



Corporate Policy and Performance Board

Tuesday, 30 January 2018 6.30 p.m.  
Civic Suite, Town Hall, Runcorn

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

**Chief Executive**

**BOARD MEMBERSHIP**

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Ellen Cargill	Labour
Councillor Harry Howard	Labour
Councillor Chris Loftus	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Gareth Stockton	Liberal Democrat
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or [gill.ferguson@halton.gov.uk](mailto:gill.ferguson@halton.gov.uk) for further information.  
The next meeting of the Board is on a date to be agreed.*

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

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>	
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.	
<b>2. PUBLIC QUESTION TIME</b>	<b>1 - 3</b>
<b>3. EXECUTIVE BOARD MINUTES</b>	<b>4 - 21</b>
<b>4. MEMBERS DEVELOPMENT GROUP NOTES</b>	<b>22 - 24</b>
<b>5. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) ENERGY UPDATE</b>	<b>25 - 28</b>
<b>6. PERFORMANCE MONITORING</b>	
<b>(A) INTERIM CORPORATE ACCIDENT/INCIDENT REPORT</b>	<b>29 - 46</b>
<b>(B) THE ROLE OF THE WELFARE RIGHTS SERVICE - UPDATE</b>	<b>47 - 57</b>
<b>(C) PERFORMANCE MANAGEMENT REPORTS - QUARTER 2 - 2017/18</b>	<b>58 - 92</b>
<b>(D) AREA FORUM ANNUAL REPORT FOR 2016/17</b>	<b>93 - 109</b>

***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:** 30<sup>th</sup> January 2018

**REPORTING OFFICER:** Strategic Director, Enterprise, Community and 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:** 30<sup>th</sup> January 2018  
**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.

**Extract of Executive Board Minutes Relevant to the Corporate Policy and Performance Board**

**Executive Board – 21<sup>st</sup> September 2017**

**RESOURCES PORTFOLIO**

**EXB40 2017/18 QUARTER 1 SPENDING**

The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30 June 2017.

In overall terms, revenue expenditure was £0.808m above the budget profile. It was reported that based on current spend patterns, projections showed that the Council would have a year-end outturn overspend position ranging between £3m and £3.5m, if no corrective action were taken. The main budget pressure facing the Council continued to be within the Children and Families Department, in particular out of borough residential placements and fostering.

The Capital Programme had been revised to reflect the number of changes in spending profiles and funding as schemes had developed; a list of those schemes that had been revised were set out in the report. Capital spending at 30 June 2017 totalled £39.4m which was 99% of planned spending at this stage. This represented 33.8% of the total Capital Programme of £116.4m.

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 and within the current financial climate.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors take appropriate action to contain overall spending within their total

Operational  
Director - Finance



operational budget by year-end; and

- 3) Council be asked to approve the revised Capital Programme as set out in Appendix 3, attached to the report.

EXB41 COUNCIL TAX SECTION 13A DISCOUNT POLICY STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed amendment to the Council Tax Section 13A Discount Policy Statement.

The Board was advised that a recent Children's Society campaign called upon local authorities to do more to support families struggling with council tax debt, particularly care leavers. At its meeting on 5 September 2017, the Corporate Policy and Performance Board considered a report on the matter, recommending changes to the Council Tax Section 13A Discount Policy, so that care leavers were exempt from paying council tax until they reached their 25<sup>th</sup> birthday.

It was reported that, under Section 13A of the Local Government Finance Act 1992, the Council had a general discretionary power to reduce the liability for council tax in relation to individual cases or classes of case that it may determine, where national discounts and exemptions could not be applied. It was proposed that Care Leavers relief would be available from the start of the 2018/19 financial year, with an estimated cost of £6,000 per annum.

RESOLVED: That the amendment to the Council Tax Section 13A Discount Policy Statement, to reduce to nil the amount of council tax payable by young people leaving care from the age of 18 to 25, be approved.

Strategic Director  
- Enterprise,  
Community &  
Resources

EXB42 LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to establish a Local Discretionary Business Rate Relief Scheme.

The Board was advised that, on 8 March 2017, the Chancellor announced that the Government would make

available a discretionary fund of £300m nationally, to support those businesses which faced the steepest increase in business rates. It was reported that, following revaluation, those businesses facing an increase were already being supported through transitional arrangements. Additional help was also in place to support those businesses that had lost some or all of their small business rate relief and to public houses.

It was noted that, although the General Election had delayed the detailed implementation of the announcement, the necessary guidance and funding was now in place which enabled Councils to establish and implement their schemes. Section 31 grant funding would be administered through billing authorities' existing legal powers. It was reported that Halton had been allocated £285,000 over four years, to be spent as set out in the report.

Appendix 1 set out the proposed Local Discretionary Business Rates Relief Scheme, detailing eligibility criteria to be applied and the application process. There was a requirement for the Council to consult with Cheshire Fire and Rescue Service and the Liverpool City Region Combined Authority on the design of the Local Scheme.

It was further reported that the Government had also announced a scheme of business rates relief for public houses, which would be fully funded under Section 31 grant funding, as well as a further scheme known as Support to Small Business Relief, which was intended to help those ratepayers that would lose some or all of their Small Business Rates Relief following revaluation.

RESOLVED: That

- 1) the Local Discretionary Business Rates Relief Scheme set out in the report and appendix, be approved, subject to consultation with Cheshire Fire and Rescue Service and Liverpool City Region Combined Authority;
- 2) delegated authority be granted to the Operational Director, Finance, in liaison with the Resources Portfolio holder, to finalise and implement the Scheme following appropriate consultation;
- 3) the scheme of business rates relief for public

Strategic Director  
- Enterprise,  
Community &  
Resources

houses outlined in the report, be approved; and

- 4) the scheme of business rates relief support for small businesses outlined in the report, be approved.

EXB43 DISCRETIONARY NON DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on an application for discretionary non-domestic rate relief.

The Board was advised that, under Section 47 of the Local Government Finance Act 1988, the Council was able to grant discretionary rate relief to any business rate payer. Since 1 April 2017, the Council had been responsible for meeting the full cost of all mandatory and discretionary rate relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

The report detailed an application from Bamboo Bear Childcare Limited, which operated from premises in Runcorn, providing childcare facilities for children aged 0-5 years old. It was reported that the organisation was not a registered charity and therefore was not eligible to receive mandatory rate relief. The request was for 100% discretionary rate relief for 2017/18, backdated to 1 November 2016. It was noted that the organisation had submitted an appeal to the Valuation Office Agency for a further reduction in the property's rateable value with the outcome of this request awaited.

The Board was reminded that the Council did not currently provide discretionary rate relief to any other private childcare providers within the Borough. It was also noted that the organisation was already well established within the Borough, with ambitious development plans and there was no indication that these plans would be influenced by the award of rate relief.

RESOLVED: That the request for 100% discretionary rate relief from Bamboo Bear Childcare Limited for the period from 1 November 2016 to 31 March 2018, be refused on the grounds set out in paragraph 3.8 of the report.

Strategic Director  
- Enterprise,  
Community &  
Resources

EXB45 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

**RESOURCES PORTFOLIO**

EXB46 ACQUISITION OF BROSELEY HOUSE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the acquisition of Broseley House, Widnes.

The Board was advised that there was an opportunity to acquire the freehold and leasehold interests in the property. Details of the financial implications were set out in the report for Members' consideration.

RESOLVED: That

- 1) the acquisition of the Freehold interest in Broseley House for the sum referred to in the report, be approved;
- 2) the acquisition of the Long Leasehold interest in Broseley House for the sum referred to in the report, be approved;
- 3) an allocation of a sum referred to in the report for demolition costs be approved; and
- 4) Council be recommended to approve a variation to the Capital Programme as referred to in the report, to cover the costs outlined in section 2.1, 2.2 and 2.3 of the report.

Strategic Director  
- Enterprise,  
Community &  
Resources

#### **Executive Board – 19<sup>th</sup> October 2017**

#### **RESOURCES PORTFOLIO**

#### **EXB55 PERFORMANCE MONITORING**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key milestones/objectives and performance targets for the first quarter 2017/18.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's management arrangements, with the Board having a key role in monitoring performance and strengthening accountability. Performance management would continue to be important in the demonstration of value for money and outward accountability.

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

EXB56 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on an application for discretionary non-domestic rate relief.

The Board was advised that, under Section 47 of the Local Government Finance Act 1988, the Council was able to grant discretionary rate relief to any business rate payer. Since 1 April 2017, the Council had been responsible for meeting the full cost of all mandatory and discretionary rate relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

The report set out the details of three applications which had been received from organisations that were registered as charities.

RESOLVED: That

- 1) the request for 15% discretionary rate relief from Stick 'n' Step for the period 22 April 2017 to 31 March 2019 be approved;
- 2) the request for 15% discretionary rate relief from Halton District Citizens Advice Bureau Service for the period 12 June 2017 to 31 March 2019 be approved; and
- 3) the request for 15% discretionary rate relief from Community Integrated Care Ltd for the period 1 November 2016 to 31 March 2019, be rejected on the basis that the organisation operates nationally.

Strategic Director  
- Enterprise,  
Community &  
Resources

EXB57 DISCRETIONARY SUPPORT SCHEME – WAIVER OF PROCUREMENT STANDING ORDER

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to extend the contract for the provision of community support items under the Discretionary Support Scheme (DSS).

The Board was advised that the DSS was in its fifth

year of operation and provided two areas of support for members of the public - Emergency Support (food parcels and fuel support) and Community Support (household items).

It was reported that the current contractor for Community Support items was Argos, whose contract would expire on 31 March 2018. Given the current welfare reform changes, Members were advised that it was considered prudent to extend the existing contract whilst the impact of those changes upon DSS applications was assessed. It was also considered essential that the contractor was able to provide a wide range of items at relatively short notice and Argos had been able to demonstrate it was able to meet this requirement.

RESOLVED: That approval be given to the use of Procurement Standing Orders 1.14.3 ( c) and 1.14.3 (d), in order to waive Procurement Standing Order 3.1 in respect of the contract with Argos for the provision of community support goods for the Discretionary Support Scheme.

Strategic Director  
- Enterprise,  
Community &  
Resources

## **Executive Board – 16<sup>th</sup> November 2017**

### **RESOURCES PORTFOLIO**

#### **EXB66 2017/18 QUARTER 2 SPENDING**

The Board considered a report of the Operational Director, Finance, which reported on the 2017/18 Quarter 2 spending as at 30 September 2017.

A summary of spending against the revenue budget up to 30 September 2017 was attached to the report at Appendix 1. This provided individual statements for each department. The Board was advised that, in overall terms, revenue expenditure was £1.939m above the budget profile at this stage. It was reported that over the last quarter, the position had worsened and increased by £1.131m. If current spending patterns continued, projections showed that the Council would be overspent by approximately £4m by year-end if no corrective action was taken.

It was further noted that the main budget pressure facing the Council continued to be within the Children and Families Department, with Out of Borough Residential Places and Out of Borough Fostering dominating the overspend position. In addition, the Complex Care Pool

Budget with Halton Clinical Commissioning Group was over budget at 30 September 2017, with financial pressures within the Service for health and social care services covering Residential and Domiciliary Care, Direct Payments and Day Care.

The Capital Programme had been revised to reflect a number of changes in spending profiles and funding as schemes had developed and these were detailed in Appendix 3.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors continue to take appropriate action to contain overall spending within their total operational budget by year-end; and
- 3) Council be recommended to approve the revised Capital Programme as set out in Appendix 3.

Operational  
Director - Finance

EXB67 TREASURY MANAGEMENT HALF YEAR REPORT 2017-18

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, interest rate forecast, short term borrowing rates, longer term borrowing rates, borrowing/investments, budget monitoring, new long term borrowing, policy guidelines and treasury management indicators. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

EXB68 MEDIUM TERM FINANCIAL STRATEGY - KEY DECISION

The Board considered a report of the Operational Director, Finance, on the Medium Term Financial Strategy (MTFS) for the period 2018/19 to 2020/21.



The Board was advised that the MTFS set out a three year projection of resources and spending based on information currently available.

The projections in the forecast showed there was a need to make a significant level of savings over the next three years. This was the effect of projections of public spending through to 2020 which resulted from the 2015 Comprehensive Spending Review. The MTFS took account of:

- The Comprehensive Spending Review 2015;
- The Local Government Finance Settlement 2017/18 dated 21 February 2017;
- The Budget 2017 announced by the Chancellor of the Exchequer on 8 March 2017; and
- The announcement of the Government's final position on the schools national funding formula and high needs formula dated 14 September 2017.

The MTFS provided initial guidance to the Council on its financial position into the medium term. Revenue savings of approximately £5.6m, £13.2m and £3.3m would be required over the next three years. It was noted that as a result, a total of £22.1m would need to be removed from the Council's budget which represented 21.4% of the net budget.

The Board was advised that the MTFS had a number of objectives, as listed in the report. The Council would need to consider these objectives when balancing its budget over the next three years. The report also set out the Council's budget strategy, with budget savings proposals and areas identified for further savings. The report contained details of the Council's Capital Strategy for the management of assets such as land and buildings in Council ownership.

### Reason(s) for the Decision

To seek approval for the Council's Medium Term Financial Strategy for 2018/19 to 2020/21.

Alternative Options Considered and Rejected

The alternative option of not maintaining a MTFS had been considered. However, this would not follow good financial management practice, as the MTFS was a key element in informing the Council's financial planning and budget setting processes.

Implementation Date

The Medium Term Financial Strategy 2018/21 would be implemented from 1 April 2018.

RESOLVED: That

- 1) the Medium Term Financial Strategy be approved;
- 2) the 2018/19 base budget be prepared on the basis of the underlying assumptions set out in the Strategy;
- 3) the Budget Strategy and Capital Strategy be approved;
- 4) the Reserves and Balances Strategy be approved;
- 5) the award of Council Tax Support for 2018/19 remains at the 2017/18 level of 21.55%; and
- 6) the Council's 2018/19 Council Tax Support grant is not shared with the Parish Councils.

Operational  
Director - Finance

EXB69 DETERMINATION OF COUNCIL TAX BASE 2018/19 - KEY DECISION

The Board considered a report of the Operational Director, Finance, on the requirement for the Council to determine the Tax Base for its area and the Tax Base for each of the Parishes.

The Council was required to notify the Tax Base figure to the Cheshire Fire Authority, the Cheshire Police and Crime Commissioner and the Environment Agency by 31 January 2018. In addition, the Council was required to calculate and advise the Parish Councils of their relevant Tax Bases.

The Board was advised that the Tax Base was the measure used for calculating Council Tax and was used by both the billing authority (the Council) and the major precepting authorities (Cheshire Fire Authority and the Cheshire Police and Crime Commissioner), in the calculation of their Council Tax requirements. It was arrived at in accordance with a prescribed formula which represented the estimated full year number of chargeable dwellings in the Borough expressed in terms of the equivalent Band "D" dwellings. Taking account of all the relevant information and applying a 97% collection rate, the calculation for 2018/19 gave a base figure of 34,435 for the Borough as a whole.

It was noted that since 2013/14 the tax base calculation had included an element for the Council Tax Reduction Scheme (the replacement for Council Tax Benefit).

Reason(s) for Decision

To seek approval for the 2018/19 Council Tax Base for the Borough.

Alternative Options Considered and Rejected

There is no alternative option, as unless the Council Tax Base is approved it would not be possible to set the level of Council Tax to be charged for 2018/19.

Implementation Date

The 2018/19 Council Tax Base will be implemented from 1st April 2018.

RESOLVED: That Council be recommended to approve

- 1) the Council Tax Base for 2018/19 be set at 34,435 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:

Operational  
Director - Finance

Parish	Tax Base
<b>Hale</b>	<b>665</b>
<b>Halebank</b>	<b>529</b>
<b>Daresbury</b>	<b>172</b>
<b>Moore</b>	<b>328</b>
<b>Preston Brook</b>	<b>338</b>
<b>Sandymoor</b>	<b>1,112</b>

*(N.B. Councillor Ron Hignett declared a Disclosable Other Interest in the following item of business as he was a member of the Daresbury Public Sector Joint Venture Board)*

#### EXB70 INITIAL BUDGET PROPOSALS

The Board considered a report of the Operational Director, Finance, which presented the revenue budget proposals for 2018/19.

The Board was advised that the Medium Term Financial Strategy forecast potential revenue budget funding gaps of £22m over the next three years. This figure assumed that the Council would apply a general council tax increase of 1.9% in each year with a levy of 3% social care precept in 2018/19. It was reported that the gap for 2018/19 was £5.6m.

Appendix 1 presented the first set of proposals totalling £2.2m and it was proposed to implement these immediately in order to achieve a part-year saving in 2017/18. This would assist in keeping the Council's overall spending in line with budget. In addition, a number of proposals would take time to implement and therefore commencing this process as soon as possible would assist with ensuring they were fully implemented from 1 April 2018.

It was reported that a second set of budget saving proposals currently under consideration by the Budget Working Group, would be recommended to Council on 7 March 2018, in order to deliver a balanced budget for 2018/19.

#### Reason(s) for Decision

To seek approval for the initial set of revenue budget proposals for 2018/19.

Alternative Options Considered and Rejected

There is no alternative option, as failure to set a balanced budget would put the Council in breach of statutory requirements.

Implementation Date

The 2018/19 revenue budget will be implemented from 1st April 2018.

RESOLVED: That Council be recommended to approve the budget proposals for 2018/19 as set out in Appendix 1, attached to the report.

Operational  
Director - Finance

EXB71 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 3) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 4) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being

information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972.

**PHYSICAL ENVIRONMENT PORTFOLIO,  
TRANSPORTATION PORTFOLIO AND RESOURCES  
PORTFOLIO**

**EXB72 FORMER CASTAWAY SITE - LAND DISPOSAL**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of the former Castaway Site, Widnes.

The Board was advised that, following negotiations, heads of terms had been agreed in principle for the Council to sell the land as indicated on the plan appended to the report. Details of the proposed use of the land were set out in the report.

**RESOLVED:** That disposal of part of the former Castaway Site, as shown edged blue on the plan attached to the report, for the sum stated in the report, be approved.

Strategic Director  
- Enterprise,  
Community and  
Resources

**Executive Board – 14<sup>th</sup> December 2017**

**RESOURCES PORTFOLIO**

**EXB76 ANNUAL EXTERNAL AUDIT LETTER 2016/17**

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which presented the Annual Audit Letter 2016/17.

The Board was advised that the Annual Audit Letter (the Letter) summarised the findings from the 2016/17 external audit completed by Grant Thornton, the Council's external auditor. The Letter included messages arising from the audit of the financial statements and the results of the work undertaken in assessing the Council's arrangements to secure value for money in the use of its resources.

Mark Heap, Audit Lead and Georgia Jones, Audit Manager for the external auditor, Grant Thornton UK LLP, attended the meeting and reported that an unqualified opinion had been issued on the Council's financial statements. The Letter also provided an unqualified conclusion that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of

its resources.

