

Public Document Pack



Executive Board

Thursday, 14 March 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

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Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO	
(A) HALTON BOROUGH COUNCIL AND NHS HALTON CLINICAL COMMISSIONING GROUP : JOINT WORKING AGREEMENT - KEY DECISION	11 - 13

*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, 11 April 2019*

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

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 21 February 2019 in The Boardroom, Municipal Building

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, G. Cook, D. Parr, I. Leivesley, E. Dawson and S. Wallace-Bonner

Also in attendance: One member of the press

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

	<i>Action</i>
EXB90 MINUTES	
<p>The Minutes of the meeting held on 17 January 2019, were taken as read and signed as a correct record.</p>	
<p>CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO</p>	
EXB91 HIGH NEEDS REVIEW	
<p>The Board considered a report of the Strategic Director, People, which provided a summary of the High Needs Strategic Planning Review.</p>	
<p>The Board was advised that the 2014 Children and Families Act introduced some of the most far reaching and significant changes to the way the needs of children with Special Educational Needs and/or Disabilities (SEND) were identified, assessed and addressed.</p>	
<p>It was reported that over the same period of time, local authorities had experienced a rise in demand for SEND services, whilst the system of funding had changed. Support had been extended to children and young people aged 0 to</p>	

25 years. In Halton, High Needs Budget costs were outstripping available funding and therefore the current system was unsustainable.

Halton had commissioned an independent review of SEND by Peopletoo in 2018; the first phase of the work was complete, with three key findings, as set out in the report. Members noted that to address these key findings, five high level recommendations had been made, and it was proposed that the next steps would be to share this with all partners across the Borough, including those in health, schools and colleges, Parents, Carers and all Officers involved in SEND provision.

It was further noted that a second piece of work to set out the actions needed to implement the main recommendations would be required; it was proposed that Peopletoo be commissioned to undertake the implementation phase of the review.

RESOLVED: That Executive Board

- 1) agree the five recommendations identified by the Review; and
- 2) agree to commission Peopletoo to undertake the implementation phase of the review.

Strategic Director
- People

RESOURCES PORTFOLIO

EXB92 BUDGET 2019/20 - KEY DECISION

The Board considered a report of the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2019/20.

It was noted that at the time of writing, the Cheshire Fire Authority had not set its budget and Council Tax Precept. However, final figures would be reported to Council when the information was available.

The Board was advised that the Medium Term Financial Strategy (MTFS), approved at its meeting on 15 November 2018, had identified funding gaps of around £9.8m in 2019/20, £8.2m in 2020/21 and £3.3m in 2021/22. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's priority areas;
- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency gains;
- Protect essential front line services and vulnerable members of the community; and
- Deliver improved procurement.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public and Members' own experiences through their Ward work was an important part of that process. Individual consultations had taken place in respect of specific budget proposals and equality impact assessments would be completed where necessary.

On 12 December 2018, the Council approved initial budget savings totalling £4.653m and further proposed savings were shown at Appendix B. The departmental analysis of the budget was shown at Appendix C and the major reasons for change from the current budget were outlined for Members' information in Appendix D. It was noted that the proposed budget total was £108,621m.

The Board was advised that the proposed budget incorporated grant figures announced in the Local Government Grant Settlement, and included £2.381m for the New Homes Bonus 2019/20 grant and £5.233m for Improved Better Care Funding, paid to councils for the third year. Also announced in the Government's 2018 Autumn Budget, was additional funding for both Adults and Children's Social Care.

Further information was provided on the budget outlook, Halton's Council Tax, Precepts for Parishes, Police, Fire and Liverpool City Region Mayor, the Capital Programme, Prudential Code and School Budgets.

Reason(s) for Decision

To seek approval for the Council's revenue budget, Capital

Programme and Council Tax for 2019/20.

Alternative Options Considered and Rejected

In arriving at the budget saving proposals set out in Appendix B, numerous proposals had been considered, some of which had been deferred pending further information or rejected.

Implementation Date

6 March 2019.

RESOLVED: That

- 1) Council be recommended to adopt the resolution set out in Appendix A, which includes setting the budget at £108.621m, the Council Tax requirement of £49.597m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,419.08; and
- 2) From 1 April 2019 the level of Empty Homes Premium on dwellings that have been unoccupied for more than 2 years be increased to 100%.

Operational
Director - Finance

EXB93 TREASURY MANAGEMENT STRATEGY STATEMENT
2019/20

The Board considered a report of the Operational Director, Finance, proposing the Treasury Management Strategy Statement (TMSS) which incorporated the Annual Investment Strategy and the Minimum Revenue Provision Strategy for 2019/20.

