

# Public Document Pack



## Executive Board

Thursday, 17 January 2019 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
<b>1. MINUTES</b>	<b>1 - 11</b>
<b>2. DECLARATION OF INTEREST</b>	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
<b>3. PHYSICAL ENVIRONMENT PORTFOLIO</b>	
<b>(A) HALTON HOUSING TRUST (HHT) ANNUAL REPORT</b>	<b>12 - 32</b>

*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, 21 February 2019*

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<b>4. CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO</b>	
<b>(A) CAPITAL PROGRAMME – 2019/20 - KEY DECISION</b>	<b>33 - 37</b>
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<b>(A) DISCRETIONARY NON-DOMESTIC RATE RELIEF</b>	<b>62 - 65</b>
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<b>PART II</b>	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is <b>RECOMMENDED</b> that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
<b>7. PHYSICAL ENVIRONMENT PORTFOLIO</b>	
<b>(A) THE HIVE LEISURE COMPLEX - KEY DECISION</b>	<b>72 - 78</b>
<b>(B) RUNCORN STATION QUARTER - APPOINTMENT OF PREFERRED DEVELOPMENT PARTNER</b>	<b>79 - 83</b>

***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 13 December 2018 in The Boardroom, Municipal Building*

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

Apologies for Absence: Councillor S. Hill

Absence declared on Council business: None

Officers present: A. Scott, G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, T. Gibbs, E. O'Meara and S. McDonald

Also in attendance: One member of the press and Audrey Williamson, Independent Chair of the Halton Safeguarding Adults Board

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

EXB62 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS

*Action*

The Board was advised that a matter had arisen which required immediate attention by the Board (Minute EXB 76 refers), therefore, pursuant to Section 100 B (4) and 100 E, and in order to safeguard the land at HBC Field for the developer, the Board ruled that this item would be considered at this meeting.

EXB63 MINUTES

The Minutes of the meeting held on 18 October 2018 were taken as read and signed as a correct record.

**CHILDREN EDUCATION AND SOCIAL CARE PORTFOLIO**

EXB64 HALTON SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2017 -2018

The Board received the Halton Safeguarding Adults Board (HSAB) Annual Report for 1 April 2017 to 31 March

2018, which was attached at Appendix A. The report was presented by Audrey Williamson, Chair of the HSAB.

It was noted that the Annual Report fulfilled one of the Safeguarding Adults Board's three core statutory duties.

It was reported that all safeguarding partners had been invited to submit an annual summary of their work activity. The focus of work activity addressed HSAB's priorities as identified from the 2016/17 Annual Report, Performance Framework and Strategic Plan (2016/2018), in addition to acknowledging local and national safeguarding adults emerging issues / trends / policies throughout the year.

The report provided a summary analysis of the data gathered from Halton Borough Council's Safeguarding Adults Collection and highlighted what this information meant for informing the work priorities for 2018/19.

RESOLVED: That the report be noted.

EXB65 SHARED LIVES

The Board considered a report of the Strategic Director, People, on a new approach to the delivery of the Adult Placement Service in Halton, called Shared Lives.

The Board was advised that Shared Lives offered people an alternative and highly flexible form of accommodation and/or care or support. The care and accommodation was provided by individuals, couples or families in the local community. Shared Lives schemes were an alternative to traditional kinds of care, such as care homes.

It was noted that the funding model set out in the report, was based on guidance and was designed to ensure that Shared Lives Carers providing long term accommodation and support, were fairly and appropriately remunerated so as to ensure service sustainability.

RESOLVED: That the Board

- 1) notes the contents of the report; and
- 2) approves the proposed scheme.

Strategic Director  
- People

## **HEALTH AND WELLBEING PORTFOLIO**

### **EXB66 2017 - 2018 PUBLIC HEALTH ANNUAL REPORT - KEEPING HAPPY AND HEALTHY IN SCHOOL**

The Board considered a report of the Director of Public Health, on the development of the Public Health Annual Report (PHAR) 2018 for Halton.

The Board was advised that the PHAR was the Director of Public Health's independent assessment on the health of the local population. It was reported that for 2017/18 the PHAR focused on Keeping Happy and Healthy in School. This topic highlighted the key priority of Improved Child Development, in particular, tackling social, emotional and physical activity. The report included a short video film which examined how these issues were approached within two local schools through Halton's Healthy Schools Programme.

**RESOLVED:** That the contents of the report be noted and recommendations supported.

*(N.B. Councillor Ron Hignett declared that he was a member of the Town Team, and as such, to avoid any perception of bias, he took no part in the debate or decision on the following item of business)*

## **RESOURCES PORTFOLIO**

### **EXB67 DISCRETIONARY NON DOMESTIC RATE RELIEF**

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

The Board was advised that the Council became responsible for meeting the full cost of all mandatory and discretionary rate relief from 1 April 2017, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

Details of two applications received were set out in the report. One was from a not-for-profit organisation that worked with young people in the community, based in Widnes. The second was from a registered charity also based in Widnes, which automatically received 80% mandatory relief with a 15% discretionary top-up rate relief

from the Council. Members considered and discussed the individual merits of each application.

RESOLVED: That

- 1) Discretionary Rate Relief of 90% be awarded to Power in Partnership Ltd, from 4 January 2016 until 31 March 2022; and
- 2) the application for an additional 5% Discretionary Rate Relief from Widnes Sea Cadet Corps in respect of their premises in Cliffe Street, Widnes, be refused.

Strategic Director  
- Enterprise,  
Community and  
Resources

#### EXB68 COUNCIL TAX SECTION 13A DISCOUNT POLICY

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

It was reported that over recent years, the Council had experienced a significant increase in the number of children coming into care, resulting in pressures on availability of foster care placements in the Borough. It was reported that a key objective was to increase the number of Foster Carers in the Borough.

At its meeting on 6 November 2018, the Corporate Policy and Performance Board (PPB) considered a report proposing a change to the Council Tax Section 13A Discount Policy, in respect of Foster Carers, to provide a 100% discretionary council tax discount, as detailed in Appendix 1, attached to the report. In addition, the PPB also recommended that Executive Board consider whether to provide a 100% discretionary council tax discount for all Special Guardians resident within the Borough who had responsibility for Halton children.

RESOLVED: That

- 1) the amendment to the Council Tax Section 13A Discount Policy, outlined in paragraph 3.4 of the report, in respect of Foster Carers, be approved;
- 2) Council Tax Relief to Special Guardians, as outlined in paragraph 3.6 of the report be not

Strategic Director  
- Enterprise,  
Community and  
Resources

approved; and

- 3) the Council Tax Section 13A Discount Policy presented within Appendix 1, attached to the report, be approved.

EXB69 CHANGE TO THE RATE OF COUNCIL TAX EMPTY HOMES PREMIUM

The Board considered a report of the Operational Director, Finance, on proposed changes to the rate of Council Tax Empty Homes Premium.

The Board was advised that the Local Government Finance Act 2012 allowed billing authorities to levy an empty homes premium of up to 50% in addition to the full council tax on dwellings unoccupied and unfurnished for more than two years.

Since 1 April 2013, Halton Borough Council had levied the maximum 50% on all such properties which did not fall into any statutory exemptions. It was reported that additional legislation gave billing authorities further powers to increase the level of empty homes premium, as detailed in the report. Since the introduction of the Empty Homes Premium, the number of properties in Halton empty for more than two years had reduced from 250 to 157, as at 1 November 2018.

RESOLVED: That the level of Empty Homes Premium on dwellings that have been unoccupied for more than two years, be applied as follows:

- 1) from 1 April 2019, 100% premium in addition to the full council tax charge for each dwelling unoccupied and unfurnished for more than two years;
- 2) from 1 April 2020, 100% premium in addition to the full council tax charge for each dwelling unoccupied and unfurnished between two and five years, and 200% premium for dwellings unoccupied for more than five years; and
- 3) from 1 April 2021, 100% premium in addition to

Operational  
Director - Finance



the full council tax charge for each dwelling unoccupied and unfurnished between two and five years, 200% for dwellings unoccupied between five and ten years, and 300% for properties unoccupied for more than ten years.

## **PHYSICAL ENVIRONMENT PORTFOLIO**

### **EXB70 BUILDING CONTROL JOINT SERVICE - KEY DECISION**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a Joint Building Control Service.

It was reported that a Collaboration Agreement had been in place between Halton and Knowsley Councils since July 2015, with the aim of exploring the potential for a shared Building Control service. In January 2018, the Leaders and Chief Executives of both Councils, endorsed the undertaking of work to examine the potential establishment of a Regulation 12 company, as detailed in the report, on the basis that the Company would be jointly and equally owned by both Councils.

The Board was advised that in order to complete the work, approval was required to formalise an interim shared service agreement until 31 March 2020 with Halton, for the provision of Building Control services.

#### Reason(s) for Decision

The Building Control Service required sufficient resource and capacity to continue to provide high quality advice to residents, developers and investors. Following the departure of all Building Control Officers in November 2017, temporary arrangements had been in place to provide service continuity. The reason for the decision was to place the Service on a sustainable footing for future service delivery.

#### Alternative Options Considered and Rejected

Do nothing – The current temporary arrangements (the use of an agency member of staff) were not cost effective, nor efficient, and the current team lacked capacity to offer a high quality service and generate income.

Outsourcing – A higher quality, more cost effective service could be offered through a joint shared service. An in-house

service was far more responsive in terms of support for public services (for example, public safety at events) and did not rely upon commercial contracts as the basis for delivery. The preferred approach retained local control over service delivery.

