental health on their resources and how they could support each other. It was suggested that a Cheshire Police representative should attend the Acute Care Pathways launch.

The Director of Public Health reported that a meeting had taken place with Sarah Boycott, Cheshire Police and all stakeholders to discuss serious organised crime. A list had been developed on the sale of drugs; how to recognise the signs of drug use; how to keep safe and how to report securely to the police if required.

It was reported that SPARK (a charity supporting people with learning disabilities) were working with the CCG on six health related comics and a DVD. It was suggested that this approach could be an effective way to get the message across to the community.

In respect of the Strategic Housing Partnership, it was reported that the Hate Crime Strategy had been discussed as part of the constitution and consideration had been given to the reason why hate crime was under reported and actions had been developed. These actions would be followed through at the meeting scheduled on Friday 13 September 2013. Alternative funding sources for affordable housing and a stock take would also be considered at that meeting.

The focus on welfare reforms continued and a Members workshop would take place in October 2013. As a pilot area for the national project, in respect of real life reform, tracking would take place on the impact of people over the next 18 months in order to offset some of the negative media taking place.

There had been positive signs from the Community's Agency in respect of the allocations and Halton Borough Council were thanked for their support.

It was reported that, research had shown that mobile devices were the most effective way of going on line. However, it was reported that the Universal Credit Portal was not mobile optimised. Several letters had been sent requesting information on when this would be available.

Work was also being undertaken in conjunction with health to identify and support customers in respect of health and wellbeing.

In relation to the Equalities, Engagement and Cohesion Group, it was reported that a meeting had not taken place since the last meeting of the Board. Work was taking place on three key issues; a review of the public sector equalities duty; the partnership engagement strategy and work was progressing in developing an event in November with the faith voluntary sector and community partners, which would focus on the safeguarding agenda.

RESOLVED: That the verbal reports be noted.

## 9 INSPIRING FAMILIES

The Board received a presentation on Inspiring Families which:-

- Set the scene for Inspiring Families regarding, education, youth offending and worklessness;
- Set out the Inspiring Families infrastructure, looking at the data flow (all the data came from different organisations with different systems which made quality data matching very challenging);
- Outlined the existing response, the complexity regarding systems, multiple overlapping, the high costs, families and staff, disjointed assessments and referrals, families falling through the gap, reactive spend and poor tracking systems;
- Highlighted the escalating costs of intervention;
- Gave a snapshot of the volume of contracts dealt within Halton in 12 months, and that demand outweighed the population size;
- Gave examples of how services were not as joined up or as effective as they could be;
- Set out new and improved ways of working;
- Outlined the performance measures and that quality assurance tools and that a 'rag' methodology had been used against Government categories;
- Gave an example and overview of the departmental performance;
- Highlighted the leadership / strategy; the partnerships, the services, how review sessions had been progressed, the processes and resources performance, families voices and people management;
- Demonstrated case studies A and B, looking at the outcomes and cost avoidance;
- Set out the broad overview of the local impact across the partnership;
- Based on national research, gave a breakdown of Halton targeted and reactive partnership costs per year for 375 Inspiring Families;
- Using national research, estimated the partnership costs and the potential savings as a direct impact of Inspiring Families;

- Outlined the differences between the new delivery models and business as usual in three key areas, culture, organisation and finance;
- Set out the service offered, outcomes and success measures and where Halton were now; and
- Highlighted the challenges and opportunities for the Partnership; what was required to go forward; how to strengthen the partnership arrangements; how to develop a common outcome based approach; the introduction of a partnership whole family assessment; how to ensure that commissioning was at the core of the multi-agency development and how to agree to the future sustainability.

The Chief Executive thanked Officers and practitioners and reported that it had been a very powerful presentation. He highlighted the importance of making a difference and improving life opportunities for a significant number of families in Halton. He reported that funding and savings was the key to creating these opportunities.

## **10 NEW WEBSITE DEMONSTRATION**

The Board received a short presentation on the new website. The presentation sought approval to progress the website and review the SCS to make it more accessible.

It was noted that in respect of Health, the priorities would need to match the Health and Wellbeing priorities as set by the Health and Wellbeing Board.

RESOLVED: That the Board agree the progression and format of the website.

*Meeting ended at 11.40 am*

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

**DATE:** 29<sup>th</sup> October 2013

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

**SUBJECT:** HSP Topic Group Review

**WARDS:** All

## **1.0 PURPOSE OF THE REPORT**

To provide members with a one year progress update on the recommendations from the Topic Group Review report on the Halton Strategic Partnership. The Topic Group originally reported to the Board in September 2012 and this Board's recommendations to the Executive Board were agreed by that Board on 8 November 2012.

## **2.0 RECOMMENDATION: That**

Members comment upon and note progress made.

## **3.0 SUPPORTING INFORMATION**

3.1 In 2012, the Corporate Policy and Performance Board, as part of their topic programme, examined the role and function of the Halton Strategic Partnership (Halton's LSP) to identify need and establish where opportunities exist for future development and closer collaboration with the Council.

3.2 Terms of Reference were established for the group as follows:

- Understanding the Future Role of the HSP
- Asking does it meet the Council's Partnership check list requirements for "Partnerships"
- What its short and long term objectives are
- How they dovetail and inter-relate to the Council
- How its ongoing activities can be effectively scrutinised and how it is held to account.

3.2 The history, purpose, membership, objectives, activities and role of the Halton Strategic Partnership (HSP) were considered. Members also put forward proposals for how the relationship between the PPBs and the HSP could be strengthened, how agendas could be more closely interrelated and how ongoing activities could be effectively scrutinised.

3.3 Attached as an appendix to this report is a copy of the Action Plan that was agreed when the report was considered by the Executive Board.

The right-hand column of that Plan shows the progress that has been made to date on each of the Topic Groups recommendations.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 With the pressure on public funding set to continue and the pressure on the Council's budget becoming more severe, having effective collaborative working arrangements with partner organisations becomes even more important. It is important that they are kept under review and that every opportunity is taken to ensure the collective spend of public money in the Borough is being done to the maximum benefit.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 Support for the Halton Strategic Partnership and associated SSPs is currently met from within Halton Borough Council. Following the recent restructure in Policy, Performance and Communications and Marketing services, this is now limited to the time of one full time Partnership Officer. Additional specialist policy advice to the Board and SSPs is provided through other Policy Officers as needed. The Council has therefore reduced its input into the HSPB structure considerably.
- 5.2 In addition to staff time, there are costs associated with meeting the running costs of Partnership activity, including room hire, refreshments, printing etc. These have previously been met via Working Neighbourhoods Funding (WNF), however, the removal of the funding means that from 2014 onwards these costs will need to be met elsewhere.
- 5.3 One of the recommendations contained within the original report is that the possibility of partners making either a financial or in-kind contribution is explored in order to recognise the strategic importance and contribution the HSP makes in improving outcomes for partners and residents of Halton, and to alleviate some of the financial burden on Halton Borough Council in these times of diminishing resources. Talks are underway around implementing this.

#### **6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES**

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

The Halton Strategic Partnership is responsible for developing and overseeing Halton's Sustainable Community Strategy which sets out Children and Young People as a key priority. Activity undertaken by the SSP for Children and Young People is reported back to the HSPB.

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

The Halton Strategic Partnership is responsible for developing and overseeing Halton's Sustainable Community Strategy which sets out



Employment, Learning and Skills as a key priority. Activity undertaken by the SSP for Employment, Learning and Skills is reported back to the HSPB.

### **6.3 A Healthy Halton**

The Halton Strategic Partnership is responsible for developing and overseeing Halton's Sustainable Community Strategy which sets out Health as a key priority. Activity undertaken by the Health and Wellbeing Board is reported back to the HSPB.

### **6.4 A Safer Halton**

The Halton Strategic Partnership is responsible for developing and overseeing Halton's Sustainable Community Strategy which sets out Safer Halton as a key priority. Activity undertaken by the Safer Halton SSP is reported back to the HSPB.

### **6.5 Environment & Regeneration in Halton**

The Halton Strategic Partnership is responsible for developing and overseeing Halton's Sustainable Community Strategy which sets out Environment and Regeneration as a key priority. Activity undertaken by the SSP for Environment and Regeneration is reported back to the HSPB.

## **7.0 RISK ANALYSIS**

7.1 Partnerships, along with the rest of the public sector are faced with the additional pressure of managing a significant reduction in resources – both in terms of support staff and also the money available for joint activities (performance-related grants etc.) – at a time when, if anything, even greater effort needs to be put in to keep partners 'at the table'. LSPs, in their own right are not statutory bodies, and their success therefore depends on the voluntary participation of partners.

7.3 The HSP offers an opportunity to join up partner activities and maximise resources which is more critical than ever in the current climate. The challenge is therefore to develop and harness the power of the partnership to achieve this opportunity

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact assessment on this review is not necessary.

## HSP Topic Group – Summary Table of Recommendations and Progress

| Action  | Explanation   | By Whom  | Progress  |
|---|---|--|---|
| <p>Enhance the role of elected members within the Partnership environment.</p>                | <ul style="list-style-type: none"> <li>• Improving the co-ordination of Partnership activity across different spatial levels (e.g HSPB. Police and Crime Panels)</li> <li>• Increasing control over shaping local services via localism agenda</li> <li>• Providing democratic input</li> <li>• Enhancing community engagement and leadership of place</li> </ul> | <p>HSPB and Elected Members to explore.</p>                          | <ul style="list-style-type: none"> <li>• Changes in structure and remit of Board meetings facilitate greater involvement from elected members due to the focus on one key strategic issue per meeting. A greater range of elected members are therefore invited to provide their expertise, input and views.</li> <li>• Proposed further changes in membership and governance are proposed to reflect the changes across different spatial levels and links developed with the PCC, LEP, LCR Skills and Poverty agendas etc.</li> <li>• Workshops and training have taken place on issues for collaboration such as localism, welfare reform, community budgets etc.</li> </ul> |
| <p>Explore further opportunities for Joint working and achieving collaborative advantage.</p> | <ul style="list-style-type: none"> <li>• Identifying areas where we can develop a practical focus on where joint working can add local value that could not be achieved by one partner alone</li> </ul>   | <p>PPB members<br/>HSPB members<br/>Policy and Strategy Support.</p> | <ul style="list-style-type: none"> <li>• Partners are actively seeking new ways of collaboration and commitment to using the Partnership to achieve shared outcomes.</li> </ul>   |

|  |  |   |  |
|--|--|---|--|
|  |  |   | <ul style="list-style-type: none"> <li>• Work is underway on practical issues around improved asset management across the Partnership, joint communications and better coordination of effort on issues such as Welfare Reform and improved information sharing and joint working on initiatives like Inspiring Families.</li> </ul>   |
| Design new ways of assessing the impact and effectiveness of the Partnership to be explored. | <ul style="list-style-type: none"> <li>• Explore new systems for measuring and evaluating complex outcomes such as Social Value measurements, Cost Benefit analysis approaches and Systems thinking alongside traditional Performance Frameworks and progress reports</li> </ul>   | Policy and Strategy Staff to support the process and make recommendations to PPB and HSP. | <ul style="list-style-type: none"> <li>• A cost benefit analysis tool has been developed and used by Policy Staff to demonstrate the added value achieved by Partnership activity and to assess where costs are born and benefits achieved. This approach is being used to appraise new partnership projects and activity.</li> <li>• The Performance measures of the HSPB are under review as part of the SCS review and will be more targeted, accessible and robust.</li> </ul> |
| Increasing the leadership role and contributions of partners.                                | <ul style="list-style-type: none"> <li>• Encourage partners to ensure that decisions taken collectively by the HSP direct, or at least influence, decisions taken within individual partner operations</li> <li>• Review whether a financial or in kind contribution should be requested from partners to support the operational and running costs of the HSP.</li> </ul> | PPB Members and Council officers to explore and make further recommendations              | <ul style="list-style-type: none"> <li>• Key actions are now identified at the end of every board meeting and members are requested to cascade this information throughout their organisations. Progress is reported back at Board meetings.</li> <li>• More focus is given to SSP issues and achievements at every Board meeting.</li> </ul>  |