The TMSS was attached to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2019/20).

The Local Government Act 2003 required the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years, to ensure that the Council’s capital investment plans were affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing as well as an Annual Investment Strategy, which set out the Council’s

policies for managing its investments and for giving priority to the security and liquidity of those investments. However, Government guidance stated that authorities could combine the statement and the strategy into one report, and the Council had adopted this approach.

Members noted that the provision of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the report at paragraph 2.3, with Appendix A detailing the full policy.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

Operational
Director - Finance

EXB94 CAPITAL STRATEGY 2019/20

The Board considered a report of the Operational Director, Finance, on the Council's Capital Strategy for 2019/20.

It was reported that all councils were required to produce a Capital Strategy annually, the aim of which was to ensure that the Council understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Members were advised that the Capital Strategy should be read in conjunction with the Treasury Management Statement, included on the same agenda. It was noted that the successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council be recommended to approve the 2019/20 Capital Strategy, as presented in the Appendix attached to the report.

Operational
Director - Finance

(N.B. Councillor Ron Hignett declared a Disclosable Other Interest in the following item of business, as he was on the Board of the Sci-Tech Daresbury Private Sector Joint Venture Board)

EXB95 2018/19 QUARTER 3 SPENDING

The Board considered a report of the Operational Director, Finance, which reported on the 2018/19 Quarter 3

Spending as at 31 December 2018.

A summary of spending against revenue budget up to 31 December 2018 was attached to the report at Appendix 1. This provided individual statements for each department. The Board was advised that, in overall terms, revenue expenditure was £3,142m above the budget profile. Whilst the overspend position had increased since Quarter 2, the pace of increase had steadied.

The report contained details of the main budget pressure within the Children and Families Department with Out-of-Borough Residential Placements and Fostering dominating the overspend position. However, initiatives were in place for the Council to increase the number of in-house foster carers, by joining a collaborative fostering service with neighbouring authorities.

The report also provided details of other services which had experienced overspent budget profiles including the Community and Environment Department; the Complex Care Pool; the Education, Inclusion and Provision Department. Also, details of underspends in Planning and Transportation Department; and Corporate and Democracy.

The Capital Programme had been revised to reflect a number of changes in spending profiles as schemes had developed, and these were detailed in the report.

RESOLVED: That

- 1) All spending continues to be limited to the absolutely essential;
- 2) Strategic Directors take appropriate action to ensure overall spending is contained as far as possible within their total operational budget by year-end; and
- 3) Council be recommended to approve the revised Capital Programme as set out in Appendix 2, attached to the report.

Operational
Director - Finance

EXB96 CALENDAR OF MEETINGS 2019/20

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out the proposed Calendar of Meetings for the 2019/20 Municipal Year, which was appended to the report for

information.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2019/20 Municipal Year, as appended to the report.

Strategic Director
- Enterprise,
Community and
Resources

EXB97 UNISON'S END VIOLENCE AT WORK CHARTER

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out details of Unison's End Violence at Work Charter.

The Board was advised that the Council had been approached by Unison seeking support and to adopt their Violence at Work Charter. A copy of the ten standards set within the Charter were attached to the report as an Appendix. Any employer seeking to sign up to the Charter, would be asked for evidence of their compliance with these ten points.

It was reported that the Council had established policies and practices in place to protect its employees, which it kept under constant review in the light of experiences and changes in legislation. It was noted that the Charter reflected the Council's own philosophy and existing practices.

RESOLVED: That Council be recommended to adopt the Unison "End Violence at Work Charter" and works with Unison representatives to ensure the standards within the Charter are adhered to.

Strategic Director
- Enterprise,
Community and
Resources

EXB98 INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE WORKING DEFINITION OF ANTI-SEMITISM

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the adoption of the International Holocaust Remembrance Alliance (IHRA) and working definition of Anti-Semitism.

The Board was advised that the IHRA was an intergovernmental organisation which strengthened, advanced and promoted Holocaust education, research and remembrance worldwide. It also upheld the commitments of the Declaration of the Stockholm International Forum on the Holocaust. The IHRA working definition of Anti-Semitism was set out in the report. It was reported that the Council

had been approached by the Jewish Leadership Council to adopt this definition.

RESOLVED: That Council be recommended to adopt the IHRA working definition of Anti-Semitism.

PHYSICAL ENVIRONMENT PORTFOLIO

EXB99 TOWN CENTRES AND FUNDING

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on Town Centre funding.