Implementation Date

1 January 2019.

RESOLVED: That

- 1) a shared service arrangement for Building Control services for Halton and Knowsley Councils be approved on the basis set out in the report and with a joint structure to be hosted by Knowsley Council for a period until March 2020;
- 2) the Strategic Director, Enterprise, Community and Resources be authorised to execute all relevant documentation required for the establishment of a shared service agreement for Building Control services for Knowsley and Halton Council, as set out in the report; and
- 3) the proposal to explore the establishment of a Building Control Regulation 12 company be endorsed, which would be the subject of a future report to Executive Board.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB71 A STRATEGY FOR HALTON'S TREES AND WOODLANDS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the adoption of a policy for Halton's Trees and Woodlands.

In March 2016, the Environment and Urban Renewal Policy and Performance Board considered a report of the Tree and Woodlands Working Group which had proposed the development of a Tree Strategy for Halton. Attached to the report at Appendix 1, was a proposed Strategy which followed the principles developed by the Member-led Tree and Woodland Working Group, as detailed in the report.

The Board was advised that the intention of the Strategy was to clearly articulate how the Council managed its trees and woodlands and help to identify priorities for its work programme.

RESOLVED: That Executive Board adopt the document '*A Strategy for Halton's Trees and Woodlands*', attached to the report at Appendix 1, as the Council's policy with regards to the management of its trees and woodland assets.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB72 MASTERPLAN STRATEGY FOR IMPROVEMENTS AT TOWN PARK, RUNCORN

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed Masterplan Strategy for improvements to Town Park, Runcorn.

The Board was advised that Town Park was created as an integral part of the original Runcorn New Town development. The Park currently fulfilled the original concept as a substantial continuous open space central to the New Town character and retained many features of the original layout and design.

It was reported that the aim of the Town Park Masterplan was to preserve a strong landscape identity for the future as well as to provide a setting for sustainable leisure and recreational needs for Halton residents. A key element of the proposals were noted as being the development of three visitor/ activity hubs, as detailed in the report. The Masterplan approach allowed for the proposed infrastructure improvements to the wider park area and hub facilities to be undertaken either separately or in combination with each other.

RESOLVED: That the Board

- 1) approves the Masterplan; and
- 2) gives delegated authority to the Strategic Director, Enterprise, Community and Resources, in consultation with the Executive Board Member for Physical Environment, to progress the Town Park project and prepare all necessary information for suitable grant applications.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB73 STATEMENT OF COMMUNITY INVOLVEMENT (SCI)  
LOCAL PLAN DOCUMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to publish the Statement of Community Involvement (SCI) Local Development Document.

The Board was advised that the SCI document set out how councils would engage with local communities and other interested parties in producing their Local Plan and determining planning applications. It was reported that the Council's first SCI was adopted in 2007, revised in 2013, and was now being updated due to legislative changes in the way that planning documents were prepared.

It was noted that at its meeting on 14 November 2018, the Environment and Urban Renewal Policy and Performance Board had considered the document and recommended that it be adopted by the Executive Board for public consultation. A final version of the SCI would then be presented to the Board for formal adoption by the Council.

RESOLVED: That the draft Statement of Community Involvement, attached to the report at Appendix A, be approved for the purposes of a six week public consultation.

Strategic Director  
- Enterprise,  
Community and  
Resources

EXB74 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT  
1972 AND THE LOCAL GOVERNMENT (ACCESS TO  
INFORMATION) ACT 1985

The Board considered:

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

public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

## **TRANSPORTATION PORTFOLIO**

### **EXB75 STREET LIGHTING CONTRACT – KEY DECISION**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the Street Lighting Maintenance Contract for the Borough.

It was reported that the current contractor had given notice that they would not extend the existing contract, which ended on 24 November 2018. Therefore, it was necessary to procure an alternative provider to ensure service continuity and to comply with the Council's legal duty to deal with damaged and dangerous equipment on the highway.

#### Reason(s) For Decision

It was necessary to take this decision at this stage in order to ensure continuity for this important service. It was unlikely that the Council would be able to reach a satisfactory conclusion with the existing contract and therefore, a new arrangement was necessary.

#### Alternative Options Considered and Rejected

Two alternative arrangements had been considered. One to remain with the existing contractor, which had been rejected for the reasons outlined in the report. The second was to go out to a full tender exercise, which had been rejected for the following reasons:

- The need for continuity of service;
- The time and resources it would take; and
- The fact that a recently tendered contract existed that

the Council could utilise.

Implementation Date

This would be determined by the Strategic Director, Enterprise, Community and Resources, in consultation with the Transportation Portfolio Holder, following the process outlined in the report.

RESOLVED: That the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the Portfolio Holder for Transportation, to take the necessary actions to ensure value for money through an appropriate procurement route for the Council.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO**

EXB76 3MG HBC FIELD

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which updated Members on the disposal of part of HBC Field.

It was reported that the Chief Executive had used his delegated powers, in consultation with the Leader and the Portfolio Holders for Physical Environment, Transportation and Resources, as detailed in the report.

RESOLVED: That Executive Board endorses the use of delegated powers by the Chief Executive.

Strategic Director  
- Enterprise,  
Community and  
Resources

**MINUTES ISSUED: 18 December 2018**

**CALL-IN: 3 January 2019**

**With the exception of Minute EXB 75, which is exempt due to the need to issue the contract, any matter decided by the Executive Board may be called in no later than 5.00pm on 3 January 2019.**

*Meeting ended at 12.10 p.m.*

**REPORT TO:** Executive Board

**DATE:** 17 January 2019

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Physical Environment

**SUBJECT:** Halton Housing Trust Progress Report

**WARD(S):** Borough wide

### **1.0 PURPOSE OF REPORT**

1.1 In accordance with the monitoring framework agreed prior to housing stock transfer, this report provides a further update on Halton Housing Trust's progress since the last report to Executive Board on the 14 December 2017.

**2.0 RECOMMENDATION: That Executive Board Members note the progress set out in the report.**

### **3.0 SUPPORTING INFORMATION**

Nick Atkin, Chief Executive of Halton Housing Trust will attend the meeting to present the attached report that sets out progress to date.

### **4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications arising from this report.

### **5.0 FINANCIAL IMPLICATIONS**

5.1 None identified.

### **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**

Halton Housing Trust is a major employer in the Borough and a range of employment and skills opportunities are available.

**6.3 A Healthy Halton**

Housing plays a key part in the health of individuals and grants to support community living are provided by the Council.

**6.4 A Safer Halton**

None identified.

**6.5 Halton's Urban Renewal**

Housing is an important contributing factor to some parts of the areas renaissance.

**7.0 RISK ANALYSIS**

7.1 Regular meetings between the Chief Executive of Halton Housing Trust, the Strategic Director, People and officers of Halton Borough Council take place to discuss a range of issues and to explore risks.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 A range of joint partnerships are being considered, for example, joint training and work with migrants.

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

None identified.





# **Annual Report to HBC Executive Board**

**December 2018**

## 1. Introduction

### *Operating Environment*

- 1.1 The operating environment in which Halton Housing (HH) is working has continued to be challenging. In July 2015 the Budget included a 1% reduction in rents for four years to March 2020, a benefit freeze and change to the benefits caps. These together with the roll out of Universal Credit (UC), are having a significant impact.
- 1.2 As part of our stress testing and scenario planning, we have identified a range of options to deal with unforeseen economic factors. These are invaluable in enabling us to respond to any further threats to our future financial viability.

### *Key achievements*

- 1.3 Over the last 12 months we have delivered several significant achievements and outcomes. We are increasingly becoming a leading player in several areas due to our innovative approach and fresh solutions to the challenges we face.
- 1.4 Some of our key achievements include:
- Continued investment in our homes and neighbourhoods: In 2017/18 we have invested an additional £4.8m in improving our customers' homes and neighbourhoods. This represents over £150m investment in the 12 years since transfer and has significantly improved the quality of our homes and neighbourhoods
  - Completed the construction of an additional 224 new homes. This has taken the number of new homes built and acquired since stock transfer to almost 1,200.
  - Secured additional funding of £80m, which will be used to deliver our growth strategy to build an additional 1,200 new homes for rent, shared ownership and for sale over the next five years
  - Built our first general needs shared ownership scheme

- Performed well against our rent collection targets, even though there have been issues with the roll out of the full digital service of Universal Credit (UC)
- 93% customer satisfaction with digital services achieved and 88% of all customer generated transactions now being delivered through online self-serve routes
- Retained the highest possible regulatory rating (V1 G1)
- Successful move to Waterfront Point completed with minimal disruption to services or performance
- Successful lobbying campaign as one of the UC pilot areas

### ***Key Partnerships***

1.5 We have continued to actively support and contribute to a wide range of local strategic partnerships and groups across Halton and the wider Liverpool City Region (LCR). We value the opportunity this involvement offers to influence and contribute to key local and regional strategic decision and policy making.

1.6 We enjoy a strong strategic relationship with Halton Borough Council and we continue to be represented and play an active role in contributing towards the Council's strategic priorities.

## **2. Our Direction (OD2.0)**

### *Our vision*

2.1 Since 2012, Our Direction has provided the framework for how we run HH. We have achieved a lot and we will continue to Improve People's Lives in the future.

2.2 External changes and better knowledge of our customers has led us to review our approach. Our Direction (OD2.0) is our framework for the next three years.

- 2.3 Our Direction (OD2.0) enables us to have the flexibility to improve more people's lives in the future and is the basis for all our decision-making processes. Further information can be found [here](#).
- 2.4 We expect the following trends will continue and have an impact on us: demand for good quality housing, cuts in government spending on welfare and housing, government support for home ownership, an ageing population, rising energy costs and advances in digital technology.
- 2.5 In early 2019 the HH Board will be agreeing the next phase of our strategic direction: OD3. This will build upon the successful delivery of our existing priorities. The strategic direction will reflect the changing operating environment in which we are operating.

