

Public Document Pack



Executive Board

Thursday, 14 June 2018 2.00 p.m.
The Boardroom, Municipal Building

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

Chief Executive

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

PART 1

Item	Page No
1. MINUTES	1 - 2
2. DECLARATION OF INTEREST	
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 or voting on the item.	
3. LEADER'S PORTFOLIO	
(A) LIVERPOOL CITY REGION COMBINED AUTHORITY (BUSINESS RATE SUPPLEMENTS FUNCTIONS) ORDER	3 - 24

*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 19 July 2018*

Item	Page No
4. CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO	
(A) ADULT SOCIAL CARE FUNDING – IMPROVED BETTER CARE FUND (IBCF) ALLOCATION 2018/19	25 - 28
(B) HALTON’S SUPPORTED HOUSING NETWORK SPECIALIST SUPPORT TEAM	29 - 32
(C) SCHOOLS CAPITAL UPDATE – 2018/19 - KEY DECISION	33 - 41
(D) HIGH NEEDS UPDATE - KEY DECISION	42 - 73
5. HEALTH AND WELLBEING PORTFOLIO	
(A) WORK PLACE HEALTH & TIME TO CHANGE EMPLOYER PLEDGE	74 - 79
(B) STAIR LIFT INSTALLATION CONTRACT – PRELIMINARY ESTIMATES REPORT	80 - 83
6. TRANSPORTATION PORTFOLIO	
(A) TERM SERVICE CONTRACT FOR HIGHWAYS	84 - 86
7. ECONOMIC DEVELOPMENT PORTFOLIO	
(A) PROMOTING HALTON’S VISITOR ECONOMY	87 - 91
8. RESOURCES PORTFOLIO	
(A) 2017/18 FINANCIAL OUTTURN	92 - 116
(B) TERM CONTRACT TENDER FOR PROFESSIONAL SERVICES	117 - 119
(C) 2018/19 TO 2020/21 CAPITAL PROGRAMME	120 - 128
9. PHYSICAL ENVIRONMENT PORTFOLIO	
(A) ASTMOOR REGENERATION PROGRAMME	129 - 160
(B) AMENDMENT TO HOUSING ALLOCATIONS POLICY	161 - 164

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.

EXECUTIVE BOARD

At a meeting of the Executive Board on Tuesday, 15 May 2018 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, E. Dawson, M. Vasic, G. Cook and M. Reaney

Also in attendance: Councillor V Hill and one member of the press

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE BOARD**

Action

EXB150 MINUTES

The Minutes of the meeting held on 19 April 2018 were taken as read and signed as a correct record.

EXB151 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL

RESOLVED: That Council be recommended to appoint Councillor Mike Wharton as Deputy Leader of the Council for the 2018/19 Municipal Year.

Chief Executive

EXB152 APPOINTMENT TO BOARDS, COMMITTEES, APPEALS PANEL AND SCRUTINY CO-ORDINATOR AND THE APPOINTMENT OF CO-OPTees TO VARIOUS BOARDS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding appointments to the Council's Boards, Committees, Appeals Panel and Scrutiny Co-ordinator and the appointment of a non-voting Co-optee to the Health Policy and Performance Board, and a non-voting Parish Council Co-optee to the Standards Committee. A list of committee memberships was tabled at the meeting.

RESOLVED: That Council be recommended to make the following appointments:-

- 1) To the Council's Boards, Committees, Appeals Panel and Scrutiny Co-ordinator post for the 2018/19 Municipal Year;
- 2) The appointment of a Healthwatch Halton non-voting Co-optee on the Health Policy and Performance Board for the 2018/19 Municipal Year (name to be supplied); and
- 3) Reverend David Felix be re-appointed as a non-voting Parish Council Co-optee on the Standards Committee for the 2018/19 Municipal Year.

Strategic
Director -
Enterprise,
Community and
Resources

Meeting ended at 2.05 p.m.

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Chief Executive

PORTFOLIO: Leader's

SUBJECT: The Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order

WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report presents information in respect of the next stages of the devolution deal negotiated in 2015.
- 1.2 This relates to powers to allow a supplement on business rates to be introduced as a mechanism for funding infrastructure projects.

2.0 RECOMMENDATION: That Executive Board note the action taken by the Chief Executive under his delegated authority, in consultation with the Leader, the Operational Director, Legal and Democratic Services and the Operational Director, Finance, and confirms on behalf of Halton Council that:-

- 1) the draft SI (attached) is agreed in principle by Halton Borough Council; and**
- 2) Halton Council consents to the making of the Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order.**

3.0 SUPPORTING INFORMATION

- 3.1 This proposal arose from George Osborne's Autumn statement 2015. The essence of the proposal is to devolve powers to the Mayoral Combined Authorities nationally to raise Business Rates Supplements (BRS) in a similar way to those powers currently held by the Greater London Authority (GLA).
- 3.2 There are no plans to use these powers, and any enactment of these powers would be subject to formal consultation with impacted businesses, and further approval by the LCR Combined Authority. These powers are there to fund specific projects and are not part of the mechanism for funding more general Combined Authority costs, nor do they form part of the current medium term financial strategy for the CA.

- 3.3 There is a risk however, that failure to accept these powers from Government may place the City Region at a future disadvantage in relation to other Mayoral Combined Authorities should the opportunity to use these powers ever be identified.
- 3.4 The BRS is a levy of up to two pence in the pound of rateable value that can be applied to business rate bills, subject to a successful ballot of affected businesses. Currently, the power to introduce such a levy applies to top-tier local authorities (including Halton) and the GLA.
- 3.5 The legislation will provide protections to smaller businesses, setting a threshold rateable value of £50,000 below which the levy cannot apply. Levying authorities will be able to increase (but not decrease) this rateable value threshold, if desired. The money generated must be for projects that promote economic growth and would otherwise not be undertaken, and cannot be spent on day-to-day service provision.
- 3.6 The legislation requires affected businesses and lower-tier authorities to be consulted on a proposal through an initial prospectus. This should set out the nature of the project, how long it may last, what the level of the BRS will be and the nature of any reliefs that will apply.
- 3.7 The project – as set out in the prospectus – then needs to be approved by a majority of affected businesses in a ballot, and a final prospectus published, which would confirm the outcome of the ballot.
- 3.8 Metro Mayors could propose more than one project, provided that the total cost does not exceed two pence in the pound of rateable value and that each BRS has been approved in a separate ballot and consultation process. In addition, the power can be exercised jointly with other levying authorities – which include your authority.
- 3.9 The formal advice from MHCLG is reproduced below:

The Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018 will give effect to commitments in the area's devolution agreement by giving the mayor the same powers as the mayor of Greater London has to levy a supplement on business rates to raise money for a project will promote economic development in the area. These powers are provided in the Business Rates Supplements Act 2009. Key features are:

- a) Money raised from the supplement cannot be put towards the authority's day-to-day costs for services it has existing obligations to provide.
- b) Before levying any supplement, the mayor would be required to consult on and publish a prospectus setting out the benefits of the proposed project that the supplement would fund.

- c) The proposed supplement is then subject to a ballot of businesses that would be affected. Both a majority of affected individual rate-payers must approve it and the aggregate rateable value of those businesses in favour must exceed those against.

The Business Rate Supplement may only be levied on business properties with a rateable value of £50,000 or more. The mayor may increase, but cannot reduce, this threshold, and can apply any other reliefs as may be set out in the prospectus.

To confer these powers, the government will make Orders for each mayoral combined authority to confer on each combined authority, the powers of the Greater London Authority under the Business Rates Supplement Act 2009 using powers from section 105A of the Local Democracy, Economic Development and Construction Act.

We have been advised that the procedure for the Order, as set out in section 105B(1)(b) of the primary legislation, requires that the mayor, the combined authority and each of the constituent councils consent to the making of the legislation. In practice, as before, this will mean that we will come to seek relevant consents before the legislation is laid before Parliament.

3.10 MHCLG has also advised that:

“Provision of this consent is a function of the executive in councils operating under executive arrangements. This means that the leader, or a member of the cabinet may take the decision; they may also provide for the decision to be delegated to an officer of the council – so the officer will be confirming they are satisfied that the draft SI provides for that conferral of powers to which the member(s) has/ve agreed in principle.

We strongly recommend that your councils arrange for delegation: we will only be able to provide a short timescale for responses to the consent letter, to which we will attach a draft of the SI to give effect to the conferral of powers.”

4.0 RESOURCE IMPLICATIONS

4.1 Financial

None.

This is an enabling power. It will allow the Combined Authority subject to compliance with relevant processes, to seek additional business rates to reinvest in infrastructure projects.

4.2 Human Resources

None

4.3 Physical Assets

None

4.4 Information Technology

None

5.0 RISKS AND MITIGATION

5.1 Failure to accept these powers could put the Combined Authority at a disadvantage in respect of potential future funding of certain eligible infrastructure investment. It could also risk future conversations with Government over further devolution of fiscal powers.

5.2 It should be stressed, however that there are no plans to exercise this power and that BRS does not currently form part of the LCRCA's overall financial strategy.

5.3 There are significant controls that would make the exercise of these powers subject to further local consultation and approval both at Combined Authority level and with any affected businesses. Furthermore, there are no immediate proposals that would involve the exercise of these powers.

6.0 EQUALITY AND DIVERSITY IMPLICATIONS

None

7.0 COMMUNICATION ISSUES

7.1 In the event that the powers are granted to the Combined Authority a consultation exercise will need to be undertaken prior to the exercise of such powers.

8.0 CONCLUSION

8.1 The consent to this proposal is required to enable the combined authority to gain powers which will only be exercised subject to conditions and further CA approval.

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

Document	Place of Inspection	Contact Officer
Draft LCRCAs (Business Rate Supplements Functions) Order 2018	Municipal Building, Kingsway, Widnes	Angela Scott/Mark Reaney

Draft Order laid before Parliament under section 117(2) of the Local Democracy, Economic Development and Construction Act 2009, for approval by resolution of each House of Parliament.

DRAFT STATUTORY INSTRUMENTS

2018 No.

LOCAL GOVERNMENT, ENGLAND

The Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018

Made - - - - *****

Coming into force in accordance with article 1

The Secretary of State makes the following Order in exercise of the powers conferred by sections 105A(1)(b), 107D(1), (5) and (7)(a) to (e), 114(1) and 117(5) of the Local Democracy, Economic Development and Construction Act 2009^(a) (“the 2009 Act”).

In accordance with sections 105B(1) and 107D(9) of the 2009 Act, the district councils whose areas are comprised in the area of the Liverpool City Region Combined Authority, the Liverpool City Region Combined Authority and the Mayor of the Liverpool City Region Combined Authority have consented to the making of this Order.

The Secretary of State considers that the making of this Order is likely to improve the exercise of statutory functions in the area to which this Order relates.

In accordance with section 105B(9) of the 2009 Act the Secretary of State has laid before Parliament a report explaining the effect of this Order and why the Secretary of State considers it appropriate to make this Order.

A draft of this instrument has been laid before, and approved by a resolution of, each House of Parliament pursuant to section 117(2) of the 2009 Act.

(a) 2009 c.20. Section 105 was amended by the Cities and Local Government Devolution Act 2016 (c. 1) (“the 2016 Act”), sections 6, 9 and 14. Sections 105A and 107D were inserted by sections 4 and 7 of the 2016 Act. Section 114 was amended by Schedule 5 to the 2016 Act. Section 117 was amended by section 13(2) of the Localism Act 2011 (c. 20) and Schedule 5 to the 2016 Act.

PART 1

General

Citation and commencement

1. This Order may be cited as the Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018 and comes into force on the day after the day on which it is made.

Interpretation

2. In this Order—

“the 2009 Act” means the Local Democracy, Economic Development and Construction Act 2009;

“the BRS Act” means the Business Rate Supplements Act 2009(a);

“the LCRCA” means the Liverpool City Region Combined Authority(b).

PART 2

Business Rate Supplements Functions

Conferral of BRS power of Greater London Authority

3.—(1) The LCRCA has, in relation to its area, functions corresponding to the functions conferred on the Greater London Authority in relation to Greater London by the BRS Act.

(2) Paragraph (1) does not apply in relation to the function conferred by section 3(5) of the BRS Act.

General functions of the Combined Authority exercisable only by the Mayor

4.—(1) The functions of the LCRCA specified in article 3 are exercisable only by the Mayor(c).

(2) The members or officers of the LCRCA may assist the Mayor in the exercise of the functions specified in article 3.

(3) For the purposes of the exercise of the functions specified in article 3 the Mayor may do anything that the LCRCA may do under section 113A of the 2009 Act (general power of EPB or combined authority)(d).

(4) The Mayor must not make arrangements under section 107D(3)(b) of the 2009 Act (functions of mayors: general) in relation to the functions specified in paragraph (1), in relation to a political adviser appointed under article 20(1) of the Liverpool City Region Combined Authority (Functions and Amendment) Order 2017(e).

(a) 2009 c. 7, as amended by Part 4 of the Localism Act 2011 (c. 20).

(b) The Liverpool City Region Combined Authority was established by the Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority Order 2014, S.I. 2014/865. Article 3(2) provides that the combined authority is to be known as the Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority. Section 104(4) of the 2009 Act applies section 97 of the Local Transport Act 2008 (c. 26) (change of name of ITA) to a combined authority as it applies to an Integrated Transport Authority. On 1st April 2014 the combined authority passed a resolution to change the name by which it is to be known to the Liverpool City Region Combined Authority.

(c) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority (Election of Mayor) Order 2016/782 provided for there to be a mayor of the combined authority. The first mayor was elected on 4th May 2017.

(d) Section 113A was inserted by section 13 of the Localism Act 2011 and amended by section 23 of, and paragraph 25 of Schedule 5 to, the Cities and Local Government Devolution Act 2016.

(e) S.I. 2017/430.

Adaptation of BRS Act in consequence of article 3

5. For the purposes of article 3, the BRS Act applies to the LCRCA as if —
- (a) references to the Greater London Authority in section 2(1) (levying authorities) and in section 5(2) (prospectus) of the BRS Act include references to the LCRCA;
 - (b) references in that Act to a lower-tier authority are, in relation to the LCRCA, references to a district council whose area forms part of the LCRCA’s area.

Amendment of the Liverpool City Region Combined Authority (Functions and Amendment) Order 2017

6.—(1) The Liverpool City Region Combined Authority (Functions and Amendment) Order 2017 is amended as follows.

(2) In paragraph (2) of article 18 after “and 19(10)” insert “and the functions conferred on the Combined Authority by article 3 of the Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018”.

Signed by authority of the Secretary of State for Housing, Communities and Local Government

	<i>Name</i>
	Parliamentary Under Secretary of State
Date	Ministry of Housing, Communities and Local Government

EXPLANATORY NOTE

(This note is not part of the Order)

This Order provides for the conferral of functions the Greater London Authority has under the Business Rate Supplements Act 2009 (“the BRS Act”) on the Liverpool City Region Combined Authority.

Part 6 of the Local Democracy, Economic Development and Construction Act 2009 (“the 2009 Act”) provides for the establishment of combined authorities for the areas of two or more local authorities in England. Combined authorities are bodies corporate which may be given power to exercise specified functions in their area.

Article 3 of the Order provides that the Combined Authority is to have in relation to its area functions corresponding to the functions that the Greater London Authority has under the BRS Act to levy a supplement on business rates to raise money for expenditure on a project which will promote economic development in its area.

Article 4 provides that the functions are exercisable only by the Mayor, that the Mayor may be assisted by members or officers of the authority in the exercise of the functions and that the general power of the Combined Authority under section 113A of the 2009 Act is conferred on the Mayor for the purposes of those functions.

Article 5 provides for modification of the Business Rate Supplements Act 2009.

Article 6 amends the Liverpool City Region Combined Authority (Functions and Amendment) Order 2017 to provide that the BRS functions of the Combined Authority will be funded in accordance with the arrangements specified in article 18 of that Order.

A full regulatory impact assessment has not been prepared as this instrument will have no impact on the costs of business and the voluntary sector.

EXPLANATORY MEMORANDUM TO

**THE CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY
(BUSINESS RATE SUPPLEMENTS FUNCTIONS) ORDER 2018**

2018 No. [XXXX]

AND

**THE GREATER MANCHESTER COMBINED AUTHORITY (BUSINESS RATE
SUPPLEMENTS FUNCTIONS) ORDER 2018**

2018 No. [XXXX]

AND

**THE LIVERPOOL CITY REGION COMBINED AUTHORITY (BUSINESS RATE
SUPPLEMENTS FUNCTIONS) ORDER 2018**

2018 No. [XXXX]

AND

**THE WEST MIDLANDS COMBINED AUTHORITY (BUSINESS RATE
SUPPLEMENTS FUNCTIONS AND AMENDMENTS) ORDER 2018**

2018 No. [XXXX]

AND

**THE WEST OF ENGLAND COMBINED AUTHORITY (BUSINESS RATE
SUPPLEMENTS FUNCTIONS) ORDER 2018**

2018 No. [XXXX]

1. Introduction

- 1.1 This explanatory memorandum has been prepared by the Ministry of Housing, Communities and Local Government and is laid before Parliament by Command of Her Majesty.

2. Purpose of the instrument

- 2.1 These Orders confer functions corresponding to the business rate supplements functions that the Greater London Authority has in relation to Greater London on five mayoral combined authorities – Cambridgeshire and Peterborough Combined Authority (“the CPCA”), Greater Manchester Combined Authority (“the GMCA”), Liverpool City Region Combined Authority (“the LCRCA”), West Midlands Combined Authority (“the WMCA”) and West of England Combined Authority (“the WECA”) – in relation to their respective areas. The Orders provide that the functions

are exercisable only by the Mayors of each Combined Authority. In addition, the West Midlands Combined Authority (Business Rate Supplements Functions and Amendments) Order amends the WMCA's list of combined authority roads which make up the statutorily defined West Midlands Key Route Network¹ over which the WMCA exercises functions relating to highways and traffic.

3. Matters of special interest to Parliament

Matters of special interest to the Joint Committee on Statutory Instruments

- 3.1 The reports required by section 105B(9) of the Local Democracy, Economic Development and Construction Act 2009 ("the 2009 Act") have been combined into one report and are attached to this Explanatory Memorandum.

Other matters of interest to the House of Commons

- 3.2 Each entire instrument applies only to England.
- 3.3 Each instrument applies only to England as it is entirely concerned with local government areas in England. Section 103(2) of the 2009 Act provides that a combined authority may be established in relation to local government areas in England. Each instrument does not give rise to minor or consequential effects outside England.
- 3.4 In the view of the Department, for the purposes of House of Commons Standing Order 83P the subject-matter of each entire instrument would be within the devolved legislative competence of the Northern Ireland Assembly if equivalent provision in relation to Northern Ireland were included in an Act of the Northern Ireland Assembly as a transferred matter; or the Scottish Parliament if equivalent provision in relation to Scotland were included in an Act of the Scottish Parliament; or the National Assembly for Wales if equivalent provision in relation to Wales were included in an Act of the National Assembly for Wales.
- 3.5 The Department has reached this view because it considers that the primary purposes of the provisions in each instrument relate to local government which is within the devolved legislative competence of the Scottish Parliament, the Northern Ireland Assembly and the National Assembly for Wales.

4. Legislative Context

- 4.1 Part 6 of the 2009 Act provides for the establishment of combined authorities for the areas of two or more local authorities in England. They are bodies corporate that may be given power to exercise specified functions of a local authority, and power to exercise specified functions of any other public authority. Mayoral combined authorities are chaired by a mayor for the area of the combined authority who is elected by the local government electors for the area of a combined authority.
- 4.2 There five combined authorities with elected mayors on whom powers are conferred are:
- The CPCA, which was established by the Cambridgeshire and Peterborough Combined Authority Order 2017 (S.I. 2017/251), which also included provisions

¹ S.I. 2017/510

for the position of an elected mayor for the CPCA and the conferral of functions on the CPCA, some of which are exercisable individually by the Mayor;

- The GMCA, which was established by the Greater Manchester Combined Authority Order 2011(S.I. 2011/908); the position of elected Mayor for the GMCA was established by the Greater Manchester Combined Authority (Election of Mayor with Police and Crime Commissioner Functions) Order 2016 (S.I. 2016/448); and the Greater Manchester Combined Authority (Functions and Amendment) Order 2016 (S.I. 2016/1267), Greater Manchester Combined Authority (Functions and Amendment) Order 2017 (S.I. 2017/612), Greater Manchester Combined Authority (Fire and Rescue Functions) Order (S.I. 2017/469), Greater Manchester Combined Authority (Transfer of Police and Crime Commissioner Functions to the Mayor) Order 2017 (S.I. 2017/470), and Greater Manchester Combined Authority (Public Health Functions) Order 2017 (S.I. 2017/1180) conferred further functions on the GMCA, some of which are exercisable individually by the Mayor;²
- The LCRCA, which was established by the Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority Order 2014 (S.I. 2014/865); the position of elected Mayor for the LCRCA was established by the Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority (Election of Mayor) Order 2016 (S.I. 2016/782); and the Liverpool City Region Combined Authority (Functions and Amendment) Order 2017 (S.I. 2017/430) conferred further functions on the LCRCA, some of which are exercisable individually by the Mayor;
- The WMCA, which was established by the West Midlands Combined Authority Order 2016 (S.I. 2016/653); the position of elected Mayor for the WMCA was established by the West Midlands Combined Authority (Election of Mayor) Order 2016 (S.I. 2016/933); and the West Midlands Combined Authority (Functions and Amendment) Order 2017 (S.I. 2017/510) conferred further functions on the WMCA, some of which are exercisable individually by the Mayor. Certain highways and traffic functions were conferred on the Combined Authority in respect of the “combined authority roads” specified in Schedule 1 to that Order. These functions were conferred under section 105, 107D and 114 of the 2009 Act;
- The WECA, which was established by The West of England Combined Authority Order 2017 (S.I. 2017/126), which also included provisions for the position of an elected mayor for the WECA and the conferral of functions on the WECA, some of which are exercisable individually by the Mayor.

4.3 The Business Rate Supplements Act 2009 (“the BRS Act”) gives county councils, unitary district councils and the Greater London Authority (“levying authorities”) the power to levy a supplement on the national non-domestic rate, known as the business rate supplement (“BRS”). The BRS Act provides that the purpose of the supplement is to raise money for expenditure on a project that will promote economic development in an area and the supplement is limited to a maximum of two pence in the pound of the rateable value of a property. The Business Rate Supplements (Rateable Value Condition) (England) Regulations 2009 (S.I. 2009/2542) provide that the BRS can

² Article 3 of S.I. 2017/470 provides that the mayor is to be treated as a PCC for the purposes of any enactment that has effect in relation to PCCs.

only be levied on properties with a rateable value of more than £50,000. The BRS Act was amended by section 68 of the Localism Act 2011 (c. 20) to provide that any BRS must be approved in a ballot of affected businesses before it can be imposed.

- 4.4 Section 105B of the 2009 Act provides that when laying before Parliament an order which confers public authority functions on a combined authority, the Secretary of State must also place a report before Parliament which sets out the effect of the order and why the Secretary of State considers it is appropriate to make it. The report must include any consultation and information which has been taken into account, as well as any other evidence or contextual information that the Secretary of State considers it appropriate to include.

5. Extent and Territorial Application

- 5.1 This instrument extends to England and Wales as the relevant powers being exercised extend to England and Wales.
- 5.2 The territorial application of this instrument is set out in Section 3 under “Other matters of interest to the House of Commons”.

6. European Convention on Human Rights

- 6.1 Jake Berry MP, Parliamentary Under Secretary of State at the Ministry for Housing, Communities and Local Government, has made the following statements regarding Human Rights:

“In my view the provisions of the Cambridgeshire and Peterborough Combined Authority (Business Rate Supplements Functions) Order 2018 are compatible with the Convention rights.”

“In my view the provisions of the Greater Manchester Combined Authority (Business Rate Supplements Functions) Order 2018 are compatible with the Convention rights.”

“In my view the provisions of the Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018 are compatible with the Convention rights.”

“In my view the provisions of the West Midlands Combined Authority (Business Rate Supplements Functions and Amendment) Order 2018 are compatible with the Convention rights.”

“In my view the provisions of the West of England Combined Authority (Business Rate Supplements Functions) Order 2018 are compatible with the Convention rights.”

7. Policy background

What is being done and why

- 7.1 The Government committed in its 2015 manifesto to “devolve powers and budgets to boost local growth in England...to large cities which choose to have elected mayors”. The Government considers such devolution will boost economic growth, increase public service efficiency, improve Britain’s productivity, and rebalance the economy, including contributing to the Midlands Engine and the Northern Powerhouse.
- 7.2 The Government, working with the WMCA and the councils for the local government areas of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton, which form the area of the WMCA, has made significant progress

with implementing the commitments in the first Devolution Deal, agreed with the West Midlands on 17 November 2015.³ The WMCA was established on 15 June 2016,⁴ additional functions were conferred on 30 March 2017⁵ and then on 4 May 2017 the first Mayor of the WMCA was elected.

- 7.3 The West Midlands Combined Authority (Business Rate Supplements Functions and Amendments) Order 2018 is a step in the implementation of the second Devolution Deal⁶ that the Government agreed with the West Midlands and announced at the Autumn Budget on 22 November 2017. This agreement committed that Government would “subject to the agreement of Parliament, provide for the Mayor of the WMCA to have the power to introduce a business rate supplement, which would be subject to a ballot of affected businesses.”
- 7.4 Devolution Deals made with Cambridgeshire and Peterborough, Greater Manchester, Liverpool City Region and West of England contained a mayoral infrastructure supplement, which has similar aims to the BRS. The Local Government Finance Bill that was lost with interruption of business, as a result of the 2017 election, included provisions for a mayoral infrastructure supplement and for mayoral combined authorities to levy a BRS. The Government subsequently offered the BRS power to those mayoral combined authorities, which they have accepted, with the consent of the relevant authorities in the area of their combined authority and subject to the agreement of Parliament.
- 7.5 Conferring the power to levy a BRS on to these combined authority mayors will ensure they have the appropriate powers to develop projects that promote economic growth and regeneration in their area, benefiting both business and the wider community. It is local areas that are often best placed to take decisions relating to the area about the use of public money and assets, support for business and infrastructure investment.
- 7.6 The Orders provide for the conferral of the Greater London Authority function under the 2009 Act to levy a supplement of up to two pence in the pound of a business property’s rateable value on business rates bills. The purpose of any such levy is to raise money for expenditure on a project that will promote economic development in the levying authority’s area, and which would not have happened without the supplement. The money raised cannot go towards day-to-day costs, defined in the 2009 Act as housing, social services, education services, services for children, health services and services that the authority provides in the discharge of functions imposed by or under the Planning Acts (as defined by the Town and Country Planning Act 1990 (c. 8)) – services that levying authorities have existing obligations to provide.
- 7.7 The process for introducing a BRS ensures that businesses have the opportunity to shape and ultimately approve any proposal. The levying authority is required to consult upon and publish a prospectus setting out the benefits of the proposed project, and this is then subject to a ballot of affected businesses. Both a majority of affected individual rate-payers must approve it and the aggregate rateable value of those businesses in favour must exceed those against. Smaller businesses are protected – and therefore not eligible to vote in a ballot – as the levy cannot be applied to business

³ <https://www.gov.uk/government/publications/west-midlands-devolution-deal>

⁴ S.I. 2016/653

⁵ S.I. 2017/510

⁶ <https://www.gov.uk/government/publications/a-second-devolution-deal-for-the-west-midlands>

properties with a rateable value of less than £50,000. The combined authority mayors will also have the flexibility to increase this threshold, and to apply any other reliefs as they may set out in the prospectus describing the proposal.

- 7.8 The Secretary of State is satisfied that the statutory conditions for each Order, provided for in the 2009 Act, have been met. These conditions include that the appropriate consent – from the Mayor, the Combined Authority and its constituent councils – is given to the making of the Order, and the Secretary of State considers that the making of the Order is likely to improve the exercise of statutory functions in the area to which the Order relates.
- 7.9 The West Midlands Combined Authority (Business Rates Supplements Functions and Amendments) Order also amends the list of Combined Authority roads, known locally as the West Midlands Key Route Network. This is a strategic network of key local roads across the West Midlands, which the WMCA has identified as serving the strategic demands of the area for the movement of people, goods and services, with large traffic volumes, and providing connections to the national strategic road network.⁷ The WMCA has certain highway and traffic functions that it exercises concurrently with the councils in the area of the WMCA to use on these roads in relation to: agreements with strategic highway companies; road traffic reduction; permit schemes; and apparatus affected by highway bridge or transport works. The amendments to the list of Combined Authority roads were sought by the WMCA so that the definition covers all roads that are part of the strategic network of key local roads.
- 7.10 The effect of amending the list is to extend the scope of the functions conferred on the WMCA in respect of certain roads and as such the Secretary of State is satisfied that the statutory conditions, provided for in the 2009 Act, have been met. These conditions include that no further consultation is required on the proposals; that the proposals are likely to improve the exercise of statutory functions in the WMCA area; and that they are appropriate, having regard to the need to reflect the identities and interests of local communities and to secure effective and convenient local government.

8. Consultation outcome

- 8.1 Unlike the legislation surrounding the establishment of a combined authority, or the conferral of local authority functions on a combined authority, a consultation is not required to confer public authority functions, such as functions of the Mayor of London, on a combined authority.
- 8.2 An Order can be made to make provision for conferring on a combined authority in relation to its area a function corresponding to a function that a public authority has in relation to another area if the ‘appropriate’ consent is given and the Secretary of State considers that the making of the Order is likely to improve the exercise of statutory functions in the relevant area(s). The appropriate consent is that of the mayor, combined authority and constituent councils of each combined authority. Before laying these Orders, the Government sought and obtained the consent of each Mayor, Combined Authority and constituent council in relation to each Order, and considers

⁷ A map of the Key Route Network: <http://staging.tfwm.org.uk/strategy/key-route-network/>

that each Order is likely to improve the exercise of statutory functions in the area of each Combined Authority.