|   |  |  |  |
|---|--|--|--|
|   |  |  | <ul style="list-style-type: none"> <li>Talks are underway around requesting a small financial contribution from members to support operational costs and in recognition of the benefit and support Board members receive.</li> </ul>   |
| Review Full Programme of Activity after 12 month period as part of the scrutiny programme | <ul style="list-style-type: none"> <li>Undertake a further review to scrutinise progress of the Partnership, including running costs, outcomes achieved and assess future support arrangements.</li> </ul>     | PPB Members and Council officers                               | <ul style="list-style-type: none"> <li>Policy, Performance and Communications workstreams were recently restructured as part of the efficiency programme. This has led to reduced resource available to the HSPB from council officers.</li> <li>This report provides an update on progress and provides the basis of any further review as needed.</li> </ul> |
| Partners invited to attend PPB meetings on specific topics                                | <ul style="list-style-type: none"> <li>To further strengthen the scrutiny role and improve partnership links</li> </ul>  | PPB/ HSP members   | <ul style="list-style-type: none"> <li>Needs further exploration and follow up.</li> <li>Elected members attend HSPB meetings on a more frequent basis as a result of changes in the meeting structure. HSPB meetings now focus on one Partnership key strategic issue.</li> </ul>   |
| Meeting Summary Reports   | <ul style="list-style-type: none"> <li>To be produced and distributed within 5 working days of the meeting and to be distributed to PPB members to improve sharing and communication of information</li> </ul> | Policy and Strategy Staff / Communications and Marketing Staff | <ul style="list-style-type: none"> <li>Meeting summaries are produced and made available following Board meetings and will be published on the newly launched website <a href="http://www.haltonpartnership.com">www.haltonpartnership.com</a></li> <li>Communications and marketing support is no longer available from</li> </ul>                            |

|   |  |  |  |
|---|--|--|--|
|   |  |  | HBC to the HSPB so this activity needs to now be met from Policy staff resources.  |
| Annual Report Produced                          | <ul style="list-style-type: none"> <li>Produce report at end of financial year to highlight and emphasise the achievements of the HSP and partners</li> </ul>  | Policy and Strategy Support                                | <ul style="list-style-type: none"> <li>Both 6 month and annual reports on achievements and performance are produced. As the new performance measures are introduced this will also be done in a summary version.</li> </ul>  |
| Joint meetings of HSPB/ PPB/ SSP to be explored | <ul style="list-style-type: none"> <li>On an annual or bi-annual basis and to be themed in order to join up discussions about key issues in Halton</li> </ul>  | PPB members<br>HSPB members<br>Policy and Strategy Support | <ul style="list-style-type: none"> <li>Needs to be explored again in the light of is this still relevant with the new Board meeting format encouraging greater communications with members.</li> </ul>   |
| Data Sharing and Communications Audit           | <ul style="list-style-type: none"> <li>To improve sharing and communication of information and ensure data is effectively shared and communications joined up and efficient.</li> <li>to further enhance and recognise the contribution partners make to achieving our outcomes</li> </ul> | Policy and Strategy Support                                | <ul style="list-style-type: none"> <li>Tier 1 agreements now in place with all partners and held on central HBC database. These will also be made available on the member's only shared area of the HSP website when launched.</li> <li>Greater use made of Partners communication methods and use of HBC consultation finder now available to all partners to improve consultation</li> <li>A set of communication principles have been developed and a new Community Engagement Strategy for the HSP about to be finalised.</li> </ul> |

**REPORT TO:** Corporate & Policy PPB

**DATE:** 29<sup>th</sup> October 2013

**REPORTING OFFICER:** Strategic Director Communities

**SUBJECT:** Local Area Forums 2012/13

**PORTFOLIO:** Neighbourhood, Leisure and Sport

**WARDS:** Borough Wide

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

1.1 To inform members of the project delivery of the Local Area Forums for the financial period 1<sup>st</sup> of April 2012 to 31<sup>st</sup> March 2013.

### **2.0 RECOMMENDATION:** That

(1) Members consider and comment upon the report.

### **3.0 SUPPORTING INFORMATION**

3.1 Local Area Forums were set up in 2001. The Forums enable decision and policy developments to be taken into local communities and help bridge the gap between key agencies working within the Borough. Each Local Area Forum is led by local Ward Councillors and supported by a Senior Officer from the Council. Other partner organisations such as the Police, Fire Service, Housing Associations, Youth and voluntary sector bodies are invited to attend Local Area Forums to keep the community informed of local developments relating to each organisation/body and to respond to local concerns. The Local Area Forum Projects Co-ordinator works closely with the Local Ward Councillors, Community Development Officers, External Funding Team, Housing Associations, local residents and other partners to deliver projects and address local issues.

3.2 Each year funding is allocated to the Local Area Forums to support projects that are identified by the community or to support larger scale initiatives providing improvements to the local area. In 2012/13, £600,000 was allocated to the Area Forums. It is allocated on a per capita basis across the seven Local Area Forums that cover the Borough:-

AF1 – Broadheath, Ditton, Hough Green and Hale

AF2 – Appleton, Kingsway and Riverside

AF3 – Birchfield, Farnworth and Halton View

AF4 – Grange, Heath, Halton Brook and Mersey,

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

AF6 – Beechwood and Halton Lea

AF7 – Daresbury

- 3.3 The local community are invited to contribute ideas for neighbourhood projects to enhance their local area. These ideas are developed jointly with the Community Development Officers and applications are then submitted for Forum Members' consideration. Initiatives must have community support and must not result in a requirement for long-term financial commitment from the Council.
- 3.4 The Community Development team support Local Area Forums linking local community groups and encouraging community involvement in developing initiatives. They support the groups to engage with Members, Council Departments, Partner Agencies and support the leverage of additional funding to projects.
- 3.5 In addition, the Community Development Officers supports the Health and Wellbeing agenda through the Area Forums, engaging Members and the local community in dialogue with health providers. Understanding the picture of health and wellbeing and pro-actively planning initiatives at a local level, responding to health concerns and supporting wellbeing approaches. During this period, themed events have been delivered at Area Forums on:-
- Winter Warmth
  - Older People
  - Health Checks
  - Welfare Reform

#### **4.0 LOCAL AREA FORUM EXPENDITURE**

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

##### **Landscapes**

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

##### **Safety**

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

##### **Youth Facilities**

This category includes support to youth activity and facilities.

##### **Improved Parks**

This category refers to an initiative which supports the provision of weekend gardeners in parks this deters vandalism, improves public reassurance and the general appearance of the parks. In addition the Forum provides additional planting and improved facilities such as benches.

**Pedestrian Access**

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

**Security**

This category covers alley gating initiatives, fencing and lighting projects developed to deter crime and anti-social behaviour.

**Community**

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

- 4.2 Case study information is appended to the report (appendix A) to demonstrate the positive impact that Area Forum projects have in Halton's communities.

**5.0 BREAKDOWN OF FUNDING**

The budget detailed below is allocated using the population levels for each Local Area Forum area. The spend category is the actual spend for 2012/2013

| <b>Local Area Forum</b>                                     | <b>Forum Funding</b> |                 |
|---|----------------------|-----------------|
|   | <b>Budget</b>        | <b>Spend</b>    |
| Broadheath, Ditton, Hough Green and Hale                    | 105501               | 108501          |
| Appleton, Kingsway and Riverside                            | 87640                | 87641           |
| Birchfield, Farnworth and Halton View                       | 99816                | 99815           |
| Grange, Heath, Halton Brook and Mersey                      | 127536               | 127665          |
| Halton Castle, Norton North, Norton South and Windmill Hill | 108318               | 108354          |
| Beechwood and Halton Lea                                    | 48650                | 48651           |
| Daresbury   | 22539                | 22490           |
| <b>Totals</b>   | <b>£600,000</b>      | <b>£603,117</b> |



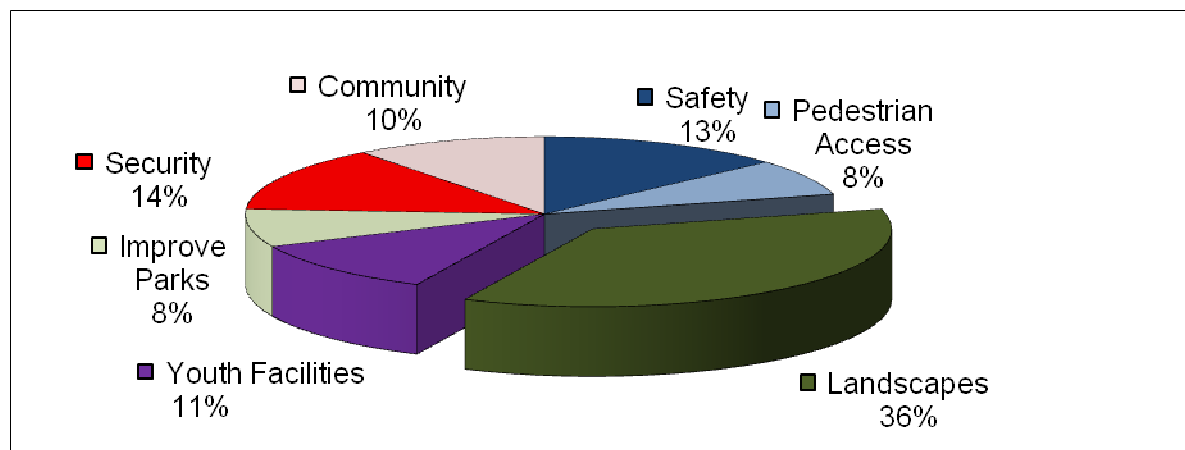
| Expenditure for all Area Forums for April 2012 to March 2013 |                |                 |                 |                   |                |                |                 |                 |
|--|----------------|-----------------|-----------------|-------------------|----------------|----------------|-----------------|-----------------|
|  | Safety         | Landscapes      | Youth Facility  | Pedestrian Access | Improve Parks  | Security       | Community       | Total           |
| AF 1   | £14,450        | £39,292         | £12,095         | £8,000            | £8,600         | £14,743        | £11,321         | <b>£108,501</b> |
| AF 2   | £2,420         | £29,238         | £0              | £0                | £19,801        | £130           | £36,052         | <b>£87,641</b>  |
| AF 3   | £4,000         | £42,102         | £13,785         | £835              | £13,600        | £8,232         | £17,261         | <b>£99,815</b>  |
| AF 4   | £10,380        | £18,965         | £34,475         | £0                | £12,900        | £15,941        | £35,004         | <b>£127,665</b> |
| AF 5   | £6,225         | £36,154         | £25,288         | £0                | £4,300         | £2,500         | £33,887         | <b>£108,354</b> |
| AF 6   |                | £300            | £40,745         | £0                | £0             | £0             | £7,606          | <b>£48,651</b>  |
| AF 7   | £5,200         | £10,400         | £0              | £0                | £0             | £0             | £6,890          | <b>£22,490</b>  |
|  | <b>£42,675</b> | <b>£176,451</b> | <b>£126,388</b> | <b>£8,835</b>     | <b>£59,201</b> | <b>£41,546</b> | <b>£148,021</b> | <b>£603,117</b> |
|  | <b>7%</b>      | <b>29%</b>      | <b>21%</b>      | <b>1%</b>         | <b>10%</b>     | <b>7%</b>      | <b>25%</b>      | <b>100.00%</b>  |

## Breakdown of spend for Local Area Forum 1 – Broadheath, Ditton, Hough Green & Hale

### 5.1 Broadheath, Ditton, Hough Green & Hale

This Forum approved 23 Area Forum grants with expenditure of £108,501.

The highest category of spend was “Landscapes” which includes a project for the Pathway at Hale Road Allotments and also skip schemes in the area.

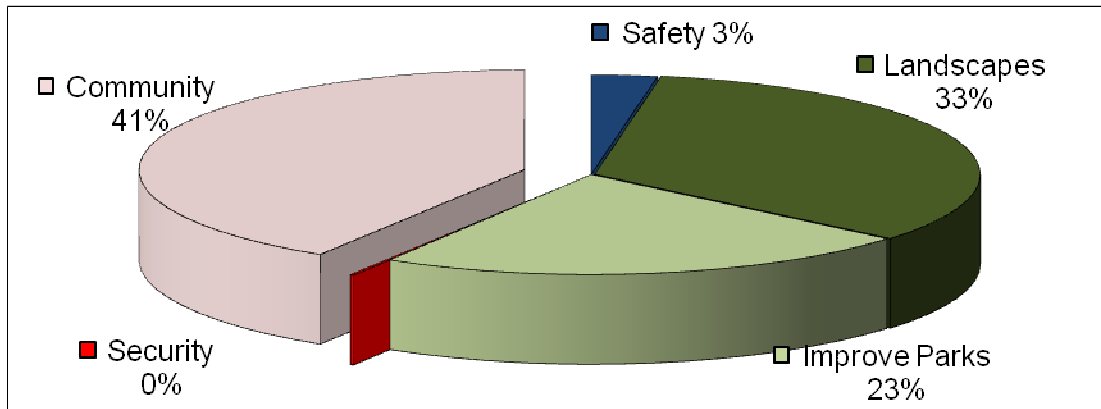


**Breakdown of spend for Local Area Forum 2 – Appleton, Kingsway & Riverside**

**5.2 Appleton, Kingsway & Riverside**

This Forum approved 18 Area Forum grants with expenditure of £87,641.

