

**HALTON BOROUGH COUNCIL**



*Municipal Building,  
Kingsway,  
Widnes.  
WA8 7QF*

*1 December 2015*

**TO: MEMBERS OF THE HALTON  
BOROUGH COUNCIL**

*You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 9 December 2015 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.*

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

*Chief Executive*

**-AGENDA-**

<b>Item No.</b>		<b>Page No.</b>
<b>1. COUNCIL MINUTES</b>		<b>SEE MINUTE BOOK</b>
a) 14 October 2015		
b) 19 November 2015		
<b>2. APOLOGIES FOR ABSENCE</b>		
<b>3. THE MAYOR'S ANNOUNCEMENTS</b>		
<b>4. DECLARATIONS OF INTEREST</b>		
<b>5. LEADER'S REPORT</b>		
<b>6. MINUTES OF THE EXECUTIVE BOARD</b>		<b>SEE MINUTE BOOK</b>
a) 15 October 2015		
b) 5 November 2015		
c) 19 November 2015		
<b>7. MINUTES OF THE HEALTH AND WELLBEING BOARD</b>		<b>SEE MINUTE BOOK</b>
a) 4 November 2015		
<b>8. QUESTIONS ASKED UNDER STANDING ORDER 8</b>		
<b>9. MATTERS REQUIRING A DECISION OF THE COUNCIL</b>		
a) Determination of Council Tax Base 2016-17 (Minute EXB 73 refers)		<b>1 - 4</b>

Executive Board had considered the attached report.

RECOMMENDED: That Council approve

- 1) The Council Tax Base for 2016/17 be set at 32,948 for the Borough, and that the Cheshire Fire Authority, the Cheshire Police and Crime Commissioner and the Environment Agency be so notified; and
- 2) The Council Tax Base for each of the Parishes be as follows:

Parish	Tax Base
Hale	659
Halebank	499
Daresbury	159
Moore	326
Preston Brook	336
Sandymoor	966

- b) 2015/16 Revised Capital Programme (Minute EXB 74 refers) **5 - 12**

Executive Board had considered the attached report.

RECOMMENDED: That the revisions to the Council's 2015/16 Capital Programme set out in paragraph 3.2 of the report, be approved.

- c) Budget Proposals 2016/17 - Second set KEY DECISION (Minute EXB 76 refers) **13 - 24**

Executive Board had considered the attached report.

RECOMMENDED: That Council approve the budget proposals for 2016/17 as set out in Appendix 1, attached to the report.

- d) Members' Allowance Scheme - Tri-annual Review **25 - 30**

RECOMMENDED: That Council consider the report and recommendations of the Independent Review Panel.

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**10. MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD**

**SEE MINUTE BOOK**

- 
- a) Children, Young People and Families
  - b) Employment, Learning, Skills and Community
  - c) Health

- d) Safer
- e) Environment and Urban Renewal
- f) Corporate Services
- g) Business Efficiency Board

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**11. COMMITTEE MINUTES**

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- a) Development Control

**SEE MINUTE  
BOOK**

**REPORT TO:** Executive Board

**DATE:** 19 November 2015

**REPORTING OFFICER:** Operational Director – Finance

**PORTFOLIO:** Resources

**SUBJECT:** Determination of Council Tax Base 2016-17

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

## 1.0 PURPOSE OF REPORT

- 1.1 The Council is required to determine annually the Council Tax Base for its area and also the Council Tax Base for each of the Parishes.
- 1.2 The Council is required to notify the Council Tax Base figure to the Cheshire Fire Authority, the Cheshire Police & Crime Commissioner and the Environment Agency by 31st January 2016. The Council is also required to calculate and advise if requested, the Parish Councils of their relevant Council Tax Bases.

## 2.0 RECOMMENDED: That

- (1) **Council set the 2016/17 Council Tax Base at 32,948 for the Borough, and that the Cheshire Fire Authority, the Cheshire Police & Crime Commissioner, and the Environment Agency be so notified; and**
- (2) **Council set the 2016/17 Council Tax Base for each of the Parishes as follows:**

Parish	Tax Base
Hale	659
Halebank	499
Daresbury	159
Moore	326
Preston Brook	336
Sandymoor	966