- 8.3 Further consultation at this time is not considered necessary. Should a combined authority mayor choose to exercise the BRS functions conferred, they would be required to conduct a statutory consultation on proposals and then secure agreement to a prospectus from a ballot of affected businesses, in accordance with section 4 of the BRS Act. However, as consultations have been undertaken in combined authority areas that have referred to proposals for supplements on business rates, they are described below.
- 8.4 In the area of the CPCA, a consultation was undertaken in relation to proposals contained in a scheme⁸ prepared and published using provisions from the 2009 Act. This scheme was prepared in relation to the devolution agreement negotiated with the Government. The scheme proposed that “subject to the making of enabling legislation, the Mayor shall have power to place a supplement of 2p per pound of rateable value on business rates to fund infrastructure and Mayoral costs with the agreement of the local business community through the LEP [Local Enterprise Partnership]”.
- 8.5 The consultation ran for 6 weeks from 8 July to 23 August 2016. This consultation has already been the subject of the Explanatory Memorandum to S.I. 2017/251, as most of the proposals consulted on have already been provided for in legislation. That Explanatory Memorandum also set out that for proposals that required legislation including those related to business rates, the Government would seek Parliament’s approval to further legislation.
- 8.6 The consultation was undertaken via a survey, an Ipsos MORI telephone poll, and direct face-to-face sectoral and business engagement. The survey was run and analysed independently by Cambridgeshire County and Peterborough City Councils and could be responded to via an open online survey on the council websites, by paper survey, or by email. In total, the survey received over 1500 responses and Ipsos MORI’s telephone poll received 2280 responses. The Councils produced a summary of responses to the consultation⁹ and published a separate annex relating to the telephone poll.¹⁰
- 8.7 The overwhelming response was that businesses strongly support the devolution proposals and are very keen that the opportunities these present are taken up. There was a consensus in favour of devolution with a strong Mayor and support for the additional powers and funding coming for much needed investment in areas like infrastructure. Concerns that were voiced about the devolution proposals covered the level of funding on offer, compared to the scale of investment required in both infrastructure and skills across the Cambridgeshire and Peterborough area. There was however, no specific reference to BRS proposals in the consultation summary.
- 8.8 The GMCA undertook a consultation in relation to proposals contained in a scheme that the GMCA prepared and published using provisions from the 2009 Act. The

⁸ https://www.eastcambs.gov.uk/sites/default/files/agendas/fc280616_R39%20Ap4.pdf

⁹ https://www.cambridge.gov.uk/sites/default/files/devolution_consultation_summary.pdf

¹⁰ https://www.cambridge.gov.uk/sites/default/files/devolution_consultation_online_survey_results.pdf

GMCA prepared this scheme¹¹ following negotiation of devolution agreements with the Government. The scheme stated that “giving the Mayor the power to levy a business rate supplement will require primary legislation.”

- 8.9 The consultation ran for 8 weeks from 21 March to 18 May 2016. It has already been the subject of the Explanatory Memorandums to S.I. 2017/612, S.I. 2017/1180 and S.I. 2016/1267, as most of the proposals consulted on have already been provided for in legislation. That Explanatory Memorandum also set out that for proposals that required legislation including those related to business rates, the Government would seek Parliament’s approval to further legislation.
- 8.10 For this consultation, the GMCA provided each local authority and partner organisation with a toolkit to aid local engagement, in line with their individual communication strategies. The consultation received 237 responses, with 169 from members of the public, 19 from public bodies, 7 from businesses, 14 from representative bodies, 4 who were classified as other and 24 who provided no details. The GMCA’s summary of responses to the consultation¹² includes a demographic analysis of respondents and analysis of responses together with the GMCA’s response to the consultation.
- 8.11 The consultation asked respondents to “Give [their] comments on finance and borrowing” in free text format. Of the 100 responses to the finance borrowing part of the consultation, 43 were supportive, 13 were non-supportive, and 44 were out of the scope of the consultation.¹² (12%) responses were from key stakeholders. Of these 8 (67%) were supportive of proposals, no one was unsupportive and 4 (33%) were not in connection to the specific issues raised through the governance review and Scheme that were the subject of this consultation. Supportive comments included views such as ‘Budgets will not get bigger and alternate finance for projects will become increasingly competitive. An open and honest approach to borrowing with realistic projections of intended benefit should be a priority.’ Concerns expressed in relation to this policy area included views such as ‘We should always aim to live within our means. Councils should be transparent and not make any large financial commitments without public consultation.’ Although the consultation was not directly in relation to BRS powers, Oldham Council highlighted a pan-GM Business Rate supplement is likely to have differential impacts across GM. As such, they suggest consideration of such impact should be required as part of any decision making process. Oldham would support this requiring a unanimous decision by the Mayor and Cabinet.
- 8.12 The LCRCA undertook a consultation in relation to proposals contained in a scheme¹³ that the LCRCA prepared and published using provisions from the 2009 Act. The LCRCA prepared this scheme following negotiation of devolution agreements with the Government. The scheme proposed “that the LCRCA Mayor will have the power to place a supplement on business rates to fund infrastructure. This power will be subject to the approval of the LCR LEP and will be subject to an upper limit of

¹¹ https://www.greatermanchester-ca.gov.uk/download/meetings/id/744/item_7_governance_review_and_sceheme

¹² https://www.greatermanchester-ca.gov.uk/download/meetings/id/999/16_gmca_consultation_-_governance_review_and_scheme_phase_1

¹³ <http://councillors.knowsley.gov.uk/documents/g6714/Public%20reports%20pack%2017th-Jun-2016%2013.00%20Liverpool%20City%20Region%20Combined%20Authority.pdf?T=10&StyleType=standard&StyleSize=none>

supplement. For this purpose, LCRCA will be included in the definition of levying authorised in Section 2 of the Business Rates Supplements Act 2009.”

- 8.13 This consultation ran for 6 weeks from 24 June to 5 August 2016. It has already been the subject of the Explanatory Memorandum to S.I. 2017/430, as most of the proposals consulted on have already been provided for in legislation. That Explanatory Memorandum also set out that for proposals that required legislation including those related to business rates, the Government would seek Parliament’s approval to further legislation
- 8.14 The LCRCA led the consultation, delivered in conjunction with all local authorities in the Liverpool City Region and the Local Enterprise Partnership. 930 responses were received, including 806 from members of the public, 24 from the business sector, 28 from the public sector, and 29 from the third sector. The LCRCA produced a summary of responses to the consultation¹⁴ which included a statistical analysis of responses on each policy theme, pulling out key quotes from partners and stakeholders.
- 8.15 131 respondents left a comment under the finance part of the consultation. Of these comments, 76 (58 per cent) were positive, 22 (17 per cent) were negative, and 33 (25 per cent) comments raised issues that were not in connection to the proposals in the scheme that were the subject of the consultation. Of the 131 responses, 22 were from key stakeholders. 17 (77%) were positive and one (5%) was negative in relation to the specific issues raised through the governance review and scheme. Four comments were outside the scope of the consultation. There were 5 comments related to business rates proposals including business rates retention and BRS, 2 were found to be positive, 2 to be negative and 1 was out of scope of the consultation. Warrington Borough Council responded positively by saying that they particularly welcome “greater devolution of financial powers vital for further growth”. Halton Chamber of Commerce also suggested that greater devolution required significant control over resources and stated “We will only be devolved when we have the ability over finances.” Some concern was expressed over the potential ability to levy business rates or precepts from the private sector: “Any further supplements and levies on Business rates or local councils will undermine the opportunities to generate interest for new business development or expansion in the region and may disadvantage the LCRCA versus other regions in the UK.”
- 8.16 The WMCA undertook a consultation in relation to proposals contained in a scheme¹⁵ that the WMCA prepared and published under provisions in the 2009 Act. The WMCA prepared this scheme following agreement of the first devolution deal with the Government.
- 8.17 The consultation ran for 7 weeks from 4 July to 21 August 2016. This consultation has already been the subject of the Explanatory Memorandum to S.I. 2017/510, as most of the proposals consulted on have already been provided for in legislation, including those related to the establishment and management of the West Midlands Key Route Network. That Explanatory Memorandum also set out that for proposals that required legislation including those related to business rates, the Government would seek Parliament’s approval to further legislation.

¹⁴ <http://councillors.knowsley.gov.uk/documents/s44315/Item%206%20-%20Appendix%20One.pdf>

¹⁵ <https://www.wmca.org.uk/media/1367/mayoral-wmca-scheme.pdf>

- 8.18 The scheme proposed that the WMCA would be a levying authority for the purposes of the BRS Act and the constituent councils would be deemed to be acting jointly through the WMCA in accordance with Section 2(3) of the BRS Act. The scheme also proposed that the Mayor would have the ability, in consultation with businesses, and with agreement of the relevant Local Enterprise Partnership Board(s), and the Combined Authority, to raise a BRS, up to a specified cap for investment in specified projects, aiding the delivery of the investment programme driven by the Combined Authority Strategic Economic Plan.
- 8.19 The WMCA led the consultation, which was delivered in conjunction with the seven constituent councils. 1309 digital responses were received and 19 paper responses. Of the 1328 responses received, 63 per cent were from local residents and seven per cent from businesses; in addition 23 stakeholder representations were received. The WMCA's summary of responses¹⁶ to the consultation includes analysis of two profile based questions, analysis of responses to each of the nine multiple choice questions and analysis of the additional free text responses.
- 8.20 In relation to the BRS proposals, the consultation asked "To what extent do you agree or disagree that [the Combined Authority] should get the functions highlighted above, and detailed in the 'finance section' of Mayoral WMCA Functions Scheme, to deliver these ambitions?", which included the two BRS proposals. Of the 1,302 responses to this section, 54 per cent agreed or strongly agreed, 35 per cent disagreed or strongly disagreed, and 11 per cent did not know. Of all functions consulted on, this was the area where fewest respondents agreed the functions should be granted. However, 68 per cent of businesses and 66 per cent of employees that responded to this question agreed the WMCA should have all finance functions in the scheme. Specifically, 55 free text responses (10 per cent) raised concerns relating to business rate increases, protection for smaller businesses, interference with businesses and discouraging businesses from operating in the West Midlands area.
- 8.21 In relation to the Key Route Network proposals, the consultation asked "To what extent do you agree or disagree that [the Combined Authority] should get the functions highlighted above, and detailed in the 'transport' section of the Mayoral WMCA Functions Scheme, to deliver these ambitions?", which included the creation of a Key Route Network and more effective and coordinated improvement and maintenance of the strategic road network. Of the 1305 responses to this section, 79 per cent agreed or strongly agreed, 18 per cent disagreed, and four per cent did not know. Of all functions consulted on, transport was the area receiving the greatest proportion of respondents agreeing that functions and funding should be transferred.
- 8.22 The most common theme in the free text responses to this question (27 per cent, 183 comments) was the need to work collaboratively or centrally plan policy or ensure strategic overview. Specifically in relation to the Key Route Network, 10 per cent of responses (68 comments) also cited that the transport network/transport links is a priority for the region and important for the economy. The consultation was about powers in relation to a strategic network of key local roads and the amendments in this Order ensure that the definition covers all roads which are part of that strategic network of key local roads.

¹⁶ <https://www.wmca.org.uk/media/1357/mayoral-wmca-consultation-report-for-upload.pdf>

- 8.23 In accordance with the requirements at section 113(2) of the 2009 Act, the Secretary of State has reviewed the Combined Authority's consultation, and is of the view that no further consultation is necessary. The Secretary of State is satisfied that the consultation was sufficient in terms of its length (seven weeks); the mechanisms used (online and paper versions and responses); the promotional activity (press releases, features in Coventry and Warwickshire LEP newsletter, social media, posters in public buildings and significant stakeholders engagement); and the analysis undertaken.
- 8.24 In the area of WECA a consultation was undertaken in relation to proposals contained in a scheme¹⁷ prepared and published using provisions from the 2009 Act. This scheme was prepared following negotiation of a devolution agreement¹⁸ with the Government. The scheme proposed that the Mayor will have the ability, with agreement of the Mayoral Combined Authority and in consultation with the business community, to raise a Business Rate Supplement to fund infrastructure investment. The scheme also proposed WECA would be a levying authority for the purposes of the Business Rates Supplement Act 2009 and the Constituent Councils shall be deemed to be acting jointly through the Combined Authority in accordance with Section 2(3) of the Business Rates Supplement Act 2009.
- 8.25 The consultation ran for 6 weeks from 4 July to 15 August 2016. This consultation has already been the subject of the Explanatory Memorandum to S.I. 2017/126, as most of the proposals consulted on have already been provided for in legislation. That Explanatory Memorandum also set out that for proposals that required legislation including those related to business rates, the Government would seek Parliament's approval to further legislation.
- 8.26 The consultation was jointly led by the three councils that became the three constituent authorities of the WECA (Bath and North East Somerset, Bristol and South Gloucestershire). The councils invited residents and other stakeholders to participate in a survey. The survey received 2,011 responses and 14 organisations and individuals sent a response by email. The WECA's summary of responses to the consultation¹⁹ includes a demographic analysis of respondents and analysis of responses.
- 8.27 In relation to the BRS proposals, the consultation asked whether the Mayoral Combined Authority would 'support innovation in key growth sectors' and whether 'it would boost productivity and growth through improved sharing of specialist knowledge and services'. Of the 389 respondents who made comments on business, 37% were 'on balance' in support of a Mayoral Combined Authority, 50% disagreed and 10% were unsure. The most frequent views on business proposals were around the proposals being achievable without a MCA, such as respondents suggesting that the proposals are being done already and that an additional layer of government would be irrelevant to business. There was however no mention of Business Rates in the responses.

¹⁷ <https://democracy.bristol.gov.uk/documents/s5644/Appendix%203%20-%20Governance%20Scheme.pdf>

¹⁸ <https://www.gov.uk/government/publications/west-of-england-devolution-deal>

¹⁹ https://democracy.bristol.gov.uk/documents/s6630/Devolution%20Consultation%20Final%20Report_Aug%202016.pdf

9. Guidance

- 9.1 Guidance on the Business Rate Supplement is available at www.gov.uk/government/uploads/system/uploads/attachment_data/file/8306/business_rate_supplements_localauthority_guidance.pdf. The Government continues to work with colleagues in the Combined Authority to support their implementation of the devolution deals.

10. Impact

- 10.1 An Impact Assessment has not been prepared for this instrument.
- 10.2 The purpose of any BRS would be to promote local economic growth, thus benefiting both business and the wider community. Any supplement would only be taken forward following consultation with and a successful double-lock ballot of affected businesses.
- 10.3 Any BRS would be an additional two pence in the pound of rateable value on the business rate bills of liable rate-payers.
- 10.4 The following table shows the number of properties above the rateable value threshold that would may be affected by any BRS and the number of properties that would not be affected and therefore exempt from any BRS.

Levying authority	Properties affected (000s)	Properties excluded (000s)	Properties affected (%)	Properties exempt (%)
D NPCA	3	22	14%	86%
GMCA	9	95	9%	91%
L LCRCA	4	42	9%	91%
WMCA	9	89	9%	91%
I WECA	4	25	13%	87%

11. Regulating small business

- 11.1 There will be no additional regulation of business arising from the supplement. The business rate supplements legislation ensures that a supplement can only be applied to properties with a rateable value of more than £50,000. The rateable value threshold for the BRS is also substantially higher than that for Small Business Rate Relief (available for business properties with a rateable value of up to £15,000), which provides protection for small businesses.

12. Monitoring & review

- 12.1 The Combined Authorities are required, under the devolution agreements reached with Government, to put in place an extensive programme of evaluation, agreed with HM Treasury, of the devolution agreements.

13. Contact

- 13.1 Anabel Inge, at the Ministry of Housing, Communities and Local Government, telephone: 030 3444 XXXX or email: anabel.inge@communities.gsi.gov.uk or Antonia Holdgate, also at the Ministry of Housing, Communities and Local Government, telephone: 030 3444 XXXX or email: antonia.holdgate@communities.gsi.gov.uk, can answer any queries regarding each instrument.

DRAFT



Ministry of Housing,
Communities &
Local Government

Chief Executives of constituent authorities of

Liverpool City Region Combined Authority

14 May 2018

Dear Chief Executive

The Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order

I am writing to seek the formal consent of your local authority to the making of this Order, which if approved by Parliament and made would confer on the Combined Authority the powers in the Business Rates Supplements Act 2009 to levy business rate supplements; the Order would also provide for those powers to be exercised by the Mayor.

I enclose a copy of the Draft Liverpool City Region Combined Authority (Business Rate Supplements Functions) Order 2018 which we intend to lay before Parliament at the beginning of June. Before doing so, we need the formal consent to the making of the Order from your local authority, and from the mayor and Combined Authority to whom I am also writing in similar terms to this letter. Making this Order would fulfil a commitment in the devolution deal agreed with councils in your area in November 2015.

Key features of the powers to be conferred are:

- a) money raised from a supplement must be used for a project or projects that will promote economic growth in the area; it must be additional expenditure – that is, expenditure that would not otherwise have been incurred – and cannot be put towards the authority's day-to-day costs for services which it has existing obligations to provide;
- b) before levying any supplement, the Mayor would be required to consult on and publish a prospectus setting out benefits of the proposed project or projects that the supplement would fund, and the duration of the supplement;
- c) the proposed supplement is then subject to a ballot of businesses that would be affected; both a majority of affected individual rate-payers who vote must approve it and the aggregate rateable value of those businesses in favour must exceed those against; that vote applies for the duration of the levy concerned;
- d) the total of supplements levied by the mayor in any year cannot exceed two pence in the pound, and may be levied only on business properties with a rateable value of at least £50,000 or such higher figure as the Mayor may decide; the Mayor may also apply such reliefs as may be set out in the prospectus.

I would be grateful to receive your local authority's consent by noon, Tuesday 29 May. If you have any queries, please contact Luke Scofield on 0303 444 2562, or luke.scofield@communities.gsi.gov.uk

Yours Sincerely,

P ROWSELL

Paul Rowsell CBE
Head of Governance Reform and Democracy Unit
Ministry of Housing, Communities and Local Government
2nd Floor North East Corner Fry Building
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London SW1P 4DF

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REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Director of Adult Social Services

PORTFOLIO: Children, Education and Social Care

SUBJECT: Adult Social Care Funding – Improved Better Care Fund (iBCF) Allocation 2018/19

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To inform the Executive Board of the iBCF allocation for Adult Social Care in 2018/19

2.0 **RECOMMENDATION: That the Board note the contents of the report and approve the allocations outlined.**

3.0 SUPPORTING INFORMATION

3.1 In the 2017 Spring budget, the Chancellor announced an additional £2 billion of new funding for councils in England over three years to spend on adult social care services. This additional funding was broken down as follows:-

- £1 billion to be provided in 2017-18;
- £674m in 2018-19; and
- £337m in 2019-20.

3.2 As previously outlined in the report to the Board in July 2017, this was recognised by the Directors of Adult Social Services as an important step towards closing the gap in Government funding for Adult Social Care, whilst we are waiting for the Green paper on future sustainability of the sector, which, at the time of writing this report, is due to be published Summer 2018

3.3 As a reminder for the Board, a small number of grant conditions have been applied, to ensure that the money is spent on adult social care services and supports improved performance at the health and social care interface; specifically the funding is to be spent on schemes in three areas, as follows:-

- meeting adult social care needs;
- reducing the pressures on the NHS, including supporting more people to be discharged from hospital when they are ready; and
- stabilising the social care provider market.

3.4 A number of pressures have been identified within our local system, as a direct

result of reductions in available funding, including:

- Ability to manage increases in demand;
- Domiciliary Care capacity;
- Care Homes - sustainability/risks from closures/model of provision;
- Transfers of care from hospital - speed and availability of care; and
- Capacity and availability of Reablement packages.

3.5 Proposed Allocations

It should be noted that many of the schemes outlined below commenced in 2017/18 and work on them will be continuing into 2018/19.

	Scheme	Funding 2018-19	Outcomes
1	Reablement First approach on discharge from hospital	£353k	*Improvement in a person's independence and quality of life *Reduction in the number of people delayed in hospital
2	Invest in Transforming Domiciliary Care	£295k	*Improvement in a person's independence and quality of life *Reduction in the number of people delayed in hospital
3	Improved Technology/Telecare Proactive Response i.e. Develop an innovative, preventative and proactive universal service – a Connected Care Hub with the aim of creating better networks in the community, improve social isolation and keep people out of health and social care services for as long as possible.	£150k	*Improvement in a person's independence and quality of life
4	Further Development of Preventative Options	£106k	*Improvement in a person's independence and quality of life
5	Care Homes - Work providers to develop an alternative commissioning/delivery model	£527k	* Training package developed and delivered * Framework for care- linked to staffing levels developed and delivered * Develop a sector led improvement model

6	Intermediate Care Bed Capacity	£250k	*Improvement in a person's independence and quality of life *Reduction in the number of people delayed in hospital
7	Reducing Pressure on the NHS	£146k	*Reduction in the number of people delayed in hospital. NB. The use of this allocation would focus on reducing the pressures on the NHS, through the provision of in reach services and early support discharge. It would support more people to be discharged from hospitals when they were ready by the funding of additional packages of care and placements.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The allocation for 2018/19 is £1,827,114 and will reduce to £904,208 in 2019/20. As highlighted earlier on in the report the Green Paper on future sustainability of the sector is due to be published in the Summer.

5.2 Due to the short term nature of this additional funding, the schemes are kept under review in respect to the outcome and outcomes and financial impact achieved.

5.3 The Council is required to complete quarterly returns to the Ministry of Housing, Communities and Government in relation to the allocation of the grant.

5.4 As with 2017/18's iBCF allocation, the grant will be pooled into the Better Care Pooled Budget and once agreement has been reached at the Board, we will be in a position to confirm allocations and spend funding immediately.

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

6.1 **Children & Young People in Halton**

None identified.

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

None identified.

6.3 **A Healthy Halton**

All issues outlined in this report focus directly on this priority.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 The recommendations for allocation of available funding has been considered, in light of the eight high impact changes, ADASS vision for future provision¹ and our local areas of challenge, to ensure the biggest impact and future sustainability of services.

7.2 An invest to save approach continues to be undertaken to manage the risks in relation to non- recurrent funding.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None identified.

9.0 **REASON(S) FOR DECISION**

9.1 It is felt that the schemes identified in paragraph 3, along with their associated proposed allocations, will help contribute to the alleviation of current pressures facing the local health and social care system.

10.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

10.1 As identified earlier in the report, many of the schemes commenced in 2017/18 and work on them will need to continue into 2018/19 in order to ensure that they are able to come to fruition.

A number of other schemes/options for funding were considered, however it was felt that the ones outlined will have the greatest positive impact on the local system.

11.0 **IMPLEMENTATION DATE**

11.1 Allocations to be applied from 1st April 2018.

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

12.1 None under the meaning of the Act.

¹ Distinctive, Valued and Personal: Why Social Care Matters, March 2015
<https://www.adass.org.uk/distinctive-valued-personal-why-social-care-matters>

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director - People

PORTFOLIO: Children, Education and Social Care

SUBJECT: Halton's Supported Housing Network Specialist Support Team.

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To inform Executive Board about the proposal to establish a specialist team to support people with behaviours that challenge services based in the new Emergency flats at Bredon and the Community as a whole.

2.0 RECOMMENDATION: That Executive Board be requested to approve the following recommendations:

- **Establish a specialist team, within the existing Supporting Housing Network Service, as detailed within the report.**

3.0 SUPPORTING INFORMATION

3.1 Challenging behaviour is defined as 'culturally abnormal behaviour(s) of such intensity, frequency or duration that the physical safety of the person or others is placed in serious jeopardy, or behaviour which is likely to seriously limit or deny access to the use of ordinary community facilities'. Approximately 10-15% of the learning disability population engage in behaviour that challenges. Prominent in this group are individuals who have a Learning Disability and a diagnosis of Autism.

3.2 Nationally over a third of individuals living in residential care, live out of Borough, away from their family and friends. Prominent in this group are individuals who exhibit behaviour that presents a challenge to services. Out of area residential placements are often unplanned and a response to a crisis, an increase in challenging behaviour and/or local placement breakdown e.g. parent/staff burn out. Once someone is in a residential out of Borough there can then be reluctance (for a host of reasons) to then develop a local package of care, meaning people are unable to be supported to return to Borough.

3.3 This cohort of individuals often require some of the most high cost packages of care, for example a typical 'challenging behaviour' specialist residential costs approximately £150,000- £300,000 per year for 2:1 support. It should be noted that due to risk associated with challenging behaviour support ratios are often more increased and it is not uncommon to find people supported on a 3 or even 4:1 basis, which only increases cost.

3.4 Currently under the Transforming Care agenda, there is a significant level of scrutiny on provision for people who have a Learning Disability and engage in Challenging Behaviour, this has led to some key commissioning guidance for LAs/CCGS.

3.5 **Support in Halton**

Halton Borough Council has an excellent track record of supporting individuals who can engage in behaviour that challenges, and has three services that work in tandem with each other to improve Quality of Life outcomes for those individuals. Including increased meaningful activity, community participation and reduced episodes of challenging behaviour.

- **Halton's Supported Housing Network** (The Network) – recently achieved Good with CQC and provides day to day support to people with learning disabilities, profound and multiple learning disabilities and people whose behaviours challenges and placed out of Borough. HSNH utilises an Active Support approach.
- **Positive Behaviour Support Service** - Is a rare specialist and intensive clinical service providing families and professionals with Positive Behaviour Support for people with learning disabilities and behaviour that challenges. PBSS meets the model for intensive support as set out by NHS England under the Transforming Care agenda.
- **Learning Disability Nurses** – achieved good at their last CQC inspection are a highly trained team of nurses providing families and professionals with a variety of support to access healthcare including behavioural support.
- Service users are also supported by the wider North West Borough's Community Learning Disability team (SALT, OT, Psychology, Psychiatry etc).

3.6 **Bredon flats:** Emergency accommodation and crisis support

3.6.1 A new service option has been established, which includes the development of three brand new self-contained flats at Bredon. They have been built in response to two key demands:

- The need to find immediate accommodation when care packages break down, with identified risks to the individual.
- Effective and safe care for service users who engage in

behaviour that challenge services.

Furthermore they could also be utilised to support the return of service users from out of Borough placements/hospital discharge.

3.6.2 Service users utilising the flats will require, wrap around support staff, who will have the skills, knowledge, aptitude, clinical guidance and thorough expertise to support these service users. The importance of matching staff to the people they support, of providing extensive training, managerial support and high end professional clinical guidance is absolutely essential if services are to manage behaviour effectively.

3.6.3 Whilst the service staffing model is being developed the flats have been utilised by service users with mixed outcomes. These case studies demonstrate the need for a specific service model to gain the best outcomes for individuals.
It is proposed that a specialist team is developed, within the supported housing network, to provide outreach support for the Bredon emergency flats, in addition to supported individuals in the community with complex needs.

3.6.4 HSHN and PBSS have worked together to support several service users with particularly complex needs. For example, the joint working has enabled one service user to return to Halton from an out of borough residential and another service user to avoid an out of borough residential placement following a placement breakdown living at home. Both examples have seen reductions in care packages over the medium and long terms. Providing a total accumulative saving on those two care packages of **£587,000 Approx.** over a 6-7 year time period.

3.6.5 Currently there is no additional capacity within the Network to deliver the additional specialist service at Bredon. However, there is a clear demand for crisis support. Since the flats have been ready (physically) for use, there has been at least one occupied permanently since September 2017.

4.0 **POLICY IMPLICATIONS**

4.1 An emergency staff support team will enhance the models of support already provided by PBSS, LD nursing team, CLDT and HSHN. This will have positive implications for some of Halton's most vulnerable service users and is key to Halton's strategic commitment to the Transforming Care Agenda.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The additional 6 posts will cost £100k per annum; which will be funded within existing budgets, following some realignment.

5.2 An invest-to-save approach will be taken, in relation to existing

Community Care Costs.

- 5.3 The crisis flats will be available for use for service users from the wider Liverpool city region. This will create periodic incoming revenue to Halton BC.

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

6.1 **Children & Young People in Halton**

Crisis accommodation will be available for young people in transition (aged 18+). However, children will not be able to access the Bredon flats due to restrictions associated with OFSTED. Discussions have been held with OFSTED to confirm this.

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

Will develop staffing expertise and increase their ability to provide tailored, needs led support

6.3 **A Healthy Halton**

Will improve the health of those service users to whom the proposals will apply

6.4 **A Safer Halton**

Not Applicable

6.5 **Halton's Urban Renewal**

Not Applicable

7.0 **RISK ANALYSIS**

- 7.1 The change will enhance the Authority's ability to provide services for vulnerable individuals with the most complex needs.

- 7.2 Recruitment processes will commence upon approval. It is suggested the proposal is initially trialled for a 12 month period, with an evaluation around costs and quality of delivery.

8.0 **EQUALITY AND DIVERSITY ISSUES**

- 8.1 This will improve levels of independence and dignity for service users.

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

- 9.1 None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director – People

PORTFOLIO: Children, Education & Social Care

SUBJECT: Schools Capital Update – 2018/19

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides an update on the receipt of funding via the Healthy Pupil Capital Fund (HPCF), additional capital works required for 2018/19, and the proposals for additional resource base provision at two of Halton's primary schools to accommodate and support children with Social, Emotional and Mental Health needs.

2.0 RECOMMENDATION: That

- 1) the Healthy Pupil Capital Fund (HPCF) and application procedure for 2018/19 is noted;**
- 2) the proposals for capital works at Ashley School and Simms Cross Primary School, funded from the Basic Need Capital funding are approved; and**
- 3) the proposals regarding the provision of Social, Emotional and Mental Health Resource Bases at Beechwood Primary School and Halton Lodge Primary School, together with the publishing of statutory notices are approved.**

3.0 Healthy Pupil Capital Fund (HPCF)

- 3.1 The Executive Board received a report on 18th January 2018 (minute 89 refers) regarding receipt of The Healthy Pupils Capital Funding for 2018/19 as a result of £100m of revenue generated from the Soft Drinks Industry Levy. In March 2018 the Department for Education confirmed Halton's allocation of £70,362. This funding is for one financial year only and is to be used to improve children's and young people's physical and mental health, by improving and increasing availability to facilities for physical activity, healthy eating, mental health and well-being and medical conditions.
- 3.2 The funding will be distributed equally to Halton's Community and Voluntary Controlled Nursery, Primary and Special Schools. Schools will be required to complete an application form outlining the project confirming how it meets the grant conditions, once the works are completed and copy invoices submitted, the funding will be released to the school. Schools may if they wish make their own financial contribution towards any project.