The Board wished to place on record their thanks to all Officers that had assisted in the preparation of the audit.

RESOLVED: That the Annual Audit Letter 2016/17 be approved.

EXB77 AGENCY WORKER CONTRACT PROCUREMENT - 2018 TO 2022

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a contract for the supply of Agency Workers.

The Board was advised that in 2014, the Council accessed a contract through a framework for the supply of agency workers. It was reported that the framework contained a number of suppliers, referred to as "Neutral Vendors" which offered a service to source agency workers from individual employment agencies covering the wide range of disciplines used by public sector bodies.

It was noted that the contract was due to end in February 2018; Halton had been the Lead Authority for the review of Agency provision on behalf of the Liverpool City Region authorities. The report set out details of the options appraisal that was conducted.

RESOLVED: That, in accordance with Procurement Standing Order 2.10.1, the Strategic Director, Enterprise, Community and Resources, be authorised to enter into a contract with the preferred supplier assessed as being the most economically advantageous and effective organisation to supply agency workers within the Liverpool City Region. The contract will be awarded for a period of four years.

Strategic Director  
- Enterprise,  
Community and  
Resources

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

**DATE:** 30 January 2018

**REPORTING OFFICER:** Strategic Director, Enterprise, Community and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Member Development Group Notes

**WARDS:** N/A

**1.0 PURPOSE OF THE REPORT**

1.1 To consider the notes of the Member Development Group held on 22 June 2017.

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

**3.0 SUPPORTING INFORMATION**

The notes of the last meeting of the Member Development Group are before CSPPB as stated in the Constitution.

**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 RISK ANALYSIS – None.**

**8.0 EQUALITY AND DIVERSITY ISSUES – None.**

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

None.



### Member Development Group

At a meeting of the Member Development Group held on 22nd June 2017  
at the Municipal Building, Kingsway, Widnes

**Present:** Councillors J. Bradshaw, C. Rowe, J. Stockton and M. Wharton.

**Officers:** K. Mackenzie and A. Scott.

**Apologies for absence:** Councillors J. Abbott, B. Gilligan, K. Wainwright, P. Wallace and G. Zygadlo.

MDG1	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 16 March 2017 were approved as a correct record.	
MDG2	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	<p><b>LOD2 – Number of Members with a Member Action Plan (MAP)</b></p> <p>The Number of Members with a MAP to date since April 2017 was 55 of 56. Following the Liverpool City Region and Parliamentary Elections, the electronic MAP would be made available to all other Members to be returned to Kathryn.</p>	
	<p><b>LOD3 – Percentage of Members attending at least one organised training event in the current financial year.</b></p> <p>Since April 2017, 27% (15 of 56 Members) had attended at least one training and development event. The target was 100% for the year 2017-18.</p>	
MDG3	LEARNING AND DEVELOPMENT UPDATE	
	<p><b>Training Events:</b></p> <p>A training session had been arranged for Emergency Planning: Thursday 29 June at 5.30pm.</p> <p>A briefing on the Liverpool City Region had been arranged for Tuesday 18 July at 5.30pm (requested at the last Development Group meeting.)</p> <p>Appeals Panel training sessions would be arranged in July for Panel Members. There would be separate sessions for Housing Discretionary, Homelessness and Transport Appeals, and another session arranged for Employment Appeals in Halton.</p>	

	<p><b>North West Charter for Elected Member Development: Review of Level 1</b></p> <p>The Group discussed the Level 1 Review by North West Employers. Halton was due to be reviewed in 2017/18. The group considered the requirements of the Charter over the next few months.</p> <p>The Development Strategy currently in place was considered by the Group. It was suggested that the introduction for Members be updated, together with the more streamlined MAP form.</p> <p>The Group agreed that once updated, the Strategy be circulated to all Members by the Chairman of the Group. The Chief Executive and Leader be asked to re-affirm their commitment to the Charter in 2017, that had previously been given in 2000 and then again in 2011.</p> <p><b>E-LEARNING DROP IN SESSION</b></p> <p>Alison Scott would liaise with Kathryn and would re-advertise a date for Members. Members requested an e-mail reminder of how to log in to the E-learning system and also a link to corporate areas of learning.</p> <p><b>CORPORATE TRAINING CALENDER</b></p> <p>Alison Scott would let Kathryn have appropriate courses that could also be offered to Members.</p> <p><b>NORTH WEST EMPLOYERS: 21ST CENTURY COUNCILLOR</b></p> <p>North West Employers had contacted all North West Local Authorities to inform them of a new initiative: The 21<sup>st</sup> Century Councillor. North West Employers and Birmingham University were keen to field-test some practical tools to support councillors and explore how their research finding can be used by councils.</p> <p>The Chairman of the Group would attend an initial briefing for officers and councillors on 31 July 2017 at 2pm at North West Employers, Exchange Quay Salford to consider some small scale experiments to evaluate different approaches to present the learning at a national conference in September.</p>	<p>RP/DP</p> <p>AS</p> <p>AS</p> <p>KM/JS</p> <p>JS</p>
<b>MDG 4</b>	<b>ANY OTHER BUSINESS/MEMBER SUPPORT ISSUES</b>	
	No other issues to report.	
<b>MDG 5</b>	<b>DATE OF THE NEXT MEETING</b>	
	<b>RESOLVED:</b> The next meeting be held in October 2017 at 4pm – date to be confirmed.	<b>KM</b>
The meeting closed at 4.22pm		

<b>REPORT TO:</b>	Corporate Policy & Performance Board
<b>DATE:</b>	30 <sup>th</sup> January 2018
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community And Resources
<b>PORTFOLIO:</b>	Environmental Services
<b>SUBJECT:</b>	Energy Update
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To provide an update on related activities aimed at reducing CO2 emissions within the Council.

**2.0 RECOMMENDATION: That the report and ongoing work be noted.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Since the Council's participation in the Local Authority Carbon Management Programme the Council has implemented a number of short to medium/long term actions to ensure that carbon emissions and costs were reduced. Overall the Council's CO2 emissions have significantly reduced from a baseline in 2006/7 of 26,338 tonnes of CO2, to 19,874 tonnes for 2015/16 which equates to a 24.5% reduction over the 9 year period.
- 3.2 The reduction is partly due to carbon reduction measures implemented by the Council and also the rationalisation of buildings with the Council now occupying fewer buildings.
- 3.3 The Council is currently part way through a four year programme to switch high sodium pressure street lighting used in residential areas and the main through routes in the borough to LEDs. The total cost of the programme is in the region of £4.6 m.
- 3.4 The programme schedule is to carry out 2000 LED lanterns/upgrades per year and 250 columns/LED lanterns.
- 3.5 For the 2016/17 & 2017/18 financial year, a total of 4000 LED units have been supplied and installed, and there are schemes planned/issued for 1000 more, which will be installed over the next few months and before the end of the financial year. At present the programme is on target.

3.6 Of the 20,000 HBC owned street lights installed in the Borough, around 11,350 have been converted to LED, with 1000 more to be installed by the end of March 2017.

3.7 The work to date has reduced energy consumption as follows :

Continuous energy 916055 to 831308 = 84747kwh (Annual) reduction

Dusk till dawn energy 8547159 to 7726611 = 820548kwh (Annual) reduction

Energy savings implemented during October 2016 to October 2017 are approximately £110K.

This equates to around 490 Tonnes of Carbon Reduction

3.8 To date the Solar PV on Council buildings has generated approximately 615,000 kilowatts of energy which equates to 253 tonnes of CO<sub>2</sub>. The total income to date generated from Feed in Tariff payments is £224,517 with savings in energy bills approximately £55,000 - £60,000.

3.9 The Biomass boiler at Brookvale Leisure Centre has been operational just over two years and to date has used approximately 3.2m kilowatts replacing the oil boilers. This equates to a CO<sub>2</sub> reduction of 588 tonnes. In addition it has generated £150,000 of income from the Renewable Heat Incentive Scheme.

3.10 As part of the refurbishment of Norton Priory Museum the Council agreed to fund the installation of a Biomass boiler at the Museum. This is now operational and registered with the Renewable Heat Incentive Scheme. This will start to generate an income from May 2017, with the first payments due later in the year.

3.11 The European Regional Development Fund Programme 2014 – 2021 is currently ongoing. In the programme there is a Low Carbon strand which will provide ERDF funding of approximately £25m over the programme periods.

3.12 The Council submitted a bid in the last call to develop a Solar Farm on the former St Michaels Golf Course. The Department for Local Government and Communities has recently advised the Council that the bid has been approved.

3.13 The Scheme proposes up to a 1MW Solar Farm (4000 panels) on a proportion of the former St Michaels Golf Course. This is a former landfill and the scheme will bring back into use a brownfield site and make use of a Council asset that is unsuitable for major development.

- 3.14 The Solar Farm will be connected to the Halton Stadium via a private wire. A proposal and budget costs for the connection has been provided by Scottish Power.
- 3.15 The system will produce between 850,000 and 950,000kwh per annum. The panels will have a lifetime of between 25 and 30 years. The energy generated by the Solar Farm will reduce CO2 emissions by 380 tonnes per annum.
- 3.16 It is estimated that the Stadium will use approximately 50% of the energy generated and this will significantly reduce the Stadium's running costs over the next 25-30 years. Options to use the surplus electricity at other Council facilities will be explored as part of the scheme.
- 3.17 The capital costs of the scheme are estimated at £1.3m. EDRF will meet 50% of the costs of the Scheme (650K). As part of the agreement the Council will provide the 50% match funding from the Capital Programme/Environmental Fund.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The objectives set out in the Carbon Reduction Plan and the Liverpool City Region SEAP are consistent with overall objective in the Corporate Plan and Sustainable Communities Strategy.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 Investment in energy efficient measures has the potential to reduce the Council's energy costs, reduce carbon emission and generate future income streams for the Council.

#### **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**

Encouraging investment in energy-efficiency will benefit from lower carbon emissions, job creation, supply chain development and increased competitiveness and security of energy supply.

##### **6.3 A Healthy Halton**

None.

**6.4 A Safer Halton**

None.

**6.5 Halton's Urban Renewal**

The transition to a low carbon economy can support the development of the local economy and ensure that future economic growth is decoupled from the consumption of fossil fuels and the inevitable carbon emissions.

**7.0 RISK ANALYSIS**

None.

**8.0 EQUALITY AND DIVERSITY ISSUES**

None.

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

None.

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

**DATE:** 30<sup>th</sup> January 2018

**REPORTING OFFICER:** Strategic Director – Enterprise Community Resources

**PORTFOLIO:** Resources

**SUBJECT:** Interim Corporate Accident / Incident Report 1.4.17 to 1.9.17

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To report on the interim performance of health safety management within the Authority for 1st April 2017 to 1st September 2017.

**2.0 RECOMMENDATION: That**

**1 the report be received; and**

**2 the Board notes the contents of the report including the updates on the progress of actions in relation to the recommendations for 2017/18.**

**3.0 SUPPORTING INFORMATION**

3.1 The interim health and safety report on the performance of health and safety management in relation to Key Performance Indicators for the current financial year is appended.

3.2 It highlights national and local health and safety information together with identified trends.

3.3 In summary the report highlights that there has been a year by year decrease in the number of 'days lost', with 55 this year and 70 for the same period last year.

3.4 This corresponds with the decrease in the number of 'significant' incidents mainly around incidents involving slips/trips, manual handling and use of equipment.

3.5 There has been a slight increase in the number of physical violent incidents mainly involving Open Space Services and Children's Social Care staff.

3.6 The report includes a review of fire procedures as a result of the fire at the Grenfell Tower Block and the development of a corporate Fire Management Policy, which is intended to deliver a consistent approach to fire management and procedures across Council buildings.

4.0 **POLICY IMPLICATIONS**

4.1 The report assists in the delivery of the Corporate Health and Safety Policy.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications.

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

The provision of a safe working environment and reduction in accidents is important in order to provide:

6.1 **A Healthy Halton**

6.2 **A Safer Halton**

6.3 **Efficient and Effective Delivery of Services**

7.0 **RISK ANALYSIS**

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

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no direct equality and diversity issues arising from this report.





**CORPORATE ACCIDENT / INCIDENT REPORT  
MANAGEMENT TEAM  
1<sup>st</sup> April 2016 to 1<sup>st</sup> September 2017**

Contents

1. INTRODUCTION..... 3

    1.1 General ..... 3

    1.2 H&S Management System ..... 3

2. RECOMMENDATIONS ..... 5

3. INFORMATION ..... 6

    3.1 Local Information ..... 6

    3.2 Horizon Scan (National Information) ..... 7

4. LEAD INDICATORS (KPI's)..... 10

    4.1 KPI 1 Risk Assessments..... 10

    4.2 KPI 2 Near Misses ..... 10

    4.3 KPI 3 Lone Working Monitoring System..... 11

5. REACTIVE INDICATORS (KPI's) ..... 12

    5.1 KPI 4 Accidents ..... 12

    5.2 KPI 5 Violent Incidents..... 14

Appendix 'A' Risk Assessments Completed..... 15

## 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, 'Helping Great Britain Work Well' 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

1. **Number of risk assessments completed on corporate systems**  
Rationale – creating a safe working environment
2. **Number of Near Misses**  
Rationale – action taken to prevent further similar incidents and before injuries
3. **Percentage of registered staff on the Lone Working Monitoring System who 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

---

<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, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2017/18.

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 "Management of Health and Safety".

## 2. RECOMMENDATIONS

### 2.1 Update of Recommended Actions for 2017/18

No.	KPI No.	ACTION	UPDATE
1.	1.	Audit manual handling and carry out a 'safety cultural' survey within Waste & Environmental Improvement Services.	Audit to be completed in November, 2017
2.	1.	Carry out a corporate Wellbeing survey	To be conducted in September 2017
3.	1.	Implement actions from the Noise Risk Surveys including mandatory use of ear defenders and annual health surveillance - Waste Management & Environmental Improvement and Open Space Services	Ongoing
4.	1.	Ensure that local Risk Assessments are carried out by all Kitchen supervisors at schools	Kitchen supervisors briefed and manager detailed to visit school kitchens to ensure that assessments have been completed and actions implemented
5.	1.	Audit manual handling within Independent Living	Completed and managers updated
6.		Review and update the Corporate Health and Safety Policy	Ongoing
7.		Review and update the Personal Protection Equipment Policies (Corporate & Schools)	To be completed December 2017
8.		Ensure that legionella training is delivered to caretakers at schools who are required to take water temperatures	Seminar for caretakers organised in October
9.		To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Ongoing

### **3. INFORMATION**

#### **3.1 Local Information**

##### **3.1.1 Fire Audit**

The fire at Grenfell Tower Block reinforced why it is necessary to have effective procedures in place to prevent fires from starting in the first instance and in the event of an incident, to warn and evacuate occupants of buildings as quickly and safely as possible.

Property Services had previously organised for an independent and competent Fire Risk Assessor to carry out Fire Risk Assessments at Halton schools. This is now almost complete as only one school has yet to have the risk assessment carried out. The Division is also in the process of reviewing and updating the Fire Risk Assessments for all corporate buildings.

Also, this year Cheshire Fire Service produced a policy that stated, 'crews will not respond to any automatic fire alarms at the majority of business premises (not including premises used for sleeping) unless a caller at the building reasonably believes that there is a fire'. This means that the Fire Service will not respond to alarm activations at any time and on any day (i.e. 24/7) unless there is reasonable belief there is a fire.

As a result the Health and Safety team has conducted Fire Management audits at all Council Buildings taking account of the management of local procedures including testing and maintenance of fire equipment, general housekeeping, fire drills and training. Based on the results of the audits the team has reviewed and updated the Fire Management Policy, which through the development of a Fire Precautions Log Book, is designed to provide a consistent approach to fire management across all Council buildings. Also, it includes the identification of relevant training, frequency of the training and resources to deliver the training, e.g. Elearning, Tool Box Talk, etc. All staff are now required to undergo annual Fire training and also further training for Fire Wardens, who have additional duties on the activation of the alarm to check the panel and zone to establish if it is fire.

### **3.2 National Information**

(National trends and information that will assist with health and safety management within the Authority)

#### **3.2.1 Grenfell Tower Fire Disaster**

The horrific fire at Grenfell Tower Block resulted in many lives being lost or destroyed. It will be many months before investigations into the cause and the progress of the fire will be completed, however; resident groups allege that concerns had been previously raised about fire safety including fire doors were damaged and left open allowing the fire to spread and extinguishers that had been condemned were not replaced.

The Department for Communities and Local Government (DCLG) reported that screening tests had identified other buildings in England with the same cladding system containing a combination of aluminium composite material (ACM) cladding that has a fire retardant polyethylene core, with phenolic foam insulation. This brings the total number of buildings over a height of 18m that are known to have failed the fire tests to 228, with only eight of the UK's 173 social housing blocks having passed the fire safety tests.

The terms of reference of the inquiry have been published:

- the cause and spread of the fire
- the design, construction and refurbishment of Grenfell Tower
- the scope and adequacy of the relevant regulations relating to high-rise buildings
- whether the relevant legislation and guidance were complied with in the case of Grenfell Tower
- the actions of the local authority and other bodies before the tragedy
- the response of the London Fire Brigade to the fire and the response of central and local government in the aftermath.

Broader questions on social housing will not be included, which has drawn criticism from some campaigning groups.

#### **3.2.2 HSE Strategy**

The HSE's focus over the next three to five years is set out in sector and covering three themes on work-related ill health, i.e.,

- occupational asthma
- musculoskeletal disorders
- work-related stress and related mental health issues.

Alongside a continuing focus on industries that create major hazards and those subject to statutory permissioning regimes, the majority of HSE's elective resources will be focused on logistics and transport, public services, waste and recycling, manufacturing, agriculture and construction. The HSE believes that these are sectors where the health and safety challenges are greatest and where interventions can have the greatest impact.

## Health and Safety Sentencing

This July marked the tenth anniversary of the Corporate Manslaughter and Corporate Homicide Act being given royal assent. The Act replaced the existing common law offence of corporate manslaughter and was designed to plug the deficiencies of the common law approach, which saw only a handful of successful prosecutions since the first attempted corporate manslaughter prosecution in 1927.

An offence would be committed if a gross breach of a duty of care and a person's death are the result of the way an organisation's activities are managed or organised. To date there have been only 25 successful convictions.

Also, the Health and Safety Sentencing Guidelines has had an impact by virtue of the fact that courts will give consideration to the "risk of harm", as opposed to actual harm. Between February 2016 and August 2016 health and safety fines totaled £20.6 million compared to £14.4 million in the same period in 2015.

It is therefore important for organisations to be able to demonstrate that they have robust safety management systems in place which are properly invested in and implemented.