The highest category is “Community” which includes a contribution to heating at the Catalyst and third party funding contribution to lever in funding for the Catalyst replacement windows and conservatory.

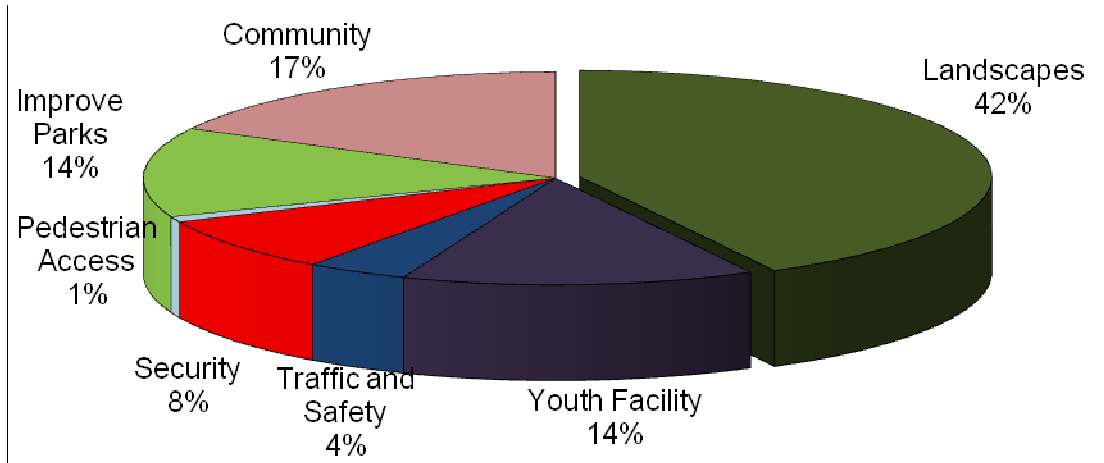


**Breakdown of spend for Local Area Forum 3 – Birchfield, Farnworth & Halton View**

**5.3 Birchfield, Farnworth & Halton Brook**

This Forum approved 23 Area Forum grants with expenditure of £99,815.

The highest category is “Landscaping” which includes improvements to the pathway at the bongs and refurbishment of the area around Woodstock Grove pond. The next highest is “Community” which includes a CCTV camera in the Cronton area.

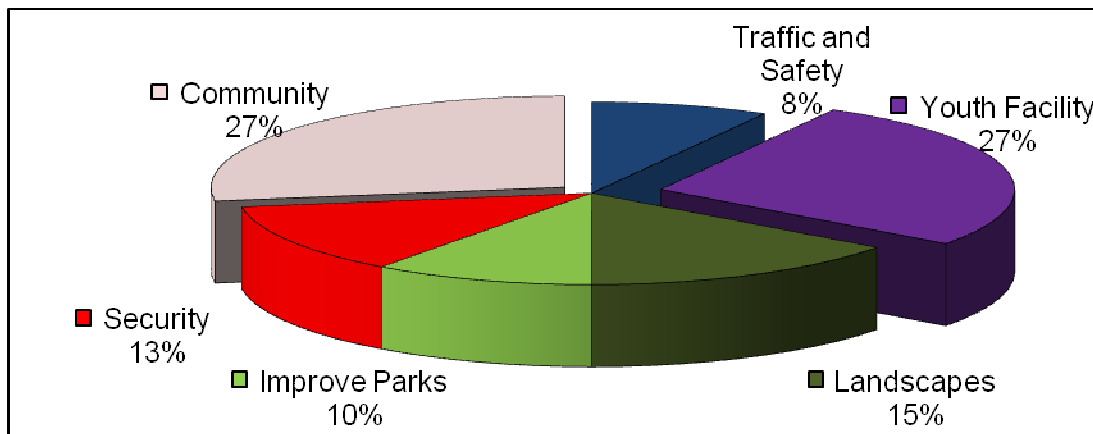


**Breakdown of spend for Local Area Forum 4 – Grange, Heath, Halton Brook & Mersey**

**5.4 Grange, Heath, Halton Brook & Mersey**

This Forum approved 56 Area Forum grants with expenditure of £127,665.

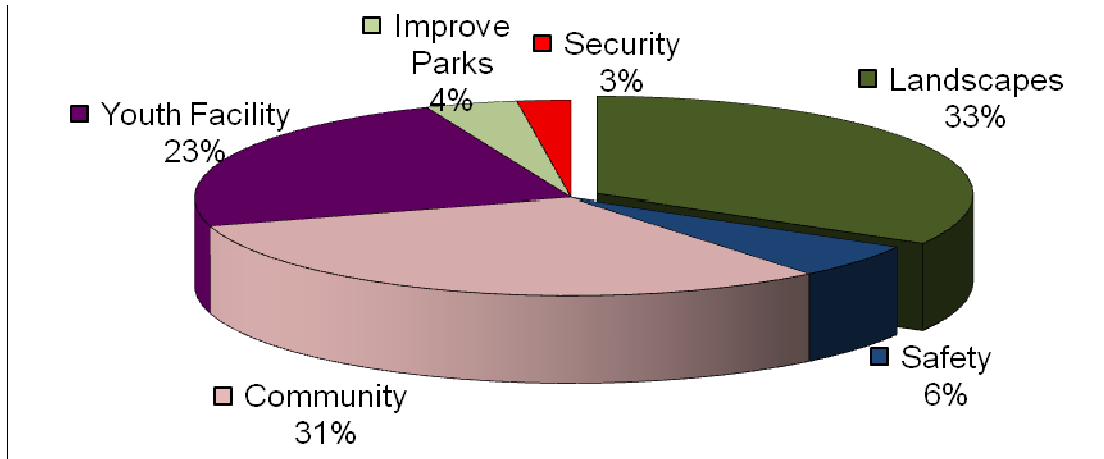
The highest category is shared between “Community” and “Youth Facilities. Community schemes include refurbishment of the toilets at Holy Spirit Parish Centre Halton Brook and drums for the Runcorn Veteran’s Association. Youth schemes include improvements to Runcorn Boys Club and Weston Youth Club.



**Breakdown of spend for Local Area Forum 5 – Halton Castle, Norton North, Norton South & Windmill Hill**

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

This Forum approved 45 Area Forum grants with expenditure of £108,354. The highest category is “Landscapes” which include many environmental schemes and planting at the Millennium Green.

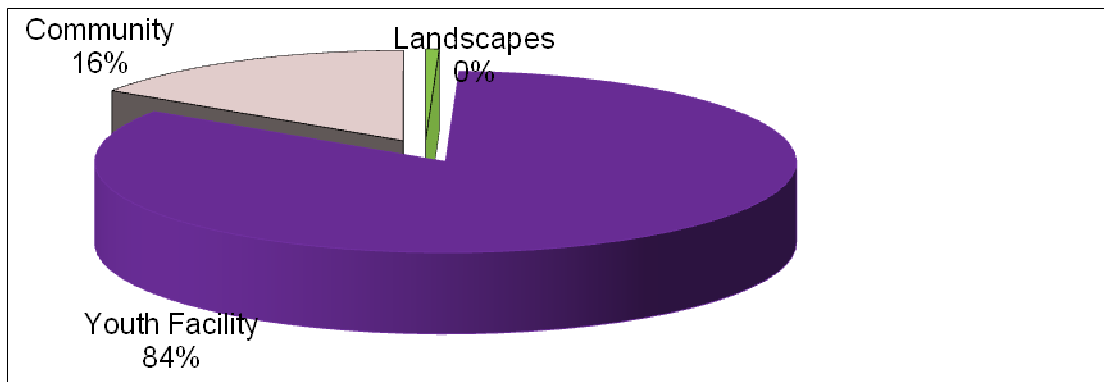


**Breakdown of spend for Local Area Forum 6 – Beechwood & Halton Lea**

**5.6 Beechwood & Halton Lea**

This Forum approved 19 Area Forum grants with expenditure of £48,651.

The highest category is “Youth Facilities” which includes a further contribution to the refurbishment of the Glen play facility and the development of a play area in Beechwood

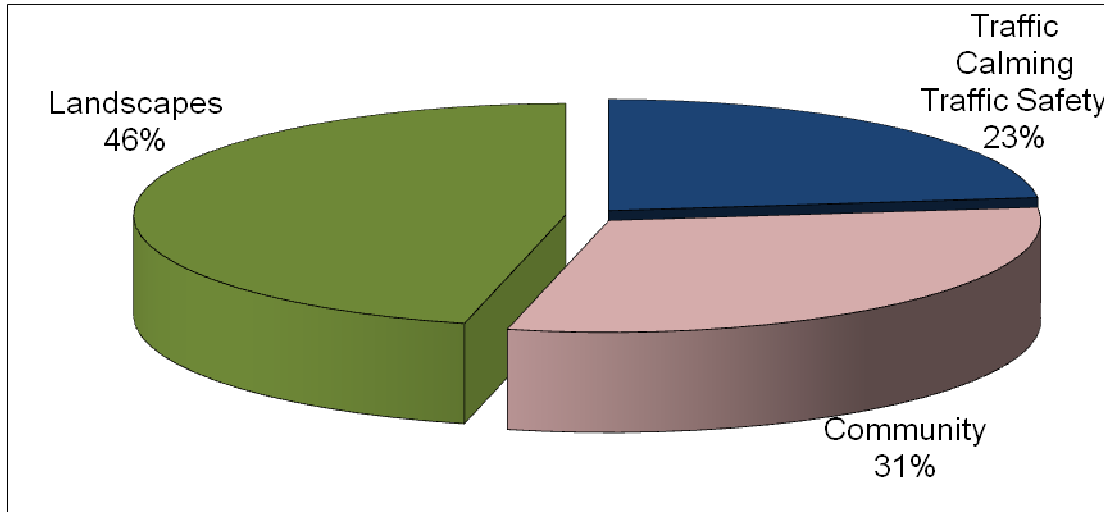


**Breakdown for Local Area Forum 7 – Daresbury**

**5.7 Daresbury**

This Forum approved 4 Area Forum grants with expenditure of £22,490

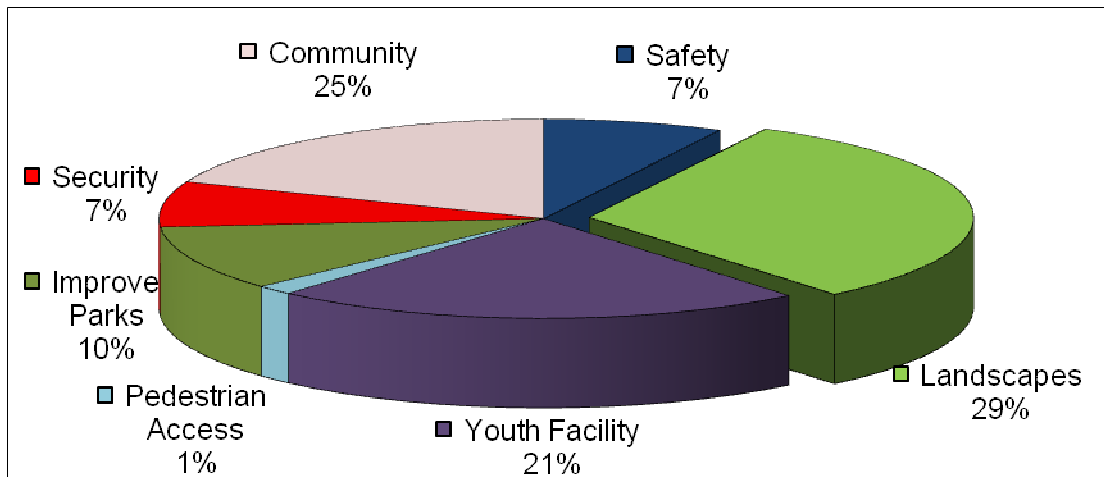
The highest category is “Landscapes” which includes Recycling bins and environmental improvements in Sandymoor.