**3.0 SUPPORTING INFORMATION**

- 3.1 The Council Tax Base is the measure used for calculating the council tax and is used by both the billing authority (the Council) and the major precepting authorities (Cheshire Fire Authority and the Cheshire Police & Crime Commissioner), in the calculation of their council tax requirements.
- 3.2 The Council Tax Base figure is arrived at in accordance with a prescribed formula, and represents the estimated full year number of chargeable dwellings in the Borough, expressed in terms of the equivalent of Band 'D' dwellings.
- 3.3 The Council Tax Base is calculated using the number of dwellings included in the Valuation List, as provided by the Listing Officer, as at 19<sup>th</sup> October 2015. Adjustments are then made to take into account the estimated number of discounts, voids, additions and demolitions during the period 19<sup>th</sup> October 2015 to 31<sup>st</sup> March 2016.
- 3.4 From 2013/14 onwards, the tax base calculation has included an element for the Council Tax Reduction Scheme (the replacement for Council Tax Benefit). The estimated amount of Council Tax Support payable for 2016/17, is converted into the equivalent number of whole properties which are deducted from the total. The reduced tax base will not result in an increase in Council Tax as the Council's budget requirement will be reduced by payment of a grant in lieu of Council Tax Support.
- 3.5 An estimated percentage collection rate is then applied to the product of the above calculation, to arrive at the Council Tax Base for the year.
- 3.6 Taking account of all the relevant information and applying a 97.0% collection rate, the calculation for 2016/17 provides a tax base figure of **32,948** for the Borough as a whole.
- 3.7 Taking account of all the relevant information and applying a 97.0% collection rate, the appropriate Council Tax Base for each of the Parishes is as follows;

<b>Parish</b>	<b>Tax Base</b>
<b>Hale</b>	<b>659</b>
<b>Halebank</b>	<b>499</b>
<b>Daresbury</b>	<b>159</b>
<b>Moore</b>	<b>326</b>
<b>Preston Brook</b>	<b>336</b>
<b>Sandymoor</b>	<b>966</b>

**4.0 POLICY IMPLICATIONS**

4.1 None.

**5.0 FINANCIAL IMPLICATIONS**

5.1 The Council Tax Base will enable the Council to set the level of council tax to be charged for 2016/17.

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

**6.1 Children and Young People in Halton**

None.

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

None.

**6.3 A Healthy Halton**

None.

**6.4 A Safer Halton**

None.

**6.5 Halton's Urban Renewal**

None.

**7.0 RISK ANALYSIS**

7.1 There would be significant loss of income to the Council if the Council Tax Base were not agreed, as it would not be possible to set the level of council tax to be charged for 2016/17.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Working Papers	Kingsway House	P. McCann

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**REPORT TO:** Council

**DATE:** 9 December 2015

**REPORTING OFFICER:** Operational Director – Finance

**PORTFOLIO:** Resources

**SUBJECT:** 2015/16 Revised Capital Programme

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

### **1.0 PURPOSE OF REPORT**

1.1 To seek approval to a number of revisions to the Council's 2015/16 capital programme.

**2.0 RECOMMENDED: That the revisions to the Council's 2015/16 capital programme set out in paragraph 3.2 below, be approved.**

### **3.0 SUPPORTING INFORMATION**

3.1 On 19 November 2015 the Executive Board received a report of spending against the Council's revenue budget and capital programme as at 30 September 2015. A number of revisions to the 2015/16 capital programme were recommended for approval by Council as outlined below.

3.2 The Council's 2015/16 capital programme has been revised to reflect a number of changes in spending profiles and funding as schemes have developed. These are reflected in the revised capital programme presented in Appendix 1. The schemes which have been revised within the programme are as follows

1. Fairfield Primary School
2. Halebank School
3. Hale Primary School
4. Street Lighting
5. Travellers' Site Warrington Road
6. Norton Priory
7. Widnes Waterfront
8. Crow Wood Play Area
9. Signage – The Hive
10. Advertising Screen – The Hive
11. Lowerhouse Lane Depot – Upgrade
12. Police Station Site
13. STEPS Programme
14. S106 Schemes
15. Ashley School
16. Mersey Gateway Land Acquisition and Development Costs
17. Local Pinch Point – Daresbury Expressway

18. Brookvale Biomass Boiler

**4.0 POLICY IMPLICATIONS**

4.1 None.

**5.0 FINANCIAL IMPLICATIONS**

5.1 The financial implications are as set out within Appendix 1.

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

6.1 **Children & Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

There are no direct implications; however, the capital programme supports the delivery and achievement of all the Council's priorities.

**6.0 RISK ANALYSIS**

6.1 There are a number of financial risks within the capital programme. However, the Council has internal controls and processes in place to ensure that spending remains in line with budget.