The Board was advised that two major town centre funding streams had been announced. The Liverpool City Region (LCR) had launched its Strategic Investment Fund, with an allocation to support town centres; and the Government-launched Future High Streets Fund, which provided co-funding towards innovative capital projects that brought transformative change and supported wider economic growth.

The report set out details of the context, process and objectives for each funding stream for Members' consideration, and a recommendation on the proposed approach for the Council.

RESOLVED: That Members approve the proposals set out in Sections 4 and 7 of the report.

EXB100 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 item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the

Strategic Director
- Enterprise,
Community and
Resources

Strategic Director
- Enterprise,
Community and
Resources

public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

RESOURCES PORTFOLIO

EXB101 LAND PURCHASE AT CROW WOOD LANE, WIDNES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval for the purchase of land at Crow Wood Lane, Widnes.

The Board was advised that the Council had been successful in a bid for funding for the purchase and adaptation of properties which provided suitable accommodation for those that required a supported living environment.

It was reported that there was a lack of suitable properties in the Borough, and so a decision had been made to purchase land at Crow Wood Lane, Widnes, and to develop it with high quality, bespoke new-build accommodation.

RESOLVED: That Executive Board

- 1) approves the purchase of land at Crow Wood Lane, Widnes; and
- 2) authorises the Operational Director, Legal and Democratic Services and the Operational Director, Economy, Enterprise and Property, to conclude all necessary documentation required to complete the sale.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 26 February 2019

CALL-IN: 5 March 2019

Any matter decided by the Executive Board may be called in no later than 5.00pm on 5 March 2019.

Meeting ended at 2.35 p.m.

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Director of Adult Social Services

PORTFOLIO: Children, Education & Social Care

SUBJECT: Halton Borough Council and NHS Halton Clinical Commissioning Group : Joint Working Agreement

WARD(S) Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 The current Joint Working Agreement (JWA) between Halton Borough Council (HBC) and NHS Halton Clinical Commissioning Group (CGC) took effect on 1st April 2016 and is due to expire 31st March 2019.

This report proposes an extension to the current JWA to allow for a full review of the agreement to be undertaken.

2.0 **RECOMMENDATION: That the Board**

- 1) **note the contents of the report; and**
- 2) **consider and agree to a six month extension of the current Joint Working Agreement.**

3.0 **SUPPORTING INFORMATION**

- 3.1 During 2018/19 work has taken place to update the JWA ready for the development of a new JWA from 1st April 2019. However a number of issues have meant that we have not been able to finalise the necessary revisions.

The main issues that have yet been unable to be resolved are linked to the JWA's associated pooled budget arrangements, including associated financial contributions and dealing with current levels of overspend.

The current JWA is set to expire on the 31st March 2019 and by now, as previously done, work would have already commenced on the development of a new agreement.

As some of the issues in relation to the JWA have been associated with the pooled budget arrangements and current financial situation, the entering into a new 3 year arrangement by both parties will somewhat be influenced by the end of year financial projection/position.

As this won't accurately be known until the end of the financial year, the Executive Board are asked to agree to extending the current JWA for a 6 month period, on the

same basis as the current JWA.

This extension would then allow sufficient time for a full review of the JWA to be undertaken, assess the future of joint working arrangements between both parties and also provide sufficient time to ensure any necessary changes to the working arrangements are implemented.

The Executive Partnership Board is supportive of this extension and NHS Halton CCG will ensure that this extension is approved via their own governance arrangements.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 As part of the JWA, HBC and NHS Halton CCG entered into a Pooled Budget arrangement which contains the expenditure on delivering care and support services for adults with complex needs. The Pooled Budget also includes the Better Care Fund.

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

6.1 **Children & Young People in Halton**

None identified

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

None identified.

6.3 **A Healthy Halton**

Those people who are in receipt of long term care whether that is funding from Health or Social Care are those people in our communities with some of the most clinically complex and severe on going needs, so it is essential we have effective mechanisms in place to ensure that people we provide services to receive appropriate outcomes.

The integrated system and pooled budget arrangements developed ensures that the resources available to both Health and Social Care are effectively used in the delivery of personalised, responsive and holistic care to those who are most in need.

6.4 **A Safer Halton**

None identified

6.5 **Halton's Urban Renewal**

None identified

7.0 RISK ANALYSIS

7.1 The JWA complies with the financial standing orders of HBC and NHS Halton CCG and the regulatory and monitoring arrangements contained within.

7.2 If no extension is agreed, then the JWA and associated pooled budget arrangements would cease on 31st March 2019 and work would need to be undertaken, at pace, to ensure that the necessary changes were made to associated operational systems and processes such as the financial systems which support the joint working arrangements.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None associated with this report.