### **3. Cross cutting themes**

#### *Governance*

- 3.1 We have a strong, challenging Board who drive the business forward and have been fundamental in setting the strategic direction of the organisation. We operate under the NHF Excellence in Governance Code and expectations and performance are monitored.
- 3.2 We have adopted the NHF Merger Code and we have developed our own Merger, Acquisition and Partnership Policy. Within this context HH continues to explore opportunities for enhanced collaboration and where appropriate, acquisitions.
- 3.3 The Regulator of Social Housing has recently confirmed our assessment as a top performing housing association with the continuation of our V1/G1 regulatory rating.

*Value for Money (VFM)*

- 3.4 The Scenarios, Priorities and Principles within Our Direction (OD2.0) underpin our strategic approach to delivering VFM. By using Our Direction (OD2.0) our Board has a basis for making decisions using a framework that is cascaded, understood and utilised throughout all levels of our strategic, operational and decision-making processes.
- 3.5 We aim to provide good services that are both affordable for ourselves and our customers. We asked our customers if they feel that HH offers value for money for the rent that they pay; 87% say that we do, and 91% would recommend us as a landlord to a friend or family member.
- 3.6 We have developed our VFM self-assessment report, which has been included within our Financial Statements and published in summary form on our website.
- 3.7 Our operating performance compares favourably to our peer group:
- We have invested in our Digital First approach to redefine how we provide modern self-serving services to customers, to enable us to deal with the impact of UC in the most cost-efficient manner and to be able to therefore provide our support to those customers who need it the most.
  - Our service charge costs are significantly lower than the average. This is reflected in the charges that are passed on to customers
  - Our routine and planned maintenance costs are significantly lower than average.
  - We recognise that our major repairs costs are still higher than average because of our continued policy of investing in our existing homes. However, they have significantly reduced over the last three years and continue to do so.
  - Taken together our routine, planned and major repairs are in line with the norm.

- Despite the impact of UC, at 1.4% our bad debt charge is significantly lower than the average. Our financial forecasts continue to anticipate that this charge will increase because of Welfare Reforms – principally UC.
- At 0.5% our rent loss from void properties is exceptionally low and expected to continue. There is strong demand for our properties, which is reflected in the re-let time achieved of 20.93 days.
- Our headline Social Housing Cost per Unit has remained consistent and is lower than average.
- Our operating surplus has increased. Overall our operating surplus is higher than average.
- Our management costs per unit have increased. A significant element of this increase is attributable to an additional £505k in defined benefit pension costs. This has had an impact of increasing the cost per unit by £71.

3.8 We continue to track this information on an annual basis to see how our actual and forecasts compare and change.

3.9 Our rents remain amongst the lowest in the borough, when compared to the other housing associations in Halton.

3.10 We have long term funding facilities in place, which are sufficient to finance our Business Plan for the short to medium term.

### *Health & Safety*

3.11 As a landlord and employer we have a duty of care to ensure all employees and customers are safe in the environments we provide, whether that is their place of work or their home. We employ a Health and Safety Manager to ensure compliance with statutory obligations and to offer advice to employees who have any Health and Safety concerns. We also employ a construction-specific Health and Safety Officer who ensures safe working practices in the way we deliver our repairs and investment work.

3.12 We take our responsibility to provide a safe home for our customers seriously. During 2017/18 we've completed fire risk assessments on our flatted blocks and set aside £1.6m within our 2018/19 budget to undertake works to improve fire safety. We are also transitioning to a five-yearly cycle for electrical safety reports from our current 10 year cycle.

### *Diversity*

3.13 We are committed to achieving a working environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. We also aim to provide a service that does not discriminate against its customers in how they can access the services supplied by HH.

3.14 The Single Equality Scheme takes account of the requirements within the Equality Act 2010 and the Public-Sector Equality Duty (PSED). The framework describes in a single document how HH will fulfil its statutory and regulatory requirements to promote equality of opportunity, avoid discrimination, demonstrating its commitment to placing the promotion of equality and diversity at the centre of every aspect of its work.

3.15 We published our Gender Pay information by the deadline of 4<sup>th</sup> April 2018. The results were extremely positive. Average salaries show a 0.25% pay gap in favour of female employees. This along with a large representation of females at Director level provides a positive pay gap of approximately 14%. However, the report has highlighted a couple of actions for HH to progress.

### *Environmental*

3.16 We aim to reduce the environmental impact of our activities. To achieve this, we operate an Environmental Sustainability Policy. This shapes how we consider our environmental impact across all its business activities.

*Health & Wellbeing*

3.17 HH welcomes the opportunity to contribute to improving the health outcomes for all those living in the borough through its role on the Health & Wellbeing Board.

3.18 In conjunction with the CCG, we have developed a jointly funded role to practically deliver health related initiatives across the neighbourhoods in which we operate. This builds upon the foundations laid in 2016/17 when the focus on developing a strategic approach was developed through a joint Director of Housing & Wellbeing role.

3.19 Our move to Waterfront Point in September 2017 enabled us to offer a modern, award winning workplace and a working culture, which provides flexibility for people to deliver their best performance.

**4. Key performance indicators**

*Actual performance for 2017/18 (Appendix 1)*

4.1 We have seven key performance indicators that are reported to each Board meeting. These are our lifeblood measures, as they are critical to the financial health and wellbeing of the business.

4.2 Our key strategic targets have been delivered, as evidenced by us outperforming six of the seven challenging 'Lifeblood Measures' targets. Our sector leading Digital First targets have been achieved and are now part of our normal working approach. A monthly update against our Digital First targets are published on a monthly basis (Appendix 3). The only target not achieved was "Net New Homes". This was because 10 properties due to be completed in March 2018 slipped into 2018/19. Right to Buy and Right to Acquire Sales also exceeded expectations.

4.3 We have maintained our delivery of new homes, with 1,200 built and acquired in the last five years. We have an excellent relationship and track record with Homes England.



- 4.4 Our portfolio has shifted as part of our risk diversification, with mixed tenure developments and growth in our sales skills. An active pipeline of 800 additional new build homes has been identified, against our target of 1,100 by 2024. Of these, 134 homes have been secured through strategic land purchases and 378 homes are in construction or completed.
- 4.5 The last year has been when we have focused on listening more – both with customers and colleagues. Our customers and colleagues value what we do: 91% of customers and 84% of colleagues would recommend HH as a landlord/ employer to friends or family.
- 4.6 Customeyes is our sector leading transformation programme. This will radically change how the business delivers its services as well as improving our operating effectiveness and efficiency. A summary of the Programme is included at Appendix 4.

*NROSH data submission (Appendix 2)*

- 4.7 Each year HH must submit data to the Regulator of Social Housing. The submission for 2017/18 reflects our strong performance across a range of key measures.
- 4.8 Some of the highlights of the data submission include:
- The number of homes owned and managed has increased from 6,878 to 7,048.
  - The average social rent for a general needs property is £82.97 (52 weeks). This reflects a decrease of 1.0% compared to the previous year following the rent reduction.
  - HH had just 54 empty homes at the end of the year. This represents 0.8% of the total number of homes.
  - HH let 754 homes during the year. This represents a turnover rate of 11%.

- HH evicted 75 customers during the year. 74 of these evictions were for rent arrears and one for Anti Social Behaviour (ASB). This is an increase of 15 from the previous year.
- HH sold 56 homes during the year through the RTB and RTA initiatives.

*Targets for 2018/19 (Appendix 3)*

4.9 There are seven key Board measures for 2018/19. We have robustly reviewed the targets that we have set for the year.

4.10 One of the measures will measure the percentage of customers who would recommend HH as a landlord to friends or family member. Our target is to achieve 80% (4 out of 5) of customers.

4.11 Our key priorities for 2018/19 include:

- Continued focus on income collection and dealing with the impact of UC
- Improving our H&S compliance policies, processes, monitoring and reporting
- Implementation of GDPR
- Delivery of new homes for rent and sale
- Review of how we allocate our homes
- Continue the roll out of Digital First
- Development and implementation of our Workforce Development Plan
- Implementation and roll out of the new Board 'Lifeblood Measures'
- Review of customer service delivery structures as part of our Customeyes Project (see Appendix 4)
- Implementation of the action plans arising from the governance review and IDA preparedness review
- Commencement of the review of Our Direction (OD2.0) in readiness to launch a refreshed strategy in early 2019

## 5. Welfare Reform

- 5.1 One of our most significant risks is Welfare Reform – particularly UC. We anticipate that our rent arrears and bad debts will increase. We continue to review the provision within our financial forecasts. We have assumed a bad debt charge of 3% for 2018/19 and 4% in our future financial forecasts from 2019/20.
- 5.2 Our Housing Services Team focus on those customers who need our help and support the most. It is based around the three key areas of debt recovery, tenancy support and tenancy enforcement.
- 5.3 Through increased levels of automation and our renewed focus, we can mitigate some of the increased costs from UC. Our Digital First Programme has freed up resources to focus on debt recovery and support those customers who are most vulnerable. Recent analysis shows that the introduction of DF has saved £750,000 additional staffing costs that we would have needed to collect our UC related income (Appendix 6). We have prudently provided additional costs in our financial plans to cover additional staffing, mobile technology and collection costs.
- 5.4 We have reviewed our policies and procedures to ensure that they are all fit for the future and where applicable have placed a greater emphasis on customers taking responsibility for the choices they make. Underpinning the review is the adoption of our two Principles: choice and responsibility.
- 5.5 Since August 2016 we began to experience the impact of the full digital roll out of UC at around 20 cases per week. The roll out of the service has been difficult to manage and resulted in significant increases in the arrears of those who have transferred to this service. Despite the challenges, as a result of the investment in our systems and structures, we are still achieving our targets. We recognise and appreciate the significant investment made by the Council in providing £93k in Discretionary Housing Payments (DHP) in 2017/18.