6.2 In preparing the 2015/16 budget and capital programme, a register of significant financial risks was prepared which has been updated as at 30 September 2015.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072**

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

## Capital Expenditure to 30 September 2015

Directorate/Department	Actual Expenditure to Date	2015/16 Cumulative Capital Allocation			Capital Allocation 2016/17	Capital Allocation 2017/18
					£'000	£'000
	£'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
<b>People &amp; Economy Directorate</b>						
<b>Schools Related</b>						
Asset Management Data	1	1	4	5	0	0
Fire Compartmentation	52	52	62	62	0	0
Capital Repairs	791	791	900	1,015	0	0
Asbestos Management	3	3	10	20	0	0
Schools Access Initiative	26	26	50	75	0	0
Education Programme (General)	15	15	40	70	0	0
Basic Need Projects	0	0	0	0	936	71
School Modernisation Projects	157	157	350	460	0	0
Inglefield	0	0	6	12	0	0
St Bedes Junior School	4	4	4	28	0	0
Ashley School	12	12	12	12	0	0
Early Education for 2 Year Olds	63	63	100	183	0	0
Universal Infant School Meals	0	0	2	2	0	0
Halebank School	0	0	20	30	10	0
Responsible Bodies Bids	66	66	250	475	0	0
St Edwards Catholic Primary	1	1	10	35	0	0
Fairfield Primary School	0	0	10	212	1,100	853
Hale Primary School	0	0	5	10	113	3

Directorate/Department	Actual Expenditure to Date £'000	2015/16 Cumulative Capital Allocation			Capital Allocation 2016/17 £'000	Capital Allocation 2017/18 £'000
		Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
<b>Economy, Enterprise &amp; Property</b>						
Castlefields Regeneration	56	56	60	635	0	0
3MG	52	52	3,000	3,493	0	0
Widnes Waterfront	0	0	100	200	800	0
Johnsons Lane Infrastructure	119	119	250	450	0	0
Decontamination of Land	0	0	0	6	0	0
SciTech Daresbury – Tech Space	5	5	1,704	10,965	0	0
Former Crosville Site	82	82	275	518	0	0
Peelhouse Lane Cemetery – Enabling Works	19	19	36	51	0	0
Peelhouse Lane Roundabout & Cemetery Access	5	5	40	64	66	0
Peelhouse Lane Cemetery	12	12	515	1,019	336	70
Police Station Site	22	22	149	342	8	0
Travellers Site Warrington Road	1209	1,209	1,209	1,162	0	0
Widnes Town Centre Initiative	0	0	10	21	0	0
Lowerhouse Lane Depot - Upgrade	4	4	24	24	0	0
Equality Act Improvement Works	18	18	40	250	300	300
Signage at The Hive	0	0	100	100	0	0
Advertising Screen – The Hive	0	0	100	100	0	0
<b>Prevention &amp; Assessment</b>						
Disabled Facilities Grant	119	250	375	500	0	0
Stairlifts (Adaptations Initiative)	92	125	187	250	0	0
RSL Adaptations (Joint Funding)	55	100	140	200	0	0

Directorate/Department	Actual Expenditure to Date	2015/16 Cumulative Capital Allocation			Capital Allocation 2016/17	Capital Allocation 2017/18
		Quarter 2	Quarter 3	Quarter 4		
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Commissioning &amp; Complex Care</b>						
ALD Bungalows	1	1	0	200	100	100
Halton Carers Centre Refurbishment	34	34	34	34	0	0
Grangeway Court	1	1	100	360	40	0
Lifeline Telecare Upgrade	0	0	60	100	0	0
Community Meals Oven	0	0	0	10	0	0
Social Care Capital Grant	0	0	206	413	0	0
The Halton Brew	16	16	16	16	0	0
<b>Total People &amp; Economy</b>	<b>3,112</b>	<b>3,321</b>	<b>10,565</b>	<b>24,189</b>	<b>3,809</b>	<b>1,397</b>
<b>Community &amp; Resources Directorate</b>						
<b>ICT &amp; Support Services</b>						
ICT Rolling Programme	1,358	1,358	1,517	1,719	1,100	1,100
<b>Policy, Planning &amp; Transportation</b>						
<b>Local Transport Plan</b>						
Bridge & Highway Maintenance	491	495	1,243	2,228	2,373	2,311
Integrated Transport & Network Management	191	190	550	908	908	908
Street Lighting	234	235	1,350	1,900	1,700	1,700
STEPS Programme	0	0	267	664	540	0
Surface Water Management	7	5	65	122	0	0
Local Pinch Point – Daresbury Expressway	9	10	470	943	0	0
S106 Schemes	0	0	192	314	0	0