9.0 REASON(S) FOR DECISION

9.1 As outlined in paragraph 3.1, the extension of 6 months would allow HBC and NHS Halton CCG to undertake a full review of the current JWA and associated pooled budget arrangements

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10.1 1. Allow the JWA to cease.
- 2. Enter into a new 3 year agreement, based on current arrangements.

11.0 IMPLEMENTATION DATE

11.1 The extension to the JWA would take effect from 1st April 2019.

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

Document	Place of Inspection	Contact Officer
Joint Working Agreement between HBC and NHS Halton CCG 1.4.16 – 31.3.19	Copy available via Email	Sue Wallace Bonner Susan.Wallace-Bonner@halton.gov.uk Tel: 0151 511 8825

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Children, Education & Social Care

SUBJECT: Liverpool City Region Flexible Purchasing System

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To give an update on the Vulnerable Adults Supported Accommodation contract and Liverpool City Region Complex Care Flexible Purchasing System.

2.0 RECOMMENDATION: That Executive Board

- 1) agrees to Halton joining the Liverpool City Region Complex Care Flexible Purchasing System; and**
- 2) delegates authority to the Strategic Director, People to negotiate charges related to the Flexible Purchasing System.**

3.0 SUPPORTING INFORMATION

3.1 The current Vulnerable Adults Supported Accommodation contracts have been in place since 2016 (services transferred between June and September 2016), and are due to end 30th June 2019,

3.2 Work is in progress to consider options for these services from July 2019.

Extend existing contracts

3.3 The contracts have the option to extend for a further 12 months to June 2020, and it is proposed to award this extension to give stability and continuity to services, and allow time for other options to be considered. Services are monitored on an ongoing basis by the Quality Assurance Team, Social Care teams and Commissioners to ensure good quality services are delivered to meet individual needs and contractual requirements.

3.4 Join LCR Complex Care Flexible Purchasing System
Liverpool City Region (LCR) is currently looking to develop a

Flexible Purchasing System (FPS) which will cover complex care services for people with Learning Disabilities and/or Autism, Mental Health Conditions (including Forensic Needs), Acquired Brain Injury, Physical Disabilities, and Dual Diagnosis (including secondary substance misuse issues) primarily between the age of 18 to 65, however will be inclusive of young people aged 16+ (transitions) and older adults (65+) with complex care needs when required. This specifically includes service users over the age of 16 who are currently placed in in-patient settings (in and outside LCR) who will be ready for discharge to the community in the near future.

The FPS will be managed by Liverpool City Council and will include the following services:

- Community based services offering personal care and support either with or without accommodation
- Registered residential and nursing care services (excluding older peoples' care homes)
- Connecting with others/Learning new skills
- Positive behaviour support
- Independent support planning/Brokerage services

Halton will have the opportunity for local call off under the framework from its commencement for new business, and for existing services when their current contracts end.

In Halton, there are a number of spot purchase arrangements in place for services commissioned for individuals with complex needs where the current framework providers are unable to either meet the persons' needs or provide the support within the required timescales. By using the LCR system which will enable access to a wider range of service providers, it will provide consistent contractual requirements for all supported accommodation services and ensure all providers are subject to the same robust monitoring and quality assurance process.

An advantage of joining the FPS is that a separate procurement process will not be required when existing contracts end and the FPS can be awarded for a longer term. It is proposed to award the FPS for a maximum of 10 years, with the initial term for 3 years with the option to extend for a further 3 years plus 4 years basis subject to ongoing monitoring and a review of the system after the initial 3 year period.

The contracts awarded through the FPS will be Halton specific, and will include local conditions to ensure compliance with Halton's Quality Assurance Framework, Safeguarding Policies and Procurement Standing Orders.

3.5 Independent Service Funds

Independent Service Funds (ISF) are an alternative to direct payments and commissioned services. Where direct payments have high levels of choice and control and responsibility for the individual, ISFs have the advantage of providing flexible support to individuals but without the responsibility of managing direct payments as this is the responsibility of the support provider.

PossAbilities have experience of delivering services funded by ISF in Rochdale. Should the decision be made not to join the LCR FPS, consideration may be given to the introduction of a local ISF pilot during 2019 to allow local systems and processes to be developed and PossAbilities have indicated they would be willing to work with the Council to explore this option further.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There is a cost associated with joining the LCR Flexible Purchasing System. The total initial set up cost is £14,000 with annual ongoing costs of £7,000. The cost for Halton (based on local population) is £1,666 initial payment and an annual contribution of £833.