**All Forums 2012/2013**

**5.8 Breakdown of All Local Area Forums 2011/2012**

The graph below illustrates the breakdown of funding across all categories for 2012/13. The largest category of Area Forum expenditure across the borough was on “landscapes”.



**5.9 All Forums from 2010/2012**

The following table shows a comparison of funding across the categories from 2010 to 2013.

| <b>YEAR</b>      | <b>Traffic Calming/Traffic Safety</b> | <b>Youth Facility</b> | <b>Improve Parks</b> | <b>Pedestrian Access</b> | <b>Security</b> | <b>Other</b> | <b>Landscapes</b> | <b>TOTAL</b>    |
|------------------|---------------------------------------|-----------------------|----------------------|--------------------------|-----------------|--------------|-------------------|-----------------|
| <b>2010/2011</b> | £47,235                               | £80,471               | £56,689              | £28,909                  | £116,879        | £210,473     | £61,766           | <b>£602,422</b> |
| <b>2011/2012</b> | £22,853                               | £83,330               | £126,419             | £14,650                  | £49,441         | £210,397     | £82,780           | <b>£589,871</b> |
| <b>2012/2013</b> | £42,675                               | £126,388              | £8,835               | £59,201                  | £41,546         | £148,021     | £176,451          | <b>£603,117</b> |

### 5.10 Supporting Funding

The Area Forum budget has enabled the leverage of other grants and, through joint working, has secured access to funds from agencies such as Biffa, Wren, Housing Associations, Awards for All, Lottery, and Health. A significant amount of funding was also levered in from section 106 monies for Crow Wood Park.

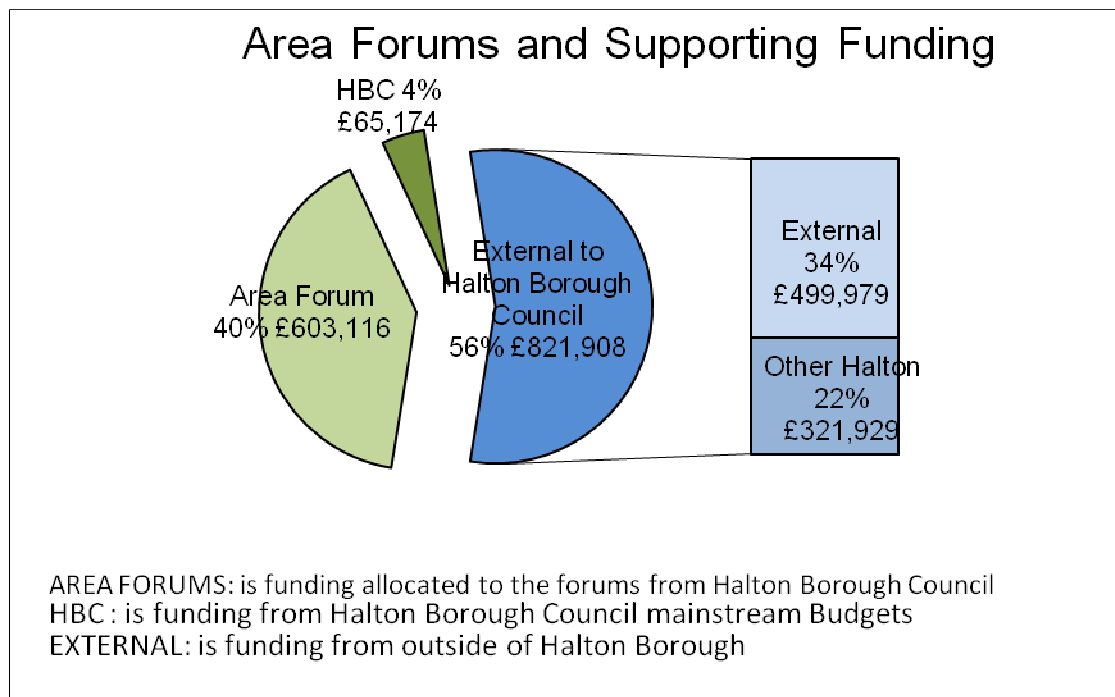
Overall, an additional amount of £887,082 was levered in to support projects. Hence for every £1 of Area Forum funding a further amount of £1.47 of funding was provided, of which £1.36 (£603,116) was from organisations based outside Halton Borough.

The following table does not represent all of the supporting funding but gives an indication of the additional support to the projects. There are 23 schemes awaiting a decision on additional funding support which are not included.

Overall, there was:-

|              |            |
|--------------|------------|
| Area Forums  | £603,116   |
| HBC          | £65,174    |
| Other Halton | £321,929   |
| External     | £499,979   |
| TOTAL        | £1,490,198 |

For information, “HBC” refers to other funding provided by Halton Borough Council such as highways and Landscapes. “Other Halton” refers to funding provided by other agencies such as the PCT, Housing Trusts within Halton. “External” refers to funding coming from outside Halton Borough from WREN, Biffa and Lottery.



## **6.0 POLICY IMPLICATIONS**

- 6.1 The Local Area Forums are a key tool in engaging with local residents and the budget provides a means of funding both small and medium scale schemes in response to local needs and aspirations. In addition, Area Forum grants often provide much needed 3<sup>rd</sup> party or 'match funding' to support larger schemes, helping to lever in much larger pots of external funding from outside the borough. This mechanism provides a platform for community engagement at a neighbourhood level which can be utilised to inform policy development and contribute towards the setting and achievement of strategic objectives.
- 6.2 The projects support safer neighbourhoods generating an increased satisfaction for local residents with their area and a willingness to participate in community life. Area Forums contribute towards building cohesion in Halton's communities through projects and initiatives that encourage community connectedness.
- 6.3 The eligibility criteria for Local Area Forum Funding requires that projects should support one or more of the Council's priorities

## **7.0 FINANCIAL IMPLICATIONS**

- 7.1 These are contained within the report.

## **8.0 RISK ANALYSIS**

- 8.1 There are no significant risks associated with this report.

## **9.0 EQUALITY AND DIVERSITY ISSUES**

- 9.1 The Local Area Forums and grant support are open and accessible to all Members of Halton's community.

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

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

The expenditure profiles for each of the Local Area Forums demonstrates that a significant proportion of funding is allocated to supporting pre-school, youth activities and sports. Since 2003, 19% of the total expenditure through Area Forums has been on youth facilities.

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

The expenditure that supports community initiatives includes accessing learning & skills opportunities through locally delivered courses. Many of the community initiatives have volunteer opportunities either with the committees, supporting engagement activity or as part of delivering activities i.e community cafés.



**10.3 A Healthy Halton**

Many of the community initiatives have a well-being impact supporting the ethos of a 'whole area' approach to healthy living.

**10.4 A Safer Halton**

A sense of community and community connectedness reduces residents' fear of crime where they live. Residents are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders like police, housing, community wardens, etc. In 2011/12, 9% of expenditure was directly on security initiatives.

**10.5 Halton's Urban Renewal**

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

**11.0 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> |
|------------------------------|--------------------------------------|------------------------|
| Minutes of Local Area Forums | Municipal Building, Kingsway, Widnes | Janice Weston          |

## **Appendix : A**

Extracts of feedback from previous projects supported by the Local Area Forums:-

### **8D Association**

The 8D Association was formed in October 2010 to promote the study of local railway history within a ten mile radius of the Widnes Locomotive Shed. The group now has over 50 members and has organised numerous guided walks and illustrated talks. A journal called 'On Shed' is also published four times per year. One of the activities that the group engages in is educating the general public. We do this by putting on displays at various venues and shows around the area. The money that the area forum has provided has allowed us to purchase a display stand that is easy to assemble and move around. It also presents photographs in a much better way which means they are more likely to be viewed by more people. As it is easier to transport we can cover more venues. More people will now learn about an important part of our local history and this is thanks to the area forum. The display is currently at Kingsway Learning Centre.

### **Hearts Theatre Group**

I can confirm that through the help gained by the Area Forum in us purchasing the radio microphone system it has had a massive impact on our group. We have now used them in our week long pantomime production at Upton Community Centre and three times at the Brindley where we did a production for the Mayors Charities along with the performers of Halton's Got Talent (who also got to use our microphones), a show for "Clatterbridge Cancer" called "One Small Step" and "Oliver" the Musical. They will be used again in December for our week long pantomime "Babes In The Wood" so they have brought opportunities to lots of performers throughout Halton since we acquired them.

### **Dropped Kerb at St Ambrose Church**

I reported to the church council how fortunate the church was to receive this allocation. However having said that we also noted that our submission did demonstrate how much our church hall is used as a 'community hall (centre)' for the whole of Halton View, we are pleased that this fact was recognised by our very supportive ward members. Thank you again to the Area Forum Members for their allocation of this much needed financial support. Thanks again for your help.

### **Moorfield Primary School Play Scheme**

We have vast areas of space within the school grounds that were underused leaving little for the children to do during their free time. The School council proposed the purchase of an adventure playground to improve their play and free time experiences. The award of this generous sum of money by Area Forum supported the school in its successful application for an Awards for All grant as it demonstrated that we had secured the support of our local community in providing our children with safer and more purposeful play equipment. Our sincere thanks go to Area Forum because without your support it is highly likely that our bid would not have been successful.

### **Catalyst Heating**

As regards how useful the funding has been, the answer is very. When preparing for the planned installation of the proposed heating system it soon became evident that there was an aspect of the replacement that needed to be improved upon in order to ensure the heating system delivered the anticipated gains in carbon dioxide reduction and energy consumption. Our successful application to WREN updated our basic heating system but did not provide for a further comprehensive analysis of the status of components that are located outside the boiler room, nor allow for the replacement of a number of these components. Potentially defective items identified include actuators, valves and other items such as air separators. In order to achieve a completely robust system that will reduce our emissions to a minimum and simultaneously minimise our operating costs we needed to have this work completed at the same time as renewing the boilers and overhauling the system, to do this work separately would also have incurred additional costs. Thanks to the Area Forum we can complete this work during the planned boiler replacement thus reducing costs, minimising disruption to the Centre and its visitors and securing the improvements in performance we'd hoped for.

### **Hearts of Gold**

Thanks you so much. I would like to thank the Forum Members and staff for my award. I speak for all volunteers that without the help of the grants we would not be able to do a lot of things on our estates.

### **Widnes Bowling Club Heating**

I write on behalf of the Members & Committee of Widnes Bowling Club to offer our sincere thanks for your help in the funding of our new boiler. The boiler is installed and members are delighted that the Forum has saved the club from dissolution. It has also saved 6 staff from losing their jobs at a time when it is very difficult to find employment. Our personal thanks also go to Councillor Margaret Horabin, whose help has been incalculable. It is very uplifting to know that Halton Borough Council, via the Area Forum Project, recognises and supports the work we do here at "The Bowler" for our local community. If we can ever return the generosity the panel has shown us, we would only be honoured to help out. If the panel or Halton Borough Council need to use any of our facilities please feel free to contact me. Once again, our sincere thanks. No other funding was granted and without your help the club would of surely closed. On behalf of the Members, Committee & Staff of Widnes Bowling Club.

### **Runcorn Linnets**

Runcorn Linnets returned to the town in 2010 with support from Halton Borough Council, the local area forum and the Football Foundation. Since that time the club has extended to include youth and junior sections and next year will run a total of 15 teams at the Halton Sports complex. Part of the club's ground development strategy

has been to provide extra covered accommodation at the Millbank Linnets Stadium due to the excellent support we receive from the local community and we were delighted when the area forum was able to offer us a grant of £7000 towards this. With matched funding from the Football Stadium Improvement Fund of the Football Foundation we have been able to erect 2 covered areas, each measuring 12.5m x 2m giving us cover for a good number of extra fans in inclement weather. The club expresses its gratitude to the area forum for its continued support. Thank you once again.

### **Christmas Fayre**

We (The Christmas Fayre Committee) would like to give a massive thank you to the Area Forum for their support to our Christmas Fayre, you helped to promote a night of festive spirit (despite the horrendous weather) in Runcorn town.