### 3.2.3 Waste and Recycling Sector: Targeted Inspections

This HSE notes that the waste and recycling sector has one of the highest rates of workplace injury and work related ill-health of all the main industry sectors, stating that over the last five years 2008/9 – 2015/16:

- Fatal injury rate to workers was around 10 times the all industry average. The main causes of death include being struck by moving vehicles, contact with moving machinery and being trapped by something collapsing or overturning.
- 12 members of the public were killed as a result of work activity in the sector. This does not include Road Traffic Accidents which are not captured by RIDDOR.
- Annually around 5% of workers are injured in non-fatal workplace accidents, around double the average rate across all industries. Main causes of nonfatal injury include lifting and handling and slips, trips and falls.
- Annually around 5% of workers suffer an illness they believe to be work-related. Most common work-related health issues suffered include musculoskeletal disorders and stress, depression or anxiety, while other conditions include respiratory and skin disease.

### 3.2.4 Work-Related Fatal Injuries

The Health and Safety Executive (HSE) released its annual figures for work-related fatalities:

- 137 workers were fatally injured between April 2016 and March 2017 (a rate of 0.43 per 100,000 workers), the second lowest year on record. This is compared with,
  - 2014/15 – 142 workers died
  - 2013/14 – 136 workers died
  - 2012/13 – 150 workers died



- 2011/12 – 171 workers died
- This year the construction and agriculture sectors had the highest number of deaths with 14 from the Waste industry.
- Fatalities by accident types:
  - Struck by moving vehicle 31
  - Falls from a height 25
  - Struck by moving object 20
  - Trapped by something collapsing/overturning 10
  - Contact with moving machinery 8
  - Contact with electricity 8
- Mesothelioma contracted through past exposure to asbestos killed 2,542 in Great Britain in 2015 compared to 2,519 in 2014. The current figures relating to asbestos-related cancer reflect widespread exposures before 1980. Annual deaths are therefore expected to start to reduce after this current decade.

#### 4. LEAD INDICATORS

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

4.1.1 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011.

- Actual number of assessments completed are;

Enterprise, Community & Resources	437
People	159

(see appendix 'A')

- The Health and Safety team has carried out 6 health and safety audits of schools, which covers risk assessments. The average score was 97% and the common occurring score was 95%.

4.1.2 The Authority currently uses an intranet based system to complete workstation assessments (Cardinus). This year 924 assessments have been completed, out of a total of 952 users, and 76% of risks are low. In October an in-house system will be launched.

##### 4.2 KPI 2. Number of Near Misses KPI 3.

4.2.1 The number reported in the last 3 years are:

2015	2016	2017
3	10	4

- See 6.1 below.

##### 4.3 KPI 3. Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

4.3.1 Lone Working – Contact Centre Monitoring update [comparative period May 2017 to July 2017]

	Jan – Mar 2017		June – Sept 2017	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	57	41	58	44
People	283	148	342	143
<b>TOTAL USERS</b>	<b>340</b>	<b>189</b>	<b>400</b>	<b>187</b>
<b>% OF USE</b>	<b>55%</b>		<b>46%</b>	

## Information:

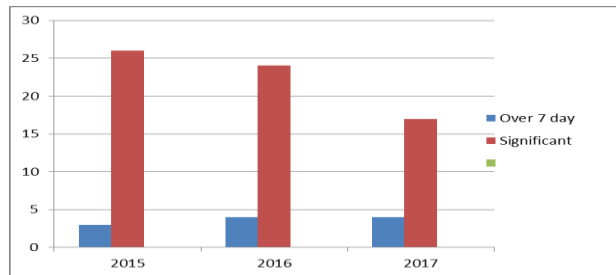
- There has been an increase in the number of staff registered, however; proportionately a decrease in those using the system;
- There appears to be a consistent number of staff who use the system, i.e. 2015 – 227, 2016 – 189 and 2017 – 187.
- In total 88 registered users are to be deleted from the system as they have not used for over a year. The reasons are that the user is unlikely to remember how to use the system and also the contact information will probably have changed; and
- This year there were two separate incidents highlighting the benefits of the system. The first involved a Social Worker who was prevented from leaving a house and also from using her own phone to raise the alarm by her assailant, who was making serious physical threats. She did not have the Lone Working phone although she was registered. The second incident involved another Social Worker who was preventing a male from entering the house after making threats to her and his mother. On this occasion she used the Lone Working phone and the alarm was raised.

**5 REACTIVE [‘Lagging’] INDICATORS**

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

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

Directorate	+ 7-Day	Significant
Enterprise, Community and Resources	3	13
People	1	4
<b>TOTAL YTD 2017</b>	<b>4</b>	<b>17</b>
<b>TOTAL YTD 2016</b>	<b>4</b>	<b>24</b>
<b>TOTAL YTD 2015</b>	<b>3</b>	<b>26</b>



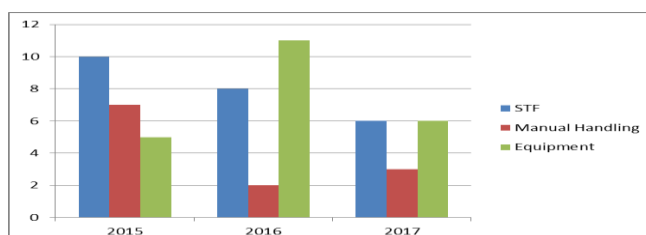
- There has been a slight decrease in the number of ‘significant’ incidents over the past couple of years; and
- 10 incidents led to days lost, with an accident incident rate of 5 incidents per hundred employees (see opposite)

$$\frac{4620 \text{ employees}}{10 \text{ incidents}} \times 100 = 5$$

5.1.2 Accident Categories

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

Main Categories	Accident		
	2015	2016	2017
STF	10	8	6 (-2)
Man Han	7	2	3 (+1)
Equipment	5	11	6 (-5)



5.1.3 Days Lost

The total days lost is 55 and this represents a reduction compared to the same period last year with 70 and 166 the following year. There was only 0.5 days lost for schools compared with 11 days last year.

- The categories of days lost are as follows;

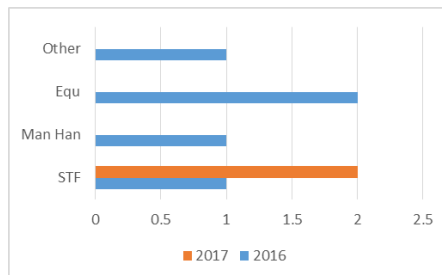
Main Categories	Days Lost		
	2015	2016	2017
1. Slips, trips and falls	40	56	12
2. Manual handling	106	0	9
3. Equipment	0	11	30
4. Other	20	3	4

5.1.4 Incident Trends

- There has been a reduction in the number of slips/trips incidents that took place indoors, which assists to demonstrate good housekeeping.

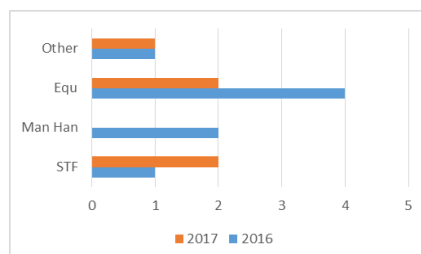
Waste Management:

- There is a decrease in the number of accidents and both slip, trip incidents led to 'days lost'.



Open Space Services:

- There is a decrease in the number of accidents mainly involving the use of equipment. This is particular around the use of Bob Cat machines where investigations reveal that previous incidents where due to mechanical error.



Leisure Services:

- Both 'over 7 day' incidents where due to lifting and handling and took place during courses whilst injured staff where simulating lifting casualties.

Schools:

- With regard to school staff, there were 4 incidents last year compared with 4 this year; and
- With regard to pupils, there has been a decrease in the number of playground incidents with 13 this year and 22 last year.

## 5.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Enterprise, Community and Resources	7	2
People	1	5
<b>TOTAL 2017</b>	<b>8</b>	<b>7</b>
<b>TOTAL 2016</b>	<b>11</b>	<b>1</b>
<b>TOTAL 2015</b>	<b>14</b>	<b>10</b>

- There has been an increase in the number of physical incidents with 3 incidents involving the Behaviour Learning and Support staff;
- Within Enterprise, Community and Resources, 2 verbal incidents took place at One Stop Shops and the 2 physical assaults involved Open Space Services operatives;
- For People, the majority of physical incidents involved Children's Social Care staff; and
- For schools there have been 8 physical incidents, with 3 of them involving assaults by pupils on Head teachers, and 2 verbal incidents.

*Tony Dean* CMIOSH MSc

Principal Health and Safety Advisor,  
Risk and Emergency Planning  
1<sup>st</sup> September 2017

## Risk Assessment Position Statement - All Directorates

		Enterprise, Community & Resources				People			
		<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>	<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>
<b>Risk Assessment Type</b>	Home Working Risk Assessment	102	80	78.43	05/09/2017	30	18	60	10/10/2017
	Environmental/Fire Risk Assessment	72	46	63.89	05/09/2017	39	22	56.41	14/09/2017
	Fire Risk Assessment	37	1	2.7	27/07/2018	2	0	0	
	Lone Working Risk Assessment	23	13	56.52	07/09/2017	31	11	35.48	14/09/2017
	Manual Handling Risk Assessment	9	3	33.33	14/03/2018				
	Occupational Risk Assessment	231	182	78.79	05/09/2017	34	14	41.18	14/09/2017
	Ladder Checklist	9	7	77.78	19/12/2017				
	General Risk Assessment	110	55	50	15/09/2017	133	65	48.87	08/09/2017
	COSHH Risk Assessment	41	37	90.24	07/09/2017	26	26	100	21/02/2018
	COSHH (Advanced) Risk Assessment	12	6	50	22/11/2017	3	3	100	01/03/2018

Transport in Depots Risk Assessment	2	1	50	31/08/2018				
Workstation Risk Assessment	7	6	85.71	29/04/2018				
<b>Total</b>	<b>655</b>	<b>437</b>	<b>66.72</b>	-	<b>298</b>	<b>159</b>	<b>53.36</b>	-



<b>REPORT TO:</b>	Corporate Policy and Performance Board
<b>DATE:</b>	30 <sup>th</sup> January 2018
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	The Role of the Welfare Rights Service - Update
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide an update on the role of the Welfare Rights Team and progress to date with delivery of the Service.

## **2.0 RECOMMENDATION: That the update provided in the report regarding the Welfare Rights Service, be noted.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Welfare Rights Service was formed in 1998 as part of a drive to maximise benefits uptake and to combat poverty within Halton. At that time a report had been produced by the Local Government Association highlighting the estimated amount of unclaimed benefits and the difference that claiming rightful entitlements would make to some of the most vulnerable local residents.
- 3.2 In the early days there was a strong focus on benefits ‘take-up’ and in part by interrogating information held on the Housing Benefits system, those under-claiming could be identified and targeted. In particular, the introduction of Pension Credits which were substantively under-claimed, meant there were large numbers of local residents living on less money than they should have been.
- 3.3 In the area of welfare benefits the degree of change has been fundamental and regular. Many benefits such as Invalidity Benefit and Severe Disablement Benefit Allowance have ceased to exist and other benefits such as Personal Independence Payments, Employment & Support Allowance and Universal Credit have been created.
- 3.4 Since 1998 Halton’s Welfare Rights Service has been a source of specialist expertise that has had to adapt to particular challenges. For example in 2007 it was established that Halton had one of the highest rates of cancer in England and that death rates from this disease were considerably above the national average. A successful bid was

submitted to Macmillan Cancer Support to fund 2 specialist Welfare Rights Officers for a 3 year period, with follow-on funding to come from the Primary Care Trust.

3.5 The Welfare Rights Service comprises the following posts and roles:

<p><u>Senior Benefits Advisory Officer</u> – manages the team, carries a caseload of appeal cases and is a source of expertise on complex benefits matters.</p>
<p><u>Welfare Rights Officers</u> – 1.6 fte posts. Provide specialist appeals advice and representation services. This advice area is oversubscribed and it is statistically proven that large numbers of people are incorrectly refused their benefits entitlements and have to be prepared to challenge the decision of the Department for Works and Pensions. This is especially true for disability benefits. Nationally 60% of Personal Independence Payment appeals are successful. Through the provision of advice and appropriate representation, between 1<sup>st</sup> April 2017 and 30<sup>th</sup> November 2017 Halton's Welfare Rights Service have helped 72 clients and have won 94.4% of tribunal hearings.</p>
<p><u>Welfare Rights Advisers</u> – 4 fte posts. These team members provide a specialist form completion service. Many Halton residents, even those with good literacy struggle to complete forms to apply for and maintain disability benefits. The forms are complex, therefore it helps to be aware of the regulations behind the benefit so that the customer's disabilities are correctly described and a well completed form can make a successful claim more likely.</p>
<p><u>Welfare Rights Officer (Money Advice)</u> – 1 fte post. The specialisms of welfare rights advice and debt advice have an inevitable link. This officer last year (2016/17) negotiated £821,700 of debt for 61 clients. This involves negotiating debt directly with the creditors to make agreed payment arrangements. The Welfare Rights Officer (Money Advice) is accredited and authorised to act as an intermediary to arrange Debt Relief Orders (DROs). These cost a £90 fee to the Official Receiver, can be used for debts below £20,000, and have some restrictions put in place for 12 months. DROs cost much less for the client than bankruptcy. This adviser last year successfully assisted 30 customers to apply for Debt Relief Orders.</p>
<p><u>Macmillan Welfare Rights Officers</u> - 2 fte posts. These 2 staff members give specialist advice to those affected by cancers and other life limiting illnesses. They have a presence at the Delamere Centre at Halton Hospital on 4 mornings a week and work in direct partnership with health service staff on the wards. This part of the team also has a very direct relationship with staff at St Helens Hospital and other local and regional hospitals where cancer patients from Halton are treated. The team have strong links into GPs practices and into other local voluntary support groups such as the Widnes and Runcorn Cancer Support Group.</p>

- 3.6 The above specialised services all contribute to the high quality of services offered by the Welfare Rights Service. In addition, a dedicated welfare rights advice line is maintained from 9am to 5.30pm Monday to Thursday and 9am to 4.40pm Friday. The enquiries received on this advice line are complex and often very detailed requiring a specialist response. All staff take a turn on this rota and the advice given is thus of the correct level of expertise and quality. All staff are based together so that skills are learned and shared.
- 3.7 The Team have the benefit of strong links internally into Council services and are well placed both to take referrals from Adult Social Care, Benefits, Human Resources and other Departments. They also have very strong links into Health Services such as the Brooker Centre, and into the voluntary sector such as the Carers Centre, AgeUK and others. These links have been built up over a number of years and are strengthened by many examples of joint working and assistance.
- 3.8 A key activity of the team is to ensure that residents in the Borough can access specialist advice and to this end the team attend events and give talks and presentations. For example; the Senior Benefits Advisory Officer this year gave a talk to a support group for families of those suffering addictions and also to a “Benefits and Finance Forum” organised by the Carers Centre. Events attended with a stand and open access have included those organised by Sure Start to Later Life, Riverside College for those with learning difficulties who are in their final year of study, a Carers Rights Day surgery and “Dying Matters” targeted at those with life limiting illnesses. The Macmillan Welfare Rights Officers also provide regular presentations and group sessions on benefits as part of a “Survivorship” course.
- 3.9 In 2016/17 the Welfare Rights Officers assisted claimants with 118 tribunal hearings with a success rate of 86%. These appeals were comprised of; 76 Personal Independence Payment, 37 Employment & Support Allowance, 2 Disability Living Allowance, 1 Income Support, 1 Universal Credit and 1 Industrial Injuries case. When a benefit claim is refused or paid at what is believed to be too low a rate, a Mandatory Reconsideration has to be requested. If this is unsuccessful a formal appeal request is lodged. The team will take cases to tribunal and also beyond to “set aside” and Upper Tribunal level if required. Appendix A illustrates the number of appeals won and lost for the period 1<sup>st</sup> April 2017 – 30<sup>th</sup> November 2017.
- 3.10 In 2016/17 the Macmillan Welfare Rights Officers gained £2,189,793 in benefits for 484 Halton residents. In this same period the wider team brought in £3,768,624 for 527 Halton residents making a combined total of £5,958,417. These statistics are derived using the standard method agreed by Community Legal Services across the advice sector. Actual weekly benefit gains are converted to an annual figure and any arrears paid are also added in. Appendix B shows Benefits gained for clients for

the period 1<sup>st</sup> April 2017 – 30<sup>th</sup> November 2017 categorised by the benefit type.

- 3.11 Halton's Welfare Rights Service follow cases from initial application through any reconsideration/ appeals process as a single case. Every customer assisted to apply for benefit is contacted to find out the claim outcome and advice is given to them on other benefit entitlements that may follow from that award. A case is not closed until all benefit entitlements have been established and paid. If the award is not satisfactory further advice and assistance is given. All benefit gains are only recorded when they are verified with the individuals concerned.
- 3.12 Three case studies have been included at Appendix C which provides examples of the type of assistance that the Welfare Rights Service is able to offer.
- 3.13 When a client's case has been dealt with feedback is sought, and the survey form used is approved by Community Legal Services. For the period 1<sup>st</sup> April 2017 – 30<sup>th</sup> November 2017, 134 completed feedback forms have been received. These questionnaires are detailed so that the service can be fully appraised. However, the headline would be that of the 134 clients, 132 (98.6%) were 'Very satisfied' and 2 (1.4%) were 'Fairly Satisfied' with the overall level of service. Appendix D shows a selection of feedback comments received from customers this year.
- 3.14 In future the pace of benefit reform looks likely to continue unabated and two particular benefits characterise this process and bring challenges, which are summarised below.

#### Disability Living Allowance / Personal Independence Payment

The level of working age disability in Halton is one of the highest in the UK. Claimants of Disability Living Allowance (DLA) of working age are due to have their benefit stopped. They will have to apply for a new benefit called a Personal Independence Payment with quite different rules and regulations. Many claimants of DLA are substantially disabled and have received this benefit for many years. The demand for help with form completion has grown considerably as has the demand for appeal assistance for these clients.

#### Universal Credit

The introduction of Full Service (digital) Universal Credit into Halton from 27<sup>th</sup> July 2016 has resulted in many challenges. The hardship caused by inbuilt delays in payment has been well documented, but the difficulties have been much wider than this and have included; problems in making and maintaining claims online for vulnerable customers who cannot manage a fully digital system, incorrect payments, missing premiums and difficulties in getting simple problems resolved. Many claimants also receive much lower payments on Universal Credit.

3.15 The demand for the Welfare Rights Service continues to be extremely high and looks set to remain at this level for the foreseeable future. Customer feedback is monitored on an ongoing basis and is overwhelmingly positive. Despite being a non-statutory service, with further reforms set to challenge some of the most vulnerable members of our community, the need for experienced and professional welfare benefits advice looks set to continue.