The cost is being questioned however, as there is an agreement in place across LCR not to charge for collaborative working.

The FPS will not be setting an hourly rate initially, costs will be agreed at a local level and Halton will retain control over rates paid.

There is, however, a High Cost Task and Finish Group looking at costs across LCR and the introduction of a LCR framework rate may be considered as a future development. Delegated authority is requested to agree Halton's position with regard to this matter to ensure services continue to represent value for money and may be delivered within Halton's budgetary constraints.

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

6.1 **Children & Young People in Halton**

This service will support and provide suitable accommodation for young people in transition.

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

Individuals accessing the service will be supported to access appropriate training and employment opportunities.

6.3 **A Healthy Halton**

The service will support people and access relevant services to maintain their physical and mental health and wellbeing.

6.4 **A Safer Halton**

Services will safeguard vulnerable people by providing care and support to remain safe at home.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 The services will continue to be monitored in line with the Council's Quality Assurance Framework and CQC.

7.2 Contracts will comply with the Council's Standing Orders in relation to procurement and will be monitored in line with the Council's Quality Assurance framework to ensure contractual requirements are met with regard to quality, performance and outcomes.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Support providers will be required to demonstrate they embrace and comply with the Equality Act.

9.0 **REASON(S) FOR DECISION**

The LCR FPS will allow the Council access a range of services for vulnerable adults without the need to undertake a local procurement process but still retaining local control over quality and performance standards and funding levels.

10.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Local Procurement Process

If Halton does not join the LCR FPS a local procurement process will need to be undertaken in 2019 prior to the contracts ending in 2020. The last tender undertaken in 2016 resulted in a change of support provider for the majority of services which destabilised a number of services due to organisational and staffing changes.

This would be a risk, as given the clients being supported consistency of support is key.

11.0 **IMPLEMENTATION DATE**

The expected go live date of the LCR FPS is May 2019 subject to completion of a procurement process.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Children, Education & Social Care

SUBJECT: Upgrade of the Care Management Software System supplied by OLM Systems Ltd

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of the report is to seek the Board's agreement for the Council to upgrade the current Care Management Software Systems as supplied by OLM Systems Ltd to the latest iteration of the solution also supplied by OLM Systems Ltd and to support the proposed procurement process.

2.0 **RECOMMENDATION: That Executive Board approves the upgrade and proposed developments associated with the continued use of the software management system supplied by OLM Systems Ltd for the Council's Care Management System, as outlined in this report be agreed.**

3.0 SUPPORTING INFORMATION

3.1 The Council has been using a software system called Care First since it became a Unitary Authority in 1998. There have been a number of versions of Care First utilised by the Council to the point that a product called Care First 6 is currently being used.

3.2 Care First 6 is a Care Management System which holds records of the Council's Social Services clients, both adults and children's. It is an essential tool in the provision of social care and supports the protection of both vulnerable adults and vulnerable children and young people. It allows social care staff and key partner agencies to gather, retain and understand the needs of individuals and families. The importance of the retention and use of accurate client information in this area of the Council's work cannot be overstated.

3.3 As the Care First 6 product has been utilised for such a long time, it has become outdated and there are now more efficient and effective products on the market. Crucially, it will not be long until the suppliers of Care First 6, OLM Systems Ltd, will cease to support the product and update it. The Council therefore has to make a

decision about its future arrangements for the provision of a social care records system.

3.4 The Council essentially has 2 choices:

- 1) to go with a completely new product and supplier; or
- 2) to remain with its existing supplier OLM Systems Ltd and purchase and install their updated and upgraded version of their software, known as Eclipse.

3.5 Officers from all interested services (Children's and Adults Services and IT) have, over recent months, carried out a review of the available software on the market that could potentially replace the Care First 6 product. This included a soft market test exercise and a review of what other local authorities have done.

3.6 This has been a thorough and detailed process with the following objectives at the forefront of that process:

- Operational requirements – does it do what the Council needs it to do, delivering its statutory responsibilities around children and adults social care;
- Is there the organisational capacity to manage efficiently and effectively the change over from Care First 6 to the new arrangement with minimum disruption;
- Does it represent value for money, given the importance of the service and the pressure on Council budgets; and
- Is there a procurement route available that is compliant both with the law and the Council's Standing Orders.

3.7 The conclusion from that work and activity, which is supported by all interested parties, is that the Council should upgrade to the Eclipse product from its existing supplier OLM Systems Ltd, being the approach that best matches the objectives set out above.