The Area Forum donation helped pay for Santa to visit us, also a balloon modeller extraordinaire and face painters who kept the children entertained whilst waiting for their 'visit' with Santa, although the weather was extremely wet outside it did not dampen the festive spirit inside. Again thanks for your help and support.

### **Halton Zipper Club**

Halton Zipper Club is a voluntary association set up to support cardiac patients, their families and carers. We are affiliated to the British Cardiac Patients Association (BCPA) which is a registered Charity (No 289190). The club meets every Thursday at Grangeway Community Centre 1pm – 3pm for a range of activities, e.g. line dancing, tai chi, yoga. We have coach trips to various destinations and a monthly Sunday lunch club so members who are on their own can enjoy Sunday lunch with friends. At our Thursday sessions we give out fruit, this is to encourage healthy eating. We have been able to do this with funding given to us by the Area Forum. At present we are piloting a new exercise instructor to improve the type of exercise offered at our Thursday sessions and we are grateful to the Area Forum for the funding which has allowed us to carry out this trial which is proving very successful. The exercise offers different health benefits to the other exercise sessions we have. We have also had help with funding a day trip to the National Memorial Arboretum; this was of special interest to many of our members who were in the forces and who would not have been able to visit without the support of other group members.

It would have been difficult for these projects to go ahead without the financial support from the Area Forum but it also helps the group to know it is valued within the local community by our local councillors so we would like to thank them for their support. We would also like to thank Janice Weston and Community Development Officer, Gillian Watson, for their support.

### **Donation Post at Pickerings Pasture**

The donation post at Pickerings Pasture has been very successful, especially in the first few months, when there would have been a novelty factor. We raised £700 in the first year. As time went on, the donations decreased and in June this year we took less than half the amount we took in it's corresponding month last year. Nevertheless, we still have people making small donations regularly. The weekend donations are the best and sunny weather seems to help too. It's location has a high level of visitor foot fall and I try to update the notice board, above it, regularly, to keep visitors to the site informed and to encourage them to stop at the donation post. The funds raised have covered our Public Liability Insurance, helped with the cost of purchasing bird food, shrubs, wire, screws, tools, and so on, that allow us to carry out our voluntary work. The Area Forum has agreed to cover the cost of reseeded the Cornfield Meadow and replacing the interpretation/information boards at Pickerings Pasture in September. **Resurfacing works at Broadheath Terrace**

A resident contacted the Council to comment that the Area forum funding and the help from the Council was outstanding and absolutely wonderful. In particular the help from local councillors and from that moment onwards the scheme was sorted out, the Area Forum was the main reason why this scheme went ahead. The other thing is that as a result the local residents now all know each other and we have done other things that have helped like painting fences sharing tools and taking rubbish away. The whole street is much better as a result. We are currently in the process of doing a lot more in the area. Many thanks to the forum and the Councillors.

### **Halebank Primary School**

With the grant we received from Halton Area Forum together with the Big Lottery Fund grant we have been able to transform a large area of our school grounds with pathways around the wetland and woodland in a way that it can be used all year round by more people, from parents and children and our wider school community.

### **Holy Spirit School**

The whole project to refurbish the toilet areas and purchase new chairs and tables amounted to little less than £15,000.

We were successful in our bid to Awards For All for a grant of £9,970, we also received £770 from Riverside Housing Trust. The work which is currently being undertaken to carry out the improvements would not have possible without the grant approved by the Area Forum.

The facilities have never been updated since the building was built in the sixties and were fast becoming unfit for purpose. Thanks to the support from yourself and the Area Forum the facilities will be modern, clean, comfortable warm, safe and easier to clean and maintain. The windows are to be replaced with double glazing, sensory lights and water flow are to be installed resulting in greater energy efficiency leading

to lower cost and of course that will also be better for the environment. Once again may I thank you for all your help.

### **Hale Carnival**

I have done some figures with our treasurer this week and the cost of this year's carnival amounts to £4,644, I haven't included the cost of printing the programme (£750. plus vat) as this is funded by adverts.

I applied for funding from Area Forum earlier this year (£980.00) to pay for professional security, as you know our application was successful and we had 24hr security from 7pm Friday to 7pm Saturday.

To the committee public safety is a must and the security providers ensure this, they liaise with our local police and always give a professional service. We are very grateful for this contribution to what turned out to be a great day.

In the last two years there has been a conscious effort to get the local school children involved and with security taken care of it gives myself and our members more time to do what we set out to do in a safe environment. The weather was kind to us and we enjoyed excellent support from the public, all this helps keep the carnival alive for future generations

### **Woodend Tenants Group**

Thank you very much for all your help in securing funding for the new PC in the tenants lounge. The tenants are having fun getting used to it and are sure they will all be surfing wizards very soon, I am sending this email from there with a little help. Can you please thank the Councillors for allowing us to purchase this also thanks again.

### **Halton Women's Centre**

The funding we have received has enabled the centre to offer yoga and meditation on a weekly basis and also dressmaking, decoupage, jewellery and craft classes. These sessions have been invaluable in reducing social isolation and nurturing new friendships for the women who attend but also in gaining a sense of achievement through getting creative activity and making craft items for the centre. The ladies have been so successful that they have had an order for some of the hair accessories and are exhibiting the other items through a local gallery, raising funds for the centre and enabling them to give back. These activities would not have been possible without the funding from the Area Forum for which the ladies and staff are very grateful.

### **Halton Millennium Green**

For the past 11 years Halton Village Millennium Green Trust has been holding a free Family Fun Day on the green. Our guiding principle has been that all rides and attractions should be free for children so that no child misses out through financial hardship. In order to do this we need to raise funds and the Local Area Forum has supported us by awarding grants for each one of those 11 years, we could not do it without them.

**Appendix : B****Project Lists**

| <b>Broadheath, Ditton, Hough Green and Hale 2012/13</b>      | <b>Budget</b>    |
|--|------------------|
| Improved Public Safety at Hough Green.                       | 4300             |
| Improved Public Safety at Hale Park/                         | 4300             |
| Landscaping at Oakfield Drive                                | 1100             |
| Halebank Rec Football pitch surfacing.                       | 7382             |
| Dog and waste dual bins and environmental works              | 19550            |
| Skip's Scheme Broadheath, Ditton, Hough Green and Hale       | 10000            |
| Pathway, Hale Road Allotments                                | 8000             |
| Removal of tree on Ditchfield Road.                          | 1260             |
| Support to Widnes Food Bank                                  | 500              |
| St Michaels (Ditton Hall) Over Fifties                       | 500              |
| Display boards for Railway 8D Association.                   | 828              |
| Hale Carnival 2013   | 980              |
| Hale Football Club Line marker                               | 600              |
| Repairs to Broadheath Terrace.                               | 9450             |
| Highway Improvements and Public Safety measures at Mill Lane | 5000             |
| Alley gating at 61 Cradley                                   | 2500             |
| Lockable Wheelie Bins For Hough Green                        | 4000             |
| Alley gating 19/20 Cradley                                   | 1568             |
| Alley gating request 24 Northway                             | 6675             |
| Refurbishment of Halebank Youth Club                         | 3594.78          |
| Replacement 5 a side football posts                          | 1000             |
| Hearts Radio Flesh Microphone system.                        | 6500             |
| Halton Ambassadors - Majorettes batons and uniforms.         | 1000             |
| Locality   | 7913             |
|  | <b>108500.78</b> |



| <b>Appleton, Kingsway and Riverside 2012/13</b>   | <b>Budget</b>   |
|---|-----------------|
| Donation Post for Victoria Park Environment Team  | 354             |
| Victoria Park Play equipment  | 19447           |
| Fencing replacement at Leigh Recreation on Lower House Lane                               | 28506           |
| Ashley House Allotment scheme.  | 732.01          |
| Forum Administration  | 137.15          |
| Contribution to Celebration of Jubilee at the Fellowship Centre Kingsway                  | 250             |
| Catalyst third party funding for a Biffa Appleton and replacement windows of conservatory | 2000            |
| Heating at the Catalyst WREN Funding.   | 3000            |
| Lighting at St Mary's church, West Bank   | 11673           |
| Support to Widnes Food Bank   | 500             |
| Support for Christmas Event   | 3000            |
| Boiler for Widnes Bowling Club  | 3591.67         |
| West Bank Primary School Tablets  | 4185            |
| Notice Board for West Bank School   | 1142.00         |
| Disabled Access for Mill Brow Snooker Club  | 2250.00         |
| No Ball Games Sign at Belvoir road  | 100             |
| Locks for Alger and Regent road Grit bins.  | 130             |
| Double Yellow lines on Rose Street  | 70              |
| Locality  | 6573            |
|   | <b>87640.83</b> |

| <b>Birchfield, Farnworth and Halton View 2012/13</b>  | <b>Budget</b> |
|---|---------------|
| Improved Public Safety at Upton Rocks, Sunnybank and Birchfield                             | 4300          |
| Improved Public Safety at Crow Wood and Bongs   | 4300          |
| Contribution to improvements at Birchfield Gardens  | 5000          |
| Grit bin on Bongs   | 80            |
| St Ambrose Church Hall Dropped Kerb   | 755           |
| Litter and dog bins on Barrows Green Lane   | 1113          |
| Woodstock Grove pond  | 8775          |
| Pathway on Bongs  | 14000         |
| Dog Bins replacement of dual bins   | 9000          |
| Environmental Improvements in the forum Area  | 8614          |
| Dual Bin for footpath between 105 Crow wood Lane and Bancroft Road bus stop at Halton view. | 600           |
| Widnes Food Bank  | 500           |
| Defibrillators  | 3000          |
| Knights community singers   | 825           |
| Warrington Road School - pram store   | 2700          |
| Moorfield Bowling watering system   | 2750          |
| CCTV camera at Cronton Lane   | 6000          |
| Alley gating at Elkan Road and Moorfield  | 2232          |
| Road improvements at Norlands Lane  | 2000          |
| Lockable wheelie bins for Crow Wood Park  | 2000          |
| Cycle and scooter shelter at Farnworth primary school.                                      | 3785          |
| St John Fisher allotment project  | 5000          |
| Moorfield Primary school play equipment   | 5000          |
| Locality  | 7486          |
|   | <b>99815</b>  |

| Grange, Heath, Halton Brook and Mersey 2012/13                              | Budget |
|---|--------|
| Improved Public Safety at Town Hall Park                                    | 4300   |
| Improved Public Safety Runcorn Hill Park                                    | 4300   |
| Improved Public Safety Rock Park  | 4300   |
| Rail for the ramp at Wicksten Drive   | 575    |
| Grit bin at Melford   | 1305   |
| Sheds, greenhouses and flags for allotments at Heath Road                   | 6500   |
| Weston point expressway fencing   | 2000   |
| Castle View primary school landscaping                                      | 308.2  |
| Dual Bins/Dog Bins  | 6196   |
| Replacement trees at Heath Park   | 200    |
| Runcorn Hill park fencing   | 9500   |
| Wildflower meadow to celebrate Queens Jubilee                               | 803    |
| Environmental Improvements for Halton Brook                                 | 778    |
| Environmental Improvements for Grange.                                      | 377    |
| Environmental Improvements for Heath Ward                                   | 803    |
| Welcome at the rear of the Brindley for those accessing from the water way. | 60     |
| Zipper Club trip  | 400    |
| Tables and chairs for St Andrews  | 740    |
| Support for Hazlehurst Craft Studios CIC                                    | 1420   |
| Jubilee event at Halton Brook Centre  | 200    |
| Carnival in Runcorn   | 500    |
| Jubilee Event at St Edwards   | 250    |
| St Michaels and All Angels memorial to the seaman plaque and information.   | 1128   |
| St Michaels and All angels plaque and book                                  | 515    |
| for 4 Microphones/Headsets and receiver tower for Halton Speak Out          | 550    |
| Christmas Fayre Runcorn Town Centre at the Old Police Station Bridge Street | 879    |
| Ragheed, St Edwards Ivy Street, six folding tables.                         | 555    |
| Halton Lodge cook and taste sessions based on cooking on a budget           | 300    |