#### **4.0 POLICY IMPLICATIONS**

4.1 None

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 None

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

6.1 The role of the Welfare Rights Service has the potential to affect all of the Council priorities.

#### **7.0 RISK ANALYSIS**

7.1 None

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

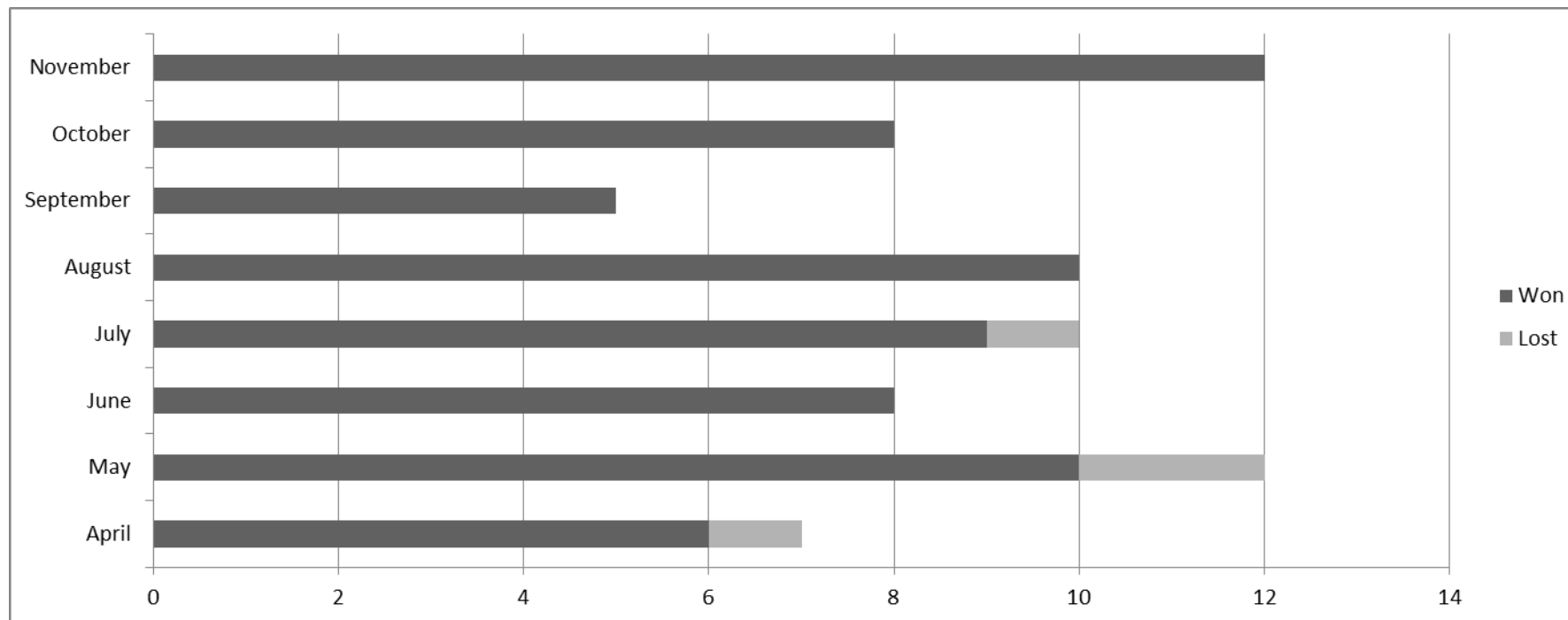
8.1 The services of the Welfare Rights Team are open to all residents within Halton.

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

9.1 There are none under the meaning of the Act.

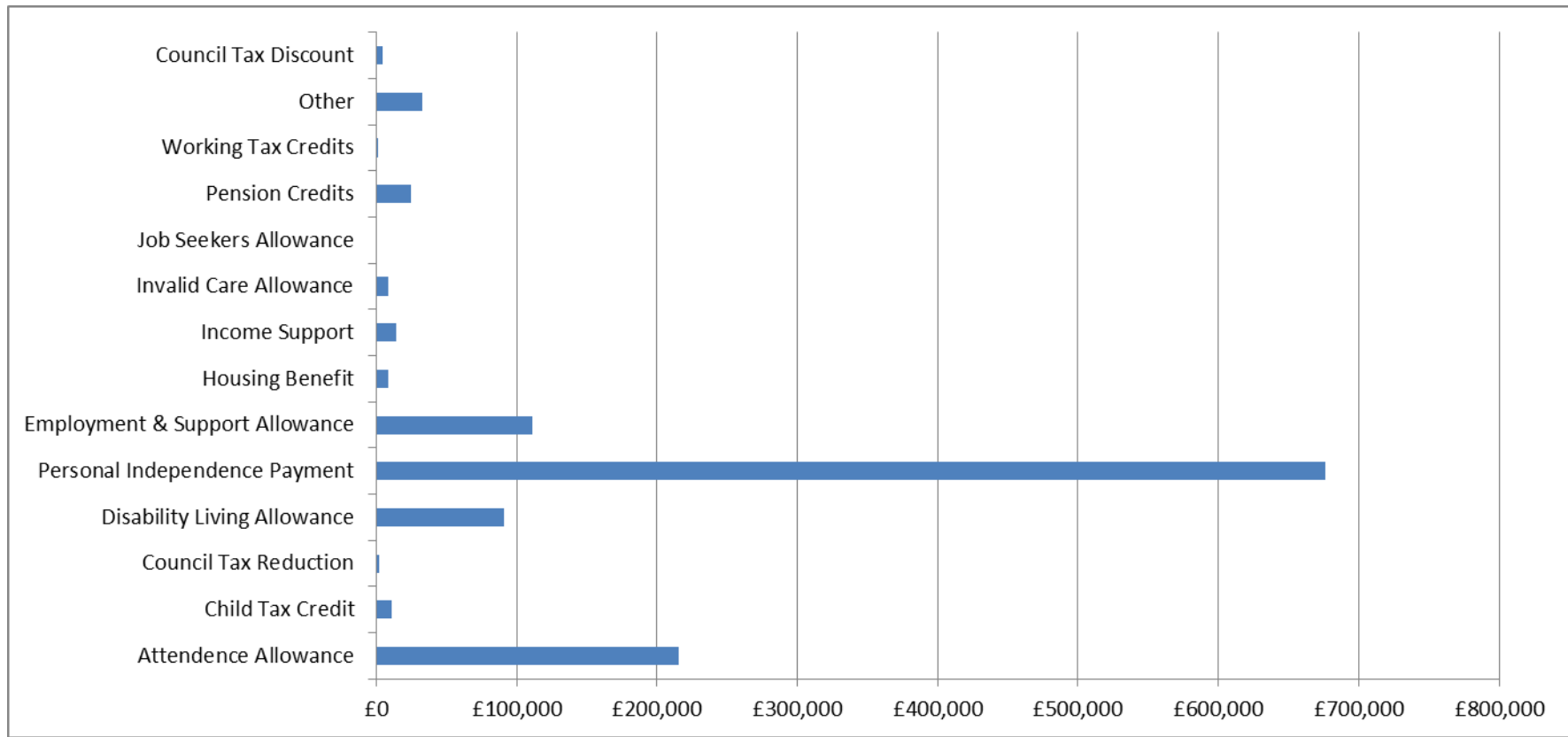
## Appendix A

Number of appeals won and lost for period 1<sup>st</sup> April 2017 – November 2017



## Appendix B

Benefit gain for clients by benefit type for period 1<sup>st</sup> April 2017 – 30<sup>th</sup> November 2017



## **Appendix C**

### **Case studies**

These are three typical case studies of clients assisted this year by the Welfare Rights Service.

#### **Case 1. Form completion**

Mr A from Widnes suffers from phobic neurosis, suicidal thoughts, anxiety disorder, depression, panic attacks and a number of other physical and mental health conditions. He was referred to the Welfare Rights Service by the Mental Health Outreach team because his working age Disability Living Allowance claim was going to cease and he needed to claim a Personal Independence Payment (PIP).

Due to Mr A`s anxieties he was seen at the Vine Street Mental Health Resource Centre where he was familiar with staff and comfortable. He was seen with his outreach worker. He would have been unable to visit advice office premises.

Due to the mental health team helping to articulate his difficulties and a skilled person completing the PIP application form, Mr A gained a higher amount of PIP than his previous DLA award.

However this was not the only outcome. The team member was also able to complete a renewal form that Mr A had received for his Employment & Support Allowance, otherwise this would have stopped being paid.

Additionally, the team member spotted that Mr A should be classed as Severely Mentally Impaired for his Council Tax assessment, therefore, this was claimed and he was given a refund.

Mr A becomes distressed and does not open any post he receives. The "joined up" working with Adult Social Care which is a feature of the team`s internal relationships, has meant that Mr A was able to maintain and improve his benefit entitlements and quality of life.

#### **Case 2. Macmillan Welfare Rights**

The Team received a referral from a Macmillan Cancer Support nurse at Halton Haven in late July 2017. This was for Mr B who lived with his wife and child, had a brain tumour and required palliative (ie. "end of life") care.

A team member visited Mr B at home and helped him to apply for a Personal Independence Payment. The team member gathered the medical evidence for Mr B`s claim to be fast tracked based on his diagnosis of possibly not having 6 months to live. An income of £141.10 weekly PIP followed from this (Enhanced Daily Living/ Enhanced Mobility components). Following this award, Carers Allowance of £62.70 per week was also claimed by his wife for looking after him. Mr B and his



wife were on Universal Credit (UC) and although the £62.70 was taken into account as income for the entitlement calculation, a Carer Allowance of £151.89 was then granted in the UC calculation.

The Welfare Rights Service gained a fast track Blue Badge for Mr B and a Macmillan Grant of £400. This enabled Mr B to purchase a new mattress. In addition, because he was undergoing Chemotherapy Mr B was susceptible to the cold and had increased heating costs that this grant helped him meet. The strong links that the team have with Macmillan Cancer Support have resulted in this application being dealt with easily and promptly.

Mr B had claimed UC for his family and should have been granted an additional £318.76 per month allowance for having Limited Capability for Work Related Activity. This was spotted by the Adviser, escalated to a Jobcentre Plus manager and subsequently paid.

All benefits were correctly in payment by the end of September such that Mr B and his family did not have to worry about these matters and could focus on their health, caring and family support needs.

### **Case 3. Appeal case**

Miss P from Runcorn had suffered a severe assault in her past. She remained under the Brooker Centre (Specialist Mental Health Unit attached to Halton Hospital) with severe post-traumatic stress disorder, personality disorder, anxiety and depression and other quite severe mental health conditions. She was self-harming and the stress made her feel suicidal. Her conditions meant that she would not engage with other people, ignored her own post and did not look after her own welfare. Miss P was referred to us in Autumn 2016 for help with a new Personal Independence Payment (PIP) application. This form was duly completed and sent to the DWP.

Before any decision could be received on this case, a more serious matter arose in that Miss P's main income Employment & Support Allowance (ESA) was stopped. She had failed to return a renewal form, attended a medical assessment unassisted, could not articulate how her health problems affected her in this formal situation and had been awarded 0 points against the relevant tests. 15 points is the threshold for an award to be made.

Miss P missed appointments with us due to her health conditions but it was found that with her sister's support she would attend. We worked with Miss P to gather substantive medical evidence to prove her conditions and how they affected her daily life. A submission was then written to put Miss P's arguments forward for the appeal tribunal.

The decision of the tribunal (March 2017) when presented with the full facts and evidence, was that Miss P should be awarded ESA in full and was placed within the Support Group because it was held that engaging

with the jobcentre at this time could have made her health significantly worse. This gave her an income of £125.55 ESA each week.

Miss P`s application for a PIP was unsuccessful with 7 points being awarded but 8 being the threshold to gain an award. At that time Miss P felt too unwell to challenge this. It was July 2017 before we succeeded in encouraging Miss P to apply for a PIP. Because of her poor mental health and lack of outside support we chose exceptionally to extend our involvement and actually attended her medical assessment for this new claim.

Miss P was awarded the Standard Daily Living Component of PIP in November 2017 (£55.65 per week). Receipt of this enabled her ESA to be increased from the £125.55 to £188 per week.

## Appendix D

### **A selection of feedback comments received from clients helped by the Welfare Rights Service this year:**

*"I found your service efficient, courteous & professional at every stage. I am therefore unable to suggest improvements"*

*"Nothing to improve, made problems easier at a difficult time".*

*"The team member who came out was very helpful and informative. For people like us who worry about forms we would be lost without the people from the welfare rights service"*

*The team member was extremely helpful at all times, a true professional"*

*"I am grateful for all the help you give me. Your staff were brilliant"*

*"I cannot thank the team member enough for her help. Please do say thanks for me. She took a lot of pressure away at a stressful time"*

*"The team member was efficient, understanding and supportive throughout my case and continues to support me. I am grateful for the excellent service that was provided and would definitely recommend your service"*

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

**DATE:** 30<sup>th</sup> January 2018

**REPORTING OFFICER:** Strategic Director Enterprise, Community & Resources

**SUBJECT:** Performance Management Reports for Quarter 2 of 2017/18

**WARDS:** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the second quarter period to 31<sup>st</sup> December 2017.
- 1.2 Key priorities for development or improvement in 2017-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Finance
  - Human Resources & Organisational Development
  - ICT and Administrative Support
  - Legal and Democracy
  - Policy & Performance
  - Property Services
  - Catering, Stadium and Registration Services

The report details progress made against objectives and milestones and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

- 1.3 Information concerning the implementation of high risk mitigation measures relevant to this Board is provided in Appendix 1

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

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

## **3.0 SUPPORTING INFORMATION**

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the

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

**4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications associated with this report.

**5.0 OTHER IMPLICATIONS**

5.1 There are no other implications associated with this report.

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

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

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

**7.0 RISK ANALYSIS**

7.1 Not applicable.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Not applicable.

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

Not applicable

## Implementation of High Risk Mitigation Measures (Corporate Policy and Performance Board) – Quarter 2 to 30<sup>th</sup> September 2017

The purpose of this report is to provide an update concerning the implementation of mitigation measures for those risks relevant to the remit of this Board which have been assessed as high within the Directorate Risk Register(s) 2017 - 18.

### Business Area – Finance

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
<b>PR R2</b>	Failure to set a balanced budget, capital programme and council tax in accordance with statutory requirements <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	3	<b>12</b>		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
R2 a	<i>Medium Term Financial Strategy is updated regularly and informs the budget preparation process which is driven by Management Team and the Members' Budget Working Group.</i>	Ed Dawson Operational Director (Finance)	Annually	4	1	<b>4</b>
R2 b	<i>Given the current scale of Government grant reductions, a strategy for development of budget proposals has been adopted by Management Team and the process for identifying proposals commenced as early as possible.</i>					
R2 c	<i>The budget timetable is structured to ensure the budget preparation process results in approval by Council and in advance of statutory deadline. Regular monitoring ensures the process is kept on track.</i>					
R2 d	<i>Initial budget proposals are presented to Council in December, with further proposals presented to Council in March, to ensure delivery of a balanced budget, capital programme and council tax.</i>					
R2 e	<i>Detailed guidance is provided to all budget managers regarding the process and the timetable to be followed.</i>					
R2 f	<i>The budget is prepared in accordance with statutory requirements and the S151 Officer ensures a balanced budget and council tax is presented for approval by Council.</i>					
R2g	<i>Collection Fund (Business Rates and Council Tax) balances are monitored on a monthly basis, so that early consideration can be given to the impact of actual</i>					

## Implementation of High Risk Mitigation Measures (Corporate Policy and Performance Board) – Quarter 2 to 30<sup>th</sup> September 2017

Assessment of current risk			Impact (Severity)	Likelihood (Probability)	Score (I x L)
<b>PR R2</b>	Failure to set a balanced budget, capital programme and council tax in accordance with statutory requirements <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	3	<b>12</b>
Risk control measure(s)			Lead Officer	Timescale Review	Residual Impact
<i>collection rates on future budget setting.</i>					
			Residual Likelihood	Residual Score	

### Progress update

R2a – The Medium Term Financial Strategy has been updated and was reported to Executive Board on 16<sup>th</sup> November 2017. This will inform the budget preparation process being driven by Management Team and the Members’ Budget Working Group.

R2b – The process for identifying budget savings to meet the forecast budget gap for 2018/19 has been underway for a number of months via Management Team and with meetings of the Budget Working Group.

R2c & d – Initial budget proposals were considered by Executive Board on 16<sup>th</sup> November 2017 and recommended for approval by Council on 6<sup>th</sup> December 2017. Further proposals to deliver a balanced budget will be considered by Council on 7<sup>th</sup> March 2018.

R2e – Detailed budget preparation guidance and a timetable has been issued to all budget managers.

R2f – The estimated Council Tax Base for 2018/19 was considered by Executive Board on 16<sup>th</sup> November 2017 and recommended for approval by Council on 6<sup>th</sup> December 2017. All budget saving proposals have been scrutinised by the Finance Department to ensure their robustness, prior to them being presented for consideration by the Budget Working Group.

R2g – Business rates and council tax collection rates are being monitored regularly and are reported quarterly to Executive Board and Corporate Policy and Performance Board. The Collection Fund has been monitored closely and as a result the current surplus will be used as a one-off saving to assist with balancing the 2018/19 budget. Police and Fire have also been notified as to their respective shares of the Collection Fund surplus. The latest position on collection rates has been taken into account when preparing the Medium Term Financial Strategy.

## Implementation of High Risk Mitigation Measures (Corporate Policy and Performance Board) – Quarter 2 to 30<sup>th</sup> September 2017

Assessment of current risk - (Financial Management cont'd)			Impact (Severity)	Likelihood (Probability)	Score (I x L)		
<b>PR R5</b>	Failure to contain overall spending for the financial year within the Council's annual net budget. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	4	<b>16</b>		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score	
R5 a	Budget monitoring reports are prepared on a quarterly basis and reported to Management Team, Executive Board and Policy & Performance Boards.		Ed Dawson Operational Director (Finance)	Annually	4	3	<b>12</b>
R5 b	A budget risk register is maintained with quarterly updates to Management Team.						
R5 c	Budget monitoring is undertaken on a day to day basis between Finance Officers and Budget Holders. Budget monitoring reports are sent monthly to all Budget Holders to assist them to check spend, highlight budget variances and review outstanding commitments.						
R5 d	Action plans put in place and monitored for services identified as potentially overspending significantly against budget, which includes regular monitoring of trends and forecasts for demand led services.						
R5 e	Reasonable levels of general and earmarked reserves are maintained in order to minimise the impact of budget overspends.						

### Progress update

R5a – Quarter 2 budget monitoring reports were presented to Executive Board on 16<sup>th</sup> November 2017 and thereafter to the relevant Policy & Performance Boards.

R5b – The budget risk register was updated at the end of Quarter 2 and presented to Management Team on 31<sup>st</sup> October 2017.

R5c – Budget monitoring is being undertaken daily by Finance Officers in liaison with Budget Managers. The latter have been issued with budget monitoring reports for their areas on a monthly basis.