4.0 Additional capital work requirements

4.1 Ashley School remodelling

Following discussions with the Head Teacher at Ashley School it is recommended that some internal remodelling of the school is undertaken to allow for an enhanced learning environment for the pupils at the school. The proposed works involve re-designation of some of the current areas and provision of equipment to three rooms, together with the proposal to divide a currently large activity space in the 6th form into two separate classrooms divided by a concertina door. These works will allow for a more flexible approach for the school in delivering the curriculum and in supporting the needs of the pupils at the school. The estimated cost of this works is circa £70,000. Funding for these works will come from Basic Need Funding and a school contribution.

4.2 Simms Cross remodelling

The Local Authority has been in discussion with the Head Teacher and Chair of Governors at the School with a view to further improving the suitability and condition of the current accommodation at the school. In discussion with the school it is recommended that works should be undertaken to enhance the school environment including the installation of toilets between the two reception classrooms, the conversion of a shower room to a disabled toilet, remodelling and refurbishment of the nursery area within the school and relocation of the Resource Base.

On the 18th January 2018, Executive Board approved the capital programme which included capital repairs and also a budget for access initiative works (minute 89 refers). The capital repairs programme included lighting works to the nursery area of Simms Cross Primary School. Access funding will be utilised to fund some of the works, along with a contribution from the school.

The estimated cost of the works is £122,000. It is anticipated that there will be sufficient School Condition Allocation (SCA) budget previously approved by Executive Board available to fund this works, however, should there be a shortfall of funding, Basic Need monies will need to be utilised.

4.3 Social Emotional and Mental Health Resource Bases at Beechwood Primary School and Halton Lodge Primary School

4.4 Members were advised at the Executive Board meeting on 18th January 2018 that the Department for Education had announced Special Provision Capital Funding for local authorities to invest in provision for children and young people with Special Educational Needs and Disabilities, with funding for a range of provision types where this would benefit children and young people with Education Health and Care plans. The funding was due to commence in 2018/19, with Halton's allocation over a three year period being £500,000 released in three payments over the three years.

- 4.5 Following widespread consultation it was determined that Halton had a need for specific Social, Emotional and Mental Health provision within Borough, and expressions of interest were sought from schools graded Good or better by Ofsted. Five primary schools expressed an interest and following submission of proposals by those schools, and an interview process, it was recommended that two specific resource bases for children in Foundation and Key Stage 1 be proposed at Beechwood Primary School and Halton Lodge Primary School.

The provision will be through additional accommodation at those schools, and this accommodation is being built to specifically support children with Social, Emotional and Mental Health needs and will be funded via the Special Provision Capital Funding, provided by the Department for Education. It is intended that these resource bases will align to the existing Social, Emotional and Mental Health Bases within Key Stage 2 provision.

Attached to this report are the proposed Statutory Notices for both schools and it is recommended that the Board approves publication of the notices and, subject to any variation as a result of responses to the statutory notices, approves progression of the proposals, which include the provision of additional accommodation at both schools specifically in place for children with Social, Emotional and Mental Health needs.

5.0 POLICY IMPLICATIONS

- 5.1 The programme of works will allow the Council to continue to meet its requirements to enhance the school environment through capital projects via specifically targeted funding.

6.0 FINANCIAL IMPLICATIONS

- 6.1 Local Authorities receive Basic Need funding from the Department for Education to ensure sufficient pupil places but the funding can also be used to address significant modernisation and suitability issues within schools if there are no forecasted Basic Need issues. The total Basic Need funding available is £270,551. Funding for the Social, Emotional and Mental Health provision, and for the Healthy Pupil capital works is provided direct by the Department for Education. By introducing Foundation Stage and Key Stage 1 Social, Emotional and Mental Health provision within Borough, this will help to reduce the need for expenditure at independent provisions.

7.0 OTHER IMPLICATIONS

None.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton.

The Capital Projects will address condition and suitability issues within school buildings and will improve the learning environment for children and young people.

The HPCF is to be used to improve children's and young people's physical and mental health, by improving and increasing availability to facilities for physical activity, healthy eating, mental health and well-being and medical conditions.

The provision of Social, Emotional and Mental Health resource bases will ensure that the needs of these children can be met in-Borough.

8.2 Employment, Learning & Skills in Halton

As 8.1

8.3 A Healthy Halton

The HPCF is to be used to improve children's and young people's physical and mental health, by improving and increasing availability to facilities for physical activity, healthy eating, mental health and well-being and medical conditions

8.4 A Safer Halton

N/A

8.5 Halton's Urban Renewal

N/A

9.0 RISK ANALYSIS

9.1 Basic Need funding has been retained to ensure the Authority can respond to demand for additional works/provision.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 Consideration to access issues is given in all building projects. The capacity of schools to meet the needs of children with more complex needs and disabilities will be developed further through building works at schools.

10.2 The works to be carried out at Ashley School and through the SEMH projects at Beechwood and Halton Lodge Primary schools will broaden the range of educational provision within Halton.

10.3 The conversion of the shower room to a disabled toilet at Simms Cross Primary School will ensure that disabled infant pupils will have a toilet in the vicinity of their classroom. The remodelling of the nursery area at Simms Cross Primary School will create a more accessible teaching space for nursery pupils as they will be in one room rather than a number of rooms situated on either side of the corridor. The remodelling / re-designation of classroom areas at Simms Cross Primary School will also provide a designated space for the Infant Resource Base to support those pupils with additional needs.

11.0 REASON(S) FOR DECISION

11.1 To deliver and implement the capital programmes.

12.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12.1 Not applicable.

13.0 IMPLEMENTATION DATE

13.1 The works at Simms Cross and Ashley Schools need to be completed by September 2018. It is anticipated that the proposed works at Beechwood and Halton Lodge Primary Schools will be completed in time for the 2019/20 academic year.

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

Document	Place of Inspection	Contact Officer
Schools Capital Funding Allocations 2018/19 Department for Education 15/03/18.	People Directorate	Catriona Gallimore
Basic Need Allocations 2011 – 2020 Department for Education 07/03/18	People Directorate	Catriona Gallimore

STATUTORY PROPOSAL FOR PRESCRIBED ALTERATIONS TO PROVIDE SPECIAL EDUCATIONAL NEEDS PROVISION IN A MAINSTREAM SCHOOL

1. Proposal relating to:

Beechwood Primary School, Grasmere Drive, Beechwood, Runcorn, Cheshire WA7 2TT

Proposer: Halton Borough Council, Kingsway, Widnes WA8 7QF

2. Description of Proposed Significant Change:

The proposed significant change will be the establishment of a Resource Base for up to six pupils in Foundation/Key Stage 1 with Social, Emotional and Mental Health (SEMH) difficulties at Beechwood Primary School, Grasmere Drive, Beechwood, Runcorn, Cheshire WA7 2TT

3. Evidence of Demand for Places

Following a review of special educational needs provision across Halton, it was determined, through consultation, that there was a requirement for additional provision within Halton for children with Social, Emotional and Mental Health needs. This proposed provision is intended to assist in pupils remaining within borough for their educational provision.

4. Objectives of the Proposal and Educational Standards, and Impact on Parental Choice

The overall objective of the proposal is to establish a Resource Base for Foundation/Key Stage 1 Pupils with Social, Emotional and Mental Health (SEMH) needs. The proposed provision will be appropriately resourced to ensure that the children placed within the base will be supported in achieving their educational outcomes.

This proposed resource base will allow the Council and parents/carers the option to place children within local provision, rather than in independent provision.

5. Effect on other Education Establishments in the Area

There will not be any effect on other educational establishments in the area.

6. Project costs and Value for Money

If the proposal for this provision is agreed, funding for the additional accommodation will be provided directly through Department for Education Grant Funding. Any building works will be subject to the Councils Financial Standing Orders and Procurement processes to ensure value for money.

7. Implementation and any proposed stages for implementation

It is intended that any new provision will be implemented in time for the September 2019 academic year.

8. Procedure for Responding to this Proposal

Within four weeks from the date of publication of this proposal, i.e. by Wednesday 25th July 2018, any person wishing to submit any comments either in support of, or objecting to the proposal may do so by using the online consultation response form for Beechwood Primary School which can be found at www.halton.gov.uk/RBconsultation.

Alternatively, you can request any of the proposal details and respond to this consultation in writing to Mr M Reaney, Operational Director Legal and Democratic Services, Municipal Building, Kingsway, Widnes WA8 7QF.

Applicable legislation: The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

STATUTORY PROPOSAL FOR PRESCRIBED ALTERATIONS TO PROVIDE SPECIAL EDUCATIONAL NEEDS PROVISION IN A MAINSTREAM SCHOOL

1. Proposal relating to:

Halton Lodge Primary School, Grangeway, Runcorn, Cheshire WA7 5LU

Proposer: Halton Borough Council, Kingsway, Widnes WA8 7QF

2. Description of Proposed Significant Change:

The proposed significant change will be the establishment of a Resource Base for up to six pupils in Foundation/Key Stage 1 with Social, Emotional and Mental Health (SEMH) difficulties at Halton Lodge Primary School, Grangeway, Runcorn, Cheshire WA7 5LU

3. Evidence of Demand for Places

Following a review of special educational needs provision across Halton, it was determined, through consultation, that there was a requirement for additional provision within Halton for children with Social, Emotional and Mental Health needs. This proposed provision is intended to assist in pupils remaining within borough for their educational provision.

4. Objectives of the Proposal and Educational Standards, and Impact on Parental Choice

The overall objective of the proposal is to establish a Resource Base for Foundation/Key Stage 1 Pupils with Social, Emotional and Mental Health (SEMH) needs. The proposed provision will be appropriately resourced to ensure that the children placed within the base will be supported in achieving their educational outcomes.

This proposed resource base will allow the Council and parents/carers the option to place children within local provision, rather than in independent provision.

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There will not be any effect on other educational establishments in the area.

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If the proposal for this provision is agreed, funding for the additional accommodation will be provided directly through Department for Education Grant Funding. Any building works will be subject to the Councils Financial Standing Orders and Procurement processes to ensure value for money.

7. Implementation and any proposed stages for implementation

It is intended that any new provision will be implemented in time for the September 2019 academic year.

8. Procedure for Responding to this Proposal

Within four weeks from the date of publication of this proposal, i.e. by Wednesday 25th July 2018, any person wishing to submit any comments either in support of, or objecting to the proposal may do so by using the online consultation response form for Halton Lodge Primary School which can be found at www.halton.gov.uk/RBconsultation.

Alternatively, you can request any of the proposal details and respond to this consultation in writing to Mr M Reaney, Operational Director Legal and Democratic Services, Municipal Building, Kingsway, Widnes WA8 7QF.

Applicable legislation: The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director - People

PORTFOLIO: Children, Education and Social Care

SUBJECT: High needs update

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides an update on the available High Needs funding for 2018-19 and sets out a range of proposed budget reductions for 2018/2019 to meet the available funding envelope. In addition, we are asking for permission to consult partners on new guidance setting out the support for pupils with SEND.

2.0 RECOMMENDATION: That

- 1) the Board note the changes to the allocations in the High Needs Budgets, as set out in Paragraph 3.2, as a result of changes to funding made available by central Government; and
- 2) approval is given to consult schools, parent and carer representatives on the Guidance for Supporting Pupils with SEND, to ensure additional support is determined by a Headteacher Panel and based on the specific needs of individual children.

3.0 SUPPORTING INFORMATION

3.1 On 18th April 2018 it was reported that due to the increased demand for support for pupils with special educational needs, the level of complexity of some pupils and reduced flexibility to transfer money between the different funding blocks, Halton was facing a significant budget deficit of over £2.1 million in its High Needs Budget in 2018/2019.

3.2 Although a range of budget reductions were agreed, at the Board meeting on 18th April, based on the indicative High Needs budget, a shortfall of over £220,652 remains. To address this funding gap the following additional savings have been proposed:

Funding Area	Saving
SEND Commissioner Post	£21,000

Behaviour Support Team	£64,156
Home Tutors	£50,000
Inclusion Staffing and Supply and Services Reductions	£52,971
Reserves	£32,525
Total	£220,652

3.3 It was estimated that, unlike in previous years, where Halton has had a healthy reserve, once commitments had been allowed for, most of the reserves would be accounted for. Final figures for 2018/2019 now show that there will be a small balance of £153,754. It was intended to use this funding to contribute towards the funding gap in High Needs and support the discretionary support for schools. However, on 8th May 2018 the Education and Skills Funding Agency wrote to the LA, advising that in error they had over allocated the High Needs Block by £104,000 and would be looking to recoup this funding, reducing any balance to £49,754, of which £32,525 is required to balance the budget shortfall. It is proposed the remaining balance of £17,229 be used to support discretionary top up funding (enhanced provision).

3.4 The budget allocated to provide top up funding for both primary and secondary mainstream schools for 2018/2019 is £1million. This budget covers the costs of both Education, Health and Care Plans and Discretionary Top Up Funding (Enhanced Provision). A summary is provided below:

Total Top Up Budget	£1,000,000
Funding allocated in April 2018	£640,866
Additional In-Year Allocations	£42,975
Provision for future EHCP provision	£250,000
Provision for discretionary Support (Enhanced Provision)	£66,159

3.5 A total budget has now been identified of £83,388 for Discretionary Top up Funding (Enhanced Provision).

3.6 The current arrangements for supporting pupils with SEND have now been reviewed and a Guidance on Supporting pupils with SEND has been developed. (Appendix A). This documents sets out the roles and responsibilities of the different partners and the criteria for applying for discretionary support previously known as Enhanced Provision.

3.7 It is suggested that the ring fenced, cash limited budget for discretionary top up funding is delegated to a panel of head teachers or senior school staff from both the Primary and Secondary sector. LA Officers will attend the meeting but in an advisory capacity.

4.0 FINANCIAL IMPLICATIONS

- 4.1 A request has been made to the Secretary of State to disapply the minimum funding guarantee for Special Schools in 2018/2019. If this request is not approved a further £169,300 will need to be found.
- 4.2 The contingency provision allocated to fund additional pupils placed in Halton's special schools has now been allocated. Further demand will lead to a budget overspend.
- 4.3 If the level of demand for placing pupils in independent provision continues to increase the current budget provision will be insufficient.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children & Young People in Halton

It is important that children and young people with special educational needs receive the support they require to make progress.

5.2 Employment, Learning & 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 The Guidance for supporting pupils with SEND clarifies the role and responsibility of schools, the LA and the criteria for application for additional discretionary funding.
- 6.2 An independent review of SEND provision in Halton commenced on 24th May 2018 and is expected to be concluded by the end of September 2018.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 Most children and young people with special educational needs and disabilities should receive support within their schools and setting's budget.

8.0 REASON(S) FOR DECISION

8.1 The increased demand for support for pupils with special educational needs, the level of complexity of some pupils and reduced flexibility to transfer money between the different funding blocks leading to a budget deficit.

9.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9.1 To cease Enhanced Provision funding.

10.0 IMPLEMENTATION DATE

10.01 1 September 2018.

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

Document	Place of Inspection	Contact Officer
The national funding formula for schools and high needs (Policy document) September 2017	DFE website	Ann McIntyre – Operational Director – Ann McIntyre – Operational Director- Education, Inclusion and Provision & Operational Director - Resources
Schools Block National Funding Formula – Technical note (September 2017) Central School Services Block National Funding Formula - Technical note - (September 2017) High Needs Funding Formula – Technical note (September 2017)	DFE Website	Ann McIntyre – Operational Director – Education, Inclusion and Provision & Operational Director Resources
School Forum agenda, papers and	HBC website	Ann McIntyre – Operational Director – Education

minutes		Inclusion and Provision & Operational Director Resources
Executive Board The national funding formula for schools and high needs – 16 th November 2017	HBC website	Ann McIntyre – Operational Director – Education Inclusion and Provision & Operational Director Resources
Executive Board High Needs Update 18 th April 2018	HBC website	Ann McIntyre – Operational Director – Education Inclusion and Provision & Operational Director Resources

SEND Support and Education, Health and Care Plans in Halton

School's Responsibility for Children with SEND

Schools and settings are required under the Equality Act (2010) to make reasonable adjustments to ensure that the needs of disabled pupils are not discriminated against. This includes providing additional support where necessary.

The vast majority of children and young people with SEND go to a mainstream school. Although many children and young people might need some extra help in their school there are only a small number who will have special educational needs that are long term or a disability or a medical condition that significantly affects their learning. In Halton there is a wide variety of mainstream provision including; faith schools, maintained schools, academies, and a free school available who are able to meet the needs of pupils including those with SEND.

The Local Offer

Each school is required to detail the provision they offer in order to meet the needs of pupils with SEND. It is a requirement that this is reviewed and updated annually and placed on the setting website and placed on the Local Offer:

<https://localoffer.haltonchildrenstrust.co.uk/schools/>

In order to support schools with the inclusion of pupils with SEND and to ensure they make good progress, there are a range of support services available which all schools can access. These services include; the Education Psychology Service, Specialist Teachers, Specialist Advisors for; Communication and Interaction, Physical and Medical Needs, Education Welfare Service and Speech and Language Therapy Service. In addition, support and advice is offered through health services such as CAMHS and through Woodview Child Development Centre which includes; Paediatricians, Additional Needs Nursing, Occupational and Physio Therapy Services.

All primary and secondary schools have a notional SEND budget available to them in order to help meet the needs of pupils with special educational needs. The SEND Code of Practice (2015) requires all schools to use their best endeavours to meet the needs of children with special educational needs. In Halton we expect schools to use a Graduated Approach to supporting pupils with SEND.

The Graduated Approach

The first step in this process is to ensure that Quality First teaching targeted at the individual area of need is deployed. Additional support cannot compensate for a lack of quality first teaching (SEN Code of Practice, 2015). Quality First Teaching is; good teaching and learning that is personalised, close tracking, rigorous monitoring of progress with intervention quickly put in place, and a thorough evaluation of the impact of the help provided.

A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age (SEN Code of Practice, 2015). Where a pupil is identified as needing support for SEN (this is called SEND Support), cycles of assess, plan, do, review should be followed with appropriate provision and support made for the pupil using the school's own resources. Schools can also access the support of external agencies where necessary. The details of this support should be included within a SEN Support Plan which should include both the child and the family.

There is a wealth of information on the Local Offer for what support looks like at each stage within the Graduated Approach under the **Graduated Approach and Dimensions for Learning** tab: <https://localoffer.haltonchildrenstrust.co.uk/schools/>

School Support

There is an expectation that from its own resources the school will have:

- Assessed the pupil's learning needs.
- Planned an appropriate curriculum which has been individualised and which sets suitable learning challenges.
- Set outcomes for support in SEN Support Plans and/or Provision Maps.
- Identified teaching methods and strategies and considered grouping for teaching purposes.
- Deployed additional resources which may include staffing.
- Sought the advice from appropriate external agencies
- Monitored the impact of intervention and made adjustments or changes to increase effectiveness.
- Tracked the progress made by the pupil and carried out appropriate assessments.

Applications for an Education Health and Care Plan

A request for an Education, Health and Care (EHC) needs assessment should not be the first step in the process for helping to meet the needs of a child or young person but should build on co-ordinated work that is already happening between families, educational settings and support services, health and social care professionals.

Before considering a request for an EHC needs assessment educational settings must demonstrate that they have used a graduated approach and feel additional help is required to manage long term needs. Children or young people who may require a statutory assessment will have been supported from within the school's provision and with resources already available to them. The support will have been provided on a cyclical basis as outlined above. The length of a cycle should be defined by individual needs and progress towards meeting goals. It is expected that it usually takes about 6 weeks to enable support strategies to be reasonably tried, reviewed and adjusted i.e. one cycle of assess, plan, do and review. It is expected that at least 2 or 3 cycles will have taken place before a decision can be reached about whether or not a request for a statutory EHC needs assessment may be the next step.

There may be exceptions to this rule. For example:

- For a young child where there has been no prior identification of needs or nursery experience, some of whom may require assessment placements in specialist provision
- For a young child with extremely complex medical needs who immediately requires a high level of adult support in order to access an educational placement
- Where a child/young person has recently been diagnosed with a life limiting illness or has been damaged in a serious accident

Discretionary Top-Up Funding (Formerly Enhanced Provision)

We recognise that for some pupils, an urgent response is required before an EHC needs assessment can be made by the school. These exceptional cases may include:

- Pupils who are at serious risk of exclusion and the relevant **At Risk** paperwork including the CARE protocol has been agreed and reviewed at panel. (See Appendix 3 and 4)
- Pupils who have been permanently excluded from another setting and while the pupil is transitioning to their new setting. There must be clear evidence that the pupil would benefit from time limited support while the pupil is assessed in their new provision.
- Pupils who have experienced some form of critical incident which is preventing them or other pupils from accessing their educational entitlement.
- Pupils who have moved into Halton who have previously been identified by their Local Authorities as requiring a level of support beyond SEND Support but may not have an EHC.

Any funding allocated through this discretionary top-up funding will be time limited.

School's Responsibility

It is expected that the school will:

- Include the pupil and their family in any request and be clear about the support is intended for (See Appendix 1)
- Set out in the paper work why they cannot reasonably use their own resources to meet the needs of the pupil.
- Demonstrate in any application that the needs are exceptional.
- Demonstrate how their notional SEND budget has been used to help address the pupil's needs.
- Demonstrate how any funding approved will be used by the setting and the intended outcome of any support (See Appendix 4)
- Be accountable for the additional resource which the Local Authority has provided, providing evidence of the impact of the additional funding on the outcomes of the pupil
- Understand that the funding is time-limited and will not be extended.
- Follow the advice from panel with regards to any requests for outside agency referrals and any suggestions for future EHC needs assessments.

Panel

The current membership of the Panel will be revised with the budget and decision making delegated to a panel of schools with advice and support from members of the Local Authority Inclusion Officers.

Panel's Responsibility

In making any decision about emergency discretionary top-up funding, the expectation of the panel is as follows:

- To ensure that there is adequate representation from schools when making decisions regarding top-up requests.
- To respond to requests in a timely manner
- To be rigorous and consistent when considering any requests to ensure that the process is fair and equitable for all settings.
- To ensure that there is transparency in any decision making and that there is a clear rationale for any decisions made which is shared with the school.
- To share the outcome from any decision made within 5 working days.
- To audit decision making based on the information provided by the setting to ensure there is consistency of any decisions made.

REQUEST FOR DISCRETIONARY TOP-UP FUNDING

The information on this form is confidential to the pupil, individuals with parental responsibility and those people professionally involved. This form should be signed by the parent/main carer, Headteacher and SENCO and a hard copy returned to the SEN Team at Rutland House or to SENAT@halton.gov.uk

Parent/Main Carers' Consent

I/we agree that this information can be sent to the SEND team so that a Panel can consider requests for:

Discretionary Top-Up Funding.

If this request is successful we give consent for information to be shared with other relevant agencies for assessment purposes.

Parents are advised that there may also be exceptional circumstances where information may be shared with other agencies in line with the Data Protection Act 1998.

Parents/Main Carers _____ **Date** _____

Parents/Main Carers _____ **Date** _____

1. Child/young person's details

Name:		School/Setting:	
Date of Birth:	Age: years months NCY: Year	Gender:	
Home address:			
Telephone Number:		Post Code:	
Home Language:		CAF*:	
Interpreter Needed?		Child in Need:	
		Child Protection:	
		Looked After Child:	
		If Yes, which Authority?	

2. Persons with parental responsibility

Name:

Relationship to pupil:

Address:

Post Code:

Telephone Number:

Name:

Relationship to pupil:

Address:

Post Code

Telephone Number:

3. School/Setting Details

Current school/setting:

Attendance over last 12 months:

Previous schools, with dates attended:

4. Pupil's Aspirations and Views

Guidance: Your own format can be attached for pupil views and numbered as 4. Please submit this in a style which is appropriate to the child/pupil's age and ability eg using photos, symbols, drawings for younger or less able children. Please remember to include your one page profile, which should include the pupil's views and aspirations.

5. Parent/Carer Aspirations and Views

*Guidance: Your own format or letter can be attached and numbered as 5.
You do not need to use these headings – they are there to help you if you wish.*

What are your child's strengths/areas of concern?

What does he/she find difficult in school?

What do you feel he/she needs help with?

Is he/she happy in school?

Does your child enjoy reading/writing with you at home?

What are you child's interests in school?

Is there anything else you would like us to know e.g. Any advice you would like to give us about what works well for your child?

Parents/ Main Carers.....Date.....

6. History of Child/Young Person to date (What was working well- what has changed and over what period of time) from School perspective

History of Child/Young Person to date (What was working well- what has changed and over what period of time) from School perspective

Guidance: This should include the following

- ***Child/Young Person history since starting with you***
- ***Date placed at SEND Support***
- ***Detail of how the Notional SEND budget was used to support the CYP***
- ***Success of those interventions***
- ***Current position that has led to this request being made- this may include comparative progress between CYP and average class progress/attainment***

In order to give the Discretionary Funding Panel a full picture please identify all areas of need

Special Educational Needs

PRIMARY AREA OF NEED:

Primary Need		Tick 1 only
Cognition and Learning	Cognition and Learning Difficulty	
	Specific Learning Difficulty	
Social, Emotional and Mental Health Needs	Social, Emotional and Mental Health Needs (SEMH)	
Communication and Interactive Needs	Speech, Language and Communication Needs (SLCN)	
	Sensory processing difficulty	
	Autistic Spectrum Disorder (ASD)	
Sensory and / or Physical Needs	Visual Impairment (VI)	
	Hearing Impairment (HI)	
	Multi Sensory (Visual/Hearing) Impairment (MSI)	
	Physical Disability	
Other	(Specify)	

Guidance: give further details of all of the needs of the child or young person and how these impact on learning	Identified strengths and needs	Barriers to Learning
Cognition and Learning		
Social, Emotional and Mental Health		
Communication and Interaction		
Physical/sensory		

Appendix 2

THE Primary C.A.R.E Schedule

Pupil Version

Checklist assessing Risk of Exclusion

Name _____

DOB _____ FORM/YEAR GROUP _____

School/College _____

Date _____

This schedule is to be completed with a student. It is for you together to rate the number of factors in terms of their influence relating to the risk of exclusion. It is important to document the pupil's voice within this schedule.

Well-being factors	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I often feel too tired for school	3	2	1	0
I don't feel very good about myself	3	2	1	0
I often feel sad or miserable and I can't shake these feelings off	3	2	1	0
I often worry a lot and can't seem to stop worrying	3	2	1	0
I don't have many friends	3	2	1	0
I have been bullied a lot	3	2	1	0
I am growing, changing physically and that sometimes worries or confuses me	3	2	1	0
I don't like to tell people how I feel	3	2	1	0
I guess the problems I have had aren't going to go away.	3	2	1	0

TOTAL /27

Learning	This is really true of me	This is quite true of me	This is only a bit like me	No problem
Not being able to read or write very well makes me behave badly	3	2	1	0
It's hard to say things or to understand things and that makes me behave badly	3	2	1	0
I don't understand much of what we have to do and that makes me behave badly	3	2	1	0
I sometimes behave badly because I am not good at maths	3	2	1	0
I forget books and equipment or what lesson is next and that gets me into trouble with the teachers	3	2	1	0
They go too fast in lessons and that makes me behave badly	3	2	1	0
It's hard to pay attention in class and that gets me in trouble with the teachers	3	2	1	0

TOTAL /21

Social skills and performance	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I don't get on well with the other kids	3	2	1	0
I often do things the other kids tell me to do even if it is wrong	3	2	1	0
Some kids do quite bad things and I often think that is ok or cool	3	2	1	0
I get into a lot of trouble in the playground	3	2	1	0
I guess I don't listen to or talk to people very well	3	2	1	0
I don't have many interests out of school (like sports etc)	3	2	1	0
I have been in trouble with the police	3	2	1	0
TOTAL				/21

General behaviour pattern	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I often act before I think of the consequences	3	2	1	0
I can get really angry and hurt people	3	2	1	0
People think I have got a bad reputation	3	2	1	0
I often just won't do homework	3	2	1	0
I have often bunked off from school	3	2	1	0
I get very angry when I am told off – and I show it	3	2	1	0
A few particular teachers really cause me problems	3	2	1	0
TOTAL				/21

General attitude / coping	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I blame others for things I do	3	2	1	0
I dislike people who tell me what to do in school	3	2	1	0
I don't like it when people praise me	3	2	1	0
I'm not very bothered about school and learning	3	2	1	0
I don't like it when people try to help me with learning	3	2	1	0
I get angry if people tell me off – they pick on me	3	2	1	0
I don't behave better just because people praise me	3	2	1	0
I often don't admit when I have done	3	2	1	0

something wrong /misbehaved				
			TOTAL	/24

Family/ parenting	This is really true of me	This is quite true of me	This is only a bit like me	No problem
My parents can't control me very well	3	2	1	0
There is a lot of stress and problems in my family	3	2	1	0
My parents don't back school up if I have misbehaved	3	2	1	0
We don't have enough money	3	2	1	0
It really bugs me that my real parents are not together	3	2	1	0
			TOTAL	/15

THE C.A.R.E Schedule Primary

Teacher Version Primary

Checklist assessing Risk of Exclusion

Name_____

DOB_____FORM/YEAR GROUP_____

School/College_____

Schedule completed by_____Date_____

This schedule is to be completed by teachers. It is for you to rate the number of factors in terms of their influence relating to the risk of exclusion. It is important to document any evidence you have alongside this schedule.