- 5.6 We continue to use our evidence base as an early rollout area to lobby for the changes needed if UC is going to operate successfully. This has included our five separate submissions to the Work and Pensions Select Committee Inquiry into UC. Copies of these submissions and the regular summary infographics we produce to make the case for changes, can be found in the [dedicated area](#) of our website.
- 5.7 We are working hard with our customers to keep them informed and to help them to make changes and plan. During 2017/18 our four Welfare Benefits Money Advisors have generated £2.4m potential annual gains for customers including £775k in back pay and lump sum payments in benefits.
- 5.8 We continue to develop partnerships and we have a place on the Board of our local Credit Union, into which we have invested £100k.
- 5.9 On a final point we have continued to punch well above our weight as an organisation. The Halton brand is stronger than ever, as evidenced by our lobbying and evidence gathering/ sharing work on the impact of UC. This has also provided us with unprecedented levels of political and local influence across Halton and the wider LCR footprint.

## **6. Group Chief Executive**

- 6.1 As you will be aware, Nick Atkin has announced he is moving to Yorkshire Housing.
- 6.2 There is an exceptional team and organisation. HH will continue to evolve and innovate and so deliver for customers. This is integral to our DNA. The Board has agreed a strategic direction that will deliver this through OD3.
- 6.3 To enable OD3 to be delivered, the Board have also commenced the process to recruit a new Group Chief Executive. We are selecting a specialist recruitment

agency to support this, with an advert due to be published immediately following the Christmas Break.

- 6.4 The Board have reviewed the handover plan the Executive Team have been developing for interim arrangements. To ensure there is no loss of the momentum and progress we have successfully secured, we have agreed the timescales for a managed handover to be completed by 31<sup>st</sup> March 2019.
- 6.5 The processes and timescales we have put in place will ensure there is a managed transition and continued delivery of the exciting and pivotal projects planned for 2019 and beyond.

## Appendix 1: KPI's 2017/18

Measure	Target	Performance	Comments
Income collected from current customers	Cash Collection: 95.95%  Arrears: £1.1m	Cash Collection: 96.4%  Arrears: £842k	The target has been achieved despite the impact that UC has had on our cash collection and arrears.
Average number of working days lost due to sickness absence	6.2 days	4.89 days	Sickness absence has significantly improved from the previous year and HH has performed well within target.
Void rent loss	£155,348	£144,484	551 properties we re-let this year with an average void period of 20.93 days.
OSUK (profit before tax & fair value adjustments)	£142,592 profit	£374,515 profit	OSUK has achieved Profit and Loss targets at year end.
Net new homes (HH only)	+204	+168	10 properties due to be completed in March originally are now due in June 2018. Right to Buy and Right to Acquire Sales have exceeded expectations which has resulted in not achieving the target.
Interest cover	Range from 151% to 166%	Range from 191% to 220%	HH has exceeded the interest cover covenants set by the funders.
Digital Contact/Activity	85%	87.5%	HH has achieved the target of 85% for March 2018 and is on track to achieve the 90% target by December 2018.

## Appendix 2: Headline NROSH+ Statistical Data Return Information with Annual Comparison

Year as at 31 <sup>st</sup> March	RSR		NROSH+						
	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number of General Needs Properties Excludes Affordable Rent Properties	6048	6046	6046	6158	6115	6224	6113	5759	5594
Number of General Needs Properties Managed by HH for other organisations	3	3	3	3	3	3	3	3	3
Number of Supported Housing Properties	97	97	97	128	128	128	128	128	128
Number of Shared Ownership Properties	Not in RSR		0	13	13	12	12	21	23
Number of Intermediate Rent Properties Not included in the General Needs Number	Not in RSR		0	12	17	20	19	18	17
Number of Affordable Rent Properties Not included in the General Needs Number	Not in RSR		28	82	170	269	479	949	1283 <sup>1</sup>
Number of Properties Developed for sale but not yet sold as at year end.	0	0	3	0	0	0	17	3	2 <sup>2</sup>
Average rent for General Needs properties	£66.97	£67.80	£71.65	£76.60	£79.49	£82.87	£84.80	£83.77	£82.97 <sup>3</sup>
Average rent for Supported Housing Properties	£58.03	£58.51	£55.05	£67.26	£69.81	£73.67	£75.65	£76.54	£75.81
Average rent for General Needs Affordable Rent Properties	Not in RSR		£105.16	£101.20	£103.02	£104.81	£105.58	£102.29	£101.32 <sup>4</sup>

<sup>1</sup> 1205 general needs, 39 supported housing and 39 temporary housing properties at Brennan Lodge.

<sup>2</sup> There are 2 buy back properties at Naughton Fields that were unsold at 31<sup>st</sup> March 2018.

<sup>3</sup> The rent reduction compared to 2017 is 0.96%. This isn't exactly 1% as there are properties that have moved from the social rent category due to sales and conversions to Affordable Rent.

<sup>4</sup> The rent reduction compared to 2017 is 0.96%. This isn't exactly 1% as there are properties that have moved from the affordable rent category conversions to social rent and all new build properties are affordable rent properties.

## Appendix 3: KPI's 2018/19

Measure	Target	Comments
Income collected from current customers	Current Arrears £1.15m at year end	To set this target, we have estimated the increase in the number and the potential impact of new UC cases on arrears in 2018/19. This has been based on our experience of the roll out throughout 2017/18.
Void Rent Loss	£158,484	This target has been based on 600 voids throughout the year and achieving an average re-let time of 20 days.
Customer Feedback	80%	The target for this measure is to achieve 80% (4 out of 5) of customers who respond to our survey stating that they would recommend HH as a landlord to friends or family member.
New Homes Developed	22	HH are expecting to develop an additional 22 properties in 2018/19.
Number of Unsold Homes	0	All the shared ownership properties developed by HH are expected to be sold by March 2019.
Return on Investment in OSUK	3.7%	HH's Investment in OSUK is expected to return 3.7% in the year. HH's investment in OSUK will increase throughout 2018/19 as OSUK acquires or builds new properties.
Employee Engagement	65%	This will be the number of employee feedback 'pulse' surveys completed by employees. There will be several surveys throughout the year



Appendix 4: Digital First Summary Results



September '18

As part of our **Digital First strategy**, we've developed a customer app, website portal, community TV & games console channel, plus mobile working.

Our aim is to have **90% of customer led transactions via digital services by December 2018**

Target **90%**

currently **88.1%**



A combination of customer contacts and self serve transactions

Satisfaction with online services runs at **92%**

**378** devices provided to customers with no internet access

Customer led communication with Halton Housing

**68%** of all contacts are made using digital channels

**67.5%** of households have accessed services digitally



**82%** of customers have access to the internet themselves

**12%** of customers have access elsewhere

**Musical Chairs**

Since 2014 our staffing numbers have shifted to support our Digital First strategy:

Tenancy Support	<b>333%</b> (↑)
Tenancy Enforcement	<b>250%</b> (↑)
Debt Recovery	<b>27%</b> (↑)
Customer Service	<b>56%</b> (↓)
Welfare Benefits	<b>40%</b> (↑)
Housing Officers	<b>100%</b> (↓)



Incoming calls to the Customer Service Team have fallen by **76%** and outgoing calls by **80%**

16 modules for mobile working used by over 100 frontline staff, **saving 30-45 minutes per visit**



**99.9%** of rent balance enquiries are made digitally

**23%** of repairs are now requested digitally



**60%** of ASB cases are raised digitally



Want to find out more? We hold regular Digital First Taster Sessions throughout the year. Head to 'Eventbrite' and search Halton Housing Digital First to book your place.

Appendix 5: Customeyes

**Customeyes**

Preemptive services through the eyes of the customer



Why this is SO important	How we will do it	What This will allow us to do																				
 <p><b>Grenfell/ Social Housing Green-paper</b> Proposal of a fundamental reform to re-balance the relationship between Landlord &amp; Customer</p>	 <p><b>Customer behaviour</b> We will understand why customers are doing what they are doing</p>	 <p><b>Foresight into</b> Arrears, Tenancy ends, Adaptations, Changes of Circumstance, Housing supply &amp; demand</p>																				
 <p><b>Universal Credit</b> 3.15 million claimants still to move to UC by 2020</p>	 <p><b>Data</b> We will analyse internal &amp; external data, complaints &amp; satisfaction info, how many times we get things right first time &amp; end to end times</p>	 <p><b>Internet of things</b> Understand our homes and fix things before they even break</p>																				
 <p><b>Housing Crisis</b> Liverpool, City Region needs to build 5364 per year &amp; Manchester City Region 10,682 per year to keep up with demand</p>	 <p><b>Local Knowledge</b> We will utilise the knowledge &amp; experience of our workforce, our stakeholders &amp; the Local Authority</p>	 <p><b>Flexible Service Offers</b> Knowing the needs &amp; expectations of customers will allow us to offer a range of products of services</p>																				
 <p><b>We respond when things go south</b> We chase debt when accounts go into arrears, carry out repairs when things break, re-let homes when tenancies fail</p>	 <p><b>Customer Journey Mapping</b> We will map the customer touch points through the eyes of the customer</p>	 <p><b>Real-time behavioural insight</b> We will continually drive forward how we operate. We will Learn, Adapt, Evolve &amp; Thrive</p>																				
 <p><b>High Cost &amp; Poor CX</b> It costs 4x more to repair a boiler when out of hours &amp; is a significant customer pain point</p>	 <p><b>Listening to customers</b> We will listen to our customers through co-creation work-shops, surveys &amp; feedback</p>	 <p><b>Instructive, dynamic and adaptable service that</b> understands each customer's needs &amp; expectations and delivers against those consistently</p>																				
 <p><b>Customer Expectation</b> We need to keep up with the expectations of today's customer</p>	 <p><b>Listening to colleagues</b> We will empower a guiding coalition, utilise pulse surveys &amp; hold shaping sessions</p>	 <p><b>Root cause analysis</b> We will investigate failure and determine the cause</p>																				
 <table border="1"> <thead> <tr> <th>Rank</th> <th>Organisation</th> </tr> </thead> <tbody> <tr><td>1</td><td>Amazon.co.uk</td></tr> <tr><td>2</td><td>John Lewis</td></tr> <tr><td>3</td><td>Next</td></tr> <tr><td>3</td><td>Yorkshire Bank</td></tr> <tr><td>5</td><td>First direct</td></tr> <tr><td>7</td><td>Truist Mortgage</td></tr> <tr><td>8</td><td>M&amp;S</td></tr> <tr><td>8</td><td>Wilko</td></tr> <tr><td>10</td><td>Iceland</td></tr> </tbody> </table>	Rank	Organisation	1	Amazon.co.uk	2	John Lewis	3	Next	3	Yorkshire Bank	5	First direct	7	Truist Mortgage	8	M&S	8	Wilko	10	Iceland		
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8	Wilko																					
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Appendix 6: Life Without DF Post UC Infographic