R5d – Management Team have requested progress reports from those Departments currently spending over budget, to outline the steps being taken to bring spending back in line with budget as far as possible by year-end. All Operational Directors provided details to Management Team on 28<sup>th</sup> November 2017, as to what steps they are taking to minimise spending within their Departments in order to generate underspends, to help offset those areas of the Council which are over budget.

R5e – The level of reserves is reviewed each quarter to ensure they remain reasonable given the spending pressures facing the Council and the outcome is reported to Executive Board. The Reserves and Balances Strategy has been updated and was presented to Executive Board as part of the Medium Term Financial Strategy on 16<sup>th</sup> November 2017.



## Implementation of High Risk Mitigation Measures (Corporate Policy and Performance Board) – Quarter 2 to 30<sup>th</sup> September 2017

### Business Area – ICT Services

Assessment of current risk			Impact (Severity)	Likelihood (Probability)	Score (I x L)	
<b>PR R5</b>	Network problems or failure prevents the delivery of Council Services. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	3	<b>12</b>	
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
R5 a	<i>Business Continuity Plans / Disaster Recovery Plans in Place</i>		Annually	3	2	6
R5 b	<i>Key Services identified so that when network problems occur those areas are given priority</i>					

#### Progress update

Work has now been completed following the purchase of software and hardware solutions and this has enabled both of the authorities data centres to work as one, enabling either data centre location and the associated services and applications to remain active at all times supporting the wider authorities Disaster Recovery and Business Continuity Plans.

Considerable changes have also been undertaken to upgrade and create resilience within the network's that support key services and the applications that support these services in order that they can be prioritised.

## Implementation of High Risk Mitigation Measures (Corporate Policy and Performance Board) – Quarter 2 to 30<sup>th</sup> September 2017

### Business Area – Legal & Democratic Services

Assessment of current risk			Impact (Severity)	Likelihood (Probability)	Score (I x L)	
<b>PR R8</b>	Failure to implement effective Corporate Governance Arrangements results in decision making which lacks transparency, accountability, and efficiency. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	3	<b>12</b>	
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R8 a</i>	<i>Standard Report formats</i>	Mark Reaney Operational Director (Legal & Democratic Services)	Annually	4	1	<b>4</b>
<i>R8 b</i>	<i>Adoption of a written Constitution reviewed annually</i>					
<i>R8 c</i>	<i>Implementation of statutory access to information requirements</i>					
<i>R8 d</i>	<i>Implementation of Overview and Scrutiny arrangements</i>					

#### Progress update

All staff are urged to follow standard report templates, which have recently been reissued for information.

The Constitution was reviewed on an annual basis as usual and the revised version was approved by Council in May 2017. Preparations have now commenced for the 2018 review.

The Information Governance Group continues to meet regularly to ensure compliance with access to information and data protection requirements and the FOI allocation and tracking system is well established. Arrangements are now in hand to integrate the new requirements of the new General Data Protection Regulation which comes into force in May 2018 and sessions have been organised for senior managers in January / February 2018 to explain the new requirements. This follows the publication of guidance from the Information Commissioners Office in May 2017 highlighting the steps that would need to be taken in preparation of the regulation coming into force and which is available [here](#)

Scrutiny committees meet frequently and operate effectively, and the Scrutiny Chairs Group meets regularly to ensure consistency of approach.

## Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 2 – 1st July 2017 – 30<sup>th</sup> September 2018**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2017/18 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
  - Human Resources, Organisational Development, Policy, Performance and Efficiency
  - ICT Infrastructure
  - Legal and Democracy
  - Catering, Stadium and Registration Services
  - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

### 2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

#### Finance

#### **Revenues and Financial Management Division**

- 2.2 The audit of the 2016/17 year end accounts has been completed by the Council's External Auditor (Grant Thornton). They provided an unqualified audit opinion and reported their findings to the Business Efficiency Board on 27 September 2017, at which the Council's Statement of Accounts was approved for publication. The Audit Findings Report provided an unqualified opinion and it highlighted the Council's financial statements were well presented with officers responding in a timely manner to requests for information and queries.
- 2.3 In support of the unqualified VFM conclusion for 2016/17, Grant Thornton reviewed and concluded the Council has proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.
- 2.4 The Council net spend position for the first quarter of the year was reported to Executive Board on 21<sup>st</sup> September 2017. Net expenditure was £0.8m above the profiled budget to date figure of £21.5m. Capital spending as at 30 June 2017 totalled £39.4m, which is 34% of the total capital programme of £116.4m.

- 2.5 Progress is being made with applying various business rate relief announced as part of the Chancellors 2017 Spring Budget, including:
- Business Rate Pub Relief – Relief has been awarded to 11 local pubs and applications are expected from a number of other establishments.
  - Support to Small Business Relief – Pending final software testing, the Council will provide rate relief to 8 properties with approximate relief value of £15k.
  - Local Discretionary Relief – The Council has funding of £166k to provide relief to local businesses who have seen an increase in their 2017 rateable value. We will shortly be writing to identified businesses to ask them to apply for the relief.

#### **Audit, Procurement & Operational Finance Division**

- 2.6 In July the Council successfully implemented a prepaid card solution that will now be the default option for new Direct Payment users. The implementation went well and a number of clients are already successfully using prepaid cards and the option of prepaid cards will be made available to existing Direct Payment users later in the year.
- 2.7 The Annual Governance Statement (AGS) was approved by the Business Efficiency Board at its September meeting. In the AGS the Council recognised three significant governance challenges that it currently faces. These include maintaining effective governance arrangements at a time of continuing funding pressures, the potential impact of the LCR Combined Authority on the Council's own governance arrangements, and the need for the Council to maintain a robust IT governance framework in response to the ever increasing frequency and sophistication of cyber-attacks.
- 2.8 In September the Council's internal audit arrangements were externally assessed through a peer review process. The assessment involved interviews with key stakeholders, such as the Chair of the Business Efficiency Board, Chief Executive, Strategic Director – Enterprise, Community & Resources and the Operational Director Finance. The initial feedback is that the Council's arrangements are compliant with the standards and a report confirming this will be received and presented to the next meeting of the Business Efficiency Board.

#### Human Resources, Organisational Development, Policy, Performance and Efficiency

- 2.9 Following formal consultation stage with staff and trade unions a redesigned service model and staff structure for the Policy, People, Performance and Efficiency Division has now been finalised. The model divests recruitment and payroll work to enable a more focused approach in both disciplines. The new Division will consist of a Recruitment & Resourcing function, A Pay & Pensions function and an Employment Relations function sitting within a HR Service Centre. Alongside that will be an Organisational Development and Corporate Strategy function and the new arrangements will commence as of 18th December 2017.
- 2.10 Manager training has completed on the new absence management policy, implemented on 1st July 2017 and compliance with the new processes and procedures appears high. A post-implementation review will be undertaken following six months of operation in the new calendar year.
- 2.11 The Council's Apprenticeship Policy is now operational, with proposals for ten new placements coming forward during the reporting period. It is anticipated that these will be progressed and recruited to during Quarter 3.

- 2.12 To continue to add value and flexibility to Learning & Development, renewal of the e-learning system has taken place for a further 2-years, enabling employees to access learning at a convenient time and place. Therefore, reducing time away from the workplace and travel time and aiming to capture a wider audience.

#### ICT Infrastructure

- 2.13 As part of the growing requirement for the centralisation of data and the delivery of cloud based working through the Halton services solution additional digital storage devices have been added distributing the data across the Halton Data Centres as part of the data centre development programme.
- 2.14 UPS (uninterrupted power supplies) replacement within the Municipal Data Centre is currently underway this will be an out of hours programme spread over the coming weeks. The UPS systems work in conjunction with the authorities on site Generators at all data centre locations for improved business continuity services for all users of the Halton Data Centre solution.
- 2.15 Since 1999 the authority has been heavily involved in the provision of internet connectivity to all schools in Halton and IT Services have provided a coordinated management service which has enabled schools and academies to obtain lower costs than would obtained that they negotiated the contracts as individual schools. As part of the Council's Co-ordinated IT Management Services to schools the rollout of the Virgin Media Internet Connectivity for schools is now almost complete. There are regrettably 5 local schools which will be unable to take advantage of this new connection arrangement for technical reasons.
- 2.16 The current Virgin Media 5 year contract with schools and academies was due to expire in 2017. During this process schools and academies were kept informed of the ongoing situation. Halton Borough Council ICT Services began negotiations in 2016 looking at how to best provide internet connectivity on behalf of the schools and academies. HBC IT began by approaching Virgin Media with a view to a 'like for like' replacement but were unable to proceed on this due to the actual product being withdrawn by Virgin Media in favour of new connectivity methods. During this process schools and academies were kept informed of the ongoing situation. The next step was for ICT Services to follow the required procurement framework to enable a contract between schools / academies and 'A Leased Line Circuit provider'. Virgin Media are on this framework (along with other providers) so it seemed sensible to obtain provision from them as they were able to provide the cheapest connectivity option and for many schools and academies an increase in speed without a commensurate increase in cost – the majority of schools and academies realised the same speed for less money and many received high speed connectivity for less money.
- 2.17 The authorities Cloud Services Delivery and VDi upgrade continues to be successfully rolled out across all users. With User feedback being positive in terms of the added flexibility offered by the solution and the simplified and faster management of issues. The programme will continue into the New Year as additional resource is allocated to the programme to move the phase 1 delivery closer to completion.
- 2.18 Foster Carers Extranet continues in development. The aim of this web based solution is to allow all communications with Foster Carers to be secure and electronic and replace all paper based communication. This will be a model for future physical mail replacement solutions.
- 2.19 The on-line DBS/Recruitment/ Health Checks project to support HR functions is nearing completion and will remove a considerable amount of the physical administration involved in the recruitment process. Applicants will apply for Jobs, DBS checks and complete Health Questionnaires on line removing postal delays and allowing validation of information online so reducing any rework involved in chasing missing/ incorrect information.

- 2.20 The Regional Adoption Agency solution went live on the 1st September. This system allows the regions Local Authorities the ability to place staff within a central team but linked to the originating Local Authority thereby providing greater flexibility and responsiveness of service.
- 2.21 Halton's Public Sector Network Code of Connection was approved this month by GCHQ for a further 12 months and this followed some considerable changes in the security requirements of the Code.
- 2.22 The End of Live Palliative care system has now become fully operational. This system connects Halton's Social Care teams to GP's to deliver a more holistic provision of services at a critical point for the individual patient.

#### Legal and Democracy

- 2.23 Throughout the quarter, Communications and Marketing and Legal staff have been heavily immersed in final preparations for the opening of Mersey Gateway.
- 2.24 Work has started with Members on a review of Committee structures. An initial meeting took place to scope the work and identifying strengths and weaknesses in the Council's current arrangements.

#### Catering, Stadium and Registration Services

- 2.25 The British Drum Corps Championships have been held at the Stadium for the fifth year in a row. The comments in their event programme read "We are back in Widnes, Cheshire once again for an unprecedented fifth championship at the fantastic Select Security Stadium in what is arguably the finest stadium to have ever hosted the DCUK Championships and a venue that has taken on a somewhat homely and traditional feel". The championships saw 11 troops from all over the Country compete with over 600 individual competitors and attracted over 1,500 spectators.
- 2.26 The Stadium has once again been selected by the Rugby Football League to host a number of regional and National finals and Everton Ladies first home game has attracted over 1,400 spectators which reflects the growing interest from fans and from sponsors in this aspect of game.
- 2.27 With Everton Ladies gaining promotion they will join Liverpool Ladies in playing in this seasons Ladies Premier League for the first time in three years and Everton's first home game attracted over 1,400 spectators. Due to the tremendous success of the England Ladies football team in the European Championships there is a lot of interest presently in the woman's game attracting far more sponsors than previous years.
- 2.28 Following the success of the Elton John concert, the Stadium is continuing to work in developing further opportunities. A number of Tribute Bands have now been scheduled to appear and the new partnership with Ticket Master is proving fruitful in engaging with an audience beyond the immediate area.

#### Property Services

- 2.29 A preferred contractor is now in place following the tender exercise being completed for the New Pavillion at Crow Wood Park. However site investigations have indicated poor ground conditions that mean the foundation design has had to be reconsidered and revised prices obtained which has delayed the anticipated start date on site.

- 2.30 Works have now commenced on site in Kingsway Learning Centre, which will see the Library Service move in its entirety to the ground floor once complete. Two new office spaces are being created at first floor level which will accommodate 26 workstations in total, which will allow us to start vacating Kingsway House once complete. In addition to the office spaces 30 agile workstations will be created for general use by Council staff with works being due for completion in late November.
- 2.31 A number of stakeholder engagement sessions have now been held in order to help develop the brief for the feasibility study that's being undertaken in respect of the proposed Integrated Health & Wellbeing Hub for Windmill Hill. The consultants have facilitated a number of stakeholder meetings with regards the project and the target date for completion of the feasibility study is by 31<sup>st</sup> Dec 2017.

### 3.0 Emerging Issues

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### Finance

##### **Benefits**

- 3.2 The Department for Works and Pensions have recently indicated that the bulk migration of legacy claims, such as Housing Benefit, to Universal Credit which was due to take place in 2019 is being delayed, and is expected to commence in 2022.

##### **Revenues and Financial Management Division**

- 3.3 Confirmation has been received from DCLG that the 100% rate retention policy operating within the Liverpool City Region will continue for at least another year through to 31<sup>st</sup> March 2019. Further details on any changes to the pilot are still to be discussed and agreed and further information will be provided as this becomes available.
- 3.4 Work is underway to update the Medium Term Financial Strategy as new information is received. The Budget Working Group will meet shortly to consider saving proposals for 2018/19 and the Medium Term Financial Strategy is expected to be reported to Executive Board in November 2017. Work is also underway on preparing the Council's 2018/19 revenue budget and three year capital programme.
- 3.5 Government has now issued a consultation on the 2018/19 finance settlement and the Council will contribute towards consultation responses made by both the Liverpool City Region and SIGOMA (Special Interest Group of Municipal Authorities).

##### **Audit, Procurement & Operational Finance**

- 3.5 The Council has formally expressed an interest in signing up to a joint counter fraud initiative with the Department of Work and Pensions local fraud investigators, which is being rolled out across local government. The intention is to provide a more efficient and effective approach to fighting fraud and corruption through greater collaboration at a local level.
- 3.6 Earlier in the year an announcement was made by the Justice Department regarding changes to the personal injury discount rate, which relates to how insurers finalise the compensation amount in large loss personal injury claims. The impact of the change is that the total compensation paid out to people seriously injured or suffering long term trauma/disability is going to increase significantly. As a result of

this development it is anticipated that the Council will face premium rate increases across the Employers and Public Liability insurance classes when policies are renewed for 2018/19.

### Human Resources, Organisational Development, Policy, Performance and Efficiency

- 3.7 As previously reported, the Policy and HR functions still await final regulations and implementation in respect of the Public Sector Exit Payment Cap and Public Sector Exit Payment Recovery regulations. It was anticipated that these legislative items may have been clarified by autumn, however it now appears unlikely that they will emerge before 2018.
- 3.8 Policy / HR colleagues will work on data collection and analysis in the coming months to ensure that the Council can meet its obligation in the reporting of any Gender Pay Gap within the Council. Regulations require that we publish information during by 30th March 2018.
- 3.9 It was reported last quarter that Local Government Unions had submitted a pay claim to Local Government Employers for 2018/19. The claim is for a 5% increase across all NJC staff pay points, and the deletion of NJC pay points 6, 7, 8 & 9. It was noted that this is a challenging claim given the fiscal position of local government generally. The claim remains subject to national negotiation and the Council will await information and direction from the National Employers on this matter.

### ICT Infrastructure

- 3.10 Following a number of key security changes Halton Borough Council is looking for a supplier to provide either: an on-premises or cloud based Web Filtering Gateway Solution that meets with the 'Prevent' agenda and more closely manages the threat landscape that exists today and in the coming years. The prevent agenda is a major and complex change to how schools web filtering is managed as any solution chosen is expected to not only deal with the management of year group access level but to also manage the radicalisation agenda, together with corporate requirement in terms of security compliance and the levels of public internet access management the authority delivers through many of its public locations. This is now becoming a complex and highly managed environment that needs to comply with an ever increasing Government and security services prescribed agenda. This solution will have to be live by April 2018 in order to manage compliance requirements.
- 3.11 The Care First 6 replacement project has been initiated by the authorities Procurement Team and following an initial tender request a number of submissions have been received and currently under evaluation by the Peoples directorate .
- 3.12 Hybrid Mail project- roll out will identify opportunities not only to send physical mail cost effectively but also to replace physical mail with electronic media where possible. All Teams will be visited across the Council as the process develops in order to ensure any changes are made in conjunction with other related initiatives.

### Legal and Democracy

- 3.13 The Boundary Commission for England is expected to publish its proposals for new Parliamentary Constituencies in the North West early in Quarter 3. These will be assessed, and advice given on how the Council may wish to respond.



## Property Services

- 3.14 Following the opening of the Mersey Gateway Bridge the process of handing back the temporary use areas to Property Services will now start to be programmed in and the Council's requirements fully determined.
- 3.15 The water retail market was deregulated as of April 2017 as such there is now a requirement to procure these services via a competitive exercise. Discussions have taken place on a Liverpool City Region basis in respect of this and a proposal to enter into a procurement process as a City region is now being considered. However as the retail arm of the water industry only forms circa 7% of overall water charges no significant monetary savings are considered likely.
- 3.16 The Minimum Energy Efficiency Standards (MEES) will be coming into force in April 2018. They represent one of the most significant environmental policies to impact the public sector in several years as they will make it unlawful from April 2018 to let buildings in England and Wales which do not achieve a minimum EPC rating of 'E'. Whilst we have significantly reduced our commercial property portfolio over recent years we are likely to let property in the future and the likely impact of the Policy will be assessed over the coming months.
- 3.17 The Government's Clean Growth Strategy is due to be published in October. The strategy is aimed at growing the economy whilst reducing carbon emissions much further, and in respect of this the public sector will clearly be on the front line of both reducing our own emissions but also promoting a reduction in emissions across wider industry. It is envisaged that more challenging emissions targets will be set by Government within the strategy which will impact on how we manage and use our buildings.

## **4.0 Risk Control Measures**

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2017 – 18 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures relevant to this Board are included as Appendix 1.