The higher the score on each factor the more important the factor is in exclusion risk

Well-being factors	Considerable influence	Important influence	Slight influence	Not an issue
Often seems to be tired	3	2	1	0
Low self esteem	3	2	1	0
Seems somewhat depressed	3	2	1	0
Seems somewhat anxious	3	2	1	0
Has very few friends	3	2	1	0
Is or has been bullied	3	2	1	0
Is in the midst of significant physical development (e.g. puberty, growth spurt, language development)	3	2	1	0
Keeps feelings very much to self	3	2	1	0
Has a pessimistic outlook and resignation that problems are not going to go away.	3	2	1	0

TOTAL /27

Learning	Considerable influence	Important influence	Slight influence	Not an issue
Low literacy	3	2	1	0
Some speech and language issues	3	2	1	0
Curriculum access is an issue due to learning difficulties	3	2	1	0
Number skills are weak	3	2	1	0
Has problems with personal organisation	3	2	1	0
Keeping up in many lessons is a problem	3	2	1	0
Has difficulty paying attention	3	2	1	0

TOTAL /21

Social skills and performance	Considerable influence	Important influence	Slight influence	Not an issue
Does not get on well with peers	3	2	1	0
Is easily led by dominant peers	3	2	1	0
Is subject to undesirable peer influence	3	2	1	0
Has many problems in unstructured times	3	2	1	0
Poor social communication skills	3	2	1	0
Has few leisure interests	3	2	1	0
Has been in trouble with the police	3	2	1	0

TOTAL /21

General behaviour pattern	Considerable influence	Important influence	Slight influence	Not an issue
Has an impulsive nature	3	2	1	0
Can be somewhat aggressive	3	2	1	0
Is developing an established reputation	3	2	1	0
Completing school work is a problem	3	2	1	0
There is some history of truancy	3	2	1	0
Tends to react aggressively when admonished	3	2	1	0
Has problems with particular teachers	3	2	1	0

TOTAL

/21

General attitude / coping	Considerable influence	Important influence	Slight influence	Not and issue
Tends to blame others for his/her actions	3	2	1	0
Generally resents authority	3	2	1	0
Finds it hard to accept praise	3	2	1	0
Is poorly motivated	3	2	1	0
Does not readily accept help	3	2	1	0
Handles criticism badly	3	2	1	0
Praise has little positive impact on behaviour	3	2	1	0
Seldom takes responsibility for actions	3	2	1	0

TOTAL /24

Family/ parenting	Considerable influence	Important influence	Slight influence	Not an issue
Parental control of behaviour seems to be a problem	3	2	1	0
There is a lot of stress in the family	3	2	1	0
Parents do not cooperate well with school	3	2	1	0
Lives in socially disadvantaged family	3	2	1	0
Lives in a re-constructed family (single parent/ step parent)	3	2	1	0

TOTAL /15

THE C.A.R.E Schedule

Pupil Version Secondary

Checklist assessing Risk of Exclusion

Name _____

DOB _____ FORM/YEAR GROUP _____

School/College _____

Date _____

This schedule is to be completed with a student. It is for you together to rate the number of factors in terms of their influence relating to the risk of exclusion. It is important to document the pupil's voice within this schedule.

Well-being factors	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I often feel too tired for school	3	2	1	0
I don't feel very good about myself	3	2	1	0
I often feel sad or miserable and I can't shake these feelings off	3	2	1	0
I often worry a lot and can't seem to stop worrying	3	2	1	0
I don't have many friends	3	2	1	0
I have been bullied a lot	3	2	1	0
I am growing, changing physically and that sometimes worries or confuses me	3	2	1	0
I don't like to tell people how I feel	3	2	1	0
I guess the problems I have had aren't going to go away.	3	2	1	0

TOTAL /27

Learning	This is really true of me	This is quite true of me	This is only a bit like me	No problem
Not being able to read or write very well makes me behave badly	3	2	1	0
It's hard to say things or to understand things and that makes me behave badly	3	2	1	0
I don't understand much of what we have to do and that makes me behave badly	3	2	1	0
I sometimes behave badly because I am not good at maths	3	2	1	0
I forget books and equipment or what lesson is next and that gets me into trouble with the teachers	3	2	1	0
They go too fast in lessons and that makes me behave badly	3	2	1	0
It's hard to pay attention in class and that gets me in trouble with the teachers	3	2	1	0

TOTAL /21

Social skills and performance	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I don't get on well with the other kids	3	2	1	0
I often do things the other kids tell me to do even if it is wrong	3	2	1	0
Some kids do quite bad things and I often think that is ok or cool	3	2	1	0
I get into a lot of trouble in the playground	3	2	1	0
I guess I don't listen to or talk to people very well	3	2	1	0
I don't have many interests out of school (like sports etc)	3	2	1	0
I have been in trouble with the police	3	2	1	0
TOTAL				/21

General behaviour pattern	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I often act before I think of the consequences	3	2	1	0
I can get really angry and hurt people	3	2	1	0
People think I have got a bad reputation	3	2	1	0
I often just won't do homework	3	2	1	0
I have often bunked off from school	3	2	1	0
I get very angry when I am told off – and I show it	3	2	1	0
A few particular teachers really cause me problems	3	2	1	0
TOTAL				/21

/21

General attitude / coping	This is really true of me	This is quite true of me	This is only a bit like me	No problem
I blame others for things I do	3	2	1	0
I dislike people who tell me what to do in school	3	2	1	0
I don't like it when people praise me	3	2	1	0
I'm not very bothered about school and learning	3	2	1	0
I don't like it when people try to help me with learning	3	2	1	0
I get angry if people tell me off – they pick on me	3	2	1	0
I don't behave better just because people praise me	3	2	1	0
I often don't admit when I have done something wrong /misbehaved	3	2	1	0

TOTAL /24

Family/ parenting	This is really true of me	This is quite true of me	This is only a bit like me	No problem
My parents can't control me very well	3	2	1	0
There is a lot of stress and problems in my family	3	2	1	0
My parents don't back school up if I have misbehaved	3	2	1	0
We don't have enough money	3	2	1	0
It really bugs me that my real parents are not together	3	2	1	0

TOTAL /15

THE C.A.R.E Schedule Secondary

Teacher Version Secondary

Checklist assessing Risk of Exclusion

Name _____

DOB _____ FORM/YEAR GROUP _____

School/College _____

Schedule completed by _____ Date _____

This schedule is to be completed by teachers. It is for you to rate the number of factors in terms of their influence relating to the risk of exclusion. It is important to document any evidence you have alongside this schedule.

The higher the score on each factor the more important the factor is in exclusion risk

Well-being factors	Considerable influence	Important influence	Slight influence	Not an issue
Often seems to be tired	3	2	1	0
Low self esteem	3	2	1	0
Seems somewhat depressed	3	2	1	0
Seems somewhat anxious	3	2	1	0
Has very few friends	3	2	1	0
Is or has been bullied	3	2	1	0
Is in the midst of significant physical development (e.g. puberty)	3	2	1	0
Keeps feelings very much to self	3	2	1	0
Has a pessimistic outlook and resignation that problems are not going to go away.	3	2	1	0
TOTAL				/27

Learning	Considerable influence	Important influence	Slight influence	Not an issue
Low literacy	3	2	1	0
Some speech and language issues	3	2	1	0
Curriculum access is an issue due to learning difficulties	3	2	1	0
Number skills are weak	3	2	1	0
Has problems with personal organisation	3	2	1	0
Keeping up in many lessons is a problem	3	2	1	0
Has difficulty paying attention	3	2	1	0

Social skills and performance	Considerable influence	Important influence	Slight influence	Not an issue
Does not get on well with peers	3	2	1	0
Is easily led by dominant peers	3	2	1	0
Is subject to undesirable peer influence	3	2	1	0
Has many problems in unstructured times	3	2	1	0
Poor social communication skills	3	2	1	0
Has few leisure interests	3	2	1	0
Has been in trouble with the police	3	2	1	0
TOTAL				/21

General behaviour pattern	Considerable influence	Important influence	Slight influence	Not an issue
Has an impulsive nature	3	2	1	0
Can be somewhat aggressive	3	2	1	0
Has an established reputation from earlier years	3	2	1	0
Completing homework is a problem	3	2	1	0
There is some history of truancy	3	2	1	0
Tends to react aggressively when admonished	3	2	1	0
Has problems with a few particular teachers	3	2	1	0
TOTAL				/21

General attitude / coping	Considerable influence	Important influence	Slight influence	Not and issue
Tends to blame others for his/her actions	3	2	1	0
Generally resents authority	3	2	1	0
Finds it hard to accept praise	3	2	1	0
Is poorly motivated	3	2	1	0
Does not readily accept help	3	2	1	0
Handles criticism badly	3	2	1	0
Praise has little positive impact on behaviour	3	2	1	0
Seldom takes responsibility for actions	3	2	1	0
TOTAL				/24

Family/ parenting	Considerable influence	Important influence	Slight influence	Not an issue
Parental control of behaviour seems to be a problem	3	2	1	0
There is a lot of stress in the family	3	2	1	0
Parents do not cooperate well with school	3	2	1	0
Lives in socially disadvantaged family	3	2	1	0
Lives in a re-constructed family (single parent/ step parent)	3	2	1	0
			TOTAL	/15

Appendix 3 Evidence of action for pupils at risk of exclusion

Name of Pupil:

DOB:

School:

Attendance:

This form should be completed by a member of the school's leadership team with teacher involvement.

Supplementary information can be added to this form such as examples of Support Plans, details and minutes of meetings with parents, Boxall profiles and strategies which have been implemented over time.

Please briefly outline why the pupil is at risk of exclusion:
--

	Criteria	Supporting evidence	Impact and outcomes from this support and advice
1	Please detail any additional attendance information. <i>i.e. If the pupil has attended different schools. Please include dates</i>		

2	When did this pupil's behaviour first become a concern?		
3	<p>Has the pupil been discussed with the SENCO? What assessment has taken place and what does this show? <i>Give examples. E.g. Have you completed additional observation around the child? Have you completed any assessment around their literacy skills? Have you completed a Boxall profile and implemented strategies?</i></p>		
4	Please outline how you have implemented the school's behaviour policy.		
5	<p>Is this a pupil in care? Have you spoken to the Headteacher of the Virtual School? What support is in place through the PEP to help this pupil? <i>The Headteacher of the Virtual School should be informed of <u>any</u> exclusion of a child in care <u>prior</u> to the exclusion taking place. Please provide details of the actions agreed.</i></p>		
6	<p>Please describe the pupil's SEN status <i>E.g. First identified as SEN support, primary need, date of most recent SEN support plan, current support in place.</i></p>		

7	<p>Please describe how you have involved the parents/carers in the support and planning for this pupil? <i>Please include dates of any structured conversations, planning meetings that has taken place</i></p>		
8	<p>Does this child have enhanced provision? Does the child have an EHC? <i>How much funding is allocated? How long has this been in place? How is this funding used?</i></p>		
9	<p>Has the CARE schedule been completed? <i>Please include dates and how you have addressed the areas identified.</i></p>		
10	<p>Has the pupil been discussed with any Specialist Teacher? <i>Please include dates and detail the strategies and suggestions made and how you have acted on them.</i></p>		
11	<p>Has the pupil been discussed at consultation with an Education Psychologist? <i>Please include dates and detail the strategies and suggestions made and how you have acted on them.</i></p>		
12	<p>Has the pupil received any support from the Attendance and Behaviour Service? <i>Please detail an overview of the help provided.</i></p>		
13	<p>Have all health needs been identified and explored with referrals as appropriate? <i>E.g. Have referrals been sent and advice sought from the Orthoptist Clinic? Speech and Language Therapy Service? Has the child been referred to Woodview? Has the</i></p>		

	<i>child been referred to CAMHS? What has the advice and conclusion been? How have you implemented any strategies?</i>		
14	<i>What support is in place for the wider family? E.g. Has the family's level of need been identified? Is there a CAF? Family Support Worker? Are there any social care needs identified? Please briefly outline involvement.</i>		
15	<i>Has the pupil had any fixed term exclusions? Please include dates and reasons for exclusion and a brief outline of the reintegration plan.</i>		

Name of person completing this form:

Role in school:

Signature:

Headteacher signature:

Appendix 4 Details of PROPOSED Discretionary Funding Being Requested and Identified Outcomes. Date from To

Guidance – Element 3 funding is also known as High Needs Funding. This is the additional funding which can be requested from the Local Authority to provide additional support for a child after the Element 1 and Element 2 funding have been allocated

Area of Need	Costed Provision	Who	Whole class/ group/ individual	Outcomes (should be over a year and must be SMART)	Success Criteria at the end of one year review
Cognition and Learning					
Communication and Interaction					
Social, Emotional and Mental Health					
Sensory and Physical					

REPORT TO:	Executive Board
DATE:	14 June 2018
REPORTING OFFICER:	Director of Public Health
PORTFOLIO:	Health and Wellbeing
SUBJECT:	Work Place Health & Time to Change Employer Pledge
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 To provide an update to Executive Board on the work undertaken across the Borough to improve workplace health.

To propose Halton Borough Council sign up to Time to Change's employer pledge by establishing a working group who can drive the development of an action plan which tackles mental health stigma in the work place, encouraging employees to talk about mental health.

2.0 **RECOMMENDATION: That**

- 1) the report be noted; and
- 2) Executive Board approve participation in the Time to Change Employer Pledge.

3.0 **SUPPORTING INFORMATION**

3.1 **Workplace Health**

The workplace is a setting where many people spend the largest proportion of their time. Work and health is central to the story of people and place. Helping people with health issues to obtain or retain work, and be happy and productive within the workplace is a crucial part of the economic success and wellbeing of every community.

Workplace health is promoting and managing the health and wellbeing of staff, and includes managing sickness absence and 'presenteeism' (a person physically at work, but unproductive). Workplace health interventions are activities undertaken within the workplace by an employer or others to address these issues; it also includes action to address health and safety risks.

The benefits of businesses investing in workplace health are well

documented (Black 2015, PHE 2016).

Benefits include:

- Reduction in absence and increased productivity
- Return on investment – employee wellness programmes return between £2 and £10 for every £1 spent
- Reduced staff turnover and associated reduction in recruitment costs
- Healthy employees are three times more productive as those in poor health
- Workplaces with “very satisfied” employees had higher labour productivity, higher quality of output, and higher overall performance.

3.2 **Halton Healthy Work Places**

Over the last 18 Months the Health Improvement Team has been rolling out a comprehensive Workplace Health Programme to local businesses across Halton. During this time the team has worked with 50 local businesses to improve their workplace health offer. Examples include Halton Borough Council, Mexichem Runcorn, Capita Telefonica, Kawneer, Electron Technical Solutions, Fresenius Kabi, Halton Housing Trust, Home Retail Group, Kerrys Ingredients and the Widnes and Runcorn Cancer Support group to name a few.

Prior to commencing a Workplace Health Programme a site visit is arranged and a Mini health needs assessment of the workforce and workplace is undertaken in conjunction with HR, Management and Occupational Health staff in order to develop a tailored package of support for the business. This can include: a review of health policies, NHS Health Checks/ Lung Age checks for staff, smoking cessation clinics, health awareness events, training for staff and managers in how to maintain good mental health, and recognize early signs and symptoms of cancer and bespoke physical activity or back pain classes and weight management groups for staff.

An offer of an NHS Health check has been a successful hook for engagement of staff to enable a health conversation, to this end 536 health checks have been completed in a workplace environment. These people undoubtedly account for some of the 40% that we know traditionally do not engage with health services. Through the Workplace Health Programme the team has identified people that have gone on to be diagnosed with health conditions such as diabetes, hypertension and atrial fibrillation.

Staff training is a core part of the workplace offer, in particular early signs and symptoms of cancer training and also mental health resilience training including suicide awareness and stress management for both frontline staff and managers. To date the team has trained in excess of 300 frontline staff.

3.3 **Mental Health and the workplace**

Subject to approval by Executive Board the next phase of the Workplace Health Programme is to work with local businesses to further improve their mental health offer and support them to undertake the “Time to Change” employer’s pledge.

Mental health stigma prevents those that need support from speaking out and seeking help. There are a significant number of adults suffering from a range of mental health issues with 1 in 6 British workers affected by conditions like anxiety, depression and stress every year. Mental ill health is the leading cause of absence in the UK, costing an average of £1035 per employee per year and between £33 billion and £42 billion cost to employers as a whole. There is no denying mental health stigma contributes to significant mental health challenges at work therefore tackling stigma can make a positive difference to sickness absence rates, presenteeism, staff wellbeing and productivity as well as retention.

3.4 **Time to Change**

Time to Change is the leading national social movement aimed at improving public attitudes and behavior towards people with mental health problems. Since Time to Change began in 2007 4.1 million adults in England have improved attitudes towards mental health problems with more people than ever able to open up about their mental health problems. Time to Change know it can be really difficult to talk about mental health problems that’s why they provide support to employers to develop an action plan to get employees talking about mental health. The more comfortable employees feel talking about mental health the earlier they can access support meaning they are more likely they are to stay in work preventing mental health problems from escalating and ultimately reducing the cost to the employer.

Time to Change will support Halton Borough Council to develop an action plan to get employees talking about mental health (please see appendix 1 for example actions). The action plan focusses on one tangible activity in each of the following key areas;

1. Demonstrating senior level buy in
2. Demonstrating accountability and recruiting employee champions
3. Raising awareness about mental health
4. Updating and implementing policies to address mental health problems in the work place
5. Asking staff to share personal experiences of mental health problems
6. Equipping line managers to have conversations about mental health

7. Providing information about mental health and signposting to support services

Once the action plan has been developed and submitted to Time to Change, Halton Borough Council will receive a pledge board that a senior leader can sign to demonstrate their commitment to tackling mental health stigma in the work place.

Signing the Time to Change Employer Pledge is free and dedicated support throughout the process is available as well as a year of support after receiving the pledge. Halton Borough Council will be able to receive coaching regarding the action plan, connections to other employers and free masterclasses where we can learn from leading employers on how they have achieved success. Time to change will also provide support in recruiting Champions who will essentially drive this campaign forward. Champions will separately have access to training, peer support as well as access to working groups that involve champions from other organisations.

Halton Borough Council already has a variety of activity currently taking place which contributes to tackling mental health stigma and improving the mental health of its employees such as mental health awareness training. By signing up to Time to Change's Employer Pledge the council will be able to collate and celebrate all the great work it is currently delivering and highlight gaps that require further attention.

It would be recommended that a small working group be established to develop and drive the Time to Change Employer Pledge action plan (please see appendix 1 for example actions). The mental health and wellbeing lead for the Health improvement team can establish and chair the working group, oversee the implementation of the action plan and liaise with the Employer Programme Manager from Time to Change for guidance and support. Once the action plan has been established and submitted to Time to Change Halton Borough Council will sign the Time to Change Employer Pledge

4.0 **POLICY IMPLICATIONS**

- 4.1 Review relevant policies, such as absent management, to ensure mental health is addressed throughout and were policies already meet this criteria no action will be required

5.0 **OTHER/FINANCIAL IMPLICATIONS**

- 5.1 Mental ill-health is the leading cause of sickness absence in the UK, costing an average of £1,035 per employee per year It can be estimated by decreasing absenteeism by 10% and staff turnover by 10% the local authority could potentially save £464,681 and £832,000 respectively

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

6.1 **Children & Young People in Halton**

There are no significant implications for this priority

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

Fundamentally, a healthy population is one that has the potential to be a healthy and productive workforce for industry. This is key to attracting and retaining businesses and developing dynamic and diverse communities that are sustainable for the future. Many people live within a relatively short commute to their place of work, so the connection between workplace health in local businesses and population health is very close.

6.3 **A Healthy Halton**

This aims to improve the health of working age people in Halton as outlined as priority in Halton’s Health and Wellbeing Strategy (2017 - 2022)

6.4 **A Safer Halton**

There are no significant implications for this priority

6.5 **Halton’s Urban Renewal**

There are no significant implications for this priority.

7.0 **RISK ANALYSIS**

7.1 *None*

8.0 **Appendices**

Appendix 1- Example Actions

Key Areas	Examples of how this could be achieved
Demonstrating senior level Buy in	Appoint a senior mental health champion and encourage senior leaders to talk openly about mental health.
Demonstrating accountability and recruiting employee champions	Establish a working group from a variety of staff across the council to drive the action plan. The recruitment of employee champions could be tied into the local time to change campaign currently being delivered by HIT
Raising awareness about mental health	Mental Health Awareness training is currently available for all staff via HIT but awareness can be raised in a variety of ways

	such as tea and talk days.
Update and implement policies to address mental health problems in the work place	Review relevant policies to ensure mental health is addressed throughout
Asking staff to share personal experience of mental health problems	Staff throughout the organisation could choose to share their experiences in a sensitive way with the support from HIT marketing, Time to Change and Kate Bazley (the mental health and wellbeing lead for HIT)
Equipping line managers to have conversations about mental health	Mental Health Awareness training for managers is currently being developed by HIT
Providing information about mental health and signposting to support services	Support services available in Halton, through the council and national services could be regularly promoted to staff in a variety of ways

REPORT TO:	Executive Board
DATE:	14 June 2018
REPORTING OFFICER:	Strategic Director - People
PORTFOLIO:	Health & Wellbeing
SUBJECT:	Stair lift installation contract – preliminary estimates report
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval from Executive Board to undertake a procurement exercise in order to commission a supplier of stair lift installation services. As the contract value is in excess of £1,000,000 this is a Preliminary Estimate Report in line with Procurement Standing Order 2.1.

2.0 RECOMMENDATION: That the Board

- 1) gives approval to undertake a procurement exercise to commission a supplier of stair lift installation services; and**
- 2) notes the waiver request, as detailed in paragraph 3.2, in order to continue using the existing Stannah contract until new arrangements are in place.**

3.0 SUPPORTING INFORMATION

- 3.1 This report follows on from a previous report to Executive Board on 22nd February 2018, which sought approval for a new model of provision of stair lifts (including the introduction of means testing and the provision of extended warranties). The new model was approved by the Board.
- 3.2 The Council's existing contract with Stannah Lift Services for the provision of stair lift installation services ends in May 2018; therefore, it is now necessary to initiate procurement processes to commission a supplier of stair lift installation services. A waiver request has been submitted to the Head of Procurement in order to allow the Council to continue using Stannah for a period of four months whilst the procurement exercise is undertaken.
- 3.3 Colleagues in Procurement have completed an options appraisal regarding the various routes to market with the preferred option being to award the contract as a result of conducting a mini competition with the nominated providers on a framework.
- 3.4 The following information is provided as required by Procurement

Standing Order 2.1.2:

a) Budget Approval – include budget, funding and cost centre code

The current budget is £300,000 per annum.

b) The whole life cost of the project including the revenue costs associated with the project

Based on a 4 year agreement £1,200,000.

c) Total contract - Term including any extension periods

Halton will be able to award a 3 year contract covering the period 2018-2021 with an additional extension of 1 year available or award a 4 year contract (2018-2022).

d) How the contractor is to be selected (SO 2.3)

Undertaking a Further Competition via a National Framework.

e) Identification of potential project risks and controls

There is a risk of appointing a supplier that offers a lower quality product and service compared to the current provider. This will be mitigated by ensuring the specification clearly sets out quality requirements.

f) How the project links with departmental and corporate objectives

Stair lifts are an essential part of the provision of care and support services that allow people to retain their independence and quality of life in their own homes.

g) The business case in support of the proposal including details of how value for money, transparency, propriety and accountability would be achieved and the position of the contract under the PCR 2015

Value for money

The contract will be awarded on the basis of quality and price. By running a competitive procedure there is scope for a price reduction, however, there is no guarantee of this.

Transparency

The contract will be recorded in the Council's Contracts Register accessible via the Internet together with the publication of all spend in excess of £500.

Propriety and security

Compliance with anti-corruption practices will be adhered to.

Position of the contract under the Public Contract Regulations

2015

The framework is in accordance with the PCR 2015.

4.0 POLICY IMPLICATIONS

The new contract will be in line with the new model of provision as outlined in the previous report to Executive Board.

5.0 FINANCIAL IMPLICATIONS

As advised within previous reports, moving to an extended warranty model does result in additional costs compared to current practice.

Currently stair lifts come with a two year warranty after which they transfer to a maintenance contract, the costs of which are unsustainable. The annual budget for maintaining independent living equipment (predominantly stair lifts but also including other lifts/hoists) was set at £15k in 2010, however, annual spend is now in the region of £70k.

Providing an extended five year warranty will result in additional costs at the point of installation and at the same time the Council will need to continue maintaining the existing stock via the maintenance contract (however, a rolling replacement programme will be initiated).

Introduction of means testing should reduce the number of stair lifts being installed and transferring responsibility for maintenance to the individual after the warranty (which is in line with practice under Disabled Facilities Grants, which stair lifts are traditionally installed under) will result in a more cost-effective service over the longer-term to address the escalating costs of maintaining stair lifts.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None identified.

6.2 Employment, Learning and Skills in Halton

None identified.

6.3 A Healthy Halton

Stair lifts are an essential part of the provision of care and support services that allow people to retain their independence and quality of life in their own homes.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

As outlined under section (e) of point 3.4.

8.0 EQUALITY AND DIVERSITY ISSUES

None identified.

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

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	14 June 2018
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Transportation
SUBJECT:	Term Service Contract for Highways Improvement and Maintenance Services Extension 1 June 2019 to 31 May 2020
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek approval to proceed with a one year extension to the Term Service Contract for Highway Improvement and Maintenance Services.

2.1 RECOMMENDATION: That Members approve a one year extension to the Term Services Contract for Highway Improvement and Maintenance Services with Tarmac CRH Limited.

3.0 SUPPORTING INFORMATION

- 3.1 This contract provides to cover the period April 2013 to March 2019 with options for up to four separate extensions each of one year duration to cover the period April 2019 to March 2023
- 3.2 The contract allows that if the contractor meets or exceeds the Acceptable Performance for each Key Performance Indicator (KPI) the Employer may award an extension of the service period.
- 3.3 Tarmac's overall performance against the KPI's in 2015/16 was below the required targets and an extension was not given. In 2016/17 all but one of the KPI's were achieved demonstrating a strong incentive and improvement to the delivery of the contract. The one KPI that was not achieved related to the payment of sub-contractors invoices and was as a result to changes in Tarmac's central payment systems. This has now been addressed and the KPI continues to improve.
- 3.4 The Contractor achieved Acceptable Performance for each KPI in the financial year financial year 2017 to 2018 and therefore is entitled to a one year extension to the contract period.

- 3.5 Should the Contractor not achieve Acceptable Performance for any two Financial Years any previous extensions to the service period are reduced by a period of one year and should the Contractor fail to achieve Acceptable Performance for each KPI in any three financial years all previous extensions to the service period are reduced to zero.

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

The Contract allows for any extensions that have been previously granted to be removed should performance deteriorate to an unacceptable level and the contractor fails to achieve the minimum KPI's.

8.0 EQUALITY AND DIVERSITY ISSUES

None

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

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	14 June 2018
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Promoting Halton's Visitor Economy
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to present proposals aimed at further promoting and supporting Halton's Visitor Economy.

2.0 **RECOMMENDATION: That Members note progress to date to raise the profile of Halton's Visitor Economy, and approve the proposals in section 4 and 5 of this report.**

3.0 **SUPPORTING INFORMATION**

3.1 Whilst the term 'Visitor Economy' is often used by those involved in the tourism industry, it actually reflects the concept that the word 'visitor' reaches a more inclusive customer base and goes beyond tourism and tourists. The reference to 'economy' focuses attention on the contribution that cultural, heritage and tourism assets can play in supporting economic growth.

3.2 Although Halton's Visitor Economy may not have the same prominence as some of our other economic sectors such as science and innovation, logistics and distribution and advanced manufacturing, if we are to create a successful economy in Halton, there is also a need to make Halton a successful visitor destination.

To achieve this there is a requirement to capture all the ingredients that attract visitors to Halton. These ingredients might cover the following areas:

- The Natural Environment;
- Iconic Buildings;
- Retail Offer;
- Heritage, Leisure and Cultural Facilities.

3.3 In essence, these are the things that can make Halton distinctive, special, a place that engenders pride, and a place that visitors feel is worth experiencing.

3.4 However, the Visitor Economy goes beyond a focus on the ingredients described above; it is also concerned with embracing the wider elements that would attract visitors to Halton. This could include transport infrastructure i.e. to make the Borough an easier place to get to; signage and orientation; parking, as well as interpretation; public space and amenities. These aspects all contribute to creating an attractive visitor offer. The proposals in section 4 of this report seek to reaffirm this.

4.0 **POLICY IMPLICATIONS**

4.1 The Employment, Learning and Skills and Community PPB recently undertook a scrutiny topic review of Halton's Cultural Offer within a City Region context. It concluded that there needs to be a strong interaction between Halton's Cultural Offer and the Visitor Economy.

4.2 The Topic Group also recognised that with reducing resources, the Borough needed to focus on a discrete set of priorities which would enable the Borough to brand and package its cultural assets and visitor attractions in a clear and consistent way.

4.3 The work of the Topic Group coincided with the production of a report that had been led by the Liverpool City Region (LCR) Local Enterprise Partnership (LEP) to undertake a brief review of the Halton's Visitor Economy. Similar reviews were undertaken in some of the other LCR Local Authorities.

4.4 The report assessed how, through additional investment, the sector could be developed to support Halton's wider economic strategy and help shape its sense of place.

4.5 The project undertook a brief review of Halton's current and potential visitor markets, assessed the existing destination offer, sought views of the Borough's visitor economy businesses and organisations and made recommendations in respect of the key areas that the Borough should focus on if it is to increase the prominence and impact of its Visitor Economy.

4.6 The approach is now being used to determine the key aspects of Halton's core visitor proposition, as well as establishing a broad range of opportunities for product development and destination marketing.

4.7 **Proposals**

Acknowledging the earlier point about resources, in order to deliver

these outcomes described above in the most cost effective way, it is proposed that, where appropriate, Visitor Economy opportunities are aligned with the Key Impact Areas associated with the delivery of the Mersey Gateway Regeneration Plan (Plus) document.