Directorate/Department	Actual Expenditure to Date £'000	2015/16 Cumulative Capital Allocation			Capital Allocation 2016/17 £'000	Capital Allocation 2017/18 £'000
		Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
<b>Mersey Gateway</b>						
Land Acquisitions	720	720	4,945	6,192	5,099	919
Development Costs	801	801	1,749	2,491	3,318	2,690
Loan Interest During Construction	1,798	1,805	2,705	3,602	3,917	1,773
Construction Costs	0	0	0	0	70,000	32,500
Mersey Gateway Liquidity Fund	0	0	0	0	0	10,000
<b>Other</b>						
Risk Management	45	45	0	120	120	120
Fleet Replacements	598	600	806	2,174	1,940	624
Brookvale Biomass Boiler	9	9	9	9	0	0
<b>Community and Environment</b>						
Stadium Minor Works	31	30	30	42	30	30
Widnes Recreation Site	544	544	741	741	0	0
Norton Priory	193	200	2,120	2,843	920	50
Norton Priory Biomass Boiler	0	0	0	107	0	0
Open Spaces Scheme	14	14	18	18	0	0
Children's Playground Equipment	55	55	60	138	65	65
Upton Improvements	1	1	5	13	0	0
Crow Wood Play Area	0	0	2	4	8	0
Runcorn Hill Park	560	250	250	250	0	0
Runcorn Cemetery Extension	0	0	0	9	0	0
Widnes Crematorium Cremators	173	109	109	109	0	0
Landfill Tax Credit Schemes	0	0	0	340	340	340
Litter Bins	0	0	0	20	20	20
<b>Total Community &amp; Resources</b>	<b>7,832</b>	<b>7,476</b>	<b>19,203</b>	<b>28,020</b>	<b>92,398</b>	<b>55,150</b>

Directorate/Department	Actual Expenditure to Date £'000	2015/16 Cumulative Capital Allocation			Capital Allocation 2016/17 £'000	Capital Allocation 2017/18 £'000
		Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
<b>TOTAL CAPITAL PROGRAMME</b>	<b>10,944</b>	<b>10,797</b>	<b>29,768</b>	<b>52,209</b>	<b>96,207</b>	<b>56,547</b>
Slippage (20%)				-10,442	-5,241	-2,809
					10,442	5,241
<b>TOTAL</b>	<b>10,944</b>	<b>10,788</b>	<b>29,768</b>	<b>41,767</b>	<b>101,408</b>	<b>58,979</b>

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**REPORT TO:** Executive Board

**DATE:** 19 November 2015

**REPORTING OFFICER:** Operational Director – Finance

**PORTFOLIO:** Resources

**SUBJECT:** Budget Proposals 2016/17 – 2<sup>nd</sup> Set

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

### 1.0 PURPOSE OF REPORT

1.1 To recommend to Council further revenue budget proposals for 2016/17.

### 2.0 RECOMMENDATION: That Council approve the budget proposals for 2016/17 set out in Appendix 1.

### 3.0 SUPPORTING INFORMATION

3.1 The Medium Term Financial Strategy (MTFS) forecasts potential revenue budget funding gaps for the Council, of approximately £16m in 2016/17 and £9m in 2017/18.

3.2 Budget saving proposals for 2016/17 are currently being developed by the Budget Working Group.

3.3 A first set of proposals totalling £7.8m was approved by Council on 14<sup>th</sup> October 2015. Appendix 1 presents a second set of proposals. It is proposed to implement these immediately in order to also achieve a part-year saving in 2015/16, which will assist in keeping the Council's overall spending in line with budget. In addition, a number of the proposals will take time to implement and therefore commencing the process as soon as possible will assist with ensuring they are fully implemented by 1<sup>st</sup> April 2016. Appendix 1 also presents the impact in 2017/18 of certain of the savings proposals.

3.4 The following table summarises the budget proposals of the Budget Working Group and identifies the remaining forecast budget gaps.

	2016/17 £m	2017/18 £m	Total £m
Forecast Budget Gaps as per MTFS	16.0	9.0	25.0
Less: 1 <sup>st</sup> Set of Budget Saving Proposals (approved 14 <sup>th</sup> October 2015)			
Community & Resources Directorate	-3.8	+0.9	-2.9
People & Economy Directorate	-4.0	+3.0	-1.0

Less: 2 <sup>nd</sup> Set of Budget Saving Proposals (as shown in Appendix 1)			
Community & Resources Directorate	-1.7	0	-1.7
People & Economy Directorate	-1.9	+0.8	-1.1
<b>Remaining Forecast Budget Gaps</b>	<b>4.6</b>	<b>13.7</b>	<b>18.3</b>

3.5 The Government will announce the outcome of its Comprehensive Spending Review on 25<sup>th</sup> November 2015 and then its Grant Settlement for Local Government in late December, at which point the Council's actual budget gap for 2016/17 will be known, along with indications for 2017/18 and 2018/19.

3.6 A third set of budget saving proposals is currently being developed by the Budget Working Group to enable the Council to deliver a balanced budget for 2016/17, which will be recommended to Council on 2<sup>nd</sup> March 2016.

#### **4.0 POLICY IMPLICATIONS**

4.1 The revenue budget supports the Council in achieving the aims and objectives set out in the Community Strategy for Halton and the Council's Corporate Plan.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 The financial implications of these budget proposals are as set out within the report and Appendix 1.

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

6.1 **Children & Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

The revenue budget supports the delivery and achievement of all the Council's priorities. The budget proposals listed in Appendix 1 have been prepared in consideration of all the Council's priorities.