## **5.0 High Priority Equality Actions**

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality -  
\\_objectives\\_progress\\_report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)

## 6.0 Performance Overview

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

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

### Financial Management

#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
FS 01a	Report Medium Term Financial Strategy to Executive Board - <b>November 2017</b> .	<input checked="" type="checkbox"/>
FS 01b	Report to Council - <b>March 2018</b> .	<input checked="" type="checkbox"/>
FS 02c	Provide <b>quarterly</b> monitoring reports on the overall budget to Executive Board.	<input checked="" type="checkbox"/>
FS 03b	Publish the Statement of Accounts by <b>31<sup>st</sup> August 2017</b> .	<input checked="" type="checkbox"/>
FS 04a	Establish Treasury Management Policy and report to Council - <b>March 2017</b> .	<input checked="" type="checkbox"/>
FS 04b	Provide monitoring reports to Executive Board on a <b>bi-annual</b> basis.	<input checked="" type="checkbox"/>
FS 05a	Establish and report prudential indicators to Council - <b>March 2017</b> .	<input checked="" type="checkbox"/>
FS 05b	Provide monitoring reports to the Executive Board on a <b>bi-annual</b> basis.	<input checked="" type="checkbox"/>

#### Supporting Commentary

Progress remains on target to report the Medium Term Financial Strategy to Executive Board in November 2017 and the financial forecast is being regularly updated.















Work has commenced with Management Team and Budget Working Group to develop budget proposals for 2018/19 and the Quarter 1 monitoring report on the overall budget will go to Executive Board on 21 September 2017 and Q2 will be reported on 16 September 2017.

The Audit of Statement of Accounts commenced 01 July 2017, and will be published on 29 September 2017 with a Draft statement published on the Council web-site on 28 June 2017 and shared with External Auditor, Grant Thornton LLP, on the same day.

The 2016/17 Treasury Management Policy was approved by Council on 08 March 2017 and the Half year report is scheduled to be reported to Executive Board on 16 November 2017.

2017/18 prudential indicators were reported to Council on 08 March 2017 as part of Treasury Management Policy and the Quarter 2 monitoring report is on track to be reported to Executive Board on 16 November 2017.

### Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Yes		
FS LI 02	Receive positive annual comment from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	Yes		
FS LI 03	Receive confirmation from External Auditor (annually) that reliance can be placed upon the work of Internal Audit.	Yes	Yes	Yes		
FS LI 04	Proportion of Council Tax that was due that was collected	95.04%	94.75%+	55.37%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received	97.65%	95.00%+	55.74%		
FS LI 06	Average time for processing new claims (Housing & Council Tax Benefit)	19.94 (Days)	20 (Days)	20 (Days)		
FS LI 07	Average time for processing notifications of changes in circumstances	2.96 (Days)	5.3 (Days)	5.6 (Days)		

### Supporting Commentary

2016/17 Statement of Accounts audit opinion will be reported to the Business Efficiency Board on 27 September 2017




As part of the 2016/17 audit of the Council's Financial Statements Grant Thornton concluded that their work had identified no material weaknesses that are likely to impact on the Council's financial statements.

As part of the 2016/17 audit, Grant Thornton completed a high level review of the Council's internal audit arrangements and the work that internal audit has completed on the Council's key financial systems. The conclusion from that review is that Grant Thornton did not identify any issues that will impact on their audit approach.

In terms of collection rates and processing times there has been some minor deviation when compared to the same period last year and this is to be expected and there is nothing to indicate that annual targets will not be achieved.

**Policy, People, Performance & Efficiency Service**

**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy <b>May 2017</b>	
PPPE 01b	Review and refresh annual training calendar <b>September 2017</b> .	
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions <b>April, September, December 2017, and March 2018</b> .	
PPPE 03b	Monitor impact of new policy at three monthly intervals – support with financial and data analysis <b>September, December 2017, and March 2018</b> .	
PPPE 04d	Ongoing monitoring of agency usage and spend <b>April, September, December 2017, and March 2018</b> .	



**Supporting Commentary**

The Organisational Development Strategy continues to be taken forward and training delivery continues with a policy framework now in place and operational and monitoring arrangements have been scheduled.

An analysis of agency demand is underway with an initial focus on Adult Social Care with resulting recommendations formulated for management consideration.

Monitoring activity continues in this area with meetings with supplier scheduled to enable future analysis and reporting.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	8.66 (Days)	9.5 (Days)	2.33 (Days)		
PPPE LI 02a	Total Full Time Equivalent Staffing Establishment	3,637	Not applicable	4,731	N / A	N / A
PPPE LI 02b	Total Staff (head count) (indicator for information only)	4,863	Not applicable	3,445	N / A	N / A
PPPE LI 02c	Total Agency Worker usage (number of placements – year to date)	New KPI from 2017/18 onwards	Not applicable	398	N / A	N / A
PPPE LI	Total Agency Worker usage	New KPI	Not	£593,243.26	N / A	N / A

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
02d	(cumulative cost – year to date)	from 2017/18 onwards	applicable			
PPPE LI 07	Average time to recruit (Management Team approval to employee start date)	61 (Days)	Not applicable	28 (Days)	N / A	N / A
PPPE LI 08	Staff turnover rate (Permanent & temporary staff. Excludes casual)	4.05%	Not applicable	2.73%	N / A	N / A






### Supporting Commentary

Levels of sickness absence at Q2 are performing better than the same period last year, with a slight reduction from Q1 2017/18. This may reflect a more accurate recording of information following the introduction of new policy in this area.

A previously reported, agency costs will decline following work being undertaken in this area of operations and training attendance remains positive.

### ICT and Administrative Support Services

### Key Objectives / milestones







Ref	Milestones	Q2 Progress
ICT 01b	Further development of Cloud Services Platform - <b>March 2018.</b>	
ICT 01c	SharePoint and Records Management enhancements - <b>March 2018.</b>	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - <b>March 2018.</b>	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - <b>March 2018.</b>	
ICT 02c	Improvement and enhancement of all web based customer interfaces - <b>March 2018.</b>	

### Supporting Commentary

Roll-out of the new desktop facilities underway over 500 Virtual Desktops with approximately 300+ users now utilising the RDSH platform for desktop access. Over the coming months the roll out will expand to cover all remaining users.

The Improvement and enhancement of all web based customer interfaces continues to be a primary focus with content and facilities evolving monthly, in line with the ICT development programme and business requirement.




**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.01%	99.00%	99.00		
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99.14%	99.00%	99.00		
ICT LI 04	Average working days from delivery to completion of a new PC.	9 (Days)	10 (Days)	9 (Days)		

**Supporting Commentary**

All indicators remain in line with expected progress at this time of year and are expected to achieve annual target levels.





**Legal & Democracy****Key Objectives / milestones**





Ref	Milestones	Q2 Progress
FS 01	Review constitution - <b>May 2017</b> .	
FS 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
FS 02b	To induct all new members <b>by October 2017</b> .	

**Supporting Commentary**

The revised Constitution was approved by Council in May and MAP meetings are continually offered throughout the calendar year with all new Members having been through the induction programme.

**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7 (Days)	10 (Days)	7 (Days)		


Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1 (Day)	3 (Days)	1 (Day)		
LD LI 05	% of Executive Board, Executive Board Sub-Committee and Mersey Gateway Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

### Supporting Commentary

The number of Members receiving Personal Development Plans is performing well at quarter 2, with the figure slightly higher than last year. All other measures are showing positive levels of performance.

### Community & Environment







#### Key Objectives / milestones



Ref	Milestones	Q2 Progress
CE 02a	Deliver a promotion and educational campaign - <b>September 2017</b> and <b>January 2018</b> .	

### Supporting Commentary

The introduction of Universal Credit is yet another challenge the service faces in trying to increase/maintain pupil meal numbers, a marketing campaign had been prepared for all Primary schools for the start of the new term (September 2017) that has had a positive effect on meal numbers. This programme included taster sessions and visits to Parents Evenings etc.

#### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	75.66%	87.00%	71.2%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	65.22%	77.50%	62.25%		
CE LI 03	Take up of school lunches (%) – primary schools.	63.3%	65.00%	64.2%		

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 04	Take up of school lunches (%) – secondary schools.	64.7%	57.00%	56.74%		



### Supporting Commentary

There is presently a delay in collating the information on Free School Meal Take Up (CE LI 02) due to the time lapse from registering for Universal Credit and being informed of acceptance that has caused the combined figure for UIFSM and those who are eligible for Free School Meals in Primary schools to fall. The School Meal Management team are looking at ways to reduce this lapsed time period.

Current levels of take up are encouraging given that these measures are subject to seasonal influence, such as the spring months and summer break.

### Economy, Enterprise & Property





#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
EEP 04a	Develop Options Appraisal for Council's Office Accommodation – September 2017	
EEP 04b	Commence construction of clubhouse and installation of driving range at Widnes Golf Academy – Oct 2017	

### Supporting Commentary

Options have been presented to Management Team and the detail of the Options Appraisal is presently being developed. Also the driving range construction is proceeding as planned. The commencement of the construction of the clubhouse is scheduled for January 2018.

#### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO <sub>2</sub> e)	17,804 tonnes CO <sub>2</sub> e (actual 15/16)	15,882 tonnes CO <sub>2</sub> e (target 17/18)	16,043 tonnes CO <sub>2</sub> e (target 17/18)		
EEP LI 03	Occupancy of Widnes Market Hall	84%	84%	82%		



### **Supporting Commentary**

The reporting requirements for emissions have been amended whereby the figures for academies are no longer included. The figure for 2015/16 has therefore been amended to reflect the change to ensure the comparison to the 2016/17 figure is meaningful.

The overall emissions for 2016/17 amount to 16,043 tonnes, which equates to a 9.8% reduction from the previous year, well within the target set.

The overall emissions of 16,043 tonnes is broken down into the following five categories:-

School Buildings 5128t, Corporate buildings 5364t, Unmetered supply 3913t, Fleet Transport 1297t & Business Mileage 341t. There was a reduction in emissions across all areas, Street Lighting had the largest annual reduction in the amount of 15.6%.

The annual figure for this indicator is a year behind and therefore only reported in the following year.

The revised target for 2017/18 is 15,882.

Three businesses have left the market and two have downsized the number of stalls they trade from all citing declining trade for their business decision. Two new businesses have started trading and an existing business has expanded.

## 7.0 Financial Statements

**FINANCE DEPARTMENT****Revenue Budget as at 30 September 2017**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<b>Expenditure</b>				
Employees	6,724	3,283	3,180	103
Premises	56	54	54	0
Supplies & Services	386	302	287	15
Insurances	1,299	835	814	21
Concessionary Travel	2,175	528	528	0
LCR Levy	2,175	0	0	0
Rent Allowances	50,200	21,504	21,504	0
Non HRA Rent Rebates	65	28	28	0
Discretionary Housing Payments	386	215	215	0
Discretionary Social Fund	154	70	70	0
<b>Total Expenditure</b>	<b>63,620</b>	<b>26,819</b>	<b>26,680</b>	<b>139</b>
<b>Income</b>				
Fees & Charges	-164	-117	-128	11
School SLAs	-837	-837	-837	0
NNDR Admin Grant	-166	0	0	0
Rent Allowances	-49,800	-22,773	-22,773	0
Clerical Error Recoveries	-400	-185	-185	0
Non HRA Rent Rebate	-65	-32	-32	0
Discretionary Housing Pmts Grant	-386	-136	-136	0
Housing Benefit Admin Grant	-510	-212	-212	0
Universal Credits	-130	-18	-18	0
Council Tax Admin Grant	-221	-221	-221	0
Transfer From Reserves	-251	0	0	0
Council Tax Liability Orders	-421	-372	-372	0
Reimbursement & Other Grant Income	-262	-263	-263	0
LCR Reimbursement	-2,175	0	0	0
Dedicated Schools Grant	-92	0	0	0
<b>Total Income</b>	<b>-55,880</b>	<b>-25,166</b>	<b>-25,177</b>	<b>11</b>
<b>Net Operational Expenditure</b>	<b>7,740</b>	<b>1,653</b>	<b>1,503</b>	<b>150</b>
<b>Recharges</b>				
Premises Support	315	158	158	0
Transport Recharges	6	3	3	0
Central Support Recharges	2,686	1,343	1,343	0
Support Recharges Income	-6,287	-3,133	-3,133	0
<b>Net Total Recharges</b>	<b>-3,280</b>	<b>-1,629</b>	<b>-1,629</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>4,460</b>	<b>24</b>	<b>-126</b>	<b>150</b>

**Comments on the above figures**

With regards to expenditure, employee costs is lower than budget profile due to vacant posts across all divisions within the Department. Further costs have been reduced by utilising external grant to offset staffing costs within Financial Management Division.

Supplies And Services Expenditure is below budget profile as effort has been made within the Divisions to reduce spend.

At quarter two insurances is below budget to date due to amount of liability excesses, these are dependent on amount of claims, so are variable.

At this stage the Department is forecast to underspend for the year to 31 March 2018.

**POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT****Revenue Budget as at 30 September 2017**

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance to Date  (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	1,618	829	831	(2)
Employees - Apprenticeship	200	100	0	100
Employees Training	133	66	53	13
Supplies & Services	138	65	54	11
Apprenticeship Levy	300	0	0	0
<b>Total Expenditure</b>	<b>2,389</b>	<b>1,060</b>	<b>938</b>	<b>122</b>
<b><u>Income</u></b>				
Fees & Charges	-90	-45	-45	0
Schools SLAs	-416	-389	-389	0
Transfer from Reserves	-98	0	0	0
<b>Total Income</b>	<b>-604</b>	<b>-434</b>	<b>-434</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>1,785</b>	<b>626</b>	<b>504</b>	<b>122</b>
<b><u>Recharges</u></b>				
Premises Support	60	30	30	0
Central Support Recharges	1,081	541	541	0
Support recharges Income	-2,926	-1,463	-1,463	0
<b>Net Total Recharges</b>	<b>-1,785</b>	<b>-892</b>	<b>-892</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>0</b>	<b>-266</b>	<b>-388</b>	<b>122</b>

**Comments on the above figures**

In overall terms, spending is below budget profile at the end of the second quarter.

With regards to Employee costs these are above the budget profile due to not achieving staff turnover saving targets, but are offset against both Employees Training & Supplies and Services budgets for which there has been reduced spending.

Budget set aside for new apprenticeships has yet to be utilised, proposals for services to employ apprenticeships are currently being considered although it is not likely these will be in place until closer to financial year end.

At this stage the Department is forecast to underspend for the year to 31 March 2018.

## ICT &amp; SUPPORT SERVICES DEPARTMENT

Revenue Budget as at 30 September 2017

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance to Date  (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	5,532	2,789	2,785	4
Supplies & Services	713	387	380	7
Capital Financing	1,594	120	120	0
Computer repairs & Software	525	209	191	18
Communication Costs	385	351	354	(3)
Transfer To Reserves	15	0	0	0
<b>Total Expenditure</b>	<b>8,764</b>	<b>3,856</b>	<b>3,830</b>	<b>26</b>
<b><u>Income</u></b>				
Fees & Charges	-1,116	-69	-69	0
School SLAs	-509	-499	-499	0
<b>Total Income</b>	<b>-1,625</b>	<b>-568</b>	<b>-568</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>7,139</b>	<b>3,288</b>	<b>3,262</b>	<b>26</b>
<b><u>Recharges</u></b>				
Premises Support	381	191	191	0
Transport Recharges	5	2	2	0
Central Support Recharges	685	342	342	0
Support Recharges Income	-8,214	-4,107,	-4,107	0
<b>Net Total Recharges</b>	<b>-7,143</b>	<b>-3,572</b>	<b>-3,572</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>-4</b>	<b>-284</b>	<b>-310</b>	<b>26</b>

**Comments on the above figures**

In overall terms, spending is below budget profile at the end of the second quarter.

With regards to expenditure, employee related expenditure is lower than the budget due to staff turnover and vacancies that exist within the Admin Division.

Computer Repair and Software is below budget profile as a result of reduced spend on contracts.

At this stage the Department is forecast to underspend for the year to 31 March 2018.

## ICT &amp; SUPPORT SERVICES DEPARTMENT

Capital Projects as at 30 September 2017

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
IT Rolling Programme	1,100	550	514	550
<b>Total Capital Expenditure</b>	<b>1,100</b>	<b>550</b>	<b>514</b>	<b>550</b>

Comments on the above figures.

It is expected that the full capital allocation will be spent by the financial year end.

**LEGAL & DEMOCRATIC SERVICES DEPARTMENT****Revenue Budget as at 30 September 2017**

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance to Date  (Overspend) £'000
<b>Expenditure</b>				
Employees	1,634	916	925	(9)
Supplies & Services	304	156	150	6
Civic Catering & Functions	27	15	14	1
Legal Expenses	223	124	110	14
Mayoral Allowances	22	0	0	0
<b>Total Expenditure</b>	<b>2,210</b>	<b>1,211</b>	<b>1,199</b>	<b>12</b>
<b>Income</b>				
Land Charges	-105	-48	-39	(9)
School SLAs	-80	-80	-80	0
Licence Income	-261	-116	-112	(4)
Other Income	-26	-13	-13	0
Transfer From Reserves	-10	0	0	0
<b>Total Income</b>	<b>-482</b>	<b>-257</b>	<b>-244</b>	<b>(13)</b>
<b>Net Operational Expenditure</b>	<b>1,728</b>	<b>954</b>	<b>955</b>	<b>(1)</b>
<b>Recharges</b>				
Premises Support	187	94	94	0
Transport Recharges	36	18	18	0
Central Support Recharges	313	156	156	0
Support Recharges Income	-1,732	-866	-866	0
<b>Net Total Recharges</b>	<b>-1,196</b>	<b>-598</b>	<b>-598</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>532</b>	<b>356</b>	<b>357</b>	<b>(1)</b>

**Comments on the above figures**

In overall terms, spending is marginally above budget profile at the end of the second quarter. With regards to expenditure, employee expenditure is above budget due to staff savings targets not being achieved.

A new contract in relation to Legal Expenses has been awarded, and dependant on number of cases, it is expected that this will result in reduction of costs over the financial year.

With regards to Income, Land Charges are dependent on number of applications, so generation of income is variable dependant on buoyancy of housing market.

At this stage the Department is forecast to spend within the available budget for the year to 31 March 2018.