|   |       |
|---|-------|
| Zipper Club room hire and Fruit   | 240   |
| Support for pantomime Wicksten Drive  | 300   |
| Activ play equipment at Wicksten Drive and Children's Centre                                      | 1000  |
| Runcorn Core Drummers   | 4820  |
| Improvements to toilets at Holy Spirit Parish Centre Halton Brook                                 | 3696  |
| Support for Runcorn carnival  | 1358  |
| Pilot scheme for Halton Lodge meals during school holidays  | 200   |
| Mencap group to attend the Beauty and Beast Pantomime   | 1600  |
| Pewithall Nursery outdoor classroom   | 850   |
| Movie Evening at Halton Brook   | 200   |
| Four Estates - sewing project   | 200   |
| Zipper Club gentle exercise and contribution for trip to Llandudno.                               | 600   |
| Grange Community Forum fun day  | 1500  |
| Churchill Hall computer equipment.  | 700   |
| Support for Years Ahead group   | 630   |
| Alley gating at 1 & 11 Suffolk Street   | 0     |
| Alley gating at 18 Bamford Close  | 2000  |
| Alleygating between flats 34-44 Thorn Road & 46 Thorn Road, 23 Pear Tree Avenue and 37 Thorn Road | 4784  |
| Alley gating at 94 Shaw Street  | 4157  |
| CCTV Halton Brook Meadway   | 5000  |
| Support for YMCA  | 1000  |
| Scout Hut Moughland lane  | 5000  |
| Container for Runcorn Boys Club, Heath Rangers Junior Football Club                               | 2000  |
| Support for Halton Komets   | 1000  |
| BKSB and sessional staff training for CEO   | 2750  |
| Runcorn Youth Club Russell Road   | 12500 |
| Runcorn Boys Club, asbestos inspection and site clearance.  | 5000  |
| Grange Community Centre Youth Club DVD  | 2500  |
| Duke of Edinburgh Award equipment   | 1500  |

|   |               |
|---|---------------|
| Halton Brook Cook and Taste Session, Physical Activities and Pirate | 1225          |
| Locality  | 9565          |
| Area Forum Administration   | 48            |
|   | <b>127665</b> |

| <b>Halton Castle, Norton North, Norton South and Windmill Hill 2012/2013</b> | <b>Budget</b> |
|--|---------------|
| Improved public safety at Phoenix Park                                       | 4300          |
| Wigg Island donation box   | 354           |
| Halton Village Millennium Green wildflower meadow                            | 1200          |
| Dual Bins for both dog waste and general waste                               | 10000         |
| Fencing at Halton Castle   | 12000         |
| Recycling bins for Norton South  | 4000          |
| Recycling bins for Norton North  | 4000          |
| Tree planting in Humpries Close  | 1000          |
| Environmental scheme for Norton South  | 1600          |
| Recycling bin at Windmill Hill   | 2000          |
| Annual Fun Day at Halton Village Millennium Green                            | 750           |
| Sign "Welcome to Sutton Park"  | 525.01        |
| Over 60's Club Hanover Court   | 395           |
| Equipment for Telematics   | 318.15        |
| Lunch Bunch for Alzheimer's  | 470           |
| Funding for Halton Women's Centre Practical Sessions                         | 1130          |
| Murdishaw events   | 1000          |
| Christmas Meal for Telematics  | 440           |
| Murdishaw Senior Citizens Christmas meal                                     | 300           |
| Contribution to Runcorn Linnets Stand  | 7000          |
| Army Cadet event at Murdishaw Community Centre.                              | 600           |
| Brookvale & Manor Fell Residents Association trips.                          | 475           |
| IT - Job Club at Murdishaw and reubishment at the centre.                    | 5000          |
| Erection of Shed at Murdishaw Centre   | 32.21         |
| Camera and Laptop for Friends of Windmill Hill                               | 888.78        |
| Get up and Go trip to Llandudno  | 1000          |
| Sunshine Under 5's Nursery outdoor and indoor toys and activities            | 904           |
| Contribution to the creation of the Phoenix Café                             | 4499          |

|   |               |
|---|---------------|
| Grit bin for the common near HHT properties                                   | 225           |
| Traffic calming measures at Keepers   | 6000          |
| CCTV for Murdishaw Community Centre.  | 1900          |
| St Augustine's bell/CCTV  | 600           |
| Bike shed at Windmill Hill School   | 1000          |
| Contribution to Youth Squad Activities  | 2288          |
| Goal Posts at Blyth Close   | 12000         |
| Sanders Hey refurbishment of Play Facility contribution to WREN funded scheme | 4000          |
| Sanders Hey refurbishment of Play Facility contribution to WREN funded scheme | 5000          |
| Brookvale Football Club trophies and medals, tents First Aid and Referees     | 1000          |
| Locality  | 8124          |
| Area Forum Administration   | 35.67         |
|   | <b>108354</b> |

| <b>Beechwood and Halton Lea</b>                                     | <b>Budget</b> |
|---|---------------|
| Forum Administration  | 150           |
| Jubilee event at Welcome Club                                       | 151           |
| Jubilee event at Palacefields                                       | 0             |
| Contribution to Hearts of Gold initiative                           | 400           |
| Themed event for the Area Forum                                     | 658           |
| Four Estates Youth trip to parliament                               | 350           |
| Movie evening at Palacefields Community Centre                      | 150           |
| Contribution to improvements at Beechwood Community Centre.         | 1744          |
| Christmas meal for pensioners at Palacefields Lunch Club - Bethesda | 77.5          |
| Heat packs and carbon monoxide detectors for Welcome Club           | 158           |
| Welcome Club movie Evening at Hallwood Park                         | 118           |
| Locality  | 3649          |
| Copse Pond Cleaning   | 300           |
| Contribution to Beechwood Link club windows                         | 1500          |
| Contribution to refurbishment of toilets at Hill View Link Club     | 2000          |
| Trip for 10th Runcorn Brownies                                      | 400           |
| Canopy at Hill View pre-school                                      | 1092          |
| Contribution to Glen Play Area                                      | 15000         |
| Contribution to Play Facilities                                     | 20753         |
|   | <b>48651</b>  |



| Daresbury  | Budget       |
|--|--------------|
| Contribution to land at Bridgewater Green and Preston Brook which cost £5000, Area Forum contribution is £1500.<br>Brick Planter on the Hill Boundary sign £1200<br>Play Area cost £30,000 and the contribution form the forum is to be £2,500 | 5200         |
| Recycling bins and environmental improvements in Sandymoor   | 5200         |
| Funding for the traffic calming and smart water in Moore   | 5200         |
| Refurbishment at community hall in Daresbury   | 5200         |
| Locality   | 1690         |
|  | <b>22490</b> |

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

**DATE:** 29 October 2013

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

**PORTFOLIO:** Resources

**SUBJECT:** Security – Corporate Technology Services

**WARDS:** Borough-Wide

**1.0 PURPOSE OF THE REPORT:**

1.1 At the last meeting of the Board, Members asked for an update of ICT Security within the Council's activities. This report provides an update of activities completed and planned and highlights the importance of security in the management and delivery of council services.

**2.0 RECOMMENDATION:**

- (1) That the report be noted; and
- (2) a further update be provided in 12 months' time.

**3.0 SUPPORTING INFORMATION:**

3.1 The Council manages a wide range of personal information relating to employees, businesses, external organisations and adults and children in the community both within and outside Halton.

Inappropriate access to information can have severely adverse effects on individuals or organisations if it falls into the wrong hands. The Council has a statutory as well as common law duty of care to ensure that all reasonable steps are taken to safeguard and secure the information it manages and processes.

ICT Services has designed an approach towards security in such a way that ensures the Council operates within its legal obligations while also enabling front line staff to deliver services in the most efficient and appropriate ways.

### 3.2 Security Assurance Activities

A range of activities has been delivered to ensure that the Council is discharging its duty to provide ongoing security and are detailed below:

**Awareness Training** – all employees were required to undertake on-line security awareness training in May 2013. There is an induction session for all employees which includes a session specifically on ICT Security.

**Policy Development** – A range of policies have been developed that clarify how services can operate while complying with the Law. These Policies are available to all staff and are reviewed annually.

**Procedures** - important procedures such as the recruitment and termination processes are being reviewed to ensure that the Council complies with the Baseline Personnel security Standard.

**Governance** – the Council has an Information Management Group that consists of representatives from directorates, Legal, HR and ICT services. The group reports to the ICT Strategy Group, and Senior Information Risk Owner (Strategic Director, Policy & Resources) who is ultimately responsible for the Council's Security arrangements.

**Technical Controls** – the way the ICT Systems are implemented and designed addresses the various security controls that the Council must comply with. There are many technical controls that are in place including:-

- Anti-Virus and Anti-Malware
- Internet Filtering (e.g. Payday loan sites)
- e-Mail filtering (preventing Spam and malicious e-mail attacks)
- Firewalls preventing external access to the Council's systems
- Laptop encryption (ensuring that if a laptop is stolen/misplaced, the data on it is protected)

**External Testing** - As well as designing systems in secure ways, the Council has several external tests undertaken every year to ensure that the Council's systems are secure, these are known as Penetration Testing, as they provide assurance that unauthorised access is prevented from outside the Council (e.g via the Internet or by "hacking" into our ICT networks in Council buildings).

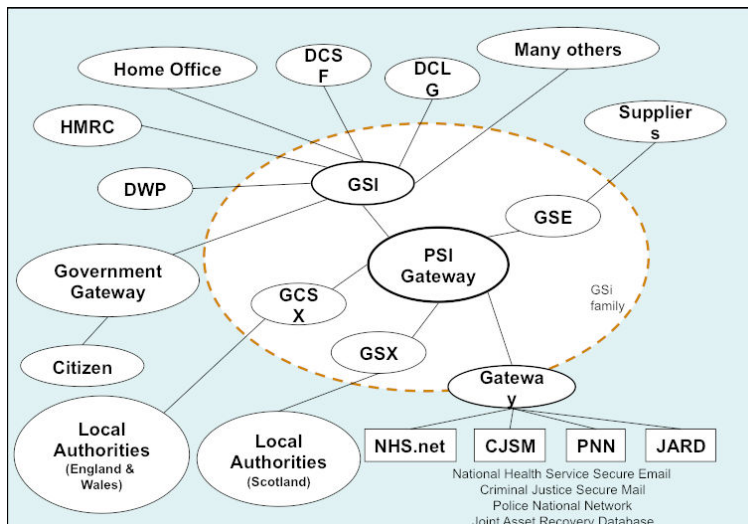
**External inspection** – there are a number of external organisations that require assurance that the Council is operating in a secure and compliant way. In addition to the regularity audits undertaken by Internal Audit and the annual External ICT Audit review by Grant Thornton, there are also annual reviews undertaken by A4e, Ingeus and Deloitte (for Halton People into Jobs).

### 3.2 Public Sector Network (PSN)

For the last 12 months the Council has been working on the transition from Government Connect Secure Extranet (the old GCSX process that has been the standard over the last 6 years) to the new Public Services Network (PSN).

The Public Services Network aims to substantially reduce the cost of communication services across UK government and enable new, joined-up and shared public services for the benefit of citizens. PSN aims to create one Government network, based on industry standards, potentially a more open and competitive ICT marketplace at the heart of the UK public sector.

The diagram below depicts how the government see this interconnect or hub may work with all agencies connecting securely thus enabling in theory the simpler transfer of data. The Council is using this network to its advantage and is working towards becoming a supplier of services over the PSN.



The Council has also put in place a “GCSX interconnect” allowing for our new Public Health Team to connect to the services it needs. The transition to PSN will allow for this to continue and develop as this area evolves and the authority becomes more involved within this area through the Public Health Team and the Clinical Commissioning Group.

The Council completes an annual ICT Security submission to the Cabinet Office which is assessed by GCHQ. If the Council fails this annual assessment, Central Government could prohibit Halton from being a part of the PSN, which would severely impact some key services such as Benefits and Public Health and have a direct impact on front line services.

**3.3 Payment Card Industry Data Security Standards (PCIDSS)**

As the Council accepts payments via various methods such as online, kiosks, and by telephone there must be compliance with the Payment Card Industry (PCI) standard. The Council must complete an annual assessment to provide the Banking Industry with the assurance that the Councils security systems are in place to prevent fraud.

**3.4 Business Continuity Planning**

A key part of ICT Security is ensuring that the Council can continue to operate in the event of an adverse event. Business Continuity Planning is the process, whereby contingency plans are developed to ensure that the Councils key operations can continue to be provided with limited systems availability.