- 4.8 This approach recognises that in other areas, visitor attractions have been used as a catalyst for stimulating broader regeneration. It is also argued that placing these assets within a wider context and linked to other themes, could improve the chances of seeking external funding in the future.
- 4.9 Suggested links and opportunities to the Council's regeneration priorities are set out in the table below.

Key Impact Area	Potential Visitor Economy Assets
Runcorn Town Centre	The Brindley; Bridgewater Canal; Silver Jubilee Bridge and Mid Mersey Estuary Park;
Astmoor Business Park & Manor Park	Wigg Island & Norton Priory; Daresbury Village and Lewis Carroll Centre
West Runcorn	Bridgewater, Manchester Ship Canal and Weaver Navigation Canals
West Bank	Catalyst Science Discovery Centre and Spike Island;
Widnes Waterfront	The Hive; Sankey Canal
Southern Widnes	Leisure Centre, Widnes Market and Town Centre; The Studio
Ditton Corridor	Pickerings Pasture; Hale Village and Lovels Hall
Halton Lea	Halton Castle, Shopping City

- 4.10 It is proposed that by making the connections described above, Lead Officers for each area would then ensure that the benefits of a vibrant Visitor Economy are embedded within Masterplans and or Delivery Plans for the respective Key Impact Areas.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 The approach outlined in sections 4.2-4.10 provides a proportion of the key ingredients needed to deliver a successful Visitor Economy for Halton. However, there are other actions that are needed to support this agenda. These are:

1. Bringing a group of stakeholders together to review and refine Halton's visitor proposition & consider the options for developing a coherent brand for Halton.

2. Reform the Halton Visitor Economy Network, as the basis to establish a new operating model.
3. Undertake a full review of current partner marketing and develop a Halton-wide destination marketing strategy. Using the proposition, products and markets that have been identified, establish a range of itineraries that have the ability to create full/half day experiences.
4. Develop an investment plan to upgrade paths and cycle ways that link experiences. Interventions should include developing interpretation, way marking, all abilities access and enhanced interpretation at key visitor locations

5.2 Actions 1 and 2 could be co-ordinated through the Council's existing Regeneration, Business Improvement and Growth and Culture Teams.

5.3 However, funding does not currently exist to develop and implement actions 3 and 4. The Mersey Gateway Key Impact Areas will be identifying funding which could be extended to include activities that support the Visitor Economy.

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

6.1 The Visitor Economy plays an important role in attracting and retaining visitors in the Borough. However, whilst this report focuses on the role the Visitor Economy plays in promoting inward investment, and job creation activities, it transcends all of the Council's priorities because the attractiveness of a place will also be measured by other indicators such as the quality of schools, housing, social care provision that the Borough can provide.

7.0 **RISK ANALYSIS**

7.1 The following options have been considered.

1. Do Nothing – In this scenario the Council chooses to continue to focus resources on its 'primary' employment growth sectors, acknowledging that Halton's Visitor Economy is not as prominent when compared with visitor assets in other neighbouring areas. The advantage of this approach is that it does not require any further funding or human resource.

The disadvantage of this option is that Halton could miss out on future City Region funding if it has not developed a coherent set of priorities that are supported by long-term revenue streams. There are a number of significant scale funding streams that are applied to through the LEP VE Group, which Halton officers are a member of, and which would bring benefit, both in terms of capital and revenue funding, to Halton's VE. Resource is

required, however, in order to play a more meaningful role in these developments.

2. The Preferred Option – this option is outlined in section 4 and 5 of this report where the Council seeks to work within the Mersey Gateway Key Impact Areas, identifying funding which could be extended to include activities that support the Visitor Economy.
3. Establish a fully-funded Visitor Economy Programme. This option would result in the Council allocating a pot of funding to deliver a long-term rather than piece-meal programme. This would be evaluated using KPIs such as increased visitor numbers; increased spend in the Borough etc.

The disadvantage of this option is that it would require revenue funding that the Council does not have, and as mentioned above, the Borough has other strengths and advantages that are driving its economic growth.

8.0 **EQUALITY AND DIVERSITY ISSUES**

- 8.1 The proposals and actions outlined in section 4 and 5 of this report would reflect the need to ensure that all our cultural, heritage and retail and leisure facilities are accessible for all.

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

- 9.1 None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

SUBJECT: 2017/18 Financial Outturn

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the final revenue and capital spending position for 2017/18.

2.0 RECOMMENDED: That

1) The report be noted; and

2) The information within the report is taken into account when reviewing the 2018/19 budget monitoring position, medium term forecast and saving proposals for future years.

3.0 SUPPORTING INFORMATION

Revenue Spending

3.1 The final accounts for 2017/18 are nearing completion and the revenue spending position for each Department, subject to external audit, is shown in Appendix 1.

3.2 Since 2010 the Council has experienced significant reductions in Government grant funding. Halton's available funding as assessed by the Government's own "core spending power" measure has reduced by 29% (£326 per head of population) during this period, whereas the average reduction nationally is only 21% (£210 per head of population). This significant reduction in funding has occurred during a time when the demand for council services and the cost of such has been increasing rapidly.

3.3 Despite these ongoing challenges, the Council has continued to manage its finances well, by restricting spending to only essential items and using reserves to assist with funding services where significant extra cost pressures have emerged.

3.4 At 31st December 2017 it was forecast that by year-end the overall outturn position might be in the region of £3.5m above budget.

However, the summary presented in Appendix 1 shows that total actual spending is £1.026m higher than the planned budget of £103.282m, with the variance being funded from the Council's general reserve. This represents a significant improvement from the forecast position and is due to the close monitoring undertaken by Members and Officers and the actions taken to curb spending except where considered absolutely essential. Further details are provided within the report regarding the movement between the forecast and actual outturn positions.

- 3.5 Total employee expenditure for the year was approximately £67.749m (£68.335m in 2016/17), which was £0.820m below the budget. The variance is primarily due to the number of posts which have been held vacant over the past year, some of which have been deleted from the structure in the new financial year as a means of achieving budget savings.
- 3.6 Included within the employees budget is a staff turnover savings target of 3%, which reflects the saving made between a member of staff leaving a post and the post being filled. The target for the year has been achieved in most Departments, with the exception of Community & Environment, Economy, Enterprise & Property and Policy, People, Performance & Efficiency where staff turnover was less than anticipated.
- 3.7 A number of underspends against the 2017/18 budget have been approved as one-off budget savings for 2018/19. These have been carried forward into 2018/19 when preparing the year-end accounts and as part of the review of reserve balances.
- 3.8 Details of spend and income on Mersey Gateway is included within Appendix 1 to the report. Overall the Mersey Gateway has no impact on the Councils 2017/18 outturn position as all spend has been funded from either toll charges or Government grant.
- 3.9 Within the overall net position for the year, the key budget variances are as follows;
 - (i) **Children and Families Department (£4,259,000 overspend):-**
As highlighted throughout the year, a significant overspend against budget was expected for the Department. As at 31 December 2017 the overspend position was £3.765m with the final outturn position expected to be in the region of £5.020m. Utilisation of reserves of approximately £0.5m together with concentrated efforts in reducing spend throughout the Department has helped limit the final overspend position to £4.259m.

The 2018/19 budget approved by Council on 7th March 2018, included an additional £3.0m of budget provision for the Children & Families Department which will help to alleviate the overspend position and service demand pressures for the forthcoming year.

It is intended that as far as possible this additional budget provision and ongoing reviews in service provision will be used to limit the overall financial pressure brought about by increased service demand.

Expenditure relating to out of borough residential placements was £6.609m, this being £2.004m (30%) over the available budget. The average number of young people in residential placements during 2017/18 was 67 compared to the 2016/17 average of 76, a reduction of 12%. Work is ongoing to challenge provider costs and there has been a positive response to this. Work is also underway to try and prevent more children going into residential placements.

Spend on out of borough fostering has increased over the past year, resulting in a overspend against budget of £1.243m. The number of children in an independent fostering agency placement has increased from 67 in 2016/17 to 80 in 2017/18, which equates to a percentage increase of 19%. In house foster carers are utilised wherever possible, but there has been a significant reduction in the number of foster carers within the Borough. Every effort is being made to recruit new foster carers, but this is a lengthy process and as a result it will take time for the council to build up a new bank of foster carers. The reduction in numbers of in house foster carers has resulted in out of borough placements being sought at a much higher cost.

Expenditure relating to Special Guardianship Orders is £0.404 over budget. Expenditure has increased from £1.374m in 2016/17 to £1,496m in 2017/18, which is an increase of 9%. A Special Guardianship Order places a child or young person to live with someone other than their parent(s) on a long term basis and Special Guardians have parental responsibility for a child until they reach 18 years of age. Special Guardianship Orders are set up through the family court and not the Council, which makes it difficult to estimate how many more of these orders will be agreed in the next financial year. This area will continue to be a budget pressure in 2018/19.

Expenditure relating to Direct Payments/Individual Budgets is £0.221m over budget. Demand for Individual Budgets for Children with Disabilities continues to increase and alongside this less funding was received from Halton Clinical Commissioning Group (HCCG) as fewer packages of care meet their criteria for being joint funded. The high cost packages need to continue to be reviewed in a timely manner to check outcomes are being met and whether costs can be reduced, but still ensuring the needs of the individual children are being met.

Early Years net expenditure was £0.132m over budget at year-end. This primarily related to shortfalls in income of £0.139m at the two day care centres (Warrington Road and Ditton Early Years Centres). This is expected to continue to be an issue over the next financial year.

- (ii) **Adult Social Care Department (£202,000 underspend):-** Overall the Department including the Complex Care Pool Budget has spent less during the year than the allocated budget. The main reason for the variance was employee costs being less than expected during the year as posts have been held vacant wherever possible. The main pressure on the budget for the Department (excluding the Pool Budget) continues to be the income target for community meals which was underachieved by £0.101m. The impact of the shortfall in budgeted income has been reviewed as part of the process in setting the 2018/19 base budget, with a permanent reduction of £0.065 being applied to the budget target.

Net spend on the Complex Care Pool Budget (hosted with Halton CCG) was £0.142m above budget, but the overspend position has been carried forward to 2018/19 and it is envisaged this will be met from in-year efficiencies.

As at 31 December 2017 the Pool Budget's overspend position was £0.961m with a forecast outturn overspend of £1.427m. Contingency budget from the CCG minimum contribution to the Better Care Fund and Additional Better Care Fund monies have been utilised to offset budget pressures. The financial recovery action plan has already been implemented by the Pool Manager to look at reducing adult health and social care costs and this will continue into 2018/19. This will be particularly important given the Additional Better Care Fund grant will be significantly reduced in 2018/19 and again in 2019/20.

The biggest budget pressure on the Pool Budget was against Adult Health & Social Care Services (Residential & Nursing Care, Domiciliary & Supported Living, Direct Payments and Day Care). Budget pressures within these areas are being reviewed by way of the financial recovery plan. In particular, this focuses upon high cost packages of care and out of borough replacements.

- (iii) **Community & Environment Department (£706,000 overspend):-** The overspend position for the Community & Environment Department is in line with that reported at 31 December 2017 and is significantly less than the year end forecast position of £1.270m.

The main budget pressure for the Department during the financial year related to employee costs. This was as a result of the staff

turnover savings target not being met and casual staff spending being significantly higher than the previous financial year although partly mitigated by a reduction in agency costs.

The new waste contract started mid-year and as expected costs have initially increased based on the Council's estimated share of overall waste. The final overspend of £0.146m against this area was lessened by the use of a reserve created in anticipation of this initial budget pressure.

Sales income for the Department was £0.131m below the budget target, relating primarily to commercial catering and the Stadium. Fees and charges income was also below budget by £0.222m due to shortfalls in letting & promotional fees, fitness memberships and litter fines. Income targets for the Department have been reviewed as part of the 2018/19 budget setting process and this will go some way to alleviating the budget pressures.

- (iv) **Economy, Enterprise & Property Department (£226,000 underspend):-** At 31 December 2017 it was forecast the Department would be underspent against budget by £0.161m for the full year. The actual underspend has increased during the final three months of the year, resulting in underspend of £0.226m.

The main reasons for the underspend are a reduction in energy costs and an increase in fees and charges income of £0.102m due to the increase in rental income brought about by favourable rent reviews negotiated during the year.

- (v) **Central Support Departments (£878,000 underspend):-** The four central support departments covering Finance, Legal, ICT and Policy, People, Performance and Efficiency recorded a significant underspend against budget as had been forecast throughout the year.

The main reasons for the underspend were due to a number of posts being held vacant, supplies and services and contract related spend, being less than forecast.

- (vi) **Corporate & Democracy (£2,569,000 underspend):-** There is a significant underspend against the Corporate & Democracy budget which can be attributed to three main areas.

Net capital financing costs for the year are less than forecast due to slippage in the capital programme resulting in lower borrowing costs than forecast and an increase in interest receivable due to the rise in the Bank of England base rate.

At the end of the financial year there was unused contingency budget of £0.759m which has helped contribute towards overspends elsewhere across the Council.

A number of one-off grants have been received during the year, such as those relating to business rate reliefs as a result of changes to Government policy. In addition, the business rates pool arrangement with Warrington and St Helens councils has generated extra income of £0.254m for Halton.

Reserves and Balances

- 3.10 The Council's Reserves and Balances have been reviewed in accordance with the Reserves and Balances Strategy and are considered reasonable given the scale of the financial challenges facing the Council.
- 3.11 The variance between total revenue spending and the planned budget has been funded from the Council's General Reserve, reducing it to £3.806m. At this level it is considered that the General Reserve is not sufficient given the level of increasing service pressures, the continuation of public spending cuts and the risk of fluctuations in the level of business rates retained. Therefore, a number of earmarked reserves have been reviewed and reductions made where possible, to enable a further £1.200m to be moved into the General Reserve, taking the balance to a more prudent level of £5.006m.

School Balances

- 3.12 School balances as at 31 March 2018 total £3.8m (compared to £5.1m last year-end). There is also £0.4m of unspent Schools related funding held centrally which will carry forward into 2018/19.
- 3.13 The breakdown of spending for 2017/18 against Individual School Budgets (ISB) is given in the table below.

Individual School Budgets (ISB) 2017/18					
	Nursery Schools £'000	Primary Schools £'000	Secondary Schools £'000	Special Schools £'000	Total £'000
Balance b/f from 2016/17	33	3,890	627	226	4,776
ISB for 2017/18	1,032	46,627	19,172	6,975	73,806
Total Budget	1,065	50,517	19,799	7,201	78,582
Actual Expenditure	1,023	47,153	19,691	6,884	74,751
Balance c/f to 2018/19	42	3,364	108	317	3,831

Capital Spending

3.14 The Capital Programme has been revised to reflect an additional allocation of Disabled Facilities Grant funding received in the final quarter of 2017-18.

3.15 Capital spending at 31st March 2018 totalled £114.7m, which is 99.4% of the total Capital Programme of £115.4m (which assumes a 20% slippage between years). Note that no slippage has been calculated on the Mersey Gateway Construction Costs or Mersey Gateway Liquidity Fund.

4.0 POLICY AND OTHER IMPLICATIONS

4.1 There are none.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 There are no direct implications, however, the revenue budget and capital programme support the delivery and achievement of all the Council's priorities.

6.0 RISK ANALYSIS

6.1 There are a number of financial risks within the budget. However, the Council has maintained a budget risk register throughout the year and has internal controls and processes in place to ensure that spending remains in line with budget as far as possible.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are none.

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

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

APPENDIX 1

2017/18 REVENUE EXPENDITURE

Summary

Department/Directorate	Annual Budget £'000	Actual Expenditure £'000	Variance (overspend) £'000
Adult Social Care	38,456	38,254	202
Children & Families	20,510	24,769	(4,259)
Education, Inclusion & Provision	10,865	10,939	(74)
Public Health & Public Protection	390	375	15
People Directorate	70,221	74,337	(4,116)
Community & Environment	25,035	25,741	(706)
Economy, Enterprise & Property	3,106	2,880	226
Finance	4,459	4,141	318
ICT & Support Services	733	537	196
Legal & Democratic	533	355	178
Planning & Transportation	15,167	15,044	123
Policy, People, Performance & Efficiency	0	-186	186
Enterprise, Community & Resources Directorate	49,033	48,512	521
Corporate & Democracy	-15,972	-18,541	2,569
Mersey Gateway	0	0	0
Total Revenue Expenditure	103,282	104,308	(1,026)

PEOPLE DIRECTORATE

Adult Social Services & Prevention and Assessment Department

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	13,761	13,407	354
Other Premises	392	424	(32)
Supplies & Services	1,366	1,364	2
Aids & Adaptations	113	106	7
Transport	207	209	(2)
Food Provision	195	182	13
Contracts & SLAs	495	498	(3)
Emergency Duty Team	95	95	0
Other Agency	749	750	(1)
Payments To Providers	1,467	1,478	(11)
Contribution to Complex Care Pool	20,647	20,647	0
Total Expenditure	39,487	39,160	327
<u>Income</u>			
Sales & Rents Income	-306	-315	9
Fees & Charges	-741	-640	(101)
Reimbursements & Grant Income	-1,102	-1,090	(12)
Transfer From Reserves	-375	-375	0
Capitalised Salaries	-177	-177	0
Government Grant Income	-854	-853	(1)
Total Income	-3,555	-3,450	(105)
Net Operational Expenditure	35,932	35,710	222
<u>Recharges</u>			
Premises Support	517	517	0
Asset Charges	347	347	0
Central Support Services	3,352	3,352	0
Internal Recharge Income	-2,189	-2,189	0
Transport Recharges	497	517	(20)
Net Total Recharges	2,524	2,544	(20)
Net Department Expenditure	38,456	38,254	202

Children & Families Department

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	8,716	8,478	238
Premises	297	254	43
Supplies and Services	970	1,121	(151)
Transport	6	166	(160)
Direct Payments/Individual Budgets	388	609	(221)
Commissioned Services	216	212	4
Out of Borough Residential Placements	4,605	6,609	(2,004)
Out of Borough Adoption	80	165	(85)
Out of Borough Fostering	1,066	2,309	(1,243)
In House Adoption	205	278	(73)
Special Guardianship	1,092	1,496	(404)
In House Foster Carer Payments	1,624	1,624	0
Care Leavers	227	217	10
Family Support	58	85	(27)
Emergency Duty team	89	97	(8)
Contracted Services	5	5	0
Capital Finance	6	0	6
Early Years	97	229	(132)
Financing Costs	3	15	(12)
Transfer to Reserves	37	37	0
Total Expenditure	19,787	24,006	(4,219)
<u>Income</u>			
Adoption Placements	-45	0	(45)
Fees and Charges	-21	-22	1
Sales Income	-64	-64	0
Rents	-79	-79	0
Dedicated Schools Grant	-97	-97	0
Reimbursements & Other Grant Income	-787	-787	0
Government Grants	-348	-348	0
Transfer from Reserves	-579	-579	0
Total Income	-2,020	-1,976	(44)
Net Operational Expenditure	17,767	22,030	(4,263)
<u>Recharges</u>			
Premises Support	480	480	0
Transport Support	48	44	4
Central Support Service Costs	2,215	2,215	0
Net Total Recharges	2,743	2,739	4
Net Department Expenditure	20,510	24,769	(4,259)

Education, Inclusion & Provision

	Annual Budget	Actual Spend	Variance (Overspend) £'000
	£'000	£'000	
<u>Expenditure</u>			
Employees	5,855	5,735	120
Premises	97	97	0
Supplies & Services	2,185	2,194	(9)
Transport	5	18	(13)
Schools Transport	923	1,237	(314)
Commissioned Services	2,526	2,548	(22)
Agency Related Expenditure	1,525	1,490	35
Independent School Fees	2,871	2,871	0
Inter Authority Special Needs	224	224	0
Pupil Premium Grant	89	89	0
Nursery Education Payments	4,934	4,934	0
Capital Finance	7,965	7,965	0
Total Expenditure	29,199	29,402	(203)
<u>Income</u>			
Fees & Charges	-321	-382	61
Government Grants	-4,443	-4,457	14
Reimbursements & Other Grant Income	-1,853	-2,108	255
Schools SLA Income	-181	-289	108
Transfer to/from Reserves	-498	-487	(11)
Dedicated Schools Grant	-12,471	-12,471	0
Inter Authority Income	-578	-365	(213)
Rent	-88	-70	(18)
Syrian Refugee Grant	-27	-27	0
Total Income	-20,460	-20,656	196
Net Operational Expenditure	8,739	8,746	(7)
<u>Recharges</u>			
Central Support Services Costs	1,770	1,736	34
HBC Support Costs Income	-79	-79	0
Premises Support Costs	226	226	0
Transport Support Costs	209	310	(101)
Net Total Recharges	2,126	2,193	(67)
Net Department Expenditure	10,865	10,939	(74)

Public Health & Public Protection

	Annual Budget	Actual Spend	Variance (Overspend)
	£'000	£'000	£'000
<u>Expenditure</u>			
Employees	3,255	3,186	69
Other Premises	5	5	0
Supplies & Services	249	253	(4)
Contracts & SLA's	6,792	6,792	0
Transport	8	8	0
Other Agency	18	17	1
Transfer to Reserves	209	209	0
Total Expenditure	10,536	10,470	66
<u>Income</u>			
Other Fees & Charges	-105	-78	(27)
Reimbursements & Grant Income	-238	-212	(26)
Government Grant	-10,457	-10,457	0
Transfer from Reserves	-652	-652	0
Total Income	-11,452	-11,399	(53)
Net Operational Expenditure	-916	-929	13
<u>Recharges</u>			
Premises Support	126	126	0
Central Support Services	1,253	1,253	0
Transport Recharges	21	19	2
Internal Recharge Income	-94	-94	0
Net Total Recharges	1,306	1,304	2
Net Department Expenditure	390	375	15

ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE
Community & Environment

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	13,458	14,078	(620)
Other Premises	2,063	2,094	(31)
Supplies & Services	1,580	1,563	17
Book Fund	183	180	4
Hired & Contracted Services	1,194	1,190	4
Food Provisions	656	680	(24)
School Meals Food	2,011	1,999	12
Transport	95	76	19
Other Agency Costs	330	307	23
Waste Disposal Contracts	6,175	6,321	(146)
Grants To Voluntary Organisations	277	237	40
Grant To Norton Priory	172	174	(2)
Rolling Projects	56	54	2
Capital Financing	78	80	(2)
Transfers To Reserves	783	783	0
Total Expenditure	29,111	29,816	(705)
<u>Income</u>			
Sales Income	-2,144	-2,013	(131)
School Meals Sales	-2,329	-2,337	8
Fees & Charges Income	-5,333	-5,111	(222)
Rents Income	-116	-110	(6)
Government Grant Income	-1,443	-1,454	11
Reimbursements & Other Grant	-600	-814	214
Schools SLA Income	-99	-98	(1)
Internal Fees Income	-234	-233	(1)
School Meals Other Income	-2,107	-2,117	10
Catering Fees	-192	-130	(62)
Capital Salaries	-123	-130	7
Rolling Projects Income	14	22	(8)
Transfers From Reserves	-1,499	-1,499	0
Total Income	-16,205	-16,024	(181)
Net Operational Expenditure	12,906	13,792	(886)
<u>Recharges</u>			
Premises Support	1,760	1,760	0
Transport Recharges	2,072	1,896	176
Departmental Support Services	9	9	0
Central Support Services	3,462	3,462	0
Asset Charges	5,276	5,276	0
HBC Support Costs Income	-450	-454	4
Net Total Recharges	12,129	11,949	180
Net Department Expenditure	25,035	25,741	(706)

Economy, Enterprise & Property

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	4,513	4,531	(18)
Repairs & Maintenance	2,208	2,227	(19)
Premises	43	42	1
Energy & Water Costs	652	565	87
NNDR	556	542	14
Rents	353	345	8
Economic Regeneration Activities	110	110	0
Supplies & Services	2,222	2,147	75
Grants to Voluntary Organisations	60	60	0
Agency Related	3	2	1
Capital Financing	80	80	0
Transfer to Reserves	493	493	0
Total Expenditure	11,293	11,144	149
<u>Income</u>			
Fees & Charges	-316	-418	102
Rent – Markets	-794	-788	(6)
Rent – Investment Properties	-158	-150	(8)
Rent – Commercial Properties	-861	-887	26
Government Grant Income	-2,614	-2,614	0
Recharges to Capital	-163	-137	(26)
Schools SLA Income	-528	-501	(27)
Transfer from Reserves	-934	-934	0
Reim & Other Grant Income	-186	-202	16
Total Income	6,554	-6,631	77
Net Operational Expenditure	4739	4,513	226
<u>Recharges</u>			
Premises Support Costs	1,746	1,746	0
Transport Support Costs	22	22	0
Central Support Service Costs	1,870	1,870	0
Accommodation Income	-2,624	2,624	0
Repairs & Maintenance Income	-2,412	-2,412	0
Central Support Service Income	-1,890	-1,890	0
Asset Rental Support Costs	1,655	1,655	0
Net Total Recharges	-1,633	-1,633	0
Net Department Expenditure	3,106	2,880	226

Finance

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	5,517	5,038	479
Supplies & Services	376	383	(7)
Insurance	1,299	1,277	22
Rent Allowances	39,318	39,318	0
Non HRA Rent Rebates	65	60	5
Discretionary Social Fund	168	168	0
Discretionary Housing Pyts	413	413	0
Concessionary Travel	2,175	2,137	38
Contribution to Reserves	156	156	0
LCR Levy	2,175	2,175	0
Total Expenditure	51,662	51,125	537
<u>Income</u>			
Clerical Error Recovery	-283	-283	0
NNDR Admin Grant	-166	-158	(8)
Rent Allowances	-38,870	-38,843	(27)
Other Fees & Charges	-286	-226	(60)
Non HRA Rent Rebate	-65	-60	(5)
Grants & Reimbursements	-364	-441	77
Dedicated Schools Grant	-112	-112	0
Discretionary Hsg Payment Gt	-387	-398	11
Hsg Benefit Admin Grant	-510	-510	0
Universal Credits	-295	-295	0
Council Tax Admin Grant	-221	-221	0
Council Tax Liability Order	-421	-519	98
Schools SLAs	-837	-829	(8)
LCR Reimbursement	-2,175	-2,175	0
Transfer from Reserves	-291	-14	(277)
Total Income	-45,283	-45,084	(199)
Net Operational Expenditure	6,379	6,041	338
<u>Recharges</u>			
Premises Support	199	199	0
Transport Recharges	6	6	0
Central Recharges	2,451	2,451	0
Central Recharge Income	-4,576	-4,556	(20)
Net Total Recharges	-1,920	-1,900	(20)
Net Department Expenditure	4,459	4,141	318

ICT and Support Services

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	6,838	6,806	32
Supplies & Services	779	795	(16)
Capital Financing	127	43	84
Transport	1	1	0
Computer Repairs & Software	896	835	61
Transfer to Reserves	15	0	15
Communication Costs	385	405	(20)
Total Expenditure	9,041	8,885	156
<u>Income</u>			
Fees & Charges	-1,055	-1,055	0
Schools SLA	-509	-549	40
Reimbursements & Other Grants Income	-15	-10	(5)
Total Income	-1,579	-1,614	35
Net Operational Expenditure	7,462	7,271	191
<u>Recharges</u>			
Premises Support	498	498	0
Transport	5	5	0
Central Support Recharges	920	920	0
Support Services Income	-9,925	-9,930	5
Asset Rental Support Costs	1,773	1,773	0
Net Total Recharges	-6,729	-6,734	5
Net Department Expenditure	733	537	196

Legal & Democratic Services

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	1,754	1,760	(6)
Supplies & Services	382	308	74
Civic Catering & Functions	27	24	3
Legal Expenses	223	180	43
Mayoral Expenses	22	2	20
Total Expenditure	2,408	2,274	134
<u>Income</u>			
Land Charges	-90	-82	-8
School SLAs	-80	-80	0
Licence Income	-261	-272	11
Fees & Charges Income	-41	-65	24
Government Grant Income	-39	-39	0
Reimbursements & Other Grant Income	-168	-185	17
Total Income	-679	-723	44
Net Operational Expenditure	1,729	1,551	178
<u>Recharges</u>			
Premises Support Costs	187	187	0
Transport Support Costs	36	36	0
Central Support Service Costs	313	313	0
Support Recharges Income	-1,732	-1,732	0
Net Total Recharges	-1,196	-1,196	0
Net Department Expenditure	533	355	178

Planning & Transportation

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	4,303	4,199	104
Other Premises	171	88	83
Contracted Services	244	123	121
Supplies & Services	158	264	(106)
Street Lighting	1,652	1,603	49
Highways Maintenance	2,364	2,471	(107)
Fleet Transport	1,143	1,082	61
Lease Car Contracts	40	36	4
Bus Support	639	732	(93)
Finance Charges	145	48	97
Grants to Vol. Organisations	68	68	0
LCR Levy	754	754	0
NRA Levy	63	63	0
Contribution to Reserves	968	968	0
Total Expenditure	12,712	12,499	213
<u>Income</u>			
Sales	-316	-353	37
Planning Fees	-562	-556	(6)
Building Control Fees	-209	-167	(42)
Other Fees & Charges	-1,023	-1,097	74
Rent	-8	0	(8)
Grants & Reimbursements	-446	-589	143
Government Grant Income	-114	-135	21
Efficiency Savings	-60	-60	0
Schools SLAs	-42	-44	2
Capital Salaries	-317	-235	(82)
LCR Levy Reimbursement	-754	-754	0
Transfers from Reserves	-571	-471	(100)
Total Income	-4,422	-4,461	39
Net Operational Expenditure	8,290	8,038	252
<u>Recharges</u>			
Premises Recharges	579	579	0
Transport Recharges	484	472	12
Asset Charges	8,606	8,606	0
Central Recharges	1,333	1,333	0
Transport Recharge Income	-2,734	-2,593	(141)
Central Recharge Income	-1,391	-1,391	0
Net Total Recharges	6,877	7,006	(129)
Net Department Expenditure	15,167	15,044	123