#### **7.0 RISK ANALYSIS**

7.1 Failure to set a balanced budget would put the Council in breach of statutory requirements. The budget is prepared in accordance with detailed guidance and a timetable, to ensure statutory requirements are

met and a balanced budget is prepared which aligns resources with corporate objectives.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072**

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



	DEPARTMENT/ DIVISION/ SERVICE AREA	DESCRIPTION OF PROPOSAL	TOTAL BUDGET  £'000	ESTIMATED BUDGET SAVING		PERM OR TEMP  (P / T)	MANDATORY OR DISCRETIONARY SERVICE AFFECTED  (M / D)
				2016/17 £'000	2017/18 £'000		
<b>COMMUNITY &amp; RESOURCES DIRECTORATE</b>							
<b>EFFICIENCY OPPORTUNITIES</b>							
1	Legal & Democratic Svcs /Legal Services	Deletion of a part time HBC3 Keyboard Operator/ Clerical Post.	13	13	0	P	D
2	Legal & Democratic Svcs /Legal Services	Deletion of vacant HBC2 Clerical Officer post.	17	17	0	P	D
3	Legal & Democratic Svcs /Communications & Marketing	Deletion of vacant HBC6 Marketing Officer post.	30	30	0	P	D
4	Policy, People, Performance & Efficiency	Restructuring following consolidation of functions into the new Policy, People, Performance & Efficiency Division.	2,300	184	0	P	D

	DEPARTMENT/ DIVISION / SERVICE AREA	DESCRIPTION OF PROPOSAL	TOTAL BUDGET  £'000	ESTIMATED BUDGET SAVING		PERM OR TEMP  (P / T)	MANDATORY OR DISCRETIONARY SERVICE AFFECTED  (M / D)
				2016/17 £'000	2017/18 £'000		
5	Finance Dept/ Financial Mgt Div	Deletion of a vacant HBC7/8 Finance Officer post.	40	40	0	P	D
6	Policy, Planning & Transportation	Savings target for the Highways efficiency review currently being undertaken.	2,836	150	0	P	M/D
<b>OTHER BUDGET SAVINGS</b>							
7	Capital Financing	Revision of the Minimum Revenue Provision Policy in order to lengthen the period over which capital assets are written down within the accounts, to closer match the life of those assets.	2,306	520	0	P	D
8	Support Services	Use of grant funding rather than HBC core budget, to fund central support recharges provided to Public Health.	320	320	0	P	D
9	Community & Environment	Review the Youth, Sports and Community grants.	63	55	8	P	D

			<b>TOTAL</b>	<b>ESTIMATED</b>	<b>PERM</b>	<b>MANDATORY OR</b>
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	DEPARTMENT/ DIVISION / SERVICE AREA	DESCRIPTION OF PROPOSAL	BUDGET  £'000	BUDGET SAVING		OR TEMP  (P / T)	DISCRETIONARY SERVICE AFFECTED (M / D)
				2016/17 £'000	2017/18 £'000		
10	Community & Environment/ Community Meals Service	Increase the charge for Community Meals by 50p per meal increasing income by £35,000 and make other operational efficiencies. Current charges for meals delivered to home are £3.35 and tea time packs £2.35.	50	50	0	P	D
11	Community & Environment	Delete vacant Events Officer post and improved operational efficiencies.	76	30	0	P	D
12	Community & Environment	Establish an SLA between Public Health and the Sports Development Team, to deliver specific services on behalf of Public Health.	221	60	0	P	D
13	Council Wide	Increase from 2.6% to 3.0% the existing staff turnover saving targets attached to the staffing budgets for all non-trading cost centres, to reflect the delayed/non-filling of vacancies.	1,637	250	0	P	D
<b>TOTAL PERMANENT</b>				1,719	8	P	
<b>TOTAL TEMPORARY (ONE-OFF)</b>				0	0	T	
<b>GRAND TOTAL</b>				1,719	8		
	DEPARTMENT/ DIVISION/	DESCRIPTION OF PROPOSAL	TOTAL BUDGET	ESTIMATED BUDGET SAVING		PERM OR	MANDATORY OR DISCRETIONARY

	SERVICE AREA		£'000	2016/17 £'000	2017/18 £'000	TEMP (P / T)	SERVICE AFFECTED (M / D)
<b>PEOPLE AND ECONOMY DIRECTORATE</b>							
<b>INCOME GENERATION OPPORTUNITIES</b>							
1	Commissioning and Complex Care Dept	Additional income from charging against a client's 'disposable' income (non-residential care taking 100% into account). Relates to around 200 people.	1,583	250	0	P	D
<b>EFFICIENCY OPPORTUNITIES</b>							
2	Prevention and Assessment Dept	Deletion of a Practice Manager post in Care Management (postholder has requested voluntary redundancy).	40	40	0	P	M
3	Prevention and Assessment/ Commissioning and Complex Care	Redesign of Commissioning and Policy with the resulting deletion of two Commissioning Manager posts (both postholders have requested voluntary redundancy).	100	100	0	P	M
4	Commissioning and Complex Care Dept	Supporting People review of services to achieve a permanent on-going saving and also a one-off saving from a managed underspend in 2015/16.	3,590	200 300	0 -300	P T	D D