3.8 Utilising the Eclipse product will enable the Council's IT Team to manage the upgrade, in partnership with the OLM delivery team, whilst maintaining "business as usual" services through the existing software at no extra cost to the authority. Following this route will mean that the cost of the upgrade will not exceed the current revenue costs in place for the existing software management solution, which is £145,000 per annum.

3.9 There is an existing Procurement Framework in place which allows for the Council to make a direct award to OLM without the need for further competition, thus reducing the cost of procurement for the

Council. This allows for a 5 year fixed price contract utilising a negotiated process.

- 3.10 The Council's Legal, Finance and Procurement Teams have reviewed the suggested approach and are satisfied that it meets with both legal and constitutional requirements.

4.0 **POLICY IMPLICATIONS**

- 4.1 None identified.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 The delivery project will be managed by the relevant IT support teams and the overall project will be overseen by the Strategic Director People, supported by the Operational Director ICT & Support Services through pre-arranged programme and project meetings.

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

6.1 **Children & Young People in Halton**

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

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

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

6.3 **A Healthy Halton**

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

6.4 **A Safer Halton**

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

6.5 **Halton's Urban Renewal**

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

7.0 **RISK ANALYSIS**

7.1 The key risk of the project is ensuring that there is an effective balance between supporting evolving business needs and supporting existing working practices within all teams. By implementing the correct technology, alignment with an effective training programme and sound project management, project analysis and reporting linked to an agreed communications strategy, this key risk will be mitigated.

7.2 The reliance upon key members of staff continues to be risk as teams reduce in size and the workloads increase due to the continuing need for technology to support the wider efficiency needs of the Council.

7.3 As the current software is dated and will cease to be supported, it is essential that the Council has an effective new arrangement in place to ensure continuity of service in this vital area of business.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None identified.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Community Safety

SUBJECT: Joint Commissioning of Domestic Abuse Services Across People's Directorate

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To request approval to commence a procurement process for the joint commissioning of an integrated Domestic Abuse service across the People Directorate to include the existing separate adult and children's services.

2.0 RECOMMENDATION: That Executive Board approve the commencement of a procurement exercise for an integrated Domestic Abuse service.

3.0 SUPPORTING INFORMATION

3.1 Changing Lives were commissioned in 2014 to deliver Halton Domestic Abuse Refuge Accommodation and Community Support Services. Services are provided to victims of domestic abuse aged 18 and over, and also supports 16/17 year olds who are referred into the service through MARAC. Following the remodelling of the refuge in 2014 into self-contained units, the service also supports male victims fleeing or at risk of domestic abuse.

3.2 Changing Lives were awarded a two year contract with the option to extend for a further three years. The third extension has been awarded and a waiver approved to further extend the contract from July to October 2019 to align with the Children's contract and allow for a joint procurement process to be undertaken.

3.3 In February 2016 HBC in collaboration with Cheshire Police piloted Operation Enhance for six months initially. The key aim was to provide victims of domestic abuse between intimate partners with an enhanced level of service ensuring that victims of domestic abuse and their families were provided with the most appropriate and timely service, focusing on the outcome the victim wants and that perpetrators are dealt with expeditiously. Working in partnership a dedicated Police Officer and an Independent Domestic Violence

Advocate (IDVA) from Changing Lives provided early intervention and a support services to all victims of low, medium and high risk Domestic Violence in the Runcorn area only, for the duration of the pilot. In August 2016, Operation Enhance was recognised as best practise in terms of increasing engagement for victims as well as increasing confidence to encourage victims to ask for help earlier.

3.4 Following the successful local pilot, Operation Enhance was replicated across the Pan-Cheshire area and the Council secured funding to deliver the enhanced service across the borough. Funding is currently available to the end of March 2019, and this provision will be mainstreamed and a 7 day service delivered as part of the new commission.

3.5 In 2017 further funding was secured by the Cheshire authorities for a two-year project to support and accommodate victims of domestic abuse who have complex needs and do not engage with services. Changing Lives recruited to the position of Complex Case worker from within their existing staff, backfilling the vacancy within the Refuge staff team and this service has been provided since September 2017. The key aims of the project are to:

- Develop a sub-regional coordination and specialist support model for victims of Domestic Abuse (DA) in Cheshire, improving the quantity, quality and maximise the use of available accommodation options matched with essential family support through our integrated front door system.
- Reduce the need to export victims out of area by expanding the availability of specialist support provision so that vulnerable victims with complex needs can be helped with the appropriate level of support to enable them to be safe.
- Extend the dispersed accommodation offer by creating additional bed spaces across Cheshire by utilising existing accommodation assets and through partnership work with Registered Providers.