Policy, People, Performance and Efficiency

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	1,618	1,708	-90
Employees - Apprenticeship	200	0	200
Employees Training	133	72	61
Supplies & Services	138	143	-5
Apprenticeship Levy	300	230	70
Total Expenditure	2,389	2,153	236
<u>Income</u>			
Fees & Charges	-90	-167	77
Schools SLAs	-416	-387	-29
Transfer from Reserves	-98	0	-98
Total Income	-604	-554	-50
Net Operational Expenditure	1,785	1,599	186
<u>Recharges</u>			
Premises Support	60	60	0
Central Support Recharges	1,081	1,081	0
Support recharges Income	-2,926	-2,926	0
Net Total Recharges	-1,785	-1,785	0
Net Department Expenditure	0	-186	186

Corporate & Democracy

	Annual Budget	Actual Spend	Variance (Overspend)
	£'000	£'000	£'000
<u>Expenditure</u>			
Employees	353	275	78
Contracted Services	35	35	0
Supplies & Services	325	483	(158)
Members Allowances	793	822	(29)
Interest Payable	3,455	2,883	572
Bank Charges	79	132	(53)
Audit Fees	144	112	32
Contingency	759	0	759
Capital Financing	2,880	2,904	(24)
Contribution to Reserves	3,870	3,870	0
Debt Management Expenses	34	35	(1)
Precepts & Levies	184	179	5
Total Expenditure	12,911	11,730	1,181
<u>Income</u>			
Interest Receivable – Treasury	-637	-735	99
Interest Receivable – Other	-27	-76	48
Other Fees & Charges	-52	-64	12
Grants & Reimbursements	-85	-311	226
Government Grant Income	-5,479	-6,521	1,042
Transfer from Reserves	-225	-200	(25)
Total Income	-6,505	-7,907	1,402
Net Operational Expenditure	6,406	3,823	2,583
<u>Recharges</u>			
Premises Recharges	6	6	0
Asset Charges	-23,393	-23,393	0
Central Recharges	1,420	1,418	2
Central Recharge Income	-411	-395	(16)
Net Total Recharges	-22,378	-22,364	(14)
Net Department Expenditure	-15,972	-18,541	2,569

Mersey Gateway

	Annual Budget £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Other Premises	136	140	(4)
Hired & Contracted Services	0	1	(1)
Agency Costs	23,128	20,633	2,495
Insurance	748	0	748
Supplies & Services	3	4	(1)
MGCB Ltd / MGET	1,730	1,643	87
Transport Related	0	21	(21)
External Interest	4,010	2,375	1,635
Finance Charges	164	147	17
Provision	0	3,537	(3,537)
Total Expenditure	29,919	28,501	1,418
<u>Income</u>			
Toll Income	-15,554	-24,818	9,264
Grants & Reimbursements	-14,406	-3,726	(10,680)
Total Income	-29,960	-28,544	(1,416)
Net Operational Expenditure	-41	-43	2
<u>Recharges</u>			
Property Support Recharges	3	2	1
Central Support Recharges	38	41	(3)
Net Total Recharges	41	43	(2)
Net Department Expenditure	0	0	0

APPENDIX 2

2017/18 CAPITAL EXPENDITURE

Directorate/Department	2017/18 Capital Allocation £'000	Actual Expenditure £'000	2017/18 Allocation Remaining £'000
<u>Enterprise Community & Resources Directorate</u>			
Community and Environment			
Stadium Minor Works	30	10	20
Brindley Café Extension	80	0	80
Norton Priory	455	66	389
Open Spaces Schemes	602	511	91
Children's Playground Equipment	100	107	(7)
The Glen Play Area	25	2	23
Runcorn Hill Park	125	211	(86)
Crow Wood Play Area	450	32	418
Runcorn Cemetery Extension	9	11	(2)
Peelhouse Lane Cemetery	383	136	247
Pheonix Park	110	10	100
Victoria Park Glass House	150	0	150
Sandymoor Playing Fields	600	68	532
Widnes Recreation	0	62	(62)
Landfill Tax Credit Schemes	160	0	160
Litter Bins	20	20	0
ICT & Support Services			
ICT Rolling Programme	1,100	571	529
Economy, Enterprise & Property			
Castlefields Regeneration	0	1	(1)
3MG	4,966	4,573	393
Johnsons Lane Infrastructure	66	-42	108
Decontamination of Land	50	-42	92
SciTech Daresbury – EZ Grant	483	102	381
Venture Field	6,000	5,959	41
Linnets Clubhouse	1,173	1,135	38
The Croft	30	0	30
Former Crosville Site	1,150	944	206
Signage at The Hive	87	87	0
Widnes Market Refurbishment	100	85	15
Widnes Land Purchases	235	235	0
Police Station / John Briggs House	0	-4	4

Directorate/Department	2017/18 Capital Allocation	Actual Expenditure	2017/18 Allocation Remaining
	£'000	£'000	£'000
Former Simms Cross Caretakers House	14	11	3
Equality Act Improvement Works	120	112	8
Broseley House	690	0	690
Murdishaw Regeneration	46	0	46
Solar Farm	60	20	40
Mersey Gateway			
Land Acquisitions	6,355	6,025	330
Development Costs	1,689	1,253	436
Loan Interest During Construction	2,197	2,192	5
Construction Costs	67,500	67,500	0
Mersey Gateway Liquidity Fund	10,000	10,000	0
Other			
Risk Management	155	18	137
Fleet Replacements	1,500	542	958
Planning & Transportation			
Bridge & Highway Maintenance	5,513	4,782	731
Integrated Transport & Network Management	460	460	0
Street Lighting – Structural Maintenance & Upgrades	500	324	176
STEPS Programme	978	714	264
Earle Road Gyrotory	0	14	(14)
Silver Jubilee Bridge Major Maintenance & Reconfiguration	2,440	1,218	1,222
Total Enterprise Community & Resources	118,956	110,035	8,921
People Directorate			
Adult Social Care			
Upgrade PNC	6	6	0
ALD Bungalows	199	0	199
Grangeway Court Refurbishment	0	12	(12)
Bredon Reconfiguration	56	73	(17)
Vine Street Reconfiguration	100	67	33
Purchase of 2 adapted properties	520	0	520

Directorate/Department	2017/18 Capital Allocation	Actual Expenditure	2017/18 Allocation Remaining
	£'000	£'000	£'000
Complex Pool			
Disabled Facilities Grant	904	897	7
Stairlifts (Adaptations Initiative)	300	296	4
RSL Adaptations (Joint Funding)	250	240	10
Madeline McKenna Residential Home	450	314	136
Millbrow Nursing Home	935	785	150
Schools Related			
Asset Management Data	5	2	3
Capital Repairs	692	643	49
Asbestos Management	38	34	4
Schools Access Initiative	15	8	7
School Modernisation Projects	67	67	0
Lunts Heath Primary School	200	194	6
Universal Infant School Meals	2	2	0
Early Education for 2yr olds	8	8	0
St Edwards Catholic Primary	0	2	(2)
Hale Primary	3	3	0
Fairfield Primary School	760	761	(1)
Weston Point Primary School	140	139	1
Kitchen Gas Safety	50	0	50
Small Capital Works	101	58	43
The Bridge School Vocational Centre	15	12	3
Total People Directorate	5,816	4,623	1,193
TOTAL CAPITAL PROGRAMME	124,772	114,658	10,114
Slippage (20%)	-9,454		
TOTAL	115,318	114,658	660

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources

PORTFOLIO: Resources

SUBJECT: Term Contract Tender for Professional Services

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of the report is to notify members that the Operational Director, Economy, Enterprise and Property, has given approval to proceed with a procurement process with regards to the provision of a professional services term contract, for a complete design service to include architects, quantity surveyors, building surveyors, structural, mechanical and electrical engineers, for building works across the Borough.

2.0 RECOMMENDATION: That Members note that a procurement process will be entered into via The Chest, with the purpose of securing a professional services term contract for a complete design service for building works across the Borough.

3.0 SUPPORTING INFORMATION

3.1 The current professional services term contract for design will end on the 16th November 2018. There is, therefore, a requirement to make arrangements to secure a new contract which will commence from the 17th November 2018.

3.2 It is proposed that the contract term will be three years with the option for the Council to award a one year extension. The tender process will begin in June/July 2018, with a contract commencement date of 17th November 2018.

3.3 The anticipated annual value of the contract is £275K giving a total value of £1.1M over the maximum contract term of four years. This figure is above the OJEU threshold; as such the contract is subject to European procurement rules and will be tendered accordingly. The open tender procedure will be used.

- 3.4 The tender submissions will be evaluated on both price and quality; this being on a 30% price, 70% quality ratio and the most economically advantageous tender will be reported to this Board.

4.0 POLICY IMPLICATIONS

- 4.1 The method of procurement fits with the Council's procurement policy, the tender being carried out in conjunction with the Procurement Centre of Excellence, using "The Chest" procurement portal.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The above contract will ensure that the design of projects will continue to be delivered in a cost effective manner. The cost of the works that will be procured through this contract will be met from approved Council budget allocations.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The professional services contract will ensure that design services meet with the Council's priorities.

6.2 Employment, Learning and Skills in Halton

The professional services contract will ensure that design services meet with the Council's priorities.

6.3 A Healthy Halton

The professional services contract will ensure that design services meet with the Council's priorities.

6.4 A Safer Halton

The professional services contract will ensure that design services meet with the Council's priorities.

6.5 Halton's Urban Renewal

The professional services contract will ensure that design services meet with the Council's priorities.

7.0 RISK ANALYSIS

Failure to enter into this contract would mean that on the expiry of the existing professional services contract, the appointment of design consultants would have to be carried out on an ad-hoc basis, this would not offer the Council the best value for money. This ad-hoc approach

could also potentially delay the delivery of works to Council facilities.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Ensures that the Council facilities are accessible in line with the Equality Act.

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

None

REPORT TO:	Executive Board
DATE:	14 June 2018
REPORTING OFFICER:	Operational Director – Finance
PORTFOLIO:	Resources
SUBJECT:	2018/19 to 2020/21 Capital Programme
WARD(S):	Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 Council approved an updated capital programme for 2018/19 on 22 February 2018. Since then other reports covering planned capital expenditure for 2018/19 and future years have been reported. In addition new capital grant allocations have been received and slippage to capital projects for 2017/18 has been rolled forward to 2018/19. The purpose of this report is to bring all the separate elements together and report on the Council's total forecast capital programme expenditure and associated funding over the next three years.
- 1.2 To outline the proposed use of the ICT capital allocation of £0.7m. Proposed programme of activities, included at Appendix A, support the maintenance and development of the Council's technology infrastructure.

2.0 RECOMMENDED: That

- 1) Council be recommended to approve the updated capital programme for 2018-21, including forecast spend and funding, as set out in Table 1 and Table 2;**
- 2) the Strategic Director Enterprise, Community and Resources in consultation with the portfolio holder Transportation be delegated to agree a detailed implementation programme of Highways and Transportation schemes to be delivered in 2018/19; and**
- 3) the proposed use of the ICT rolling capital programme for 2018/19 as set out in Appendix A is noted and approved.**

3.0 SUPPORTING INFORMATION

- 3.1 The capital strategy covering the period 2018/19 to 2020/21 was approved on 16 November 2017, as part of the Medium Term Financial

Strategy. It summarised the expected capital spend over the medium term and the sources of funding available.

- 3.2 The overall capital programme for 2018/19 to 2020/21 was approved by Council on 07 March 2018. Estimates of capital allocations at that time were known to be subject to variations. This report updates the latest position, which includes confirmed and indicative capital grant allocations for 2018/19 and future years.
- 3.3 The capital programme is subject to regular review and monitoring reports are presented on a quarterly basis. Information is presented to show the actual spend incurred to date and how this compares to the capital allocation for the year. A forecast is provided to indicate if the capital programme will be utilised in full during the year or if there is any expected slippage to capital schemes.

Planned Capital Programme Expenditure

- 3.4 Table 1 below presents the planned Capital Programme for 2018/19 onwards based on current information for approved schemes, funding available and slippage of scheme expenditure from 2017/18. The capital programme is subject to continuous change as new resources and projects are identified, and will be updated throughout the year as revisions are approved by Council.

Table 1 - Planned Capital Programme Expenditure 2018/19-2020/21

	2018/19 £'000	2019/20 £'000	2020/21 £'000	Total £'000
People Directorate				
Asset Management Data (CAD's)	6	0	0	6
Capital Repairs	980	0	0	980
Asbestos Management	19	0	0	19
Schools Access Initiative	102	0	0	102
Basic Need Projects	270	283	0	553
Lunts Heath Primary School	11	0	0	11
Fairfield Primary School	79	0	0	79
Weston Point Primary Classroom Extension	4	0	0	4
Kitchen Gas Safety	85	0	0	85
Small Capital Works – Schools	119	0	0	119
The Bridge School Vocational Centre	348	0	0	348
SEND capital allocation	167	167	166	500
Healthy Pupils Capital Fund	70	0	0	70
Grants – Disabled Facilities	1,104	0	0	1,104
Stair Lifts	300	0	0	300
Joint Funding RSL Adaptations	250	0	0	250
Madeline McKenna Residential Home	136	0	0	136
Purchase of 2 adapted properties	520	0	0	520
Millbrow Care Home	150	0	0	150
ALD Bungalows	199	0	0	199
Vine Street reconfiguration	15	0	0	15
Directorate Total	4,934	450	166	5,550
Enterprise, Community & Resources Directorate				
ICT Rolling Programme	700	700	700	2,100
LTP – Bridge Maintenance	1,546	0	0	1,546
LTP – Highways Maintenance	0	0	0	0
LTP – Integrated Transport	0	0	0	0
STEP Projects – Various	264	0	0	264
Street Lighting	3,582	200	200	3,982
Ditton Loops	2,077	0	0	2,077
Risk Management	257	120	120	497
Fleet Renewals	1,513	1,015	1,260	3,788
Early Land Acquisition – Mersey Gateway	4,039	0	0	4,039
Mersey Gateway Crossings Board Technical Costs	435	0	0	435

Silver Jubilee Bridge Major Maintenance Scheme	7,962	0	0	7,962
Silver Jubilee Bridge Deck Reconfiguration	600	0	0	600
Runcorn - Delinking	9,596	0	0	9,596
Stadium Minor Works	50	30	30	110
Stadium Pitch	300	0	0	300
Brindley Café Extension	80	0	0	80
Open Spaces	0	0	0	0
Children's Playground Equipment	61	65	65	191
Crow Wood Play Area	478	5	0	483
Peelhouse Lane Cemetery	997	296	0	1,293
Landfill Tax Credit Schemes	340	340	340	1,020
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Pheonix Park	114	0	0	114
Victoria Park Glass House	270	10	0	280
Sandymoor Playing Fields	1,032	500	0	1,532
Widnes & Runcorn Cemeteries Garage & Storage	210	0	0	210
Litter Bins	20	20	20	60
3MG	499	0	0	499
Widnes Waterfront (including Bayer)	1,000	0	0	1,000
Decontamination of Land	50	0	0	50
SciTech Daresbury – EZ Grant	382	0	0	382
Venture Fields	41	0	0	41
Linnets Clubhouse	287	0	0	287
The Croft	30	0	0	30
Former Crossville Depot	440	0	0	440
Advertising Screen at the Hive	100	0	0	100
Equality Acts Improvement Works	300	300	300	900
Widnes Market Refurbishment	1,220	0	0	1,220
Broseley House	1,190	0	0	1,190
Solar Farm	1,277	0	0	1,277
Directorate Total	43,393	3,601	3,035	50,029
Total Capital Programme	48,327	4,051	3,201	55,579

3.5 The Council receives two principal sources of formula based capital funding from Government to improve local transport conditions, namely Integrated Transport Block (ITB) used to fund small transport improvements and Highways Maintenance Block (HM) used to maintain the highway, associated structures and covering works such as resurfacing, bridge maintenance and street lighting.

3.6 The way in which the ITB and HM allocations are granted changed in 2015/16 as a result of the formation of the Liverpool City Region

Combined Authority (LCRCA). ITB and HM allocations are paid direct to LCRCA, as the co-ordinating body for the funding.

- 3.7 A detailed implementation programme of local capital projects which will be undertaken using ITB allocations has not yet been finalised for 2018/19. This is a result in a delay of finalising funding allocations, a detailed programme will be set over the coming months and the full allocation will be spent or fully committed by the end of the financial year.
- 3.8 In May 2015, the Council received confirmation of funding for 4 Sustainable Transport Improvement Schemes (STEP) as part of the approved LCR Combined Authority STEP programme. The schemes will be delivered using Growth Deal funding over the period 2015-2021 with a match contribution from ITB and Section 106 budgets. The allocations shown above have not yet been formally approved by the LCR.

Funding the Programme

- 3.9 Table 2 below summarises how the capital programme will be funded.

Table 2 Capital Programme Funding 2018/19 to 2020/21

	2018/19 £'000	2019/20 £'000	2020/21 £'000	Total £'000
Specific & General Grants	15,569	450	166	16,185
External Contributions	1,906	806	306	3,018
Borrowing	22,433	615	860	23,908
Revenue Contributions	555	14	0	569
Capital Receipts	7,864	2,166	1,869	11,899
Total Funding	48,327	4,051	3,201	55,579

- 3.10 The Council will continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme. For example, through Section 106 agreements.
- 3.11 Revenue contributions have been set aside to fund capital repairs for schools.
- 3.12 Borrowings undertaken to support the capital programme are undertaken in line with the Prudential Code and Council's Treasury Management Strategy. This ensures that external borrowings are affordable and within prudent and sustainable levels. Borrowings to fund the capital programme over the three years will be repayable in future years from either Government grant, forecast capital receipts or funded from future revenue streams.
- 3.13 Prudential borrowing remains an option to fund future capital schemes, but the financing costs as a result of the borrowing will need to be found from savings within the revenue budget.

Capital Receipts

- 3.14 Available capital receipts are used to fund the capital programme. Sales from the disposal of surplus land and buildings may only be used to fund capital expenditure. These funds cannot be used to fund revenue expenditure, with the exception of up to 4% of the proceeds of the sale of capital assets being allowable to fund the revenue cost of disposing of an asset.
- 3.15 Estimates of capital receipts over the medium term are based on forecast land and building sales. Although there is some optimism in the property market, the cautious approach the Council has adopted over the past number of years needs to be continued and as such there are no funds available for new capital starts unless external funding is generated to finance the cost.
- 3.16 Table 3 below shows the expected balance of capital receipts over the next three years. The Council attempts to maintain a minimum value of £3m of retained receipts towards funding the capital programme.

Table 3 Capital Receipts

	2018/19 £'000	2019/20 £'000	2020/21 £'000
Balance B/F	10,775	7,333	5,514
In-Year Anticipated Receipts	4,422	347	1,840
Receipts Utilised	-7,864	-2,166	-1,869
Balance C/F	7,333	5,514	5,485

4.0 POLICY IMPLICATIONS

4.1 None

5.0 FINANCIAL IMPLICATIONS

5.1 The financial implications are as set out within the report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children & Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

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

7.0 RISK ANALYSIS

- 7.1 There is a risk that slippage to the capital programme, could result in increases to the cost of delivering schemes. Additional revenue costs could be incurred if the schemes are not delivered in time.
- 7.2 Many grants which fund capital expenditure come with conditions to how funding can be used and outcome targets for when the asset is brought into use. Deviation against these conditions may result in requests for clawback to the funding from approving bodies.
- 7.3 The capital programme is heavily funded from prudential borrowing, of total capital expenditure, £24m or 43% will come from future and existing borrowings. Risks exist in schemes funded from prudential borrowing. It is important to recognise on undertaking borrowing that a clear plan exists which identifies how the principal and interest will be re-paid on the borrowing end date.
- 7.4 There is a cashflow risk to capital schemes funded from future capital receipts, the cost to the Council of the short to medium term cashflow impact needs to be recognised at the start of each scheme.
- 7.5 Regular monitoring and reporting of spending against the capital programme will seek to mitigate the above risks.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no equality and diversity issues.

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

- 9.1 None under the meaning of the Act.

Appendix A – ICT Rolling Programme 2018/19

1.0 Supporting Information:

- 1.1 The investment in server hardware for the proposed SharePoint and Exchange 2016 (email) changes from the requirement for the increased stability of the SQL database licensing and associated platforms. The proposal is to extend the series of servers and storage servers that operate the authorities database needs across the 2 main data centre sites and into a 3rd location that will be used for failover and business continuity.
- 1.2 These complex changes will allow the authorities Microsoft based application databases to reside in an active/active (constantly live) state across a 2 site facility allowing for hardware and potential full site or network failure to be dealt with effectively – most importantly reducing and removing issues with downtime. This facility will also allow services to be patched and maintained during office hours without any impact upon system users.
- 1.3 The plan to expand services across multiple locations and develop secure highly resilient facilities will require an upgrade of the existing hardware housing the key services related to SQL the Microsoft Database facilities, Exchange the authorities email systems and finally SharePoint the facility that houses the Councils documentation.
- 1.4 To offer some background to why this program of work is so important SharePoint and Exchange alone are the two largest systems the Council operates with data sets entering into the 100's of terabytes per system before they are even backed up. These systems are now not only essential but of a considerable size that require securing and managing in a manner commensurate with their size and importance.
- 1.5 The reliance the Council has upon email and its archives together with the considerable usage SharePoint as the central systems for all secure records and data will be managed through this strategy supporting the changes made over the last 3 years to create the Halton Cloud facility. Offering commercial benefit as well an evolving platform to enable proven efficiencies for the wider authority and its education platforms.

2.0 Financial Spend Profile

- 2.1 The 2018/19 allocation for the IT Capital programme totals £0.7m. Proposed below is how the allocation will be utilised. Note the sum of

the four headings are estimates at this stage but it is expected this will reduce either following tender and competitive procedures or by moving some projects back into the following year.

2.2 Exchange Server & Storage £200,000

Primarily based upon additional server Hardware, and the additional server based storage model – in summary the proposal is to purchase split the email systems hardware and storage across 3 locations and potentially a fourth location within the Azure service for back-up. The email systems are now in excess of 100 terabytes in size – with a backup policy this becomes a considerable requirement upon the storage needs.

2.3 SharePoint Server & Storage £200,000

Again a similar requirement for the SharePoint facility as the storage requirement is now of a size that inhibits back-up due to the sheer volume of data – the proposal will purchase and split the application servers and the storage servers across multiple locations. The use of the Azure model will also be investigated.

2.4 SQL Server & Storage £200,000

The purchase of server hardware and storage hardware. SQL is the hidden cost associated with many of our systems as this is the main solution that operates 95% of the councils database driven applications – currently due to the associated costs with splitting this service the strategy has been to wait until the current programme of work allows the funding to start to segregate what is a considerable number of databases and split them across the multiple sites. Because of funding this approach is part of the incremental plan to safeguard services especially given the recent security events across the world that will only become more complex and aggressive as time goes on.

2.5 Network/Server BAU Maintenance £100,000

With such an extensive infrastructure a fund has to be in place to repair and replace existing network and data centre hardware systems as and when they become past the point of repair.

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources

PORTFOLIO: Physical Environment

SUBJECT: Astmoor Regeneration Programme

WARD(S) Halton Castle

1.0 PURPOSE OF THE REPORT

1.1 To set out the approach to the development and implementation of a regeneration programme for Astmoor Industrial Estate; and, seek approval to undertake public consultation activity.

2.0 RECOMMENDATION: That

- 1) Members approve the two stages of public consultation to be undertaken which will inform a future Masterplan and Delivery Strategy for Astmoor, as outlined in section 3.10 of the report;**
- 2) The proposed approach to a regeneration programme for Astmoor, as set out in the Annual Delivery Plan (Appendix A), is noted;**
- 3) Members acknowledge the potential benefits from investing Council resources to deliver a five year regeneration programme for Astmoor, as outlined in section 3.17 of the report; and**
- 4) Following feedback from the consultation process a further report would be presented to Executive Board to seek formal adoption of a Masterplan and Delivery Strategy for Astmoor.**

3.0 SUPPORTING INFORMATION

3.1 Background

In March 2017, Executive Board approved the Mersey Gateway Regeneration Plan *Plus* as a way of prioritising resources in respect of the Council's physical and economic regeneration activity. Focussed on eight 'Regeneration Impact Areas', the Plan sets out a

cohesive package of development opportunities and identifies the key infrastructure and enabling projects needed to complement and support the borough's economic growth.

3.2 The Plan identifies the former new town industrial estate of Astmoor as one of the eight Regeneration Impact Areas. An Astmoor Annual Delivery Plan (ADP) has been produced (Appendix A) which will steer the development and implementation of a comprehensive regeneration programme for the area. The plan is structured as follows:

3.3 ***Strategic context (section 2)***

A strong case for Council intervention to regenerate Astmoor is made. Analysis has established that compared to the wider employment offer in East Runcorn (such as neighbouring Manor Park) Astmoor has underperformed for a number of years. This is largely due to a concentration of smaller dated commercial premises, compounded by a poor quality public realm and layout. Astmoor struggles to meet modern business needs.

Underperformance of commercial property on Astmoor makes investment by existing landlords or a new developer more viable, as there is a greater opportunity for return on investment. It is acknowledged that Astmoor is home to a number of successful businesses, which are mainly concentrated in the larger more modern premises.

3.4 Astmoor has undergone physical change in recent years, with the construction of the Mersey Gateway Crossing, which crosses the estate on elevated piers. Construction was enabled through the acquisition and clearance of a central area, with businesses relocated. Approximately seven hectares of residual project land is due to be handed back to the Council in 2018-19. This presents a significant asset for the Council, although land underneath and near the structure will be subject to restrictions of use.

The prominence and accessibility of Astmoor to the strategic road network has been raised significantly by the Mersey Gateway Crossing, improving its attractiveness and providing a further incentive for investment.

3.5 Astmoor already benefits from an active and engaged business community being a Business Improvement District (BID) since 2008, BID status was renewed for a further five years in 2018 by a vote of businesses and landlords. Progression of a regeneration programme was paused to await the outcome of this vote.

BID activity is guided by a Business Plan, with improving digital connectivity identified as a priority for businesses. The BID is managed by the Halton Chamber of Commerce and presents strong foundations for stakeholder engagement and delivering business led

regeneration.

- 3.6 Figure 1 of the ADP provides a boundary for Astmoor Regeneration Impact Area. The majority of area sits within Halton Castle Ward within a small parcel on the western edge within Mersey Ward.

3.7 ***Vison and Objectives (section 3)***

A draft vision and objectives to guide the regeneration Astmoor are presented:

Vision: “To transform Astmoor Industrial Estate; to create a modern, business park environment to enable it to prosper to meet existing business needs and create new employment development opportunities. Astmoor will provide an attractive and distinctive location within the Liverpool City Region where business and nature thrive together”

Objectives:

1. A connected Estate
2. Meeting the demands of modern business
3. Improve the image and profile of Astmoor
4. A safe and attractive environment
5. Business led and inclusive growth
6. Exemplar green business location

It is envisaged that the draft vision and objectives will be refined as a Masterplan is developed, but in the meantime it will provide an appropriate starting point for initial consultation with the business community.

3.8 ***Summary of Masterplan and Delivery Strategy (section 4)***

To guide regeneration activity, including engaging with potential investors and funders, a Masterplan and delivery Strategy will be produced. It is envisaged that implementation will take five years. Through work already undertaken via the Mersey Gateway Timebank and subsequently by Officers, it is proposed that a Masterplan and Delivery Strategy will have the following cohesive regeneration programme strands:

- Development and Investment Opportunities - approximately 22 hectares presented across three broad areas:
 - Central Redevelopment Area, including hand back land;
 - Eastern Employment Renewal Area; and
 - Western Employment Renewal Area;
- Place-making, Connectivity and Movement Strategy - to help stimulate private sector investment and new development. Projects will be focussed on remodelling the Estate to

address its dated 1960's design and layout; and, emphasising the environmental assets of Astmoor and its prominence to the Mersey Gateway Crossing;

- Inclusive Growth Initiative – A dedicated resource to encourage and promote benefits of an integrated and inclusive approach between growth, job creation and providing local training, work experience, work placements, skills and apprenticeship opportunities. Benefits of local supply chain at both construction and operational phases will also be promoted. There will be a focus on securing opportunities for residents within the three neighbouring Wards of Halton Castle, Mersey and Windmill Hill;
- 'The Nature of Business' Unique Selling Point (USP) - Integrating an ecological and environmental strategy which recognises Astmoor's natural setting. As a unique selling point where: nature and commerce co-exist in a mutually beneficial relationship: businesses and their employees benefit from a more ecological, wildlife friendly setting; and, industries can 'learn' from nature to adopt systems and techniques which reduce waste, improve efficiencies and productivity. This is an innovative concept which is likely to generate external interest and open funding opportunities.

Though the production of the Masterplan the four programme strands will be developed further to create a portfolio of individual development sites to be complemented by supporting physical, social, economic and environmental projects.

3.9 Progress and Year 1 head (section 6)

Work to date, has focussed on laying the foundations for the development of a regeneration programme, and has included:

- Baseline intelligence gathering and analysis;
- Supporting the successful BID renewal ballot;
- Developing masterplan elements;
- Review of residual project hand back land;
- £1.2million LCR funding secured for a 'quick win' Astmoor Busway / cycleway enhancement;
- Initial informal discussions with some existing and new businesses to relocate on Astmoor and landlords looking to invest; and
- Engagement with Astmoor BID Executive Board and Halton Chamber of Commerce.

The year ahead (April 2018 - March 2019) includes the following proposed key actions:

Action	When
Commencement of quick-win Astmoor Busway / Cycleway enhancement Scheme	July 2018
Initial stakeholder consultation exercise undertaken which will be focussed on the business community	August - September 2018
Hand back land review process completed	December 2018
Formal public consultation on the Draft Masterplan	December 2018 - Jan 2019
Further Executive Board Report to seek approvals to formally commence implementation.	By March 2019

3.10 As identified in the ADP, paragraph 6.4, to help realise the objective of business led and inclusive growth, a two-stage process of engagement to developing a Masterplan and Delivery Strategy is proposed:

- Stage 1 - Initial consultation targeted at key stakeholders including the Astmoor business community, BID (and by extension Halton Chamber), landlords, landowners and commercial developers. This stage will be focussed on developing a shared vision for the transformation of Astmoor and identifying - issues, challenges and opportunities;
- Stage 2 - More formal consultation on a draft Masterplan and include those stakeholders at stage 1, as well as: Public bodies (such as Liverpool City-Region Local Enterprise Partnership, Natural England and Environment Agency); and, general public, targeted at neighbouring residential communities.