**Managing the impact of Universal Credit**

Without Digital First the cost to collect our income post UC would have increased by:



**26.5%** (1,854 tenancies) of our customers are in receipt of Universal Credit, but owe 62.6% of all our arrears **UC**

Prior to claiming UC, customers average arrears were **£199** **£** Post UC, the average arrears balance is now **£452**

Our Debt Recovery and Benefit Support teams have increased in size to enable us to support those customers impacted by the roll out of UC



Tenancy Support	<b>333%</b> (↑)
Tenancy Enforcement	<b>250%</b> (↑)
Debt Recovery	<b>27%</b> (↑)
Customer Service	<b>56%</b> (↓)
Welfare Benefits	<b>40%</b> (↑)
Housing Officers	<b>100%</b> (↓)

As a direct result of the introduction of Digital First, we have been able to provide increased levels of support and focus our approach on debt recovery, without increasing overall staffing levels and associated costs



**REPORT TO:** Executive Board

**DATE:** 17 January 2019

**REPORTING OFFICER:** Strategic Director – People

**PORTFOLIO:** Children, Education & Social Care

**SUBJECT:** Capital Programme – 2019/20

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

## **1.0 PURPOSE OF THE REPORT**

1.1 This report provides a summary of the capital programmes for 2019/20 for the People Directorate.

## **2.0 RECOMMENDATION: That**

- 1) the position regarding capital funding from the Department for Education for 2019/20 is noted;**
- 2) the proposals to be funded from School Condition Capital Allocation are approved;**
- 3) the capital allocations are put forward for inclusion in the Budget report to full Council.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Department for Education has not yet announced the Capital Grant Allocation for 2019/20, but given the timescales for some of the proposed capital projects, there is a requirement to present this report. The allocation stated in this report is based on the 2018/19 allocation which was £1,007,078. As in previous years, the allocation is likely to follow the same methodology, therefore, for the purpose of planning the capital programme for 2019/20, the 2018/19 allocation figure has been applied. In the event that the 2019/20 allocation is reduced, or in the event that a school converts to academy status which impacts on funding received by the Council, the amount of funding available for elements of the capital programme will be reduced accordingly.

3.2 In addition to the Capital Grant Allocation, in 2017 The Department for Education also announced Special Provision Capital Funding for local authorities to invest in provision for children and young people with Special Educational Needs and Disabilities aged 0-25 to improve the quality and range of provision available to the Local Authority. The funding was for a range of provision types where this benefits children and young people with education, health and care (EHC) plans aged between 0 and 25 and commenced in 2018/19. Halton's allocation over a 3 year period was £500,000 (three payments of £166,666 each year). It was confirmed in May

2018 that the Local Authority would receive an additional amount of £116,279, taking the total Special Provision Capital Funding allocation to £616,279.

- 3.3 On the 20<sup>th</sup> September 2018 The Executive Board approved works to create foundation/Key Stage 1 Social Emotional and Mental Health (SEMH) Resources bases at Beechwood Primary School and Halton Lodge Primary School. Provisional costs have been provided and in addition to the details provided in paragraph 3.2 above, the Local Authority will also be allocating an element of its School Condition Allocation Funding towards this scheme, to maximise the build quality, facilities, and resources within the bases.
- 3.4 Detailed in the table below is the funding available to support capital projects across the school estate:

<b>GOVERNMENT FUNDING</b>	
<p><b>School Condition Allocation – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2018/19)</b></p> <p>Allocated to fund condition and suitability projects at Local Authority maintained schools.</p>	£1,007,078
<p><b>School Condition Allocation – Voluntary Aided maintained schools (INDICATIVE FIGURE BASED IN 2018/19)</b></p> <p>Allocated to fund condition and suitability projects at Voluntary Aided schools.</p>	£646,810
<p><b>Special Provision Capital Fund – 2019/20 allocation</b></p> <p>Allocated to create foundation/Key Stage 1 SEMH Resources bases at Beechwood Primary School and Halton Lodge Primary School. The total allocation was initially £500,000 then an additional amount of £116,279 was confirmed in May 2018. This equates to £205,426 per year for 3 years, with the first allocation for 2018/19 now received.</p>	£205,426
<p><b>Devolved Formula Capital – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2018/19)</b></p> <p>Allocated directly to Local Authority maintained schools for their own use to address school building and Information Communication Technology needs.</p>	£228,528
<p><b>Devolved Formula Capital – Voluntary Aided maintained schools (INDICATIVE FIGURE BASED ON 2018/19)</b></p> <p>Allocated directly to Voluntary Aided maintained schools for their own use to address school building and Information Communication Technology needs.</p>	£159,106

#### 4.0 School Condition Allocation funding.

4.1 The table below details how the School Condition Allocation will be utilised.

Description	Estimated costs	Description
Computer Aided Design Plans	£2,500	Used to update plans of school buildings where improvement works have been carried out.
Kitchen gas safety / ventilation	£45,000	A rolling programme to address gas safety issues in school kitchens.
Asbestos Management	£35,000	Annual update of asbestos surveys and undertaking of resulting remedial works.
SEMH Resource Base	£60,000	This will be used to support the creation of the SEMH Resource Bases at Halton Lodge Primary School and Beechwood Primary School.
Contingency	£98,534	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£800,000	A programme of capital works undertaken at community and voluntary controlled schools, determined by the Local Authority.
<b>Total</b>	<b>£1,041,034</b>	

The total amount of £1,041,034 detailed above comprises £1,007,078 (based on 2018/19 School Condition Allocation), together with a required total contribution from schools.

#### 5.0 POLICY IMPLICATIONS

5.1 The programme of works will allow the Council to continue to meet its requirement to enhance the school environment through capital projects, and to ensure the Council has sufficient school places.

#### 6.0 FINANCIAL IMPLICATIONS

6.1 In March 2018 the DfE announced the final capital allocations for 2018/19, for Halton this was £1,007,078. At the time of writing, the 2019/20 allocation has not yet been announced, but it is likely to follow the same methodology as previous years, therefore for the purpose of planning the capital programme for 2019/20 the 2018/19 allocation figure has been used; in the event that the allocation is reduced, the amount of funding available for elements of the capital programme will be reduced accordingly.

## **7.0 OTHER IMPLICATIONS**

7.1 The Capital Repairs Programme will contribute to Halton's Carbon Management Programme by producing more energy efficient buildings.

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

### **8.1 Children and Young People in Halton.**

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

### **8.2 Employment, Learning & Skills in Halton**

As above.

### **8.3 A Healthy Halton**

None identified.

### **8.4 A Safer Halton**

None identified.

### **8.5 Halton's Urban Renewal**

None identified.

## **9.0 RISK ANALYSIS**

### **9.1 Capital Repairs**

It is current practice for schools to contribute towards the cost of works. Consultation with schools on their contribution to any proposed works will take place following the Council's consideration of the budget report in March 2019. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2019/20.

## **10.0 EQUALITY AND DIVERSITY ISSUES**

10.1 The works to be carried out at Beechwood Primary and Halton Lodge Primary Schools to create a foundation/KS1 SEMH Resource Base at each, will broaden the range of educational provision within Halton and provide specialised in-borough provision, and support inclusion.

## **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 Capital Programmes for 2019/20 to be implemented with effect from 1 April 2019.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Schools Capital Funding Allocations 2018/19 Department for Education 19/10/2017.	People Directorate	Catriona Gallimore
SEND provision capital funding for pupils with EHC Plans Department for Education 29/05/2018	People Directorate	Catriona Gallimore



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	17 January 2019
<b>REPORTING OFFICER:</b>	Strategic Director – People
<b>PORTFOLIO:</b>	Children, Education & Social Care
<b>SUBJECT:</b>	School Admission Arrangements 2020
<b>WARDS:</b>	Borough-wide

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

- 1.1 This report fulfils the Local Authority's statutory requirement to consult upon and then determine Halton's School Admissions Policy for Local Authority maintained community and voluntary controlled schools, and Coordinated Admission Schemes for all primary and secondary schools in Halton, for the September 2020 intake.

### **2.0 RECOMMENDATION: That the Board approves the attached School Admissions Policy, Admission Arrangements and Coordinated Schemes for admission to primary and secondary schools for the 2020/21 academic year.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 On the 1<sup>st</sup> October 2018 Halton Local Authority issued a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2020 intake (attached as Appendix 1). The full consultation was available on the Council's website for parents and carers and any other interested party, was issued to Chairs of Governing Bodies and Head Teachers of all schools as an item on the Strategic Director's Report to Governors (Autumn 2018), was issued to the four Diocesan Authorities responsible for voluntary aided schools in Halton, and sent to all schools in Halton who are their own admission authority, and to all neighbouring local authorities.
- 3.2 The consultation ran until 9<sup>th</sup> November 2018 and no changes were proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools. Reference has now been removed regarding community secondary schools as all secondary schools in Halton are either academies, free schools, or voluntary aided meaning they are their own admission authority and responsible themselves for consulting on any proposed changes they wish to make in accordance with the statutory requirements regarding consultation detailed in the Department for Education School Admissions Code 2014.