	DEPARTMENT / DIVISION/ SERVICE AREA	DESCRIPTION OF PROPOSAL	TOTAL BUDGET £'000	ESTIMATED BUDGET SAVING		PERM OR TEMP (P / T)	MANDATORY OR DISCRETIONARY SERVICE AFFECTED (M / D)
				2016/17 £'000	2017/18 £'000		
5	Prevention and Assessment Dept	One off service efficiencies carried forward from 2013/14.	400	400	-400	T	D
6	Policy, Provision & Performance	Delete advertising budget which publicises the Family Information Service.	8	8	0	P	M
7	Policy, Provision & Performance	Delete professional fees budget from the Child Place Planning .	3	3	0	P	M
8	Policy, Provision & Performance	Delete subscriptions budget – all subscriptions in Child Place Planning have now ended.	2	2	0	P	M
9	Policy, Provision & Performance	Cease Childminder Start Up Grants – Training now offered direct by officers to support new start-ups.	1	1	0	P	M
10	Policy, Provision & Performance	Reduction of 5 posts and restructure of the Department. Two requests for voluntary redundancy have been received and three posts are to be placed At Risk.	935	204	0	P	M

	DEPARTMENT/ DIVISION/ SERVICE AREA	DESCRIPTION OF PROPOSAL	TOTAL BUDGET  £'000	ESTIMATED BUDGET SAVING		PERM OR TEMP  (P / T)	MANDATORY OR DISCRETIONARY SERVICE AFFECTED (M / D)
				2016/17 £'000	2017/18 £'000		
11	14-19 & Post - 16 Entitlement	Reduction in the Information Advice and Guidance Budget. This service provides information advice and guidance to 16-19 olds who are not in education, employment and training.	243	105	0	P	D/M
		One-off saving carried forward from 2015-16 from not recruiting to a Young Persons Case Worker post.	34	34	-34	T	D/M
12	IYSS & Commissioning	Cease the Play, Learn and Loan Provision. A range of resources are provided to families on loan.	3	3	0	P	D
13	IYSS & Commissioning	Cease funding the Halton Child Contact Centre. Provides a venue for estranged parents to meet their children.	2	2	0	P	D
14	IYSS & Commissioning	Cease funding provided to the Brook Centre – the Sexual Health Service is now commissioned by Public Health.	3	3	0	P	D
15	IYSS & Commissioning	Cease grant for Halton's Got Talent. The event will now need to generate sponsorship or sufficient income to cover all costs.	8	8	0	P	D
	<b>DEPARTMENT</b>	<b>DESCRIPTION OF PROPOSAL</b>	<b>TOTAL</b>	<b>ESTIMATED</b>		<b>PER</b>	<b>MANDATORY OR</b>

	/ DIVISION/ SERVICE AREA		BUDGET  £'000	BUDGET SAVING		M OR TEMP  (P / T)	DISCRETIONARY SERVICE AFFECTED  (M / D)
				2016/17 £'000	2017/18 £'000		
16	IYSS & Commissioning	Cease funding C-Card a registration system for condoms for young people. This can now be delivered through the Youth Service Contract.	4	4	0	P	D
17	IYSS & Commissioning	Reduce the budget for Blitz Positive Activities (holiday activities) for young people.	39	20	0	P	D
18	IYSS & Commissioning	Cease to commission the Young Advisors Service.	38	38	0	P	D
19	IYSS & Commissioning	Cease provision of funding for Cheshire Fire and Rescue, as home safety advice is now delivered by them as core provision	3	3	0	P	D
20	IYSS & Commissioning	Cease secondment for the Young Persons Co-ordinated Action Against Domestic Abuse post, providing a one-off saving against the Troubled Families budget.	34	34	-34	T	D
21	IYSS & Commissioning	Reduction in Contract Manager hours.	40	8	0	P	D