Figure 7 of the ADP places the year ahead within a broader five year Programme roadmap. This roadmap will be refined following the Masterplan process.

3.11 ***Funding Profile (section 7)***

The ADP identifies four main elements of the Programme that may require funding:

1. Programme Management
2. Development Site Fees
3. Placemaking, Connectivity & Movement Projects
4. Inclusive Growth Initiative

3.12 As stated in paragraph 7.2 of the ADP, the Core Officer delivery team will be provided by existing staff resources.

Paragraph 7.3 identifies existing departmental resources will be utilised to support the masterplan refinement process and support the initial stakeholder engagement and subsequent formal masterplan consultation exercises.

Paragraph 7.8 identifies that presently two strands of the Programme have yet to develop - the 'Nature of business and Inclusive Growth Initiative.

Paragraph 7.9 - 7.10 identifies that as part of developing the Masterplan and Delivery Strategy, a detailed funding, spend and income profile will be produced. To take account of alternative and external funding opportunities, the funding, spend and income profile will be reviewed annually, with any Capital Allocation requested in stages, to enable Council capital expenditure to be minimised and rolled forward.

3.13 Key Milestone and Risks (Section 8)

Figure 8 of ADP, sets out the key milestones to lay the foundations for a successful regeneration programme for Astmoor. The first Milestone to secure a successful renewal ballot for the BID has been achieved with remaining milestones for 2018-19 mirroring the Key actions summarised in the table within paragraph 3.9 above.

3.14 Figure 9 of the ADP, provides a risk register for the first year of year of the regeneration programme, identifying:

- No agreement reached with Mersey Gateway Crossings Board and Project Company in respect of use of hand back land underneath the Bridge structures which crosses Astmoor (see paragraph 5.2 below);
- Lack of securing a Capital Programme Allocation.

3.15 Governance, Management and People (section 9 & 10)

The proposed organisational structure, roles and responsibilities:

- A core delivery team of a dedicated Regeneration Officer and Business and Investment Officer to champion and drive forward the programme, supported by a virtual programme team drawn from across the Council;
- Subject to the agreement of the Halton Chamber and BID Executive Board, utilising the existing BID Steering Group to provide a forum to engage with the key stakeholder of the business community and landlords;
- It is proposed that ongoing overview and scrutiny will be provided by the Environment and Urban Renewal Policy and Performance Board's Regeneration Working Party. With agreement of Chair, Ward Members for Halton Castle, Mersey and Windmill Hill could be invited to attend when the Astmoor Programme is being considered.

3.16 Figure 10 of the ADP, provides a proposed organisational structure for the governance and management of the regeneration programme.

3.17 **Key Performance Indicators (section 11)**

It is estimated that by the year five (2023), a regeneration programme for Astmoor will seek to deliver:

- An uplift in business rate receipts of £2 Million per year
- 1 Million Sqft. of additional commercial floor space
- 2,000 new jobs and safeguarding many more
- £2.52 Million capital land receipt

These will provide the basis for measuring success and represent a significant opportunity for return of investment of Council resources to deliver the programme.

4.0 **POLICY IMPLICATIONS**

4.1 Astmoor is identified a physical and economic regeneration priority for the Council within the MGRPP.

4.2 Astmoor is identified as an Employment Renewal Area within the Draft Delivery and Allocations Local Plan. The proposed regeneration programme will support implementation of the Local Plan. In particular it supports delivery of Halton's Spatial Strategy to promote the beneficial and efficient use of existing employment land and prioritise the re-use of brownfield sites.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 As stated in paragraphs 3.11 - 3.12 once the Masterplan and Delivery Strategy has been completed, in order to take forward the Astmoor Programme a Council Capital Allocation will be required. Any request for a Capital Programme Allocation would be presented in phases. The first phase is likely to be in early 2019 alongside seeking formal approval to commence implementation of the regeneration of Astmoor. This initial tranche would focus on bringing forward the first development sites market and key placemaking projects.

Whilst a Capital Allocation is not a pre-requisite to commence the implementation of the Programme, it would help provide a degree of certainty to delivery to help build confidence with potential investors and developers, and also helps to lever in match funding opportunities.

5.2 There has been a protracted and on-going dialogue between the Council and MGCB / Merseylink regards acceptable use under the approach structures to the new bridge and any building easements

close to these structures. Concluding these discussions is a critical to determining future development potential (and therefore financial value) of hand back land, particularly in Astmoor.

It is the Council view that land underneath these structures, whilst not suitable for buildings, could be used for (properly managed) ancillary car parking to new development on adjacent sites. This could increase the developable areas of adjoining parcels and avoid land underneath the structure becoming a sterile void, not in active use and a magnet for ASB. Any agreement on use must ensure that land underneath the structures does not detract from wider regeneration aspiration for Astmoor.

- 5.3 To enable the creation of a prominent development site with frontage onto Astmoor Road, would require the relocation of The Bridge School. In the longer term it is not felt that School use is in keeping with the vision to create a dedicated modern business park environment. Relocation would require a separate decision of the Council.

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

6.1 **Children & Young People in Halton**

Regenerating Astmoor will provide for the jobs of future, for local children and young to access.

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

Through 'inclusive growth', securing local employment, training, work placement and apprenticeships opportunities will form an important part of this regeneration programme and the Halton Employment Partnership will be a key partner in its delivery.

6.3 **A Healthy Halton**

Improving economic prosperity is a key factor in improving health and well-being.

6.4 **A Safer Halton**

One of the proposed objectives to guide regeneration of Astmoor is to create a safe and attractive environment for business.

6.5 **Halton's Urban Renewal**

This Programme seeks to secure the regeneration of one Halton's largest dedicated employment areas and promote a modern business park environment.

7.0 **RISK ANALYSIS**

- 7.1 The Annual Delivery Plan contains a risk register for developing and implementing a regeneration programme for Astmoor. This is summarised in paragraph 3.14 above.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 It is proposed that the regeneration of Astmoor will include an inclusive growth initiative to seek to ensure local people and particularly those within Halton Castle, Windmill Hill and Mersey Wards share in the benefits of growth and job creation. All three Wards are within the top 10% most deprived within England.

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

Document	Place of Inspection	Contact Officer
Mersey Gateway Regeneration Plan <i>Plus</i>	http://runcorn-widnes.com/docs/mgplan.pdf	Wesley Rourke

Astmoor Business Park Impact Area

Regeneration Programme

Annual Delivery Plan Year 1 (Financial Year 2018/19)

1. Introduction

1.1. Astmoor is a 1960's planned industrial estate, built as part of Runcorn New Town. Compared to the wider employment offer in East Runcorn, Astmoor has underperformed for a number of years. This is largely due in part to a concentration of dated commercial premises, compounded by a poorly defined public realm and layout. Astmoor struggles to meet modern industrial and business needs. The area is a designated Business Improvement District (BID).

1.2. Astmoor has undergone physical change in recent years, with the construction of the Mersey Gateway Crossing, which crosses the estate on elevated piers. Construction was made possible through the acquisition and clearance of a central area of Astmoor, and a number of businesses relocated. Approximately seven hectares of residual project land is being handed back to the Council following completion of the construction of the bridge. This represents a significant asset for the Council, although land underneath and near the structure will be subject to restrictions on use.

1.3. Astmoor has been identified as a regeneration impact area as the prominence and accessibility brought by the Mersey Gateway crossing could act as catalyst to address its underperformance and create a modern business park environment. The transformation of Astmoor will be guided by a single Masterplan and Delivery Strategy. A dedicated Regeneration Officer has been assigned to work in

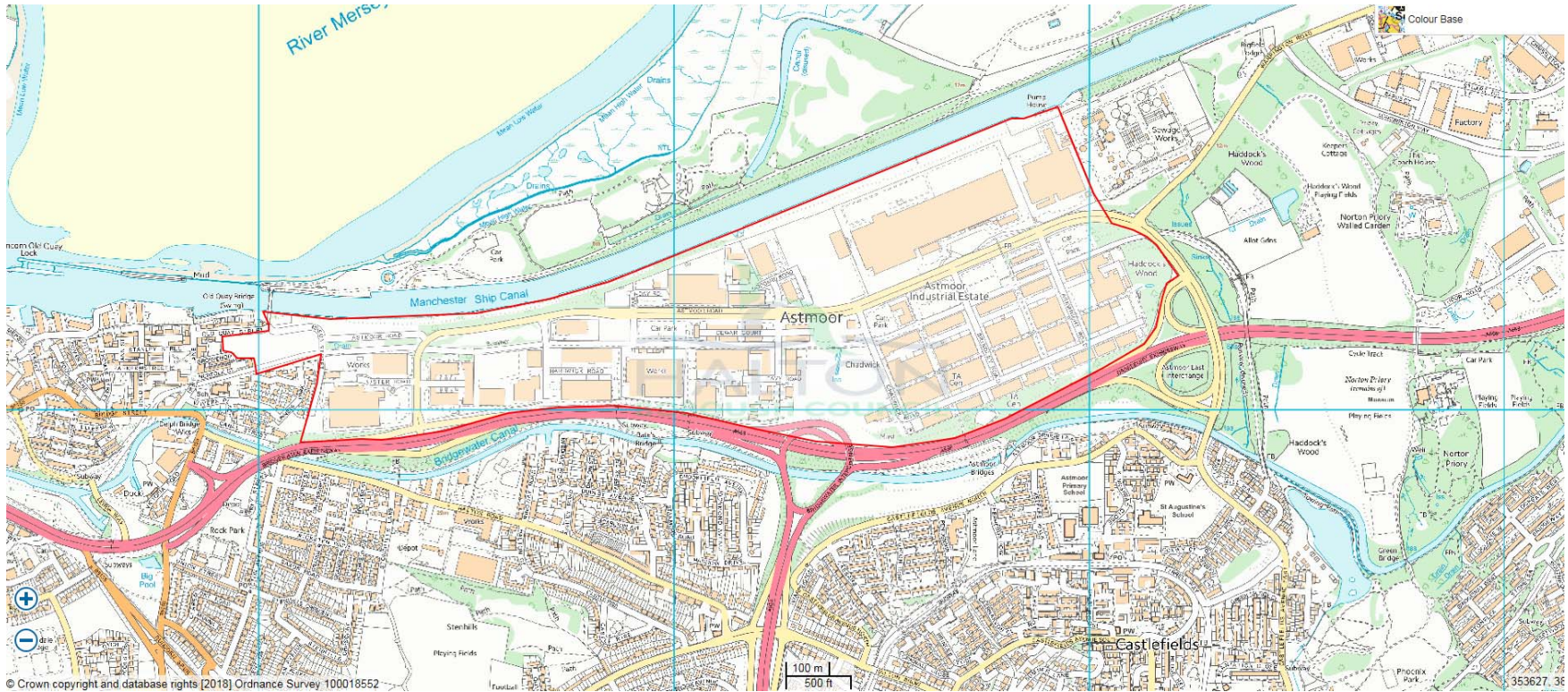
collaboration with existing businesses and landowners; to seek to attract new investment, and to drive an 'outward looking' and 'forward thinking' Programme - by promoting the assets and opportunities within the area to redefine Astmoor within the wider local employment offer. Regeneration will seek to deliver:

- An uplift in business rates receipts of £2 Million per year;
- 1 Million Sqft. of additional commercial floor space;
- 2,000 new jobs and safeguarding many more; and
- £2.52 Million capital land receipt.

1.4. With reference to figure 1, as a planned industrial estate, the immediate impact area is clearly defined - it is bounded by, the Manchester Ship Canal to the North, the Expressway to the South and Link road to the East. On its western boundary, the impact area has been extended beyond the industrial estate to include a small area of informal green space where Astmoor interfaces with the edge of 'Runcorn Old Town'. This area includes an access road to Old Quay Bridge which provides a road link to Wigg Island Local Nature Reserve.

1.5. Whilst providing a focus for delivery of the Programme, interventions will not be constrained by this boundary.

Figure 1: Astmoor Regeneration Impact Area Boundary



2. Strategic Context

2.1. The economic and physical baseline analysis set out below has largely been drawn from work the Council was able to commission through the Mersey Gateway Time bank initiative.

Underperformance and scope for reinvestment

2.2. A study of employment land and premises within Halton (JELPS, 2010¹) identified that Astmoor as having a concentration of lesser quality space not considered to be acceptable to modern occupiers' standards. This is supported by the following evidence:

- Property agents which reported that commercial rent of between £1.50 and £3.50 per square foot are being achieved on Astmoor. The higher end rental levels are achieved in larger and modernised units that have undergone recent investment. These are however below the rents achieved on neighbouring estates such as Manor Park which are reported to reach £4.50 per square foot;
- Incidences of vacant unit are heavily skewed towards smaller sized units of a poorer quality with lower eave heights;
- The dated layout of the estate offers limited space for HGV movements, parking and external storage. Property Agents felt this severely limited their usability.

¹ Joint Employment Land and Premises Study
<https://www3.halton.gov.uk/Pages/planning/policyguidance/PolicyBackgroundDocuments.aspx>

2.3. The JELPS also identified that the Mersey Gateway Bridge construction will see acquisitions and demolitions in the central part of Astmoor, which provides opportunities for remodelling following completion and potential to help secure further wider estate regeneration.

2.4. Policy CS4 of the Core Strategy² recognises the potential contribution that regeneration and remodelling opportunities within existing employment areas (Such as Astmoor) can make to meet the Boroughs employment land supply. This is reflected in Astmoor designation as an Employment Renewal Area within the Draft Delivery and Allocations Plan³ which seeks to facilitate the beneficial and efficient use of existing employment land and prioritise the re-use of brownfield sites.

2.5. Astmoor is not meeting its full potential. Manor Park is performing well and demonstrates that with the right level of investment Astmoor could provide a similar offer. It must also be noted that there are a number of successful businesses within Astmoor, particularly in the larger more modern premises.

² Halton Core Strategy Local Plan, Adopted April 2013
<https://www3.halton.gov.uk/Pages/planning/policyguidance/pdf/CoreStrategy.pdf>

³ Draft Halton Delivery and allocations Local Plan, published December 2017
<https://www3.halton.gov.uk/Pages/planning/policyguidance/planningplans.aspx>

Active and engaged business community

2.6. Since 2004 the Council has been engaging and working with businesses and landlords on Astmoor to tackle estate wide issues and improve its management. A Business Improvement District (BID) was established in 2008 to formalise the governance of this activity, which is renewed every five years via a vote of the business community.

The focus of BID activity has been on four themes:

- Safe and secure trading environment;
- Image enhancement;
- Better Connected; and
- Training, skills and Knowledge.

2.7. Types of interventions have included, installation of Automatic Number Plate Recognition (ANPR) cameras, branding and gateway features to estate, improvements to communal landscape areas. A number of interventions by the BID have been in response to the 1960's design and layout which has resulted in public realm with no clear ownership.

2.8. Since 2016, the BID has been managed by Halton Chamber and in 2018, it was renewed a further five years. Priority business plan projects for 2018 - 2023 are:

- Additional security measures for the estate;
- Superfast Broadband for every business;
- Further image improvements;
- Improved connectivity between businesses to encourage inter-trading and collaboration; and

- An enhanced and expanded training programme, including more innovative courses that reflect modern business needs and technological changes.

2.9. Any vision and objectives for the regeneration of Astmoor should seek to benefit and embrace existing businesses as well as attracting new investment. This, in part, will be achieved through aligning regeneration activities with the BID Business Plan. The BID also provides an established governance structure for working with local stakeholders to develop and take forward regeneration and development opportunities.

Access, layout and environment

2.10. Parts of the Astmoor estate are dominated by ageing industrial units that, although well served by the surrounding road network, have limited parking and poor vehicular site access. This results in users parking alongside the small access roads or within the gated forecourts associated with the units. The units also offer limited space for the movement of Heavy Goods Vehicles which commercial property agents felt severely limited their usability. Additionally, limited external storage space associated with some units also results in smaller units utilising highway and highway verge as overspill storage areas.

2.11. Figure 2 summarises the key findings from a survey of Astmoor businesses within the Business Improvement District (BID), carried out in October 2014. The survey sought opinions on many access and environmental aspects of the Astmoor estate. The responses show that most aspects did not receive a strong satisfaction rating. This was

particularly true for the visual look of the estate in terms of its image and landscaping.

Figure 2: Astmoor Business Survey - Opinions

Aspect of Astmoor Industrial estate	% rated as 'good'
Security signage	56%
Control of traffic movements	48%
Parking	46%
Street lighting	44%
Public Transport	39%
Road markings	37%
Landscaping	30%
The overall image of the estate	22%
The condition of the roads	7%

2.12. Astmoor suffers from poor quality and poorly maintained areas between the industrial units. The reasons for this are multi-faceted and include a combination of the low quality nature of some of the users, an absence of care and ownership on the part of businesses, and poor management due to no clear ownership, both within the boundary of a site, and within the public realm, including parking areas, footpaths and adopted highways.

2.13. This is also partly a result of the original '1960s' estate layout which sought 'pedestrian routes that were segregated from the main road as far as possible'. Some of these routes are poorly maintained and poorly lit with over grown landscaping, making them unattractive to use.

2.14. Some of these routes are poorly maintained with overgrown landscaping making them unattractive to use. In some instances they are intimidating especially where they are poorly lit and run along the back of derelict units (Figure 3). In some areas the pedestrian routes are confusing and not clearly defined; paths do not link to bus stops and make it difficult for pedestrians to walk safely along Astmoor Road.

Figure 3: Pedestrian access to rear of properties



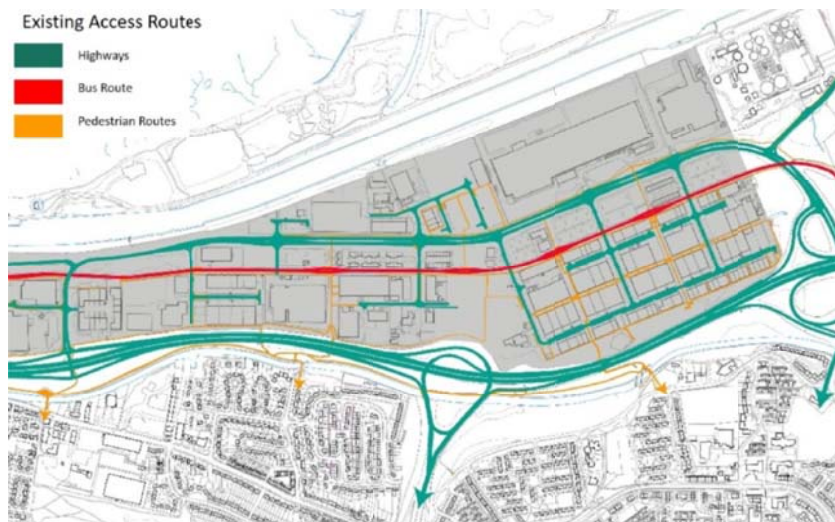
2.15. The existing movement plan (Figure 4) shows existing adopted highway which comprises: footpath and cycleway; roads; and Busway. This plan indicates the warren of often unwelcome paths and ease of access by pedestrians to rear as well as front of units, which undermines security of units. This plan also shows connectivity with neighbouring areas, particularly pedestrian routes which are not attractive or desirable to use.

2.16. Bus stop locations on the Busway are indicated. It is evident that traffic signals which enable the Busway to flow are in need of replacement and ongoing maintenance. The current bus stop locations on the busway do provide central locations to encourage use of public transport, although this could be tempered by the fact that bus stops are served by footpaths which are overgrown by adjacent shrubbery and tend not to be overlooked by neighbouring users. As such, access to existing bus stops is adversely affected.

Mersey Gateway Bridge - prominence and accessibility

2.17. The prominence and accessibility of Astmoor to the strategic road network has been increased significantly by the Mersey Gateway Bridge, which crosses Astmoor via an elevated road. Following completion of the Mersey Gateway Bridge, approximately seven hectares of residual project land will be handed back to the Council. This includes land underneath elevated sections which will be subject to restricted uses but may be suitable for ancillary car parking connected to adjoining developments. [Last point, also see section 5 emerging issues]

Figure 4: Existing Movement Plan (Prior to Mersey Gateway)



3. Vision and Objectives

Vision

3.1. To transform Astmoor Industrial Estate; to create a modern, business park environment to enable it to prosper to meet existing business needs and create new employment development opportunities. Astmoor will provide an attractive and distinctive location within the Liverpool City Region where business and nature thrive together.

Objective 1: A connected Estate

3.2. The connectivity of Astmoor to the strategic road network, enhanced by the Mersey Gateway Bridge, will be a driver for investment and shaping the transformation of the Estate. Opportunities for remodelling and restructuring the layout will be used to improve local connectivity between Astmoor and surrounding neighbourhoods to encourage access by walking, cycling and public transport. Physical connectivity will be matched by enhanced digital connectivity.

Objective 2: Meeting the demands of modern business

3.3. Hand back land, vacant sites, and underutilised sites and buildings will be used in order to remodel the estate. These sites will help to improve and upgrade the mix of commercial space available in Astmoor, and will offer sites and investment opportunities to meet the demands of modern businesses, particular in LCR Core Sectors. This will be achieved by working in partnership with existing landowners to increase the size and quality of plots and buildings.

Objective 3: Improve the image and Profile of Astmoor

3.4. The prominence of the estate to the Mersey Gateway Bridge will be harnessed to recast the image and reposition the profile of Astmoor as a well-connected modern business park and gateway location to the Liverpool City Region.

Objective 4: A safe and attractive environment

3.5. Remodelling of the estate presents a one-off opportunity to address problems caused by its outdated (1960s) segregated layout. Walking, cycling and public transport will be encouraged by developing a movement strategy which shall rationalise the excessive road and footpath network and reinforce a more simple estate layout focussed on a redefined Astmoor road as central boulevard and existing secondary roads leading from it. Where possible, the location of car parking and the requirements of key stakeholders in the area will also be considered.

Objective 5: Business led and inclusive growth

3.6. The BID has produced a shared vision for the area and will serve to further enhance partnership working.. The Astmoor business community is diverse, skilled and possesses a good local knowledge. The BID, will provide a mechanism for increasing the capacity of the business community so that in the longer-term, it can contribute to, and take ownership of, the regeneration of the estate so that it continues to prosper beyond the completion of the Mersey Gateway. Local employment, training and skills opportunities will be promoted to ensure that neighbouring residential communities share in the in success of Astmoor.

Objective 6: Exemplar green business location

- 3.7. Capturing the value of Astmoor's natural setting to develop a unique selling point where: nature and commerce co-exist in a mutually beneficial relationship: businesses and their employees benefit from a more ecological, wildlife friendly setting; and, industries can 'learn' from nature to adopt systems and techniques which reduce waste, improve efficiencies and productivity.

4. Summary of Masterplan & Delivery Strategy

4.1. Due to the concentration, visibility and scale of residual project land, it was always envisaged that Astmoor would feature as a priority programme within the Mersey Gateway Regeneration Plan. As a result preparatory work has already been undertaken to consider the key components needed to develop a Masterplan and Delivery Strategy for the area. The Masterplan and Delivery Plan is proposed to comprise four cohesive regeneration programme strands:

1 - Development and Investment Opportunities

4.2. Through analysis of the type, tenure and land ownership patterns; as well as the physical and economic make up of Astmoor, the estate can be divided into three character areas:

- Land and buildings in good condition - no significant change;
- Land and buildings in variable condition - potential for expansion of existing units or creation of new plots;
- Land within the Mersey Gateway construction corridor - land available for redevelopment.

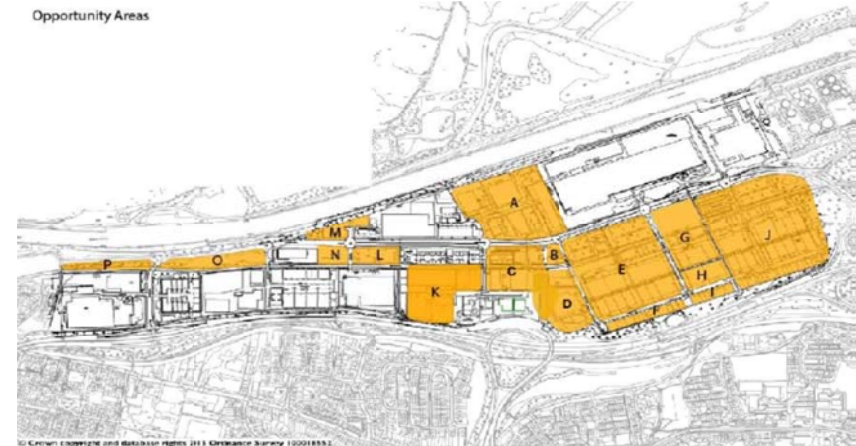
4.3. From assessment of these character areas, development and investment opportunities can be identified (land parcel references shown on Figure 5). The needs of existing viable businesses are safeguarded with opportunities for them to grow and improve their premises. The broad opportunity areas are:

- **Central Redevelopment Area (Parcels A - D)**
Comprising residual project land adjoining and beneath the new bridge structure. Approximate area of seven hectares of residual project land will be returned to the Council, and brought forward

independently or through land assembly with adjacent under-utilised sites to create major commercial sites. Approach will respect the agreements and safeguards regards use of land underneath and immediately adjoining the elevated structure, with ideally opportunities for ancillary parking secured. [Also see section 5 emerging issues]

- **Eastern Employment Renewal Area (Parcels E - J)**
Comprising redevelopment and remodelling of existing dated 1960's industrial estate to release new development plots and renewal of dated layout. Potential area of approximate 10 hectares will be brought forward for redevelopment.
- **Western Employment Renewal Area (Parcels K - P)**
Comprising 5 hectares of vacant and under-utilised employment land to be brought forward for commercial development and renewal of dated layout

Figure 5: Development and Investment Opportunity Areas



4.4. It is anticipated that the Central redevelopment offers the opportunity for some quick wins and as such would represent phase 1. This would help stimulate development within the Eastern and Western estate employment renewal areas, which would be brought forward through engaging businesses and landlords.

4.5. Upon completion of the Astmoor Regeneration Programme, together these three opportunity areas would address under performance of the estate and estimated to generate:

- An uplift in business rate receipts of £2 Million per year
- 1 Million Sqft. of additional commercial floor space
- 2,000 new jobs and safeguard many more.

2 - Placemaking, Connectivity and Movement Strategy

4.6. Astmoor is being 'held back' by its 1960's design and layout and it cannot be repositioned solely by its prominence and accessibility to the Mersey Gateway Bridge. As such, to help stimulate investment and new development a placemaking, connectivity and movement strategy will be delivered. This will also help support the future prosperity of existing businesses on Astmoor. In particular this strategy will seek to address these aspect of the design and layout of the Estate:

- The segregated approach to movement by different modes of transport within Astmoor;
- The 'severing effect' of the Busway;
- The lack of clear ownership of public and semi-private areas and problems this causes for management and maintenance; and
- The unattractive and intimidating public footpaths.

4.7. Likely key projects within placemaking, connectivity and movement strategy will be:

- **'Astmoor Boulevard'**
First impressions will be improved through remodelling of Astmoor Road to create as a new boulevard with a central reservation. It would incorporate the installation of continuous footpaths and cycle ways on either side, running its entire length with crossing points. The boulevard will become a central feature in the rebranding and repositioning of Astmoor, and be a high quality landscape / public realm corridor.
- **Footpath Rationalisation**
Remodelling of the footpath network to create a more legible, safe and attractive pedestrian experience. This will be achieved through selective closure (subject to utilities), improvements to retained footpaths and provision of a new footpath on along spine roads (i.e. Chadwick Road) linking to Astmoor Boulevard.
- **Busway / Cycleway Enhancement**
Enhancement of the Busway and adjoining cycleway / footpath to create a central sustainable transport spine running through Astmoor to encourage means of access other than the private car (committed project, see section 5 emerging issues).
- **New junctions at eastern and western end of Astmoor Road**
Enhanced entrance points to improve accessibility and facilitate wider remodelling of the Estate.

- **Views of the Mersey**

To help create a stronger sense of place on Astmoor, opportunities to open up views of the Mersey will be sought, particularly from Astmoor Road, through selective landscape removal.

- **Communal Service Centre**

This is an opportunity to create a focal point and destination within Astmoor. It would be somewhere where the business community, visitors and workers can come together and access communal facilities. An indicative location close to the new Western junction has been identified, which will benefit from new views of Mersey, can incorporate adjoining undeveloped sites (O and P).

4.8. Whilst designed as a cohesive package of interventions to contribute to the transformation of Astmoor from a 1960s industrial estate to a modern business environment, individual projects can be brought forward in a phased and pragmatic way. Implementation will be structured to be: 1) responsive to funding opportunities; 2) help inform development opportunities; and, 3) help shape packaging and disposal of residual project land.

4.9. A summary of the broad brush overall approach to a 5 year delivery strategy for the Astmoor Regeneration programme is set out in Figure 8. This is subject to review on an annual basis and particularly following production and adoption of formal masterplan.

3 - Inclusive Growth Initiative

4.10. Supporting growth and investment is not just to drive physical regeneration and new job creation; but to provide jobs that the people of Halton can access, to improve their own life chances. The Mersey Gateway Regeneration Plan *Plus* promotes an integrated and inclusive approach between job creation and providing local training, work experience, work placement, skills and apprenticeship opportunities.

4.11. It is projected that the Astmoor Regeneration Programme will seek to deliver 2,000 new and safeguarded jobs, opportunities for local residents will be maximised. Working with the Halton Employment Partnership and Careers Education Service an inclusive growth initiative will be integrated into the Programme. This will be a dedicated resource which will focus on securing benefits for residents within the three neighbouring Wards of Halton Castle, Mersey and Windmill Hill. It will also promote the benefits of a local supply chain at both construction and operational phases of development.