Further funding has recently been secured to continue the Refuge Accommodation project to 2021.

3.6 As part of the project, other Cheshire authorities have been looking at alternative accommodation models although thus far no additional specific domestic abuse accommodation spaces have been identified.

3.7 In April 2016, Halton Borough Council commissioned Catch 22 to deliver a domestic abuse service for children, young people and families experiencing domestic abuse to ensure a co-ordinated approach for families. Children and families need to be within social

work and there must be either domestic abuse present or it has been present within the last 12 months and/ or there is an identified need that the family require both parenting and child safety planning support within the household.

- 3.8 The service is to support parents that are victims of domestic abuse enabling parents to understand the impact of domestic abuse on how they parent and how domestic abuse can negatively affect children and young people's behaviour. Interventions are delivered through Parenting Groups and/or one to one support.

4.0 PROPOSED SERVICE MODEL

- 4.1 The proposed model is an integrated service model which will include all elements currently provided. The commissioners would like to proceed with a co-production approach with the development of the service specification and then to work with the successful provider to ensure the main elements are included but to incorporate an option for creativity and further development of domestic abuse services including people with no recourse to public funds and affordability issues for working individuals and families.

- 4.2 In order to proceed with an integrated model, waivers have been agreed to align and extend both contracts to October 2019.

- 4.3 The service will continue to provide short term supported accommodation to those who need to flee or at risk of domestic abuse including both men and women, with or without children.

- 4.4 To maximise throughput within the service, it is proposed to reduce the length of stay from the current 6 months maximum duration to 20 weeks. Data from 2017/18 and 2018/19 shows that only 30% of people accessing refuge accommodation stay for longer than 4 months, but the length of stay can be extended for individuals and families who have more complex or additional needs. This will be agreed in advance by the commissioner, and the service will also provide an additional 6 weeks resettlement support when they move out into settled accommodation.

In addition, the support provider will establish clear move on protocols with housing providers and other agencies to maximise throughput within the service while ensuring move on is done in a planned and supported way.

- 4.5 The service will continue to provide Independent Domestic Violence Advocate (IDVA) specialism support to high risk victims including:

- Crisis intervention

- Needs and risk assessment
- case work
- independent advice
- multi-agency working
- outcome monitoring
- attendance at MARAC
- support for clients through the Specialist Domestic Violence Court, or other criminal justice interventions
- work in partnership with the Independent Sexual Violence Advisor

4.6 Following the success of Operation Enhance, this provision will now be mainstreamed and the support provider will deliver a 7 day IDVA service.

4.7 The support service would provide outreach sessions supporting children, young people and adults living in the community and those within the supported accommodation. The support sessions will be delivered within community setting across the borough as group work and also 1-1 sessions focussing on positive relationships and use a variety of person centred tools and methods to support dealing with domestic abuse. The support is time limited to an average of 12 weeks but this can be extended if the child, young person or adult needs additional support.

4.8 Although there is no current budget for an adult perpetrator provision, consideration has being given to its inclusion in the new service offer. Halton's lack of perpetrator programme was noted during the latest Single Inspection Framework with Ofsted and under the current Domestic Violence and Abuse Bill before Parliament, there is an expectation that local authorities have a local community based provision for those perpetrators who are not subject to criminal justice based programmes.

Should this provision be included in the service, the support provider would actively encourage and support individuals over the age of 18 who have recognised that their behaviour is harmful to not only their victim but children within the family. The perpetrator should want to change their abusive behaviour, and will be available to both those still with the victim and those no longer in the relationship in order for them to have greater awareness and understanding of the harm caused by domestic abuse in future relationships.

This provision would be co-produced with the support provider and it is proposed to fund on a payment by results basis to minimise financial risk should the provision not be fully utilised.

5.0 ACCOMMODATION OPTIONS

5.1 An options appraisal has been undertaken on the property to be used for refuge accommodation, and consideration given to the following:

5.1.1 Existing Refuge Accommodation

One option is to continue using the existing refuge accommodation at Ann Street West. The property was remodelled into self-contained units 4 years ago, but there are still some issues around the property condition and maintenance with no cyclical maintenance programme provided to the support provider.

The communal areas within the scheme are dated and in need of decoration as they were not included in the refurbishment. The new commission focusses strongly on links with community assets and although it is felt the communal areas are not particularly well utilised at the moment, the support provider may choose to work within the Refuge rather than developing links with the local community

5.1.2 Use of alternative HBC accommodation and development of community based units

Consideration was also given to properties owned by the Council that are not currently being utilised, and one site was identified as suitable for development as supported accommodation for victims of domestic abuse.