	DEPARTMENT/ DIVISION/ SERVICE AREA	DESCRIPTION OF PROPOSAL	TOTAL BUDGET  £'000	ESTIMATED BUDGET SAVING		PER M OR TEMP  (P / T)	MANDATORY OR DISCRETIONARY SERVICE AFFECTED (M / D)
				2016/17 £'000	2017/18 £'000		
22	IYSS & Commissioning	Reduction of two posts within the Integrated Youth Support Service and Commissioning Division. Both posts to be placed At Risk.	59	59	0	P	D
23	Education Division	Restructure the Early Years Support and Intervention Team with the resulting deletion of one vacant Early Years Consultant Teacher post.	402	45	0	P	D
24	Education Division	Delete half of a vacant School Setting and Improvement Officer post and to then flexibly commission capacity required.	60	30	0	P	D
25	Inclusion 0-25 Division	Reduction in one post in the Attendance and Behaviour Team through voluntary redundancy.	603	38	0	P	D
<b>TOTAL PERMANENT</b>				1,174	0	P	
<b>TOTAL TEMPORARY (ONE-OFF)</b>				768	-768	T	
<b>GRAND TOTAL</b>				1,942	-768		

**REPORT TO:** Council

**DATE:** 9 December 2015

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Members' Allowance Scheme – Tri-annual Review

**WARDS:** Borough wide

### **1.0 PURPOSE OF REPORT**

To invite Council to consider the proposals of the Independent Members' Allowances Panel and to approve a Scheme of Allowances for Members with effect from April 2016.

### **2.0 RECOMMENDATION: That Council consider the**

- 1) recommendations (paragraph 6 ) of the Independent Members' Allowances Panel; and**
- 2) having regard to the Panel's recommendations, determine the Members' Allowance Scheme to be effective from April 2016 for a 3 year period.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Under the Local Authority's (Members' Allowances) Regulations 2003 the Scheme of Members' Allowances, which was approved in March 2013, is due for review. It must be reviewed tri-annually.
- 3.2 In consultation with the Leader, the Chief Executive invited three independent and respected private sector representatives to sit as an Independent Panel (the Panel) to review the Council's Scheme of Members' Allowances and to make recommendations to the Council with regard to the matters to be included in the scheme. The Panel members were identified as having private sector experience and also a strong understanding of the public sector, having worked closely with the public sector on numerous projects and partnerships. All three are independent of the Council. The C.V. for each member of the Panel is available on request.

The Panel consists of the following:-

Paula Cain – Chief Executive, Halton Chamber

John Downes – MD, Langtree

Kate Willard – Corporate Affairs Director and Company Secretary,

Stobarts

## **4.0 BACKGROUND**

- 4.1 The Panel were provided with, and appraised of, the Council's current scheme of allowances. This recognises the time and commitment of all Councillors as well as incidental costs incurred such as use of their vehicles, homes, internet and telephone for Council business.
- 4.2 Private use of mobile phones (etc.) is excluded and is met personally by Councillors.
- 4.3 All Councillors receive a Basic Allowance. Special Responsibility Allowances are paid in addition to Basic Allowances. Special Responsibility Allowances are paid to reflect the additional work involved in undertaking certain roles and taking on additional responsibilities within the Council's Constitution.
- 4.4 The current scheme also makes provision for payment of allowances in respect of the cost of child care or care for dependents' incurred by Members in carrying out their duties.
- 4.5 Travel and Subsistence Allowances are payable for approved duties which are detailed in the current scheme on the production of relevant receipts. The current scheme permits co-optees reimbursement of travel and subsistence and childcare and dependent care allowance on the same basis as Members of the Council.
- 4.6 From 1 April 2014 Elected Members in England are unable to join the LGPS. Those Elected Members in England who were in the scheme on the 31 March 2014 can remain in the scheme until the end of their current term of office. Elected Members in England will not be able to rejoin the LGPS in any subsequent term of office in which they serve. The allowances of Elected Members of the Council currently admitted in to a Local Government Pension Scheme are treated as amounts in respects of which pensions are payable.
- 4.7 At the present time the allowances in the scheme are increased each year by the same percentage increase (or increases) as the NJC pay award for Local Government employees. Where different increases are awarded to different sections of the NJC workforce the percentage increase applicable at spinal column 29 applies. Increases apply on the same date as the pay award and are backdated where appropriate. Increases in travel and subsistence allowance take effect from the date on which the pay award is formally agreed. Full details of the current scheme are attached as Background Papers to the report.
- 4.8 To enable the Panel to consider the appropriateness of the existing

scheme, details of neighbouring authority schemes was collated and was made available to the Panel. This information is available on request.

- 4.9 The Panel invited the Leaders of the three political groups on the Council to meet with them and share with them their thoughts on the current Members Allowance Scheme and any changes they would wish to see.
- 4.10 The Panel also invited all Members to share with them any thoughts they had on the current allowance scheme and any changes they would wish to see.
- 4.11 The Panel were advised by the Chief Executive and the Council Solicitor on matters relating to the work of Elected Members, the law and other matters relating to Members' Allowances.