4 - Nature of Business - Integrated ecological and environmental strategy

4.12. It is recognised that the transformation of Astmoor into a 'stand out' business location will require a more holistic approach to capture the attention and imagination of businesses and investors. Alongside its prominent and accessible location, the Council is considering developing a USP to transform Astmoor into an exemplar 'green'

business park location. The provisional title for this concept is ‘The Nature of Business’

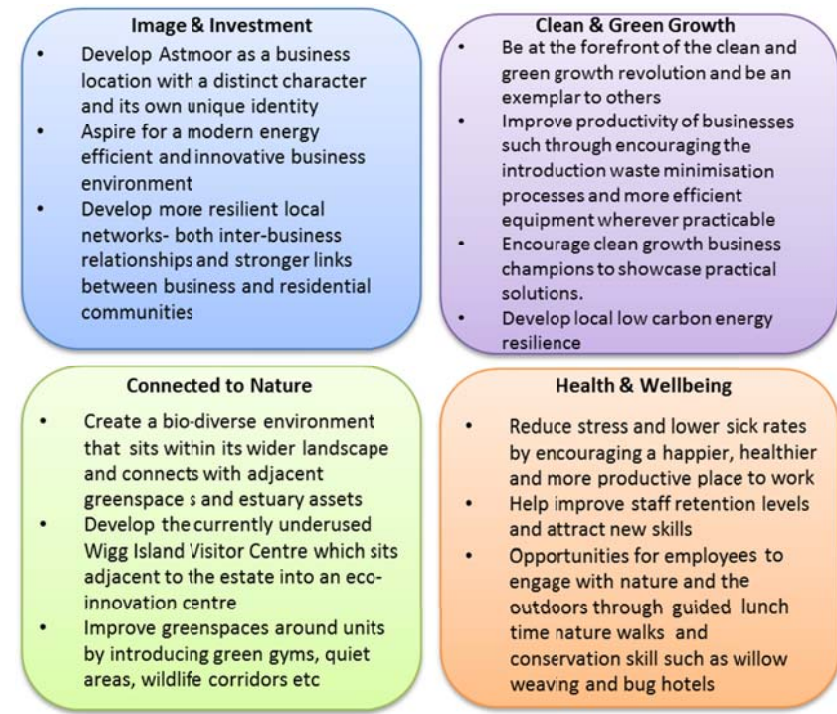
4.13. Whilst Astmoor itself is not currently valued as a particularly attractive or ‘green’ environment; it sits within a wider natural landscape setting containing a number of important ecological areas and environmental assets, including:

- Mid-Mersey Estuary
- Wigg Island
- Oxmore Nature Reserve
- Norton Priory
- Haddocks Wood, Big Wood , Fountains Wood and Windmill Hill Wood
- Town Park

4.14. There is currently a disconnect between the industry on the estate and these wonderful greenspaces and Estuary. This network of assets (and the organisations responsible for their management) presents an opportunity to add value by being incorporated and utilised when developing an ecological and environmental of ecological environmental strategy for Astmoor.

4.15. Based on the initial ‘Nature of Business’ concept, it is proposed that four broad themes would be included within the Ecological and Environmental Strategy. It would be an holistic approach and include a series of interlinked projects. This is illustrated in figure 6 below.

Figure 6: Nature of Business Project Themes



5. Emerging Issues

5.1. The following emerging issues have been identified:

Astmoor BID - Renewal Ballot and Aligning delivery

5.2. In March 2018, the BID was renewed for a further five years. Bid campaign material included reference to Astmoor being identified as Regeneration Impact Area and the opportunities presented by the Mersey Crossing; presentations were also given to BID Executive Board and Landlords on the potential scope of a regeneration programme. Progression of the Regeneration Programme was paused to allow the BID ballot process to be undertaken to avoid any potential confusion for the business community.

5.3. It is important that continued engagement and an inclusive approach to working with the business community and the BID takes place - the business community is a key stakeholder and a resource for the Programme. Consultation will, of course, be key to ensuring that there is a shared vision arising from the Masterplanning process. This will be further strengthened at the implementation stage, by ensuring that programme delivery complements the BID Business Plan and an appropriate role for the BID within programme governance is embedded. [Consultation, aligning delivery, and governance structure, are addressed in subsequent sections]

Residual Project Land

5.4. Although the Mersey Gateway is open, construction work continues. Details for residual project land are still being firmed up and is subject to an internal review process and agreement between all parties

before formal hand over from the Project Company to the Council. This internal review process allows for a more detailed assessment of the development potential and viability. A key matter is clarification of the potential use of land under elevated piers for ancillary car parking. This is now time critical, with the decision having implications for the Masterplan and its delivery. This is currently trying to be resolved and forms part of the matters being looked at by the Officer review group and on-going dialogue with MGCB and Merseylink. Image 1 provides an artist impression of how residual land could be developed.

Busway & Cycleway Enhancement Scheme

5.5. The Council has secured £1.2 Million Liverpool City Region transport funding for enhancement of the Busway and adjoining central cycleway / footpath within Astmoor. Both running through Astmoor and improving external connectivity. Whilst a formal programme has not been instigated, it is important that the wider value of this project to the regeneration of Astmoor is captured.

5.6. This project presents the opportunity to demonstrate a quick-win and commitment to the business community through Council investment within the physical environment of Astmoor. Preliminary landscape clearance works commenced in early 2018, with the main project delivery anticipated to begin in July 2018. Regeneration input into the project is on-going with business community engagement expected in June 2018.

Capital Programme Allocation

5.7. Whilst it is probable that some external funding will be secured through the development and delivery of individual sites within the programme area; clearly some Council funding will be required to improve the public realm, promote better connectivity within the area thereby leading to the creation of a modern business and employment environment. Additionally, expenditure will be required to evaluate and prepare land for disposal and or development.

5.8. As a result, the Astmoor Regeneration Programme will require a dedicated capital budget allocation. A robust business case will be developed which will set out in more detail why the funding is needed but importantly will provide an assessment of potential return on investment. This will form part of the production of the Masterplan and Delivery Strategy. [This is discussed in more detail within section 7 funding].

5.9. These emerging issues have been taken into account in shaping both the overall Astmoor Programme Roadmap (figure 8) and the main actions for the year ahead [section 6].

Image 1: Artist Impression of Development on Residual Project Land



6. Progress Report and Year Ahead

Progress

6.1. Achievements and progress in last 12 months have focussed on laying the foundation for the formal inception of the Programme, including:

- Baseline intelligence gathering and analysis;
- Supporting the successful BID renewal ballot;
- Developing masterplan elements;
- Review of residual project hand back land;
- £1.2million LCR funding secured for a 'quick win' Astmoor Busway / cycleway enhancement;
- Initial informal discussions with some existing and new businesses to relocate on Astmoor and landlords looking to invest; and
- Engagement with Astmoor BID Executive Board and Halton Chamber of Commerce.

The Year Ahead

6.2. The key actions in Year 1 (2018-19) are:

- Commencement of quick-win Busway / cycleway enhancement scheme (July 2018).
- Complete the handback land process, including receipt and initial development and viability assessment of residual project land (December 2018) ha;
- Initial stakeholder consultation exercise on the Masterplan undertaken (August - September 2018);
- Formal public consultation on the draft Masterplan (December 2018 - January 2019);

- Formal corporate approval of draft Masterplan and Delivery Strategy (by March 2019); and
- Seek approval to formally commence implementation, including approval of any capital regeneration programme allocation (by March 2019).

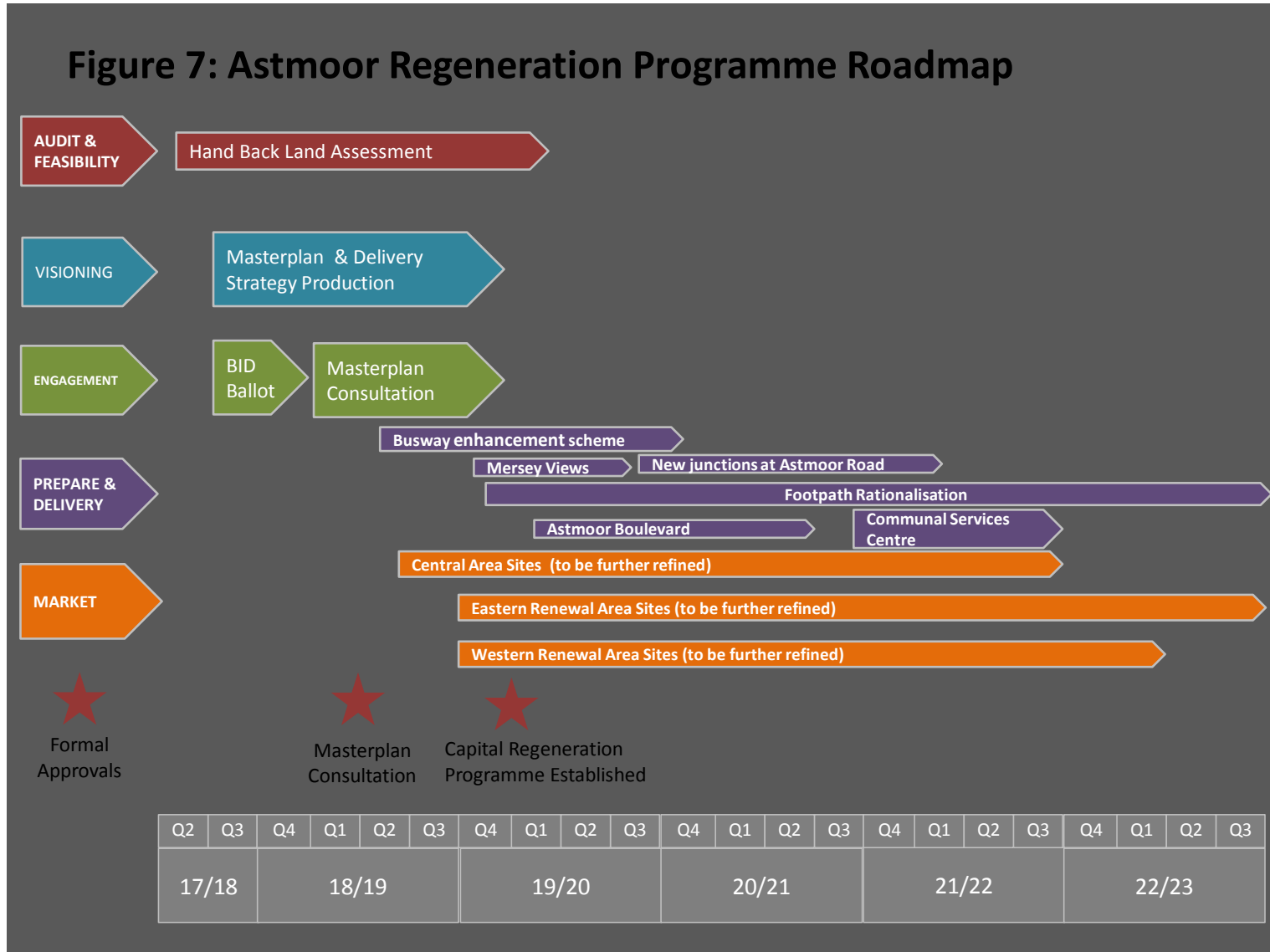
6.3. Whilst Officers have developed a strong understanding for a vision and objectives to guide to the regeneration Astmoor and the likely programme strands and some of the project elements to realise the vision - It is crucial that this is developed as a shared vision and masterplan in coalition with key stakeholders.

6.4. To help realise the objective of business led and inclusive growth, a two-stage process of engagement for developing a Masterplan and Delivery Strategy is proposed:

- Stage 1 - Initial consultation targeted at key stakeholders including the Astmoor business community, BID (and by extension Halton Chamber), landlords, landowners and commercial developers. This stage will be focussed on developing a shared vision for the transformation of Astmoor and identifying - issues, challenges and opportunities;
- Stage 2 - More formal consultation on draft Masterplan and include those stakeholders at stage 1, as well as: Public bodies (such as Liverpool City-Region Local Enterprise Partnership, Natural England and Environment Agency); and, general public, targeted at neighbouring residential communities.

6.5. The year ahead is shown in the context of the broader five year programme Roadmap (figure 7).

Figure 7: Astmoor Regeneration Programme Roadmap



7. Funding Profile

7.1. Future funding requirements for this programme is likely to comprise four elements:

Programme Management

7.2. Existing Regeneration Team resources will provide a Core HBC Officer delivery team and comprise:

- 100% Regeneration (Lead) Officer (HBC8)
- 100% Business Support Officer (HBC5)

7.3. Existing departmental resources will also be utilised to acquire any specialist services for the Masterplan refinement process and prepare and support the initial stakeholder engagement and subsequent formal masterplan consultation.

7.4. Beyond the masterplanning and consultation stages of delivery, a Capital Allocation may be required to support key aspects of programme management, such as the production and delivery of consultation, communication and marketing material undertaken at key stages in the delivery. These costs will be minimised through using internal marketing and communication expertise and also the BID communication channels for engaging the existing business community.

Development Site Fees

7.5. Bringing new development sites to market to secure investment and new business rates receipts is crucial to the success of the programme - whether through disposal of residual project land (within the central redevelopment area); or through working with other landlords, landowners and existing businesses to secure redevelopment of vacant and underutilised sites (within the Eastern and Western employment Renewal areas).

7.6. Across these three development and investment areas, a Capital Allocation may be required to fund development sites fees. This could include site survey work, submission of planning applications, enabling works and associated matters to bring sites to market. The amount allocated for renewal areas is set at a lower rate due to take account of likely private sector lead and HBC capital used as leverage.

Placemaking, Connectivity and Movement Projects

7.7. Public Realm work will likely require some Capital Allocation. This may also include physical elements of the 'nature of business' programme strand. The scope of these projects will be devised and costed as part of Masterplan. Whilst opportunities for securing this through external funders and alternative funding mechanism such as alongside the development process and utilising Highway cyclical maintenance funds, will be maximise; a Capital Allocation helps provides certainty and investor confidence.

Inclusive Growth Initiative

- 7.8. Funding may be required to deliver any local employment and associated social value projects such as supporting training, mentoring and apprenticeships opportunities linked to new and existing businesses on Astmoor. This programme strand will be developed in partnership with the Halton Employment Partnership, Careers Education Service and Astmoor BID. It will focus on securing external funding and bending existing employment and training programmes being delivered by partners to focus on Astmoor. A similar approach will be applied to any business support and revenue elements of the 'nature for business' programme strand.
- 7.9. As part of developing the Masterplan and Delivery Strategy, a detailed funding, spend and income profile will be produced.
- 7.10. Any capital allocation requests will be undertaken in phases, to take account of alternative and external funding opportunities, with any first phase in early 2019 alongside seeking formal approval to commence implementation of the regeneration of Astmoor. This initial tranche will focus on bringing forward the first development sites to market and key placemaking projects to signal to the investor market.
- 7.11. It must also be noted that the income generated from disposal of residual project land is £2.52 Million based upon an estimate of achieving £360,000.00 per hectare (£150,000.00 per acre) as well any associated uplift in business rate receipts.

8. Key milestones and Risks

8.1. Section 6.2 (the year ahead) and the corresponding programme roadmap (figure 7) set out the key actions and milestones for the year ahead, these are focussed on the inception stages of a regeneration programme and highlighted on the year 1 milestones table (figure 8).

Figure 8: Year 1 Key Milestones

Action	2017 -18		2018 -19			
	Q3	Q4	Q1	Q2	Q3	Q4
BID Renewal Ballot	Campaign starts	Ballot & result	New BID commences			
HBC Virtual Officer Team			Establish virtual team			
Residual project land assessment	Review Group Est.	Corporate Report			Review process complete	
Corporate approval to consult on masterplan				Corporate report		
Initial stakeholder engagement on masterplan					Sessions held	
Formal masterplan consultation						Sessions held
Formal capital regeneration programme established						Formal report
Commence 'quick win' Busway / cycleway enhancement scheme				Engage businesses / commence works		Works completed

8.2. For the inception year milestones and actions the following risk register has been prepared (figure 9):

Figure 9: Year 1 Risk register

Risk	Impact	Mitigation	Responsibility
Residual project land - No agreement on use of land underneath bridge for car parking	This would significantly reduce the potential of hand back land as a resource within the regeneration programme and its financial value. It would also create a large dead void space within Astmoor - having a segregating effect and detracting from the aspiration to create a modern business park environment.	First queried in July 2015, the regeneration team is continuing to liaise with the Mersey Crossing Board to get a sensible common sense solution reflecting the shared interests of all parties. The matter has not yet been escalated internally - but this is the next option.	Lead Officer - Astmoor Programme.
Capital programme allocation - Not approved	Quick win delivery is based on a fully resourced capital programme. Delivery could still be achieved but would take longer and rely upon external funding being secured, it would also impact on confidence to the existing business community and potential inward investors.	Build a strong business case and demonstrate a clear return on investment for any capital allocation.	Lead Officer - Astmoor Regeneration Programme.

9. Governance/Management

9.1. The proposed organisational structure (figure 10) sets out the management and governance arrangements for the Astmoor Regeneration programme. The key components of this are:

- **Core Delivery Team**

Providing the day-to-day management of the programme and driving forward and championing the regeneration of Astmoor, would meet weekly as a programme team.

- **Wider Corporate Virtual Programme Team**

Drawn from across the Council, key enabling and complementary functions, would meet bi-monthly as a corporate team with additional meetings on a project by project basis.

- **Business Community Forum (BID Steering Group)**

The existing business community of Astmoor are a key stakeholder in the programme. The BID offers a potential mechanism for dialogue and an interface between the regeneration programme and the business community; this will be first explored through initial engagement with businesses on the proposed Astmoor Masterplan. Liaison proposed to be achieved through the established BID Steering Group (which meets four times a year), with additional liaison through dedicated consultation events and communications.

- **Mersey Gateway Regeneration - Member Working Party**

It is proposed that Member input and oversight of developing and delivery of the regeneration programme will be undertaken by the Environment and Urban Renewal PPB Working Party. Subject to the agreement of Chair, Members representing the Wards of Halton Castle, Mersey and Windmill Hill be invited when Astmoor is presented.

9.2. The approach outlined within this delivery plan is based upon a simple model whereby the Council would drive forward the programme with support and input from businesses via the Astmoor BID. The provision of a preferred development partner or single private sector investor is not anticipated at this stage. However, this could emerge during the first year at which point the governance and management arrangements would need to be revisited.

10. People Resource

10.1. The roles and responsibilities of key people within the organisational structure (figure 10) are:

- **Lead Officer**

A dedicated full time Lead Regeneration Officer will take overall ownership and drive the Programme forward. This includes responsibility for managing the programme, directing the work of the core and virtual teams and external consultants and reporting to MG Steering Group as required.

- **Business & Investment Support Officer (100% FTE)**

Supporting the Lead Officer to act as interface with existing and prospective businesses respectively, and more generally work alongside the Lead Officer to deliver the programme. Support requires a business support skills set due to nature and language of communicating with businesses and spin off growth opportunities that might emerge from the programme.

- **BID Manager (Halton Chamber)**

Working in partnership with Halton Chamber of Commerce to provide an additional interface with the business community and help align delivery with the outputs and outcomes of the BID Business Plan. The post also brings experience and intelligence on Astmoor.

- **Regeneration Manager (5% FTE)**

Direct line management responsibility for the Lead Officer and provide input and oversee programme delivery and oversight of capital expenditure.

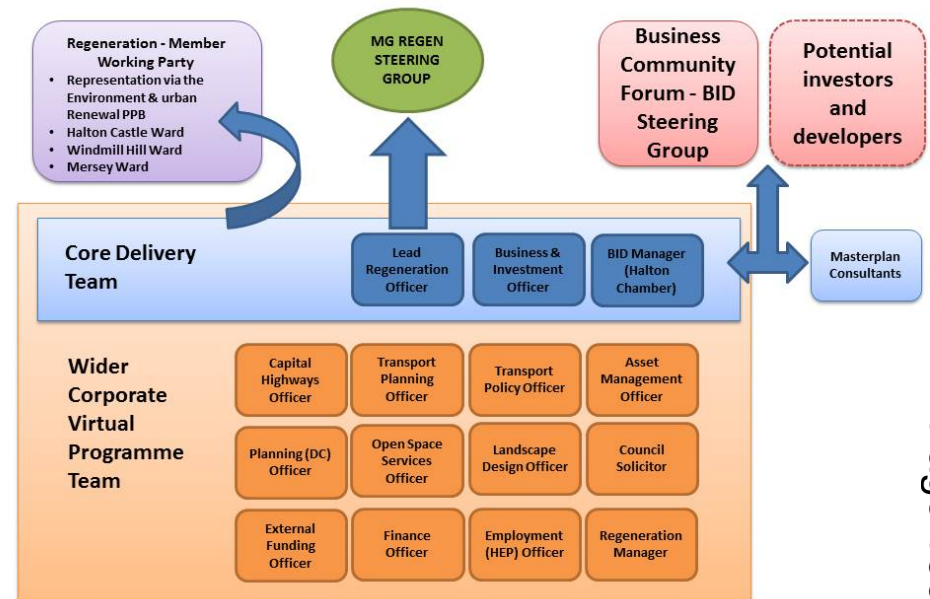
- **Corporate Virtual Team (10% capital programme fee)**

Support implementation of the programme. Where appropriate (such as for Highway and landscape works) a 10% project design fee will be paid.

- **Masterplan Consultants**

Externally appointed consultants to support revising draft masterplan and delivery strategy and prepare and assist with engagement and consultation exercises.

Figure 10: Proposed Programme Organisational Structure



11. Key Performance Indicators

11.1. The key performance indicators for this programme are that by the end of year 5 (2023), Astmoor will have delivered:

- An uplift in business rate receipts of £2 Million per year
- 1 Million Sqft. of additional commercial floor space
- 2,000 new jobs and safeguarding many more
- £2.52 Million capital land receipt

11.2. To achieve these key performance indicators, the following programme outputs will be delivered (figure 11):

Figure 11: Programme Outputs

Output	Target
Hectares of employment land redeveloped	18 hectares
Linear Metres of new / enhanced Footpath and Cycleway Improved	7,000
Linear Metres of new / enhanced roads	3,000
Views of River Mersey created	4
New / enhanced Junctions	2
Number of units in Communal Services Centres	3

11.3. Additionally satisfaction in the business community will improve on the 2014 baseline (figure 12):

Figure 12: Business Community Satisfaction Targets

Aspect of Astmoor Industrial estate	% rated as 'good' (2014 Baseline)	Target (2023)
Security signage	56%	85%
Control of traffic movements	48%	80%
Parking	46%	70%
Street lighting	44%	90%
Public Transport	39%	80%
Road markings	37%	80%
Landscaping	30%	70%
The overall image of the estate	22%	80%
The condition of the roads	7%	70%

REPORT TO: Executive Board

DATE: 14 June 2018

REPORTING OFFICER: Strategic Director - People

PORTFOLIO: Physical Environment

SUBJECT: Amendment to Housing Allocations Policy

1.0 PURPOSE OF REPORT

This Report presents to Executive Board a revised policy, to illustrate the minimal amendment to the Council's Housing Allocations Policy, Property Pool Plus (PPP).

The amendment to the Policy is in response to new legislation introduced by Government, in relation to Homelessness and Rough Sleeping. The policy changes are required to ensure they reflect and comply with the legal changes within the Homelessness Reduction Act 2017.

2.0 RECOMMENDATION: That

- 1) the report be noted;
- 2) subject to the unanimous agreement of the Local Authorities participating within the Sub Regional Property Pool Plus Scheme, the Board agrees to amend the Council's Housing Allocations Policy, to include the additional sub-banding, which will ensure that additional priority is awarded to those registered under Homelessness Prevention and/or Relief, in accordance with the Homelessness Reduction Act 2017; and
- 3) the Board approves the undertaking of a policy review for the purpose of further amending the Housing Allocations Policy, to take account of provisions within the Localism Act 2012, the Homelessness Reduction Act 2017 and the Housing Allocations Code of Guidance.

3.0 SUPPORTING INFORMATION

- 3.1 The Council's Housing Allocations Policy was approved by Board on the 3rd March 2011 and implemented with effect from the 9th July 2012 when the new Choice Based Lettings scheme 'Property Pool Plus' went live in Halton. It is a policy which is common to the other local authorities participating in the sub regional scheme.
- 3.2 In 2017 the Local Authorities were made aware of the Homelessness Reduction Act 2017, and notified of the administration changes within the Act, that would impact upon service delivery. Local Authorities were notified that as part of the Government's commitment to reduce homelessness and eliminate rough sleeping, the new regulations would be implemented April 2018.

- 3.3 The Homelessness Reduction Act was implemented in April 2018, and will undoubtedly, have an impact upon future housing allocations and priority preference. Due to the identified changes, it is necessary for Local Authorities to make subsequent policy and service changes, to ensure they are fully equipped to deliver and comply with legal statutory duty requirements.
- 3.4 The changes in legislation cannot and will not be effective in isolation. To truly be effective, these new duties need to be underpinned by a renewed departmental Government strategy and policies, to ensure suitable accommodation is available in areas where it is needed, to prevent homelessness, and that Councils have the resources required to respond adequately and compassionately.
- 3.5 The new duties identified place additional pressure upon Housing and Homelessness services to prevent and relieve homelessness. The Housing Solutions Team have been applying some of the identified measures for some time, which have proven very successful. However, the role of the team has changed significantly, with additional pressure to facilitate and promote positive move on and sustainability for vulnerable clients.
- 3.6 In order for the Policy to be effective and give preference to local residents, it must ensure that it is transparent, thus awarding priority banding that can be evidenced if challenged. The PPP scheme offers choice to clients sourcing social housing, with preference of area, based upon local connection, which will not be affected, e.g., if a client presenting as homeless within another LCR area and requesting Halton, they would have to demonstrate a local connection to the area. If they had no local connection, they could still register via the scheme, but would be awarded low priority banding.
- 3.7 The policy will offer additional priority to clients presenting as homeless, who are registered under prevention / relief criteria, e.g., a client presenting as homeless, would be offered temporary accommodation and registered under relief. This would allow the officer 56 days to explore all housing options to resolve homelessness. Prior to the policy changes, the client would not be awarded priority banding until after the homelessness decision making process was completed. However, in accordance with new legislation and policy proposals, the client would be placed in priority sub bands with immediate effect, thus allowing them to source accommodation via the PPP housing register and resolve homelessness situation.
- 3.8 The regulations require that, where Local Authorities decide to use the prevention and/or relief powers as a qualifying criterion (i.e. to join the housing register), they must apply the following criteria in accordance with legislative guidance, to ensure vulnerable homelessness clients qualify for social housing allocations
- The Act places new duties on Local Authorities to relieve and prevent homelessness for all families and single people, regardless of priority need, who are eligible for assistance and threatened with homelessness.
 - A change in the allocated time period for which a Local Authority should treat someone as threatened with homelessness has been extended from 28 days to 56 days.

- The provision represents a shift in focus to early intervention, with the aim to promote early interaction and a more proactive approach.
- A new duty to prevent homelessness for all eligible applicants threatened with homelessness, regardless of priority need. This further extends the help to people not in priority need, with pressure placed on Local Authorities to support them to resolve the housing/homelessness issues.
- A new duty to relieve homelessness for all applicants regardless of priority need. This will place additional pressure on Local Authorities to accommodate all applicants, pending the homelessness decision making. Furthermore, a homelessness decision cannot be made during the 56 day period and can only be issued on 57th day.

3.9 The PPP Policy needs to be amended to reflect the national changes in legislation. The PPP sub banding within Bands A and B, will address the homelessness prevention and relief criteria, thus, giving priority to those clients in greatest need to access suitable housing options. The banding change will also reduce the impact upon temporary accommodation services and promote positive move on and sustainability.

3.10 Further changes to the Policy are being considered as a consequence of new freedoms contained in the Localism Act 2011 and HRA 2017. Additionally, changes are necessary to clarify and improve the existing Policy have also come to light since the introduction of the HRA. It is therefore proposed that the Sub Regional Local Authorities collaborate on a common consultation exercise, to seek views and explore the options to address and deliver a comprehensive allocations scheme, with the inclusion of a homelessness prevention and relief category within the banding scheme.

3.11 It is necessary for a full Policy review to be undertaken to address the needs of all clients and to ensure that the priority categories and criteria is fully compliant with national trends and legislation. The Registered Social Landlords have commissioned consultants to undertake a review of social housing allocations, and agreed the report will be submitted available mid-August 2018.

The sub regional Local Authorities are proposing that the Policy review will be undertaken later in the year. The purpose of the review will be to address the findings of the RSL report and identify the substantial policy changes to the PPP Allocations process.

3.12 A similar recommendation is to be presented to the Cabinets of the other partner authorities, and the Management Team is requested to agree this change subject to the unanimous agreement of all authorities.

3.13 Subject to Board agreeing to the policy review, it is anticipated that it would commence later in the year, with results and recommendations coming back to Board in the Spring 2019.

4.0 **POLICY IMPLICATIONS**

4.1 The practical impact of the sub banding will increase volume within Banding A and B and the subsequent sub banding. The amendments are minimal, but necessary to meet the requirements of the HRA and meet the homelessness requirements.

For this reason it is not proposed to undertake formal consultation for this specific Policy change, but to simply inform applicants on the Property Pool Plus register when the change is agreed and comes in to effect.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no financial implications for the small amendment changes. Also the Policy Review will be funded from the MHCLG Housing First Programme, therefore, no additional financial implications to the Local Authority.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children & Young People in Halton Borough Council**
None at this stage

6.2 **Employment, Learning & Skills in Halton**
None at this stage

6.3 **A Healthy Halton**
None at this stage

6.4 **A Safer Halton**
None at this stage

7.0 **RISK ANALYSIS**
None at this stage

8.0 **EQUALITY AND DIVERSITY ISSUES**
None at this stage

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

Document	Place of Inspection	Contact Officer
PPP Housing Allocations Policy.	Runcorn Town Hall	Principal Manager Homelessness