Business Continuity and Disaster Recovery plans are continually reviewed and updated. Current projects are being worked on to ensure that service areas identify what priority systems they have and also what continuity plans are needed to ensure service delivery can take place if a significant adverse event did happen. Business Continuity exercises have been recently undertaken by each Directorate.

**3.5 ISO 27001 – International Security Standard**

As a result of the requirement for high standards of security and the need for the Council to demonstrate a recognised level of security to external organisations, the Council is now working towards compliance with ISO27001. This is a recognised international standard of information system security management. In order to comply with the standard there will be new policies and processes introduced across the council to maintain the focus on information security.

**4.0 POLICY IMPLICATIONS:**

4.1 It is imperative that the Council maintains high standards of information security to ensure that it retains the confidence of those whose information it retains and those organisations it shares information with.

**5.0 IMPLICATIONS FOR THE COUNCIL PRIORITIES:**

5.1 All council services are subject to security compliance in many ways from the core corporate compliance staff as users of technology within the authority are required to operate within, to legislative and practice requirement in many

of the areas the ICT Service supports and manages devices, data systems, solutions and applications.

**5.2 Children And Young People In Halton:**

The compliance with security and data regulations are critical operational requirements for the delivery of what are essential services. Compliance is carefully managed and monitored through the ICT teams, together with the management and teams within this directorate.

**5.3 Employment And Learning Skills Within Halton:**

As noted within the body of this report service contracts such as A4E and Ingeus (Halton People into Jobs) are supported by the ICT team and failure to comply in this area would result in the loss of such services and income.

**5.4 A Healthy Halton:**

As noted within the body of the report personal information and data sets are critical aspects of the Council's security focus and with the ever-increasing involvement within social care and public health, ICT security and corporate data security becomes an increased focus and requirement for the delivery of efficient services.

**5.5 A Safer Halton:**

As noted within the body of the report personal information and data sets are critical aspects of our security focus and with the ever-increasing involvement with partner agencies means that data security becomes an increased focus and requirement for the delivery of efficient services.

**5.6 Halton's Urban Renewal:**

There are no specific implications for this Council priority.

**6.0 RISK ANALYSIS:**

6.1 Although a considerable amount of activity relating to IT security, technology related in the behavior of employees with access to data is also crucial.

6.3 The Council has a Statutory and Common Law requirement to implement secure and safe ways of working

6.4 Risk is mitigated within these areas through the use of training, from the employee induction stage and continuously throughout the organization. Regular updates and staff briefings take place which remind employees of the importance of information security and of their own personal responsibilities.

6.5 As the technology being used is changing from "traditional" computers such as Laptops and Desktops to a new world of mobile phones and tablet

devices, the Council needs to ensure all information held is managed and protected. This means a new view of security is needed, and accordingly, ICT Services are looking towards ways to protect the Council from “Data Loss” and “Mobile Device Management”.

**7.0 EQUALITY AND DIVERSITY:**

7.1 There are no equality and diversity issues relating to this report.

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

8.1 All supporting papers are available from within the authorities Intranet.

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

**DATE:** 29<sup>th</sup> October 2013

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

**SUBJECT:** Business Planning 2014-17

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

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

## **2.0 RECOMMENDATION**

**That the Board receive the information provided and indicates any further areas for service development and improvement.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Each Directorate of the Council is required to develop a medium-term business plan, in parallel with the budget, that is subject to annual review and refresh. The process of developing such plans for the period 2014-2017 has now begun.
- 3.2 At this stage Members are invited to identify a small number of priorities for development or improvement (possibly 3-5) that they would like to see reflected within those plans. Strategic Directors will then develop draft plans which will be available for consideration by Policy and Performance Boards early in the New Year.
- 3.3 Whilst providing a Directorate context each of the Directorate Business Plans will contain appendices identifying specific Departmental activities and performance measures and targets that would provide a focus for the on-going monitoring of performance throughout the year.
- 3.4 It is important that Members have the opportunity to provide input at the developmental stage of the planning process in order that plans remain evidenced based and that limited resources may be aligned to local priorities.
- 3.5 It should be noted that plans can only be finalised once budget decisions have been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available post March 2014.



- 3.6 To assist the Board the Strategic Director (Policy & Resources) will give a short presentation on the issues and challenges facing the areas that fall within the Boards remit over the period of the next plan and will circulate the outline of that presentation in advance of the meeting.
- 3.7 The timeframe for plan preparation, development and endorsement is as follows:

| <b>Receiving Audience</b> | <b>Information / Purpose</b>   | <b>Timeframe / Agenda on Deposit</b>                |
|---------------------------|--|---|
| <b>PPB</b>                | Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.                  | November 2013 PPB cycle                             |
| <b>Directorate SMT's</b>  | To receive and endorse advanced drafts of Directorate Plans  | SMT dates to be agreed with all Strategic Directors |
| <b>Management Team</b>    | To receive and comment upon / endorse advanced drafts of Directorate Plans   | Mid December 2013                                   |
| <b>PPB's</b>              | Receive advanced draft plans including details of relevant departmental service objectives/milestones and performance indicators | January PPB cycle                                   |
| <b>Executive Board</b>    | To receive advanced drafts of Directorate Plans for approval   | 27 <sup>th</sup> February 2014                      |

#### **4.0 POLICY IMPLICATIONS**

- 4.1 Business Plans form a key part of the Council's policy framework and as such will be developed taking account of known and anticipated changes within the Council's operating environment.
- 4.2 Elected Member engagement at this developmental stage would be consistent with the "Best Value Guidance", announced in September 2011, to consult with the representatives of a wide range of local persons.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 Directorate Plans will identify known or anticipated resource requirements relating to finance, HR, ITC and accommodation needs.
- 5.2 Arrangements for the provision of Quarterly Priority Based Performance Monitoring Reports to Members would continue. Such reports would routinely contain information concerning key developments and emerging issues and departmental objectives and performance indicators.

## **6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES**

6.1 The business planning process is one means by which the progression of the Councils strategic priorities is integrated into the operational activities of Departments and Divisional Teams throughout the organisation.

## **7.0 RISK ANALYSIS**

7.1 The development of a Directorate Plan will allow the authority to both align its activities to the delivery of organisational and partnership priorities and to provide information to stakeholders as to the work of the Directorate over the coming year.

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

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no equality and diversity issues directly related to this report. However such matters will continue to be reported through the quarterly performance monitoring process.

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

There are no relevant background documents to this report.

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

**DATE:** 29 October 2013

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

**SUBJECT:** Corporate Accident / Incident Report

**PORTFOLIO:** Resources

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 The purpose of the report is to provide the Board with the details of corporate accident statistics, with associated trends, from 1st April 2013 to 1st September 2013.

**2.0 RECOMMENDED: That the report is noted.**

## **3.0 SUPPORTING INFORMATION**

3.1 The six monthly report on Corporate accidents/incidents covering the period 1 April to 1 September is attached for Members' attention.

The report highlights two positive trends:

- that there has been an increase in the number of risk assessments completed; and
- a decrease in RIDDOR reportable 'over 7 day' accidents, significant accidents and violent incidents. This has also resulted in a decrease in the number of days lost.

Incident trends in relation to each accident have been identified and included in the recommendations in the report.

## **4.0 POLICY IMPLICATIONS**

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**

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  
INTERIM REPORT  
POLICY AND PERFORMANCE BOARD  
1<sup>st</sup> April 2013 to 1<sup>st</sup> September 2013**

## Contents

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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 occur
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".

<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 General Information

#### 1.3.1 Compensation

The latest series of government reforms to tackle high premiums have come into force. These include:

- Lawyers no longer being allowed to double their fees if they win a no-win, no fee case;
- A ban on referral fees paid between lawyers, insurers, claims firms and others for profitable claims;
- Claims firms banned from offering upfront incentives;
- Reduction in more than half in the fees lawyers charge insurers for processing uncontested claims for minor road traffic accidents;
- Introduction of legislation: Section 69 of the Enterprise and Regulatory Reform Order 2013 [to be enacted in October 2013] that removes the right of claimants to rely on breaches of statutory duty as a foundation for claims; and
- Claims up to £25,000 for injuries caused by slips and trips and other similar injuries at work or in a public place to be handled via an out-of-court claims portal.

However, a report highlights that the number of people receiving compensation for work-related injuries has fallen by 60% over the last decade from 219,183 in 2000/01 to 87,655 in 2011/12. It claims that those suffering from stress are less likely to receive compensation with 293 out of 221,000 claims resulting in a pay-out in 2011/12.

#### 1.3.2 HSG65 Managing Health and Safety Guidance

Updated guidance, HSG65, aimed to assist organisations manage health and safety has been unveiled by the HSE. It is split into 4 sections,

- 1) Core Elements to Managing Health and Safety
- 2) Delivering effective arrangements
- 3) Resources
- 4) Are You Doing What is Needed

It has moved towards a 'Plan, Do, Check, Act approach, which aims to achieve a balance between the systems and behavioural aspects of management. The intention is to treat health and safety management as an integral part of good management rather than a stand-alone system, thereby underpinning the business risks.

#### 1.3.3 Legionella Seminar

On the 11th October the Health and Safety team have organised a Legionella seminar with the key speaker a Professor Tom Makin, who is a leading authority and national advisor. This was as a result of broadcasted outbreaks last year, in particular in Edinburgh that led to fatalities, and will concentrate on how to implement measures at council buildings and educational settings.

#### 1.3.4 Benchmarking

In 2012 a benchmarking exercise was carried out by Staffordshire BC involving 15 Unitary Authorities (see appendix 'A'). This highlighted the Halton BC had the 3<sup>rd</sup> lowest accident rates, 4<sup>th</sup> lowest violent incident rates and conversely the 3<sup>rd</sup> highest in reporting incidents.



## 2. UPDATE ON ACTIONS:

## KEY PERFORMANCE INDICATORS

| No. | KPI No. | ACTION   | UPDATE   |
|-----|---------|--|--|
| 1   | 1.      | To promote the use of the new corporate Stress Risk Assessment system  | See 3.1.2 below.   |
| 2   | 3.      | Review Lone Working Risk Assessments to ensure that they are suitable and sufficient and establish if use of Contact Centre Monitoring system (CCMS) is required   | Before registration on CCMS, Lone Working risk assessment to be completed.<br>There are currently 59 risk assessments.<br>See 3.3 below  |
| 3.  | 4.      | <p>Review and update following risk assessments;</p> <p>a) Admin Shared Services – Manual Handling (Objects)</p> <p>b) Open Space Services – Slip Trip Fall &amp; Thrown Objects/PPE</p> <p>c) Schools – Manual Handling</p> <p>Implement and monitor effectiveness of revised measures;</p> <p>d) Independent Living – Manual Handling (People)</p> <p>e) Schools Catering – Manual Handling (Objects)</p> <p>General;</p> <p>f) Ensure that there are sufficient resources for the maintenance and servicing of equipment</p> <p>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)</p> | <p>In this period:<br/>No incidents reported</p> <p>STF - 4 incidents<br/>Objects – 3 incidents<br/>Investigation carried out by managers into causes</p> <p>Circular sent<br/>1 incident this period</p> <p>No incidents reported</p> <p>3 incidents reported<br/>Review of risk assessment carried out</p> <p>On going</p> <p>Open Space Services audited.<br/>Assessments carried out at Transport Workshop.<br/>Awaiting noise assessment from Print Room.</p> |
| 4.  | 5.      | <p>Review Occupational Risk Assessments and monitor effectiveness of measures for 'violence and aggression';</p> <p>a) Adult Care</p> <p>b) Children's Residential Care</p> <p>c) Rev's &amp; Benefits and One Stop Shops</p> <p>d) Primary Schools</p>  | <p>Reduction in number of violent incidents.<br/>Personal Safety training being delivered to Reablement, Adult Social Care &amp; Rev's &amp; Benefits and One Stop Shops.</p>  |