- 3.3 The Local Authority's consultation advised that there would be no individual response to any submission made, but any responses submitted would be considered by the Council's Executive Board. No responses to the consultation were received.
- 3.4 The Local Authority as commissioner of school places must ensure that the admission arrangements are fair, clear and objective, and fully comply with all statutory requirements. The arrangements proposed for the 2020/21 academic year reflect those requirements.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools. The oversubscription criteria contained within the Policy reflect the criteria which are considered good practice and acceptable by the Department for Education.
- 4.2 Parents/carers may express a preference for any school and must complete an application form which allows them the opportunity to express a preference for any school. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the criteria.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 None.

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

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

The proposed policy complies with statutory requirements in ensuring that the admission arrangements are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs, thereby ensuring that the educational provision for children & young people in the borough is inclusive and accessible.

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

Educational achievement is critical to the life chances of all children in the borough and the School Admissions Policy detailing school admission arrangements in Halton underpins the requirement to promote fair access to educational opportunity.

### **6.3 A Healthy Halton**

The School Admissions Policy is aligned to the Council's School Transport policies which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

### **6.4 A Safer Halton**

The alignment of the School Admissions Policy and School Transport policies promotes the safe travel and transfer of pupils to school.

### **6.5 Halton's Urban Renewal**

None identified.

## **7.0 RISK ANALYSIS**

- 7.1 The admission arrangements and co-ordinated schemes are proposed to maximise parental preference for Halton schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of admission appeals, adversely affecting the intake at some schools. Furthermore, any amendments may affect the Local Authority's School Organisation planning.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 The proposed admission arrangements reflect any requirements of the Equality Act 2010.

## **9.0 REASON(S) FOR DECISION**

- 9.1 The decision is statutorily required and any revision to the proposed arrangements may adversely affect school place planning as detailed in 7.1 above.

## **10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 10.1 Other options considered and rejected include the allocation of places through random allocation (lottery) as this method could be seen as arbitrary and random.

## **11.0 IMPLEMENTATION DATE**

- 11.1 The Policy and co-ordinated schemes will apply for the September 2020 academic intake.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
<b>School Admissions Code 2014</b>	<b>People Directorate</b>	<b>Martin West</b>
<b>School Standards &amp; Framework Act 1998</b>	<b>People Directorate</b>	<b>Martin West</b>
<b>Education Act 2002</b>	<b>People Directorate</b>	<b>Martin West</b>
<b>Education &amp; Inspections Act 2006</b>	<b>People Directorate</b>	<b>Martin West</b>



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2020/21 ACADEMIC YEAR

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2020.
- 2.0** Halton Local Authority is consulting on the proposed admission arrangements to determine a co-ordinated scheme which will apply to all secondary schools in the authority's area for the September 2020 intake.
- 3.0** The Scheme will apply to the following schools in the table below. The table also details the proposed Published Admission Number (PAN) for each school, and the type (category) of school:

<b>School</b>	<b>PAN</b>	<b>Type</b>
The Grange	180	Academy
Saints Peter and Paul Catholic College	300	Voluntary Aided
St Chad's Catholic and Church of England Joint Faith High School*	190	Voluntary Aided
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	240	Academy
Wade Deacon High School	310	Academy
Sandymoor School	120	Free School

\*In the process of converting to academy status.

It should be noted that at the time of writing some schools may be in the process of determining their PAN for 2020, providing they have consulted in accordance with the statutory requirements of the School Admissions Code.

Each Academy School (including Free Schools) has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the

admission authorities for these schools. Academy Trusts and Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2019 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2020. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will be available on-line and parents/carers are required to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions). Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs. Paper forms are available by request only.
- 5.0** Admission authorities i.e. governing bodies for voluntary aided, academy and free schools **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2020**
- 6.1** Halton LA publishes online an "Admission to Secondary School" booklet (a Composite Prospectus). A letter and information leaflet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, advising parents of the online booklet and application process, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the Council's website, and from the Admissions Team. The booklet will be published online at the start of the Autumn Term, **September 2019**, and the on-line application system will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Applications from Halton resident parents, either on-line submissions or hard copy

(by request only), must be returned no later than **Thursday 31<sup>st</sup> October 2019**.

- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions). This is the preferred method of application. Residents who cannot apply online may request a paper copy of the preference form from any of the Halton Direct Link Offices or directly from the School Admissions Team.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning 18<sup>th</sup> November 2019, details of all first, second, and third preferences for admission to aided schools, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Admissions Team by Friday 13<sup>th</sup> December 2019.
- 6.7** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Monday 2<sup>nd</sup> March 2020**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted. Parents/carers who applied online will also receive an email confirming the allocated place.
- 6.8** If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

## **7.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL**

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

## **8.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS**

Late applications for places at Halton Local Authority maintained community schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 14 below.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **31<sup>st</sup> October 2019**.

## **9.0 CHANGE OF PREFERENCE**

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

## **10.0 CHANGE OF ADDRESS**

If a pupil moves house **after the closing date of 31<sup>st</sup> October 2019 and before 20<sup>th</sup> January 2020**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made **after 20<sup>th</sup> January 2020**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be



submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

### **11.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

### **12.0 WAITING LISTS**

Waiting lists will be held for all oversubscribed secondary schools. The Local Authority, who are responsible for coordinating admissions, will maintain the waiting lists for oversubscribed schools and, if a place becomes available, will liaise with the relevant schools before reallocating any available place. Secondary schools must not reallocate any places, this is the responsibility of the Local Authority for the secondary transfer process. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria for the relevant school. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

### **13.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

## 15.0 SCHOOLS WITH SIXTH FORMS

Each school with a sixth form **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements. Children in care **must** be given the highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

**TIMETABLE FOR SEPTEMBER 2020 SECONDARY ADMISSIONS**

**SEPTEMBER 2019 – APPLICATION PROCESS COMMENCES**

**31<sup>ST</sup> OCTOBER 2019 CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**WEEK COMMENCING 18<sup>TH</sup> NOVEMBER 2019 LA PROVIDES DETAILS OF ALL 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup> PREFERENCES TO VA SCHOOLS**

**BETWEEN 19<sup>TH</sup> NOVEMBER AND 13<sup>TH</sup> DECEMBER 2019 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)**

**NO LATER THAN 13<sup>TH</sup> DECEMBER 2019 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR**

**2<sup>ND</sup> MARCH 2020 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM**

**FRIDAY 27<sup>TH</sup> MARCH 2020 APPEALS TO BE LODGED WITH THE LA MAINTAINING THE SCHOOL**



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2020/21 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 15 and 16 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions).
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as

statutorily required, an Equal Preference Scheme is operated. Within the equal preference scheme all preferences are considered equally against each school's published admission criteria. After all preferences have been considered if only one school named on the preference form can offer a place the maintaining LA will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the relevant oversubscription criteria.

- 7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.
- 7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies, is offered, and accepts the place within the normal admissions timetable, and the place is taken up within the same academic year.
- 7.2** In addition, the LA, as detailed within the Department for Education document "Advice on the admission of summer born children" (2014), will ensure that flexibilities exist for children whose parents do not feel they are ready to begin school in the September following their fourth birthday. School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case. In these cases the School may seek the professional views of Local Authority officers including the Special Educational Needs Assessment Team, the Education Welfare Service, and the Educational Psychology Service, together with any other agencies who are involved with the child/family.
- 7.3** It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

## **8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2020**

- 8.1** Halton LA publishes online an “Admission to Primary School” booklet (a Composite Prospectus). A letter and information leaflet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council’s website, and upon request from the Admissions Team. The booklet will be published online in **September 2019** and the on-line application system will be available at the same time.
- 8.2** The preference form will seek three preferences in ranked order. All applications, whether made online or submitted in paper format (by request only) must be submitted by no later than **Wednesday 15<sup>th</sup> January 2020**. This closing date is a statutorily set closing date. The online application system will not be available after this date and late applications must be submitted on a paper copy of the preference form.
- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Admissions Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place week commencing **Monday 3<sup>rd</sup> February 2020**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools where admission is being sought, by **Friday 21<sup>st</sup> February 2020**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria. Voluntary Aided schools **must** then notify the Admissions Team by **Friday 6<sup>th</sup> March 2020** all pupils’ details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school by **Friday 20<sup>th</sup> March 2020**.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Thursday 16<sup>th</sup> April 2020**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carers then it is assumed the place has been accepted.
- 8.7** Parents will have until **Thursday 14<sup>th</sup> May 2020** to lodge any appeals with the LA.

## 9.0 OVERSUBSCRIPTION CRITERIA

9.1 If a Halton community or voluntary controlled school becomes oversubscribed, places will be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), and children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year;
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight-line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil.

For admission to community and voluntary controlled schools the following notes apply:

a) Children who have a statement of special educational needs (to be known as Education, Health & Care Plan) will be allocated a place at the school named in the statement (Education, Health & Care Plan). Where a child with a statement (Education, Health & Care Plan) is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), a place will be offered using the electronic admission system's random allocation function.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent home address. Where a child lives with parents with shared responsibility the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child

Benefit upon request from the LA. It may also be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect parent's rights to appeal for a place at the school(s) they have been refused.