## COMMUNITY &amp; ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 September 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	13,311	6,851	7,096	(245)
Other Premises	1,965	1,182	1,163	19
Supplies & Services	1,634	812	729	83
Book Fund	167	89	86	3
Hired & Contracted Services	1,098	459	441	18
Food Provisions	570	309	351	(42)
School Meals Food	1,983	714	709	5
Transport	55	37	29	8
Other Agency Costs	442	149	136	13
Waste Disposal Contracts	5,775	2,165	1,969	196
Grants To Voluntary Organisations	67	21	3	18
Grant To Norton Priory	172	86	88	(2)
Rolling Projects	108	108	108	0
Capital Financing	84	10	7	3
<b>Total Expenditure</b>	<b>27,431</b>	<b>12,992</b>	<b>12,915</b>	<b>77</b>
<b><u>Income</u></b>				
Sales Income	-2,104	-1,118	-1,024	(94)
School Meals Sales	-2,324	-886	-915	29
Fees & Charges Income	-5,387	-3,041	-2,952	(89)
Rents Income	-297	-90	-32	(58)
Government Grant Income	-1,246	-31	-31	0
Reimbursements & Other Grant Income	-677	-378	-375	(3)
Schools SLA Income	-99	-98	-96	(2)
Internal Fees Income	-191	-78	-61	(17)
School Meals Other Income	-2,096	-1,664	-1,663	(1)
Catering Fees	-182	-91	-35	(56)
Capital Salaries	-123	-31	-28	(3)
Rolling Projects Income	-108	0	0	0
Transfers From Reserves	-173	-165	-165	0
<b>Total Income</b>	<b>-15,007</b>	<b>-7,671</b>	<b>-7,377</b>	<b>(294)</b>
<b>Net Operational Expenditure</b>	<b>12,424</b>	<b>5,321</b>	<b>5,538</b>	<b>(217)</b>
<b><u>Recharges</u></b>				
Premises Support	1,760	880	880	0
Transport Recharges	2,072	920	917	3
Departmental Support Services	9	0	0	0
Central Support Services	3,467	1,769	1,769	0
Asset Charges	85	0	0	0
HBC Support Costs Income	-449	-291	-291	0
<b>Net Total Recharges</b>	<b>6,944</b>	<b>3,278</b>	<b>3,275</b>	<b>3</b>
<b>Net Department Expenditure</b>	<b>19,368</b>	<b>8,599</b>	<b>8,813</b>	<b>(214)</b>



**Comments on the above figures**

The net Department spend is £214,000 over budget profile at the end of the second quarter of the 2017/18 financial year.

Employee spend is currently over budget due partly to staff turnover saving targets not being achieved and casual and agency usage at the stadium and for catering being greater than expected. Spend on casual staff is exceeding the available budget to date by £100,000, although £13,000 less than at this point last year. Agency spend has reduced in the past quarter and is £51,000 less than at this point last year.

Food and bar provisions are currently overspent by £ 42,000 to date. This is mainly due to spend at stadium catering and bars related to events which took place over the summer months.

New arrangements are still not yet fully in place for Waste Contracts and as a result costs for the current year are lower than forecast. It is expected once the new contract is wholly operational costs will increase and be more in line with the annual budget.

As reported over previous quarters sources of income for the Department continue to struggle to meet targets, further details on specific items are included below.

After the second quarter sales income is still considerably short of the target to date by £93,000. This is mainly food and drink related and evident on commercial catering and the Stadium.

Fees and charges are also struggling to meet increased targets. Currently this is underachieved by £89,000 across the Department. The main items causing this are architect fees, burials, Open Spaces chargeable works, stadium pitch bookings, Trade Waste and fines for depositing litter.

Internal fees are under budget target so far and mainly due to little room hire income received in Leisure Centres, Stadium Catering and Fitness.

The Brindley theatre has faced a reduction in ticket sales after the terrorist attack in Manchester earlier this year when there was a noticeable fall in sales. Increased income targets mean that this service is likely to end the year with an overspend position. Where income has usually overachieved and offset overspending expenditure, there is little scope for this to happen this year. However despite this, net spend is still likely to be lower than last year partly meeting the saving target.

## COMMUNITY &amp; ENVIRONMENT DEPARTMENT

Capital Projects as at 30 September 2017

	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Works	30	0	0	30
Peel House Cemetery Works	383	100	70	313
Runcorn Cemetery Extension	9	9	11	-2
Open Space Schemes	602	250	242	360
Childrens Playground Equipment	55	10	6	49
Playground – The Glen	25	0	0	25
Playground – Runcorn Hill Park	75	75	66	9
Playground – Crow Wood Park	450	30	21	429
Landfill Tax Credit Scheme	160	0	0	160
Phoenix Park	110	10	2	108
Sandymoor Playing Fields	600	100	74	526
Victoria Park Glass House	150	0	0	150
Widnes Recreation	0	0	9	-9
Litter Bins	20	10	10	10
Norton Priory Project	455	5	2	453
Brindley Café Extension	80	0	0	80
<b>Total</b>	<b>3,204</b>	<b>599</b>	<b>513</b>	<b>2,691</b>

Comments on the above figures.

Work has now commenced on the open spaces schemes and parks and has now been set as rolling programme of works to span the next 5 years.

Works on the Brindley Café Extension, Victoria Park Glass House and Norton Priory Project are now likely to commence during the last quarter of 17/18 with the bulk of the scheme to completed in 18/19.

**ECONOMY ENTERPRISE & PROPERTY****Revenue Budget as at 30 September 2017**

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance to Date (Overspend) £'000
<b>Expenditure</b>				
Employees	4,620	2,255	2,266	(11)
Repairs & Maintenance	2,294	862	861	1
Premises	43	42	42	0
Energy & Water Costs	642	238	208	30
NNDR	538	510	495	15
Rents	353	258	254	4
Economic Regeneration Activities	42	1	1	0
Supplies & Services	2,777	924	924	0
Grant to Non Vol Organisations	87	29	29	0
Agency Related	1	0	0	0
<b>Total Expenditure</b>	<b>11,397</b>	<b>5,119</b>	<b>5,080</b>	<b>39</b>
<b>Income</b>				
Fees & Charges	-291	-122	-125	3
Rent – Markets	-789	-392	-391	(1)
Rent – Investment Properties	-161	-74	-68	(6)
Rent – Commercial Properties	-879	-355	-353	(2)
Government Grant	-3,025	-780	-780	0
Reimbursements & Other Income	-182	-110	-111	1
Recharges to Capital	-162	-46	-46	0
Transfer from Reserves	-637	-163	-163	0
Schools SLA Income	-532	-502	-497	(5)
<b>Total Income</b>	<b>-6,658</b>	<b>-2,544</b>	<b>-2,534</b>	<b>(10)</b>
<b>Net Operational Expenditure</b>	<b>4,739</b>	<b>2,575</b>	<b>2,546</b>	<b>29</b>
<b>Recharges</b>				
Asset Rental Support Costs	4	0	0	0
Premises Support Costs	1,746	874	874	0
Transport Support Costs	23	11	11	0
Central Support Service Costs	1,865	958	958	0
Repairs & Maintenance Recharge Income	-2,412	-1,206	-1,206	0
Accommodation Recharge Income	-2,624	-1,312	-1,312	0
Central Support Service Recharge Income	-1,890	-945	-945	0
<b>Net Total Recharges</b>	<b>-3,288</b>	<b>-1,620</b>	<b>-1,620</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,451</b>	<b>955</b>	<b>926</b>	<b>29</b>

**Comments on the above figures**

Economy Enterprise & Property Departmental budget is projected to be slightly under budget profile at year end. The significant budget variances are listed below.

The negative variance on employee costs is lower than was reported in quarter 1 due to an additional vacancy. However the targets against staff turnover savings are still not being met due to the low number of vacancies held within the Department.

Following reconciliation by the energy providers, the Council has received a number of refunds relating to previous years utility charges.

NNDR expenditure is below budget due to the revaluation of a number of council properties.

Schools SLA income will not be achieved this financial year. Due to the increase of staffing costs this means that the SLA charges have increased, which in turn has meant that not as many schools are buying back the service.

The commercial property income target will not be met due to the courts relocation to Rutland House taking longer than anticipated.

A delay in the construction of the investment property in Runcorn has resulted in the Department not achieving the projected investment income.

Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the Department for the remainder of the financial year. It is forecast net spend at year end will be below the annual budget.

**ECONOMY ENTERPRISE & PROPERTY****Capital Projects as at 30 September 2017**

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	4,966	63	63	4,903
Sci Tech Daresbury – EZ Grant	483	0	0	483
Johnsons Lane Infrastructure	66	0	0	66
Decontamination of Land	50	0	0	50
Venture Fields	6,000	6	6	5,994
Former Crossville Site	1,150	926	926	224
Signage at The Hive	87	87	87	0
Widnes Market Refurbishment	100	53	53	47
Equality Act Improvement Works	150	37	37	113
Linnets Club House	1,379	634	634	745
Milton Road (Former Simms Cross Caretakers House)	14	0	0	14
Widnes Road Car Park, 29-31 Moor Lane & Land at Halebank	235	235	235	0
The Croft	30	0	0	30
Broseley House	690	0	0	690
<b>Total Capital Expenditure</b>	<b>15,400</b>	<b>2,041</b>	<b>2,041</b>	<b>13,359</b>

**Comments on the above figures.**

**3MG** – Alstom have now opened the Transport Technology Centre and the Training Academy. Halton Employment Partnership have supported the recruitment of the new employees and the first cohort of apprenticeship have started their training programme.

Some expenditure will take place over the next quarter, this will be to reimburse Alstom for costs they have already incurred in relation to Council projects such as the rail sidings and installing the gas and water provision for the whole site.

**Sci Tech Daresbury Enterprise Zone (EZ) Grant** - Grant to be drawn down over this financial year to pay for JV design and planning fees for the next phase of the EZ – Project Violet (3 new buildings). Works have been commissioned by the JV and are underway with a submission date for planning anticipated in the October 2017.

**Widnes Market Refurbishment** - Due to the project having to go back out to tender the work on the roof has been delayed until Financial Year 18-19. All other works will be complete in the next few weeks.

**Equality Act Improvement Works** - Work at Norton Priory is now complete. Projects in the forthcoming months relate to Linnets Club House, Crow Wood Park Pavilion and the Vine Street Centre.




**Linnets Club House** – Work is continuing on site and should be complete October.

**Venture Fields** - Factory on site is now complete and long term lease has been signed. The total cost of the development less the retention fees will be paid in quarter 3.





## 8.0 Application of Symbols

Symbols are used in the following manner:

### Progress Symbols

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

### Direction of Travel Indicator

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

<b>REPORT TO:</b>	Corporate Policy & Performance Board
<b>DATE:</b>	30 <sup>th</sup> January 2018
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community & Resources
<b>SUBJECT:</b>	Area Forum Annual Report for 2016/17
<b>PORTFOLIO:</b>	Community & Sport
<b>WARDS:</b>	Borough Wide

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

- 1.1 To inform members of the project delivery for Area Forums for the period 1<sup>st</sup> of April 2016 to 31<sup>st</sup> March 2017.

### **2.0 RECOMMENDATION: That;**

- 2.1 Members consider and comment upon the report.

### **3.0 SUPPORTING INFORMATION**

- 3.1 Support to Local Area Forum project delivery is provided by Officers from within the Community Involvement Team. A restructuring exercise in April 2016 resulted in the merging of the Community Development and Area Forum project delivery roles and the creation of new Community Development & Projects Officer posts to provide a combined role for joint delivery of Community Development and Local Area Forum support.

### **4.0 LOCAL AREA FORUM**

- 4.1 Local Area Forums provide a mechanism for Councillors to respond to community needs and aspirations. Community initiatives and projects are generated which are delivered collaboratively with other partner organisations to help secure funding from a variety of sources.
- 4.2 Each year funding is allocated to support the projects programme. In 2016/17 the budget was £400,000. It is split on a per capita basis across the seven Local Area Forums that cover the Borough:-

AF1 – Broadheath, Ditton, Hale & Hough Green

AF2 – Appleton, Kingsway & Riverside

AF3 – Birchfield, Farnworth & Halton View

AF4 – Grange, Halton Brook, Heath & Mersey

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

AF6 – Beechwood & Halton Lea

AF7 – Daresbury

- 4.3 The Community Development & Project Officers are neighbourhood based. They engage with and work alongside community groups to support them to develop their skills and knowledge; promoting community action and developing initiatives. They manage the Area Forum funding applications process and co-ordinate project delivery.
- 4.4 The local communities are invited to contribute ideas for neighbourhood projects to enhance their local area. These ideas are developed jointly and applications are submitted for forum consideration. Initiatives must have community support and must not result in long-term financial commitment.
- 4.5 Case study information and resident feedback is appended to the report (Appendix A) to demonstrate the impact Area Forum projects have for Halton's communities. A full breakdown of projects across the seven areas is appended to the report (Appendix B).

## **5.0 LOCAL AREA FORUM EXPENDITURE**

- 5.1 The Projects funded through the Local Area Forums are varied, they have been categorised into a number of key areas, which are listed below:-
  - 5.1.1 **Children & Youth Facilities** - This covers activities, support and improvements to facilities for children and young people.
  - 5.1.2 **Community Events** - This category is for community events organised by local groups, this supports participation and vibrant communities.
  - 5.1.3 **Community Resource & Equipment** - This category is for equipment and resources to support community organisations and venues.
  - 5.1.4 **Community Initiatives** - This category includes community activity and pilot initiatives in our neighbourhoods.
  - 5.1.5 **Improved Parks** - This category includes initiatives which support the provision of weekend gardeners in the Council's parks which can deter vandalism, improves public reassurance and the general appearance of parks. It also includes additional improvements such as benches or new features.
  - 5.1.6 **Landscapes** - This category includes increased planting and any support to green spaces.
  - 5.1.7 **Pedestrian & Highway Improvements** - This category captures improvements to the local physical infrastructure, such as pathways and any facilities on the highways for example road safety improvements, traffic calming and speed surveys.
  - 5.1.8 **Community Safety** - This category covers initiatives that deter crime and anti-social behaviour ie fencing, lighting and alley gating.



## 5.2 Breakdown of Budget by Area Forum

The budget is allocated per capita on the population levels for each area:-

Local Area Forum	Approved Budget	Actual Spend
1 - Broadheath, Ditton, Hale & Hough Green	£70,502.57	£70,427.66
2 - Appleton, Kingsway & Riverside	£59,517.21	£55,291.07
3 - Birchfield, Farnworth & Halton View	£69,204.59	£59,825.58
4 - Grange, Halton Brook, Heath & Mersey	£84,590.42	£44,795.95
5 - Halton Castle, Norton North, Norton South & Windmill Hill	£69,489.51	£41,409.50
6 - Beechwood & Halton Lea	£32,227.94	£32,227.93
7 - Daresbury	£14,467.76	£13,241.11
<b>Totals</b>	<b>£400,000.00</b>	<b>£317,218.80</b>

## 5.3 Breakdown of Expenditure by Category

	Children & Young People	Community Initiatives	Community Resources & Equipment	Improved Parks	Landscapes	Pedestrian & Highway Improvements	Community Safety	Total
<b>AF1</b>	£150.00	£3,245.91	£25,891.46	£19,500.00	£21,490.29	£0.00	£150.00	£70,427.66
<b>AF2</b>	£1,997.60	£20,316.19	£5,735.68	£18,000.00	£0.00	£0.00	£9,241.60	£55,291.07
<b>AF3</b>	£0.00	£250.00	£12,645.08	£6,000.00	£20,000.00	£6,775.50	£14,155.00	£59,825.58
<b>AF4</b>	£8,598.54	£11,619.66	£18,051.44	£4,000.00	£1,000.00	£1,526.31	£0.00	£44,795.95
<b>AF5</b>	£2,604.29	£3,775.00	£23,835.01	£0.00	£4,895.20	£6,300.00	£0.00	£41,409.50
<b>AF6</b>	£365.50	£0.00	£20,788.38	£8,386.52	£0.00	£2,687.53	£0.00	£32,227.93
<b>AF7</b>	£2,804.17	£299.18	£7,603.56	£0.00	£2,534.20	£0.00	£0.00	£13,241.11
<b>TOTAL</b>	<b>£16,520.10</b>	<b>£39,505.94</b>	<b>£114,550.61</b>	<b>£55,886.52</b>	<b>£49,919.69</b>	<b>£17,289.34</b>	<b>£23,546.60</b>	<b>£317,218.80</b>
<b>%</b>	<b>5</b>	<b>12</b>	<b>36</b>	<b>18</b>	<b>16</b>	<b>5</b>	<b>7</b>	<b>100</b>

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

The forum approved 19 projects with spend of £70, 427.66. The highest category of spend was Community Resources & Equipment.

### 5.3.2 Appleton, Kingsway & Riverside

The forum approved 21 projects with spend of £55,291.07 The highest category of spend was Community Initiatives.

### 5.3.3 Birchfield, Farnworth & Halton View

This forum approved 12 projects with spend of £59,825.58. The highest category spend was Landscapes.

### 5.3.4 Grange, Halton Brook, Heath & Mersey

This forum approved 32 projects with spend of £44,795.95. The highest category of spend was Community Resources & Equipment.

### 5.3.5 Halton Castle, Norton North, Norton South & Windmill Hill

This forum approved 19 projects with spend of £41,409.50. The highest category spend was Community Resources & Equipment.

### 5.3.6 Beechwood & Halton Lea

This forum approved 10 projects with spend of £32,227.93. The highest category of spend was Community Resources & Equipment.

### 5.3.7 Daresbury

This forum approved 5 projects with spend of £13,241.11. The highest category spend was Community Resources & Equipment.

5.3.8 Overall spend was highest on Community Resource & Equipment with 36% of the budget, followed by Improved Park at 18% and Landscapes at 16%.

## 5.4 Breakdown of Expenditure by Council Priority

5.4.1 All Area Forum projects are required to demonstrate a contribution to the Council's priorities. The table below shows the total number of funded projects for each priority.

	Healthy Halton	Environment & Regeneration in Halton	Employment, Learning & Skills in Halton	Children & Young People in Halton	Safer Halton	Total
<b>AF1</b>	5	13	1	1	0	20
<b>AF2</b>	4	9	2	4	2	21
<b>AF3</b>	1	8	0	0	3	12
<b>AF4</b>	5	13	4	9	1	32
<b>AF5</b>	3	7	1	7	1	19
<b>AF6</b>	2	4	2	2	0	10
<b>AF7</b>	0	2	1	2	0	5
<b>TOTAL</b>	<b>20</b>	<b>56</b>	<b>11</b>	<b>25</b>	<b>7</b>	<b>119</b>
<b>%</b>	<b>17</b>	<b>47</b>	<b>9</b>	<b>21</b>	<b>6</b>	<b>100</b>

## 6.0 Supporting Funding

6.1 Area Forum projects support partnership working and enable the leverage of funding from other organisation and grant giving bodies. Overall an additional amount of £631,179.60 was 'levered in' to support area forum projects providing a total spend of £948,398.38 as detailed in the table below. This means that for every £1 of Area Forum funding a further £1.99 was secured from other funding sources for project delivery.

*In the table below, 'HBC' refers to funding provided by departments within the Council; such as Highways and Open Space Services. 'Other Halton' refers to funding provided direct by applicants or other agencies such; as local Housing providers. 'External' refers to funding coming in from outside of Halton; for example from organisations such as WREN, Biffa and Big Lottery Fund.*

<b>Funding Source</b>	<b>Amount</b>
Area Forum	£317,218.80
Halton Borough Council	£10,839.00
Other Halton	£11,468.98
External	£608,871.60
<b>Total</b>	<b>£948,398.38</b>

## 7.0 STRATEGIC APPROACHES

7.1 The Local Area Forum projects programme provides a means of funding neighbourhood schemes in response to local needs and aspirations. In addition, area forum grants often provide much needed third party or match funding to support larger schemes, helping to lever in much larger pots of external funding as demonstrated in 6.1 above. Area forums provide a platform for community engagement at a neighbourhood level which not only delivers projects and improvements but can contribute towards achieving strategic objectives and informing decisions on policy development.