### **5.0 PANEL FINDINGS**

- 5.1 The Independent Panel met on two separate occasions and corresponded on a number of occasions. The Panel received a briefing provided by the Chief Executive and considered the papers that were provided in advance of their meetings. The Panel commented that this information was both informative and comprehensive and has helped the Panel to provide an informed and considered view on the current Members' Allowance Scheme.
- 5.2 The Panel also
  - 5.2.1 - met the Leaders of the three political groups, Councillor Bradshaw, Councillor Polhill and Councillor Rowe.
  - 5.2.2 - considered written representations from 3 Councillors. This information is available on request.
- 5.3 After a thorough review of the current scheme, consideration of the comparative data, reviewing the comments received from the Leaders of the Labour, Conservative and Lib/Dem Groups respectively, considering the written representations received from Elected Members and a detailed discussion the Panel concluded as follows ;
  - The Panel noted the major financial pressures currently facing local authorities.
  - The general feeling was that it would be inappropriate to increase the overall budget relating to the cost of Members Allowances given the current austerity measures in the public sector.
  - The Panel felt the current scheme of Members Allowances was still, on the whole, fit for purpose and did not require any major changes

or amendments.

- It was noted Members Allowances currently account for less than 0.5% of the Council Budget.
- The Panel were of the view the current scheme of Members Allowances offers the community of Halton **good value for money**, given the time commitment given by Elected Members to a variety of representative roles and the local advocacy undertaken by Councillors in Halton. It was noted Halton continues to be recognised as a high performing Council with Members at the heart of its activities. Public satisfaction levels are also generally in the upper quartile.
- The exceptional performance of the Leader was noted. In particular, his leadership in respect of a number of major projects, such as Mersey Gateway, and in leading the Council through a period of unprecedented budget cuts arising from the Government's reduction in funding for local authorities, was commented on. The Panel felt that his level of performance and leadership represented **excellent value for money**, given the relatively low level of his allowance when compared with neighbouring authorities, should be noted.

The exception to the above, was in respect of

- 1) **Payments to Vice Chairs** - this was questioned. There was a general consensus in the Panel that the Allowance appeared disproportionate for the actual activity that was undertaken by Vice Chairs. In reviewing the Vice Chair's Allowance, not only did the Panel look at the current relationship between this Allowance and workload, the Panel also noted that few other authorities paid an Allowance to Vice Chairs and even if they did, it was not at the level paid by Halton. The Panel agreed to retain the Vice Chair's Allowance but that it should be reduced, the general view was the Allowance should be reduced by a minimum of 50% and a maximum of 75%. This would bring the Halton Vice Chair's Allowance in line with other authorities that pay similar allowances.

The Panel propose - that the Allowances for Vice Chairs be **reduced by 50%**

This would generate (based on the current 2015/16 Vice Chair's Allowance figure) a sum of £ 17,735.

NOTE – should the Council wish to reduce the allowance by 75% the



panel would also support this. This would generate (based on the current 2015/16 Vice Chair's Allowance figure) a sum of £ 26,602.

- 2) The Panel propose - the monies currently paid to Vice Chairs be re-distributed by **increasing the basic allowance by £317 per annum** (based on the current 2015/16 Vice Chair's Allowance figure)

NOTE - should the Council wish to reduce the Vice Chairs Allowance by 75% the basic allowance would increase by £475 per annum.

- 3) Consideration was given to making some small changes in **expenses/subsistence**

This was resisted, in favour of increasing the basic allowance, however the Panel felt that expenses should be revisited at the next review as some of the current limits seem on the low side and out of kilter with some other local authorities.

- 4) The Panel also considered the **allowance for the "Leader of the Principal Opposition"**.

The current scheme does not make provision for circumstances where there is parity in the numbers of the Opposition Parties, as is currently the case (i.e. 2 Conservative Members and 2 Lib/Dem Members). In such circumstances there is effectively no principal opposition.

The Panel did not consider it appropriate to provide separate allowances for Opposition Group Leaders, as this would increase the cost of the Member's Allowance Scheme.

The Panel propose - to address this anomaly in the current Scheme of Member's Allowances, by retaining the allowance for the Leader of the Principal Opposition and where there is parity in the opposition groups, this should be split equally between the respective Group Leaders.

### 6.0 RECOMMENDATION

It is recommended THAT

- 6.1 the current Members' Allowance Scheme, is fit for purpose and should remain unaltered, subject to the amendments set out in paragraph 6.2;
- 6.2 the current Members' Allowance Scheme be amended, as follows:-
  - 6.2.1 that the allowances for Vice Chairs be reduced by 50%;

**6.2.2** that the Basic Allowance be increased by £317 per annum (based on the current 2015/16 Vice Chair's Allowance figure);

**6.2.3** that the allowance for the Leader of the Principal Opposition, where there is parity in the Opposition Groups, be split equally between the respective Group Leaders for such period as this parity remains.

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

Current Members Allowance Scheme

Current Members Allowance Schemes for neighbouring local authorities.

Correspondence from Members