## **9.2 THE GRANGE ALL THROUGH SCHOOL**

The Grange is a designated all through school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to infants, infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the school's admissions criteria. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

## **10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS**

Late applications for places at Halton Local Authority maintained community and voluntary controlled schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 15 below.

If parents are making a late application to a voluntary aided school or academy the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application



system is not available after the deadline for application, **15<sup>th</sup> January 2020**.

#### **11.0 CHANGE OF PREFERENCE**

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

#### **12.0 CHANGE OF ADDRESS**

If a pupil moves house **after the closing date of 15<sup>th</sup> January 2020 and before 21<sup>st</sup> February 2020**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made **after 22<sup>nd</sup> February 2020**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

#### **13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

#### **14.0 WAITING LISTS**

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year application process will be applied.

## **15.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (in which the majority of children will reach the age of 5, 6, or 7 during the school year) to 30 pupils per school teacher. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) It finds that the admission of additional children would **not** breach the infant class size limit; or
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

## **16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will not affect the school in the longer term and will not have a detrimental

effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2020 but may alter as a result of any school reorganisation.

**COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

All Saints Upton C E Voluntary Controlled Primary (30)  
Astmoor Primary (25)  
Beechwood Primary (20)  
Brookvale Primary (40)  
Castleview Primary (20)  
Ditton Primary (60)  
Fairfield Primary (90)  
Farnworth C E Voluntary Controlled Primary (60)  
Gorsewood Primary (30)  
Hale C E Voluntary Controlled Primary (25)  
Halebanks C E Voluntary Controlled Primary (15)  
Hallwood Park Primary (25)  
Halton Lodge Primary (30)  
Hillview Primary (30)  
Lunts Heath Primary (60)  
Moore Primary (30)  
Moorfield Primary (45)  
Murdishaw West Community Primary (30)  
Oakfield Community Primary (40)  
Pewithall Primary (30)  
Simms Cross Primary (40)  
Spinney Avenue C E Voluntary Controlled Primary\*\* (30)  
The Brow Community Primary (25)  
Victoria Road Primary (40)  
Westfield Primary (25)  
Weston Primary (30)  
Weston Point Primary (20)  
Windmill Hill Primary (25)  
Woodside Primary (30)

\*\* considering converting to academy status

**ALL THROUGH ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The Grange (60)

**VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

**CHURCH OF ENGLAND:**

Runcorn All Saints' CE Aided Primary (20)  
St Berteline's CE Aided Primary (44)  
St Mary's CE Aided Primary (35)

**CATHOLIC:**

Our Lady Mother of the Saviour Catholic Primary (30)  
Our Lady of Perpetual Succour Catholic Primary (30)  
St Basil's Catholic Primary (60)  
St Bede's Catholic Infant (75)  
St Bede's Catholic Junior (75)  
St Clement's Catholic Primary (30)  
St Edward's Catholic Primary (15, to be confirmed)  
St Gerard's Roman Catholic Primary & Nursery (30)  
St John Fisher Catholic Primary (30)  
St Martin's Catholic Primary School (30)  
St Michael's Catholic Primary (30)  
The Holy Spirit Catholic Primary (20)

**ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

Daresbury Primary (30)  
Palace Fields Primary Academy (30)  
St Augustine's Catholic Academy (15)  
The Bridgewater Park Academy (30)  
Widnes Academy (30)

**TIMETABLE FOR SEPTEMBER 2020 PRIMARY ADMISSIONS**

**15<sup>th</sup> January 2020**

Closing Date for

**Monday 3<sup>rd</sup> February 2020**

Inter LA exchange of

**By Friday 21<sup>st</sup> February  
2020** preference details sent  
to all VA schools to rank

**Friday 6<sup>th</sup> March**

**2020** VA schools

**Friday 20<sup>th</sup> March  
2020**

**Thursday 16<sup>th</sup>**

**April 2020**

Online notification

**Thursday 14<sup>th</sup>**

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	17 January 2019
<b>REPORTING OFFICER:</b>	Strategic Director - People
<b>SUBJECT:</b>	Application for the development of a Special Free School for pupils with Social Emotional and Mental Health Needs (SEMH)
<b>PORTFOLIO:</b>	Children, Education and Social Care
<b>WARDS:</b>	All

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

- 1.1 To provide an update on the opportunity to develop a Special Free School for pupils with Social, Emotional and Mental Health Needs in Halton.

### **2.0 RECOMMENDATION: To note the decision of the Chief Executive, acting under delegated powers, to develop a free school provision on the Naylor Road, Widnes, site.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 On 18 October 2018, Executive Board approved an application to establish a special free school in Halton shared with St Helens Borough Council. On 16 December 2018, a statement was published by the Education Secretary, Damian Hinds, advising that all high quality bids applications for special free schools submitted in the current round would be approved. The DfE Lead Assessor has contacted the LA to request final submission of the specification as a matter of urgency. Following consultation with the Leader and the Portfolio holder for Children, Education and Social Care, the Chief Executive used delegated powers for the development of the free school provision on the Naylor Road, Widnes, site.

### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The Department expects that any land identified by the Local Authority will be provided for free or there will be a peppercorn rent charged to the Trust that will run the free school.
- 4.2 The capital costs for development of the building will be met by the DfE if the application is successful.

4.3 Each local authority will commission places from the Free School and will pay for these places from their High Needs Funding. It is anticipated that by establishing this new provision there will be a reduction in the costs of placing pupils out of borough and a reduction in the costs of transport.

4.4 Should there be any additional capacity other neighbouring authorities have expressed an interest in commissioning this provision.

## **5.0 POLICY IMPLICATIONS**

5.1 If the application to develop a free schools is successful Halton and St Helen's will be required to identify a Trust sponsor through the presumption route.

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

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

Supporting pupils with SEMH in local schools is more inclusive as it allows pupils to be educated within their own community and alongside their peer group.

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

None identified

### **6.3 A Healthy Halton**

The bases will provide support for pupils with social emotional and mental health difficulties.

### **6.4 A Safer Halton**

None identified

### **6.5 Halton's Urban Renewal**

None identified

## **7.0 OTHER IMPLICATIONS**

6.1 It is anticipated that establishing local SEMH provision will lead to a reduction in the rates of exclusions at secondary schools.

## **8.0 RISK ANALYSIS**

8.1 This proposal could have the effect of increasing demand for a special school place which risks long term outcomes for young people to live

an independent life. To mitigate against this, it will be expected that the free school work collaboratively with local authority commissioners and schools across the boroughs to support re-integration where this can be achieved and to be a key partner with the continuum of provision for pupils with SEMH.

8.2 Where re-integration is not appropriate, the school will work with local post 16 planning and provision teams and develop strong links with FE providers and with employers to design appropriate pathways, with links into apprenticeships and supported internships.

**9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 The aim of the proposal is to improve the local offer for key stage 3 and 4 pupils with SEMH.

**10.0 REASON FOR DECISION**

10.1 Provide a more inclusive offer for pupils with SEMH giving them the opportunity to be educated with support alongside their peers.

**11.1 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 Not submitting an application for a joint free school. However, lack of provision has an impact on the educational outcomes of pupils that need this support.

**12.0 IMPLEMENTATION DATE**

11.1 Notification as to whether the bid has been successful will be announced by the DfE in Spring 2019.

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

Document	Place of Inspection	Contact Officer
DfE – Guidance and Criteria For local authorities seeking to establish new special or alternative provision free schools – July 2018	DfE Website	Ann McIntyre Operational Director – Education, Inclusion and Provision ann.mcintyre@halton.gov.uk



**REPORT TO:** Executive Board

**DATE:** 17 January 2019

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

**SUBJECT:** Discretionary Non-Domestic Rate Relief

**PORTFOLIO:** Resources

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

### **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to consider an application for discretionary non-domestic rate relief under Section 47 of the Local Government Finance Act 1988 and Section 69 of the Localism Act 2011, from United Kingdom Research and Innovation (UKRI) in relation to their two business premises located at SciTech Daresbury.

**2.0 RECOMMENDATION: That the request for 80% discretionary rate relief from United Kingdom Research and Innovation (UKRI) for their premises at Daresbury Laboratory and Building Two, Daresbury Innovation Centre, Keckwick Lane, Daresbury, be refused.**

### **3.0 SUPPORTING INFORMATION**

3.1 Under the amended provisions of the Local Government Finance Act 1988 (section 69 of the Localism Act 2011), the Council is able to grant discretionary rate relief to any business ratepayer. This relief had previously only been available to organisations that were a registered charity, a community amateur sports club or a not-for-profit organisation.

3.2 From 1<sup>st</sup> April 2017 the Council became responsible for meeting the full cost of all mandatory and discretionary relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

#### **UKRI - Daresbury Laboratory and Building Two, Daresbury Innovation Centre, Keckwick Lane, Daresbury.**

3.3 An application for 80% discretionary business rate relief has been received from UKRI in respect of their two business premises at the SciTech Daresbury campus.

- 3.4 The SciTech Daresbury campus was previously operated by the Science and Technology Facilities Council (STFC) which was a registered charity. STFC therefore previously received 80% mandatory business rates relief in respect of their two business premises. From 1<sup>st</sup> April 2018 STFC was incorporated along with six other research councils into UKRI.
- 3.5 UKRI have not however been awarded registered charity status. They are still in negotiation with HMRC and the Charity Commission seeking to obtain registered charity status. UKRI argue that there has been no change in the research activities carried out in their premises at Daresbury, but they do suggest that there will be no resolution to this matter in the short term.
- 3.6 In the meantime, UKRI have paid the 2018/19 business rates in full, despite having applied for 80% discretionary rates relief to replace the mandatory rates relief previously received by STFC.
- 3.7 If 80% discretionary rate relief were to be awarded, consideration would need to be given to whether this might breach State Aid rules, as UKRI nationally are engaged in business activities through providing science parks/laboratories for rent by commercial organisations. Informal advice has been obtained which suggests that there won't be a State Aid issue, but this would need to be confirmed.
- 3.8 If awarded, the cost of 80% discretionary rate relief to the Council in 2018/19 for the two premises would be as follows and as also detailed in the Appendix;

- (i) Daresbury Laboratory £433,840
- (ii) Building Two, Daresbury Innovation Centre £190,298

### **Conclusion**

- 3.9 Historically the Council has only provided discretionary rate relief of up to 20% as a top-up for registered charities, who automatically receive 80% mandatory rate relief. Given that UKRI have not been given registered charity status, it is proposed that the Council refuse their application for 80% discretionary rate relief.