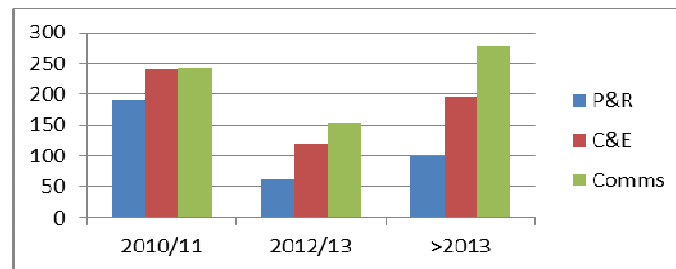
## GENERAL ACTIONS

|     |  |   |
|-----|--|---|
| 5.  | To carry out the biennial review the Corporate Health and Safety Policy  | Policy reviewed and updated.<br>See attached  |
| 6.  | To ensure that health and safety standards of contractors employed by HBC are suitable and sufficient by; <ul style="list-style-type: none"> <li>a) Employing effective procedures at tendering, employment and employed stages</li> <li>b) Monitoring contractors</li> <li>c) Implementation of agreed actions</li> </ul> | Procurement processes embedded.<br>Inspections of building, road & street light contractors carried out.  |
| 7.  | To consider the provision of defibrillators within HBC with a view to developing a corporate approach  | North West Ambulance supplying equipment on the 10 <sup>th</sup> October.<br>Training delivered to relevant staff.<br>Buildings include – stadium, market, community centres & libraries.<br>Further to this the following now have defibrillators<br>Brookvale Recreation Centre;<br>Runcorn Swimming Pool and Kingsway Leisure Centre |
| 9.  | To ensure that the revised procedures for First Aid Training are implemented   | Trainers are taught by Reach Out For Training, an accredited provider.<br>Corporate Training reviewing regulations and are developing an action plan.   |
| 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)  | On going  |
| 11. | Brief new Public Health team on health and safety management processes and arrangements (carried over from 2012/13)  | Briefing took place July 2014.  |

### 3. LEAD INDICATORS

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

3.1.1 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011. The number of assessments completed per year is;



- To date 172 members of staff have been trained in the use of the system and 677 risk assessments entered onto the system, compared with 556 last year;
- There has been a significant increase in the number of risk assessments completed in the Communities Directorate from 197 last year to 278 this year;
- 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 152 members of staff have been trained. Also, this year 9 members of staff have completed IOSH Managing Safely course.

3.1.2 The on-line Stress Risk Assessment went 'live' on the 15<sup>th</sup> October 2012 and since April 2013, only 1 Stress Risk Assessment has been completed. The total number of Stress Risk Assessments completed are;

|                    |                       |             |
|--------------------|-----------------------|-------------|
| Policy & Resources | Children & Enterprise | Communities |
| 25                 | 10                    | 5           |

3.1.3 1319 Workstation (DSE) assessments have been completed with up to 70% indicating low risks.

#### 3.2 KPI 2. Number of Near Misses

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

|         |         |       |
|---------|---------|-------|
| 2011/12 | 2012/13 | >2013 |
| 5       | 10      | 7     |

The majority of incidents were reported by Waste & Environmental Improvement services and involved road traffic incidents. For a breakdown of near misses see 5.1 below.

### 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 June to August 2013]

|                                  | 2011             |                   | 2012             |                   | 2013             |                   |
|----------------------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
|                                  | Registered Users | No's Using System | Registered Users | No's Using System | Registered Users | No's Using System |
| <b>Policy &amp; Resources</b>    | 49               | 22                | 49               | 23                | 64               | 21                |
| <b>Children &amp; Enterprise</b> | 139              | 22                | 157              | 85                | 167              | 64                |
| <b>Communities</b>               | 205              | 26                | 123              | 26                | 209              | 42                |
| <b>TOTAL USERS</b>               | 335              | 55                | 392              | 70                | 440              | 127               |
| <b>% OF USE</b>                  | 17%              |                   | 18%              |                   | 29%              |                   |

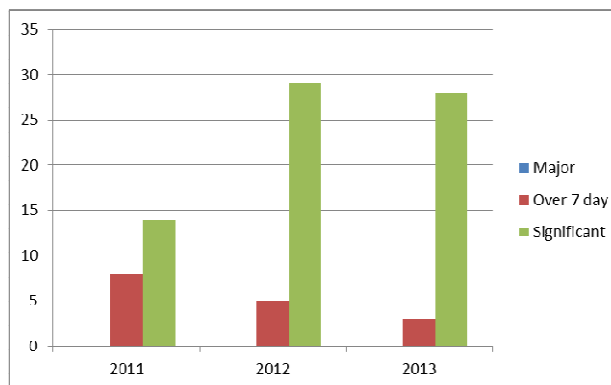
- 3.3.1 After the last report in April 2013 users were updated and any staff who have moved or left the Authority were removed from the system;
- 3.3.2 Since that date there has been an increase in users registered in Communities and training both on the system and Personal Safety is being delivered to the teams, including Adult Social Care and Reablement; and
- 3.3.3 Data cleansing is on-going and staff who have not used the system in the last 12 months will be deleted unless the manager requests that they remain on. Once deleted, if a user wishes to use the system they would have undergo a re-registration process

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

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

###### Accident Statistics by Directorate:

| Directorate             | Major    | + 7-Day              | Significant |
|-------------------------|----------|----------------------|-------------|
| Policy and Resources    | 0        | 0                    | 2           |
| Children and Enterprise | 0        | 0                    | 3           |
| Communities             | 0        | 3                    | 23          |
| <b>TOTAL YTD 2013</b>   | <b>0</b> | <b>3</b>             | <b>28</b>   |
| <b>TOTAL YTD 2012</b>   | <b>0</b> | <b>5</b>             | <b>29</b>   |
| <b>TOTAL YTD 2011</b>   | <b>0</b> | <b>8<sup>3</sup></b> | <b>14</b>   |

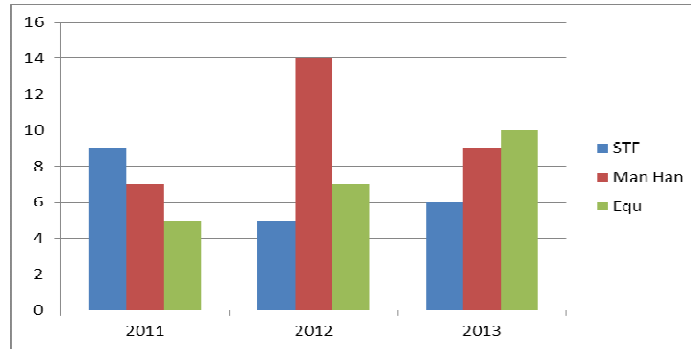


###### Further Information

- 4.1.1 There has been a decrease in the number of accidents reported to the HSE involving injuries;
- 4.1.2 There were 58 days lost compared with 173 days for the same period last year;
- 4.1.3 A comparison of the categories of accidents is as follows,

|           | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|-----------|-------------|-------------|-------------|
| STF       | 9           | 5           | 6           |
| Man Han   | 7           | 14          | 9           |
| Equipment | 5           | 7           | 10          |

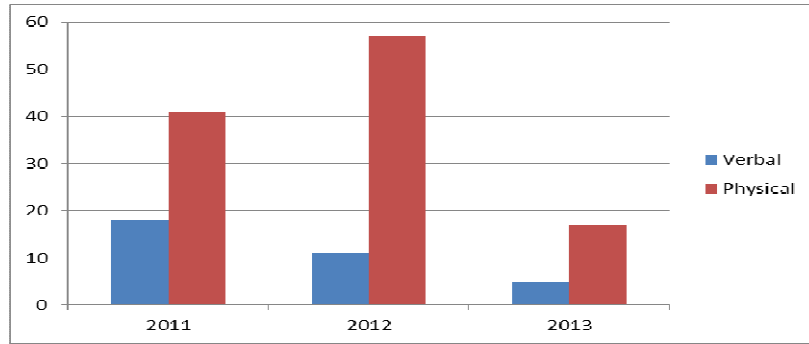
<sup>3</sup> Over 3 day



- 4.1.4 Manual Handling incidents involving staff from Reablement Services lifting service users account for the decrease with 6 incidents for the same period last year and none this year;
- 4.1.5 Within Waste & Environmental Improvement Services there has been an increase in the number of accidents with 3 in 2011, 2 in 2012 and 6 this year. The main reason is the increase in slips and trips;
- 4.1.6 Within Open Space Services there has been an increase in incidents with 5 in 2011, 7 in 2012 and 13 this year. This can be attributed to the increase in manual handling and use of equipment incidents. There have been 3 incidents involving operatives hit by thrown objects, which is the same as last year;
- 4.1.7 4.1.5 & 4.1.6 reflects the high risks within the front line operational areas;
- 4.1.8 Majority of incidents involving teachers at schools took place in Primary schools; and
- 4.1.9 With regard to pupils there has been a decrease in significant incidents with 5 last year and 4 this year. One incident involved pupils who drank contents from ice packs and received medical treatment. As a result a circular was sent to schools

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

| Directorate             | Verbal    | Physical  |
|-------------------------|-----------|-----------|
| Policy and Resources    | 6         | 0         |
| Children and Enterprise | 6         | 4         |
| Communities             | 5         | 13        |
| <b>TOTAL 2013</b>       | <b>5</b>  | <b>17</b> |
| <b>TOTAL 2012</b>       | <b>11</b> | <b>57</b> |
| <b>TOTAL 2011</b>       | <b>18</b> | <b>41</b> |



#### 4.3 Further Information:

- 4.3.1 There has been a significant decrease in reported violent incidents, particularly physical incidents;
- 4.3.2 This can be attributed to the Communities Directorate with 11 verbal and 37 physical incidents last year, compared to 5 verbal and 13 physical this year. This is due to three service users who were responsible for 46 physical incidents last year and 8 incidents reported for one service user this year;
- 4.3.3 One incident at a One Stop Shop involved a claimant who brandished a knife and simulated cutting his own throat. The claimant was arrested and underwent an Informal Resolution process, with the Chief Executive representing the Authority. As a result risk assessments have been reviewed and refresher Personal Safety training is being delivered to staff; and
- 4.3.4 For schools there have been only 2 violent physical incidents reported compared with 1 verbal and 5 physical incidents last year.

## Appendix 'A'

**Benchmarking with other Unitary Councils**  
**2011/2012**

| Council                              | Number of Employees (Head Count) | Reportable Employee Accidents | AIR* (Reportable Employee Accidents) | Violence to Employees | AIR* (Violence to Employees) | Total Employee Accidents /Incidents | AIR* (Total Employee Accidents) |
|--------------------------------------|----------------------------------|-------------------------------|--------------------------------------|-----------------------|------------------------------|-------------------------------------|---------------------------------|
| Cornwall                             | 15641                            | 74                            | 4.73                                 | 247                   | 15.79                        | 755                                 | 48.27                           |
| Derby                                | 10106                            | 58                            | 5.74                                 | 571                   | 56.5                         | 552                                 | 54.6                            |
| Hull                                 | 11,597                           | 86                            | 7.42                                 | 881                   | 75.97                        | 1108                                | 95.54                           |
| Nottingham City                      | 14453                            | 98                            | 6.78                                 | 315                   | 21.79                        | 449                                 | 31.07                           |
| Shropshire                           | 10809                            | 61                            | 5.64                                 | 226                   | 20.91                        | 622                                 | 57.54                           |
| Telford & Wrekin                     | 5577                             | 17                            | 3.04                                 | 557                   | 99.87                        | 244                                 | 43.75                           |
| Cheshire West and Chester            | 12807                            | 30                            | 2.34                                 | 0                     | 0                            | 1109                                | 86.59                           |
| Halton Borough Council               | 5000 (Approx)                    | 14                            | 2.8                                  | 95                    | 19                           | 492                                 | 98.4                            |
| Portsmouth                           | 13022                            | 145                           | 11.14                                | 442                   | 33.94                        | 1036                                | 79.56                           |
| Plymouth                             | 8755                             | 43                            | 4.91                                 | 883                   | 100.86                       | 1398                                | 159.68                          |
| Bristol                              | 12751                            | 75                            | 5.88                                 | 844                   | 66.19                        | 1610                                | 126.26                          |
| Royal Borough Windsor and Maidenhead | 4513                             | 17                            | 3.77                                 | 34                    | 7.53                         | 145                                 | 32.13                           |
| Redcar-Cleveland                     | 4814                             | 26                            | 5.4                                  | 49                    | 10.18                        | 149                                 | 30.95                           |
| Thurrock                             | 4176                             | 16                            | 3.83                                 | 26                    | 6.23                         | 207                                 | 49.57                           |
| Torbay                               | 3924                             | 8                             | 2.04                                 | 140                   | 35.68                        | 387                                 | 98.62                           |