## 8.0 POLICY IMPLICATIONS

8.1 There are no Policy implications arising from this report

## 9.0 FINANCIAL IMPLICATIONS

9.1 These are contained within the report.

## 10.0 RISK ANALYSIS

10.1 There are no significant risks associated with this report.

## **11.0 EQUALITY AND DIVERSITY ISSUES**

- 11.1 The Area Forum process is open and accessible to all Members of Halton's community.

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

### **12.1 A Healthy Halton**

Many of the community initiatives have a wellbeing impact supporting the ethos of a whole area approach to community life. Enabling community led activity builds community resilience.

### **12.2 Environment & Regeneration in Halton**

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

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

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

### **12.4 Children & Young People in Halton**

The expenditure profiles for each of the area forums demonstrates a significant proportion of funding is allocated to supporting activities and facilities for children and young people.

### **12.5 A Safer Halton**

A sense of community and community connectedness reduces residents fear of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders.

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

- 13.1 None under the meaning of the Act

**Appendix : A – Area Forum Case Studies/Feedback**

**A1 Area Forum 1 Broadheath, Ditton, Hale & Hough Green**

**A1.1 Broadheath: Barkla Fields Gardening Club £1590**

A gardening club was set up to look after the gardens and grounds surrounding the Barkla Fields extra care living scheme. The grant enabled the group to purchase tools and equipment to grow vegetables and plants. It was a project that enabled all residents to get actively involved in the maintenance of the garden as the tools were extendable and suitable for all. The project improved both the physical health of those taking part and the wellbeing of all the residents.

**A1.2 Ditton: Halebank Football Club £4000**

The area forum grant enabled the club to clad the exterior walls of the changing rooms with Kingspan insulated panes. The club members and players have benefited from improved changing rooms which are now dry and damp free and will enable further interior improvements to be made now that the unit is weatherproof.

**A1.3 Hale: Hale Village Hall £8462**

Hale Village Hall has undergone a complete rebuild and the Parish Council have been awarded a total of £591,538 from a number of different organisations and had a short fall of £8462 to complete the access works at the front of the building. The grant provided by the Area Forum enabled a flat area at the front of the building which includes disabled parking. The landscaping has created a flat and attractive area which is now accessible to all members of the community including wheelchair users, parents with prams and those with limited mobility. This is an essential feature of the new building enabling it to be open to all and increasing the number of community groups who are able to make use of the new facility.

**A1.4 Hough Green: Hough Green Millenium Arts Group £250**

£250 was awarded to enable the staging of the Birkenhead Operatic Society Trust (BOST) at St. Basil and All Saints Church. Below is an extract from their letter of thanks:

*“Last night the concert was performed, and it was a wonderful event for all those involved. BOST sang a wide selection of “Songs from the Shows” which delighted all – the quality of the music was superb. The concert concluded with everyone joining together with “You’ll Never Walk Alone”*

*This concert has brought so much pleasure to so many people. Without your grant we could not have booked BOST. We thank you all so much.”*

**A2 Area Forum 2: Appleton, Kingsway & Riverside**

**A2.1 Appleton: Victoria Park Christmas Event £3000**

The grant provided the infrastructure costs that enables the event to take place as well providing free grotto bags and presents for the children visiting Father Christmas, Santa train rides around the park and the horse and carriage for Cinderella. This is an event that brings Christmas to Widnes and provides activities for many families that may otherwise be unable to participate in.

**A2.1 Kingsway: St Paul's Church – Parent and Toddler Group £390**

A grant was provided to help set up a parent and toddler group at the church, more specifically so that essential equipment and resources could be purchased. On average 40 people attend every week and the organisers have provided this feedback:-

*“St Paul's parent toddler group has grown very quickly and is a blessing to those in the local community, providing support to parents at vulnerable stage of life and diverse activities for toddlers. This has all contributed to making a healthy Halton.”*

**A2.3 Riverside: West Bank Clean Up Campaign £4060**

A partnership between the Ward Councillors and Waste Management delivering a community recycling skip scheme to provide residents with the opportunity to declutter and dispose of unwanted household items or excess general waste they may have. Low car ownership limits the number of residents who can access the household waste and recycling centres hence providing skips within close proximity provided an added benefit to such individuals giving people the opportunity to dispose of unwanted items with the aim to reduce fly tipping incidents, improve conditions in the area and encourage residents to maintain a clean and tidy neighbourhood. The scheme enabled community & environmental improvements.

**A3 Area Forum 3: Birchfield, Farnworth & Halton View**

**A3.1 Birchfield: Weekend Gardeners £3000**

The Open Spaces Service deployed a park worker in Upton Rocks, Sunny Bank & Birchfield parks throughout the summer period (Mid-July to first weekend of September). The staff provided a uniformed presence on site and carried out duties such as additional litter picking and bin emptying during what is usually a very busy period. This enhanced the visitor experience to all the parks.

**A3.2 Farnworth: Widnes Historical Society £250**

A grant to support the promotion of the group:-

*“We have been able to print more of our publicity leaflets and have distributed them to the Library and other local venues. We also purchased some lightweight display boards that we are using when we visit venues to tell people about our society – they have improved matters for us considerably”*

**A3.3 Halton View: Road Widening, Ireland Street £6775**

The forum provided match funding to Halton Housing Trust to widen parts of Ireland Street to create a safer and more pleasant environment for the local residents.

**A4 Area Forum 4: Grange, Halton Brook, Heath & Mersey**

**A4.1 Grange: Grange Community Forum – Halloween Party £380**

The forum supported this event which enabled it to be free to local families. A professional children’s entertainer provided activities and all present received a goody bag and refreshments. 67 local residents attended and it was thoroughly enjoyed by all; without the grant the event would not have been able to take place.

**A4.2 Halton Brook: Wicksten Drive Alleycats £414**

The grant enabled this resident group to purchase gardening equipment, lighting & storage:-

*“the grant united a disparate group of neighbours and extended families into a cohesive and inclusive unit. We introduced children to gardening and caring for the environment, created bug hives and bird feeders, provided a sense of purpose, belonging and usefulness to retired residents. We held a social event to celebrate the transformation.”*

**A4.3 Heath: Heath Methodist Church – Photocopier £1035**

The grant was to purchase of a photocopier for the church:-

*“Since it’s installation, the photocopier has been used for general church and worship use and to produce publicity materials and resources for community outreach events. These events are contributing to a safer and healthier Halton and are allowing the Church to fundraise for major UK charities such as Action for Children and Christian Aid. Many groups and clubs affiliated to the Church, have also been using the photocopier, including Rainbows, Brownies, Guides, Youth Fellowship, Art Group, Women’s guild”*

**A4.4 Mersey: Skip Scheme - £3600**

A partnership between the Ward Councillors and Waste Management led to the organisation of a skip scheme that provided huge benefit to the local community and environment. It was organised to coincide with Keep Britain Tidy Clean Up Weekend.

**A5. Area Forum 5: Halton Castle, Norton North, Norton South & Windmill Hill**

**A5.1 Halton Castle: Halton Village Millennium Green – A Year on the Green £1200**

The grant contributed to a series of community events to celebrate a year on the green in 2016:-

*“The grant partially funded one element of a yearly programme of events and activities which our volunteers organise on the Green. It has long been the ethos of our group that no child should miss out on being able to participate in what we can offer through financial hardship. The grant enabled us to offer free inflatables for children at our Family Fun Day which kept them entertained, involved and engaged for the whole time and this resulted in really good behaviour throughout the day. The Fun Day is our opportunity to engage with large numbers of people and publicise the Green and our other events and activities as well as providing volunteering opportunities and making people aware of this pleasant green space”*

**A5.2 Norton North & South: Murdishaw Board of Directors – Family Fun Day £525**

An area forum grant was provided to fund a bouncy castle and entertainer to enhance the free family event that enabled everyone in the community to attend. The event is an ideal opportunity for local residents to see what activities are available to them at their local community centre and enjoy the event, over 300 people attended.

**A5.3 Windmill Hill: Bingo Club – Christmas Lunch £280**

A grant to support the club to have a Christmas lunch:-

*“19 members of the club, which mainly consists of pensioners, benefitted from having a Christmas meal in a local venue. This allowed members of different generations to mingle during a social outing and enjoy each other’s company. It also took away any financial worries from members on low fixed incomes who might not have been able to afford to attend otherwise”*

**A6 Area Forum 6 Beechwood & Halton Lea**

**A6.1 Beechwood: Beechwood Community Centre – Lockers and Benches £5940**

The grant was a contribution to the improvements and refurbishment at the centre:-

*“The swimming pool attracts over 30,000 swimmers a year and the lockers and benches are used 7 days a week. Prior to this grant we had nowhere for swimmers to keep their personal belongings and clothes and towels were often wet and left on the old benches and the floor, this had become a health and safety issue. Users have commented that it is ‘100 times’ better now that swimmers can keep their belongings safe and dry”.*



**A6.2 Halton Lea: Runcorn & District Foodbank – Projector & Printer £497**

The grant enabled the foodbank to upgrade their printer and purchase a projector which supported the administration of the project and the training for the volunteers so that they are best placed to support those in need.

**A7 Area Forum 7 Daresbury**

**A7.1 Daresbury: Village Hall Refurbishment £5975**

An air conditioning unit was fitted to the centre and the roof was insulated to improve the heating within the building and new chairs were purchased.

**Appendix : B – Area Forum Projects List 2016/17**

<b>Area Forum 1: Broadheath, Ditton, Hale &amp; Hough Green</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Tea and coffee for meetings	All	£36.00
Weekend Gardener Hough Green	Hough Green	£3,000.00
Weekend Gardener Hale	Hale	£3,000.00
St Michaels FC - Pathway Improvements	Ditton	£6,296.29
Halebank Football Club Cladding	Ditton	£4,000.00
MUGA Fencing - Royal Avenue	Broadheath	£7,020.00
Quarry Court - Outdoor Equipment	Broadheath	£269.96
Hale Village Hall	Hale	£8,462.77
Bins - Pickering Pasture	Ditton	£2,000.00
Dovedale Court Residents Association - Flowers	Hough Green	£174.00
Halebank Youth Club - Re-decorating	Ditton	£850.00
Security Fence - Radnor Drive	Broadheath	£150.00
Halloween Party at Upton CC	Hough Green	£150.00
Barkla Fields Gardening Club (HHT)	Broadheath	£1,590.93
Years Ahead Art Club at Ditton CC	Broadheath	£500.26
Improvements to Prescott Rd Playing Fields	Hough Green	£8,000.00
Hale Park - Replacement Fence and Rails	Hale	£13,500.00
Waste Management skip scheme from 15/16	All	£559.80
Hough Green Millennium Arts Project Group	Hough Green	£250.00
Change of funding from Alley gates to Skip scheme	All	£2,686.11
Locality	All	£7,931.54
<b>TOTAL</b>		<b>£70,427.66</b>

<b>Area Forum 2: Appleton, Kingsway &amp; Riverside</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Room Hire and Coffee	All	£56.25
St Paul's Church - Boiler Replacement in Community Centre.	Kingsway	£1,500.00
Boats and Bridges	Riverside	£370.00
Victoria Court Social Club	Kingsway	£300.00
West Bank Clean up campaign event	Riverside	£4,060.00
West Bank Stay & Play Project	Riverside	£1,154.14
Victoria Park - Bollards at Entrance	Appleton	£18,000.00
De-fibrillator Case for Widnes Ambulance Station	Kingsway	£385.00
Widnes Library - Library Puppet	All	£83.46
St Bede's Jubilee Club - funding for transport	Kingsway	£1,502.00
St Paul's Church - Parent and Toddler Group	Kingsway	£390.00
Loose - The Studio - New Kitchen	Riverside	£1,190.00
Victoria Park Christmas Event	All	£3,000.00
Skip scheme in Kingsway	Kingsway	£4,000.00
West Bank Drama Group - Projectors and Tables	Riverside	£1,263.00
West Bank Drama Group - Curtains	Riverside	£1,726.43
SID (Solar powered speed indicator device) on Highfield Road	Kingsway	£7,500.00
Neighbourhood Watch signs in West Bank	Riverside	£200.00
Fencing - Wavertree Avenue	Kingsway	£731.60
Dog Fouling Signs	Kingsway	£810.00
Staff costs for waste management from 15/16	Kingsway	£373.50
Locality	All	£6695.69
<b>TOTAL</b>		<b>£55,291.07</b>

<b>Area Forum 3: Birchfield, Farnworth &amp; Halton View</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Tea and Coffee for meetings	All	£49.50
Operation Shield Phase 2	All	£10,000.00
Boundary Fence - Upton Rocks	Birchfield	£20,000.00
Weekend Gardener - Upton Rocks, Sunnybank and Birchfield Gardens	All	£3,000.00
Weekend Gardener - Crow Wood and Bongs	Halton View	£3,000.00
Anti-vandal Paint - Ireland Street	Halton View	£155.00
Widnes Historical Society - Leaflets and Display Board	Farnworth	£250.00
Bins - Upton Rocks	Birchfield	£200.00
Replacement Sign - Farnworth	Farnworth	£610.06
Road Widening - Ireland Street	Halton View	£6,775.50
Operation Shield	All	£4,000.00
Bins - Weates Close & Crowood Estates	Halton View	£4,000.00
Locality	All	£7,785.52
<b>TOTAL</b>		<b>£59,825.58</b>

<b>Area Forum 4: Grange, Halton Brook, Heath &amp; Mersey</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Canal Boat Adventure Project - Queens Birthday Street Party	Grange	£234.69
Halton Zipper Club - Transport	Grange	£350.00
Halton Lodge Children Centre Fun Day	Grange	£700.00
Wicksten Drive Alleycats	Halton Brook	£414.57
Heath Methodist Church	Heath	£1,035.00
Halton Brook Children's Centre - Fun Day	Halton Brook	£250.00
Litter Bins	Grange	£970.00
Benches at Taxi Rank	Mersey	£928.40
Grangeway Community Forum - Halloween Party	Grange	£380.00
Bins - Halton Road	Halton Brook	£1,020.00
Halton Lodge Children Centre - Christmas Funday	Grange	£800.00
Halton Lodge CC - Panto	Grange	£500.00
Halton Brook CC - Swap Shop Storage Boxes	Halton Brook	£115.96
Venus - The Intensive Cleaning Education Programme	Halton Brook	£1,200.00
Castle Rise K Barriers	Halton Brook	£506.31
Halton Lodge CC - Café floor	Grange	£3,028.54
St Michael's Church - Laptops	Mersey	£588.00
Skip Scheme Pilot - Mersey Ward	Mersey	£1,200.00
St Johns Church Hall, Weston - Lighting & Storage.	Heath	£1,443.28
Halton Komets Majorettes	Heath	£2,940.00
Halton Road - Canal boundary clearance	Halton Brook/ Mersey	£1,000.00
Runcorn Hill Park- Boundary Improvement	Heath	£4,000.00
Halton Adults with Learning Disabilities Support - Respite Event & Stationary	Grange	£1,046.50
Years Ahead - Active Elders Art Materials	Grange	£344.30
Halton Brook Residents Association - Estate Anniversary Newsletter	Halton Brook	£362.00
Halton Lodge, managed by Creative Support Ltd - Pool Table	Grange	£785.00
Runcorn Town Team -Replacement Telescope	Mersey	£1,242.30
Keep Britain Tidy Clean Up	Mersey	£3,600.00
Four estates - E-Learning Licences	Halton Brook	£634.68
Grangeway Community Forum - Spring Event	Grange	£360.00
Well North Skip Scheme for Halton Brook	Halton Brook	£2,000.00
Bins - Rocksavage Way	Heath	£1,300.00
Locality	All	£9,516.42
<b>TOTAL</b>		<b>£44,795.95</b>

<b>Area Forum 5: Halton Castle, Norton North, Norton South &amp; Windmill Hill</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Tea and Coffee	All	£27.00
Halton Village Millennium Green Trust - A Year on the Green	Halton Castle	£1,200.00
Halton Trinity: Third Party WREN funding	Halton Castle	£1,707.49
Bins - Sanders Hey & Padstowe	Norton South	£1,057.00
Murdishaw Board of Directors - Family Fun Day	Norton South	£525.00
Party in the Park 2016	Halton Castle	£1,500.00
Castlefields Stay and Play	Halton Castle	£1,040.00
Runcorn Linnets FC: Under 7's Training Kit	Norton North & Norton South	£565.72
Castlefields Community Centre: Christmas Meals	Halton Castle	£270.00
Windmill Hill Bingo Club - Christmas lunches	Windmill Hill	£280.00
Canal Boat Adventure Project - Floating grotto and Christmas Party	Halton Castle, Norton South & Windmill Hill	£298.57
Village Square - relocation of clamp and power supply	Halton Castle	£1,500.00
Street Signs - Brookvale	Norton South	£300.00
Royal British Legion Bowling Club - Lawn Mower	Halton Castle	£2,500.00
ELLA -Tshirts	Norton South	£700.00
Castlefields CC - Computer Equipment	Halton Castle	£2,500.00
St Martins School - Halton Castle	Norton South	£8,225.95
Fencing - Windmill Hill	Windmill Hill	£4,500.00
Halton Castle - Maintenance & Events	Halton Castle	£4,895.20
Locality	All	£7,817.57
<b>TOTAL</b>		<b>£41,409.50</b>

<b>Area Forum 6: Beechwood &amp; Halton Lea</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Skate Park Opening - Vouchers	Halton Lea	£105.50
Four Estates - Tableclothes for Palace Fields Community Centre	Halton Lea	£341.70
Kissing gate at Wenlock	Beechwood	£1,887.53
Beechwood Community Centre - Lockers & Benches	Beechwood	£5,940.00
Beechwood Community Centre - Loan for coffee shop	Beechwood	£10,000.00
Bins - Hill View Primary School	Beechwood	£800.00
Runcorn and District Foodbank - Projector & Printer	Halton Lea	£497.04
Halton Lea Library	Halton Lea	£260.00
Four Estates - Laptop for Palacefields Community Centre	Halton Lea	£384.00
Halton Lea Underspend to Palacefields Community Park	Halton Lea	£8,386.52
Locality	All	£3,625.64
<b>TOTAL</b>		<b>£32,227.93</b>

<b>Area Forum 7: Daresbury</b>		
<b>Project</b>	<b>Ward</b>	<b>Amount</b>
Bin Replacements - Sandymoor	Daresbury	£2,534.20
Halton Community Transport - School Transport	Daresbury	£1,950.00
Preston Brook Pre-school: Replacement Equipment	Daresbury	£854.17
Daresbury District Heritage Group - Census and 1939 register for the Parish of Daresbury	Daresbury	£299.18
Daresbury Parish Council - Village Hall Refurbishment	Daresbury	£5,975.94
Locality	All	£1,627.62
<b>TOTAL</b>		<b>£13,241.11</b>