### **4.0 POLICY IMPLICATIONS**

- 4.1 The Board is required by the regulations to consider each application on its own merit. Any recommendations provided are given for guidance only, are consistent with Council policy and, wherever possible, previous decisions.

### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The Appendix presents the potential annual costs to the Council of granting rate relief and the actual cost in the current financial year.

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

**6.1 Children and Young People in Halton**

UKRI has an active outreach programme which informs people of all ages about how science impacts their everyday lives and inspires the next generation of researchers.

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

None

**6.3 A Healthy Halton**

None

**6.4 A Safer Halton**

None

**6.5 Halton's Urban Renewal**

None.

**7.0 RISK ANALYSIS**

7.1 There are no key risks associated with the proposed action.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The applicants offer their services to all sections of the community, without any prejudice.

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

9.1	Document	Place of Inspection	Contact Officer
	Application forms and supporting evidence	Kingsway House, Caldwell Road, Widnes	Adel Tomkins Senior Rating Officer, Business Rates.

**APPENDIX**

<b>Ratepayer</b>	<b>Address</b>	<b>Annual Rates Liability</b>	<b>Mandatory Rate Relief Awarded</b>	<b>Annual Cost of Mandatory Rate Relief to HBC</b>	<b>Disc. Rate Relief Claimed</b>	<b>Annual Cost of Disc. Rate Relief to HBC</b>	<b>Actual Rates Liability 2018/19</b>	<b>Actual Cost of Mandatory Relief to HBC 2018/19</b>	<b>Actual Cost of Disc. Rate Relief to HBC 2018/19</b>
		£		£		£	£	£	£
UKRI	Daresbury Laboratory, Keckwick Lane, Daresbury, Warrington, WA4 4AB	542,300.00	0%	0.00	80%	433,840.00	542,300.00	0.00	433,840.00
UKRI	Daresbury Laboratory, Keckwick Lane, Daresbury, Warrington, WA4 4AB	237,872.50	0%	0.00	80%	190,298.00	237,872.50	0.00	190,298.00

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	17 January 2019
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Waiver to Procurement Standing Orders: Integrated HR and payroll system.
<b>WARDS:</b>	Borough Wide

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

- 1.1 To seek a waiver to Procurement Standing Orders in respect of the award of a new contract to the supplier of the Council's integrated HR and payroll system.

### **2.0 RECOMMENDATION: That**

- 1) the report be noted; and
- 2) the Board approves the waiving of Part 3 of Procurement Standing Orders relying on numbers 1.14.4 (iii), 1.14.4 (iv) and 1.14.4 (v).

### **3.0 SUPPORTING INFORMATION**

- 3.1 The Council uses an integrated HR and payroll system known in the market-place as iTrent. The system is used to maintain the Council staffing establishment, to run the Council's two monthly payrolls (Teaching and non-teaching), and to run payrolls for 21 external customers who purchase payroll services under traded SLA arrangements.
- 3.2 The iTrent contract entered into in 2013, ended on 17<sup>th</sup> November 2018. Consideration was given to market testing for a change of system, however the iTrent system is firmly established within the Council and many associated internal and external systems interface with it to produce reliable HR and payroll process outcomes. These interfaces would need to be re-engineered or replaced.
- 3.3 In addition, the 21 external customers for whom payroll services are provided, all have established processes in place tailored to their payroll administration being undertaken in iTrent. Implementing revised arrangements for transfer and receipt of pay related data would be likely to be time and resource intensive, with the potential to increase short-

term costs for all parties and make the traded service offered by the Council less competitive.

- 3.4 The contract price from the incumbent supplier (MHR International) was more competitive than the lowest available price on a pre-procured public sector framework. The iTrent system cannot be procured from any other supplier as no reseller arrangements are in place within the market.
- 3.5 By making a direct award under the Light Touch Regime to effect this procurement, the cost saving to the Council is £38,587. This is the financial benefit gained as a result of this waiver.
- 3.6 In the longer term (5 - 10 years) a change of system might deliver cashable savings, however the cost to manage any change (exclusive of product and licencing costs) is estimated to be equivalent to at least half of the five year contract cost of the incumbent iTrent system alone. This negates any immediate benefits to be gained from procuring a different but compatible HR system at a lower cost, were one available.
- 3.7 The waiver is requested on the following grounds:
  - compliance with Standing Orders would result in a clear financial or commercial detriment to the Council;
  - compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit;
  - compliance with Standing Orders is not practical because the Councils requirements can only be delivered by a particular supplier.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 There are no policy implications.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The waiver enables the Council to maintain the existing operational state, delivering an efficient HR and payroll service across the Council without incurring additional costs associated with changing the system and process re-engineering.
- 5.2 The waiver enables the HR service to continue to offer consistent and uninterrupted service to customers receiving payroll services under a chargeable SLA framework, thus ensuring continuity of income.

#### **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 waiver enables the Council to maintain the existing operational state, delivering an efficient HR and payroll service across the Council, mitigating any risk of temporary service diminution that can be associated with large scale system and process change.

**8.0 EQUALITY AND DIVERSITY ISSUES**

There are no equality and diversity issues.

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

None under the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	17 January 2019
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Waiver to Procurement Standing Orders: MBA/MSc Senior Leader Masters Apprenticeship
<b>WARDS:</b>	Borough-wide

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

To seek approval from Executive Board to award a contract for the provision of a MBA/MSc Senior Leader Masters Apprenticeship to Liverpool John Moores University for a period of 2-years, starting 31<sup>st</sup> January 2019 to 31<sup>st</sup> March 2021.

### **2.0 RECOMMENDATION: That the Board, in compliance with Procurement Standing Orders 1.14.4 and 1.14.5 approve a waiver to award a contract to Liverpool John Moores University, for the following reasons:-**

- (i) Standing Order 1.14.4(iii) Where compliance with Standing Orders would result in a clear financial or commercial detriment to the Council;**
- (ii) Standing Order 1.14.4(iv) Where compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit.**

### **3.0 SUPPORTING INFORMATION**

- 3.1** The Council continues to be subjected to wide ranging organisational change and since 2010/11 management structures have been rationalised significantly. The need for clear, focused and high quality leadership is a constant requirement within our business, now augmented with the challenges of operating in a more commercial environment and in new collaborations across the public sector.
- 3.2** Organisational demographics demonstrate a need for succession planning to enable continued strategic leadership capability in the future. Liverpool John Moores University (LJMU) has created a range of leadership & management qualifications, at Masters Level 7, that are



now available through the national Apprenticeship Framework and funded by the Apprenticeship Levy.

- 3.3 LJMU have demonstrated that they can deliver and provide the content of the qualifications which meet the Council's needs. The cost of the Masters Degree is £18,000 per person, which will be funded by drawing down Apprenticeship Levy Funding. It is anticipated that 10 employees will undertake the qualification. There will be a selection process for access to the qualifications.
- 3.4 In creating their offer, LJMU have not made the qualifications available through any procurement frameworks that the Council could access. However in order for the Council to be able to fund such a programme through the Apprenticeship Levy, it needs to be local and available via the national Apprenticeship Framework. In view of these key criteria, testing the market is unlikely to present other workable options.
- 3.5 This request to waiver the Council's Standing Orders is fully compliant with the Public Contract Regulations 2015 and meets the criteria for light touch procurement. The Board is asked to approve the waiver in the light of the circumstances described above.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The adoption of this qualification is in line with the Organisational Development Strategy. No new policies are required.

#### **5.0 FINANCIAL IMPLICATIONS**

The cost of each qualification is £18,000 per person and will be funded through the existing Apprenticeship Levy, which the Council is required by statute to contribute to.

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

- 6.1 **Corporate Effectiveness and Business Efficiency:** Leadership development activity is within the scope of this Council Priority. Effective leadership & management is a key element of the delivery of services that contribute to all of the Council's priorities. As such, appropriate and relevant succession planning enables sustainable organisational performance and improvement.
- 6.2 **Children and Young People in Halton:** Enhanced leadership skills have a positive impact on the delivery of Council services, in turn this contributes to the delivery of all Council priorities.
- 6.2 **Employment, Learning and Skills in Halton:** Enhanced leadership skills have a positive impact on the delivery of Council services, in turn this contributes to the delivery of all Council priorities.

- 6.3 **A Healthy Halton:** Enhanced leadership skills have a positive impact on the delivery of Council services, in turn this contributes to the delivery of all Council priorities.
- 6.4 **A Safer Halton:** Enhanced leadership skills have a positive impact on the delivery of Council services, in turn this contributes to the delivery of all Council priorities.
- 6.5 **Halton's Urban Renewal:** Enhanced leadership skills have a positive impact on the delivery of Council services, in turn this contributes to the delivery of all Council priorities.

## **7.0 RISK ANALYSIS**

Halton's workforce is advancing in years and without considered succession planning, to ensure talent is identified, developed and retained, the Council may find a lack of experienced and qualified leaders' as positions become vacant.

The procurement risk is low as the contract value is below the EU threshold of procurement and captured under the Light Touch Regime of the Public Contract Regulations 2015.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

None.

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

None.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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