The proposal for the site is to remodel the existing property to include a communal base for interviews, meetings and storage, and provide 8 units for use as short term supported accommodation for both single adults and families, to include 4 larger units to accommodate larger families. Halton residents would be prioritised but referrals will continue to be accepted from out of area as per the current offer.

There will be a capital cost associated with this option as the accommodation will require refurbishment to bring them up to a suitable standard. The cost of a similar previous refurbishment was £272,897.

However, as the building is owned by the Council there will be ongoing revenue income available which could part fund the support service. This could be either by the Council receiving rental income and/or Housing Benefit payments or by a reduction in the level of funding for the refuge element of the service if the Council enters into a management agreement with the support provider for the provision of the housing management function.

Similar supported accommodation services attract rent/HB levels of £242.98 per week, which includes core rent, service charges, void loss etc. Assuming a core rent of £100 per unit per week, this could generate income of approximately £42,000 per year.

5.2 Consideration has also been given to developing a wider offer of community based accommodation across the borough. It is felt this will allow more people to safely access short term supported accommodation, properties will be able to accommodate larger families and will offer affordable accommodation which has been a particular issue for victims of domestic abuse who work and people with no recourse to public funds.

5.3 The preferred option is to utilise the available HBC property and bring back into use the Council’s accommodation resources. The building is in a good location with regard to other community services and local amenities, including community centre, children’s centre, schools and health services, and gives opportunity for efficiencies through rental income and/or reduction in contract value for the refuge element of the service.

5.4 It is proposed to monitor service utilisation and undertake a review after 12 months to identify if there is demand for additional community based accommodation and work with local social housing providers to develop this provision.

6.0 **POLICY IMPLICATIONS**

6.1 None identified.

7.0 **FINANCIAL IMPLICATIONS**

7.1 The table below shows the current contract values:

Service	Funding
Refuge Accommodation	£120,000
Community Support	£123,000 (includes £15,000 for Sanctuary Scheme)
Family Service	£158,557
Total	£401,557
Additional short term funding	
DA Refuge Accommodation	£40,000

project (Complex Case Worker pan Cheshire funding)	
Operation Enhance (funding only currently available to March 2019)	£32,000

It is anticipated any future service will be procured within current existing budget of £401,557, however additional funding may be required to fund the inclusion of a perpetrator provision as detailed at 4.8 and 7.3.

The Family Service is currently part funded from the Troubled Families budget and this funding will only be available for a further two years.

A commitment has been made that funding will be made available from within Children's budgets for the full contract term, but it is proposed to award a contract for two years with the option to extend for a further three years (on a one plus one plus one basis) to allow for the family element of the service to be reduced if necessary.

Operation Enhance is currently only funded to March 2019 but it is proposed this service is mainstreamed for the new commission.

Additional funding for the DA Refuge Accommodation project has recently been secured to extend the project to 2021, although full details about the additional funding is not yet known.

7.2 Capital funding will be required for the refurbishment of the HBC property. Indicative costs are currently in the region of £273,000 (based on a similar previous refurbishment).

7.3 Utilising the Council's accommodation resource may realise indicative annual revenue income of £42,000. There are 2 options available for this revenue funding:

- Efficiencies / Capital Repayment
The indicative revenue income represents an efficiency saving of approximately 10% against the total current budget of which a proportion will enable repayment of the capital required for the refurbishment.
- Perpetrator provision
As this service is not currently available in Halton, there is no budget available. A proportion of the efficiencies will be available for this provision, however it is unlikely to fully fund a perpetrator provision and an increase in the budget may be required.

It is proposed to fund this element on a payment by results basis to minimise financial risk should the service not be fully utilised.

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

8.1 **Children & Young People in Halton**

This service will support and provide safe accommodation for children, young people and families. Wherever possible children and young people are enabled to remain in their home and continue to access and maintain existing schools, health services and support services.

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

Individuals accessing the service will be supported to maximise opportunities to access training and employment.

8.3 **A Healthy Halton**

The service will support people to minimise the risks of harm, and access relevant services to improve their physical and mental health and wellbeing.

8.4 **A Safer Halton**

This service will safeguard children, young and vulnerable people and families by providing safe accommodation or support to remain safe at home.

8.5 **Halton's Urban Renewal**

None identified.

9.0 **RISK ANALYSIS**

9.1 Financial risk will be minimised by aiming to deliver the service within existing budgets, but should an increase be needed for the perpetrator provision this element of the service will be provided on a payment by results basis.

9.2 The contract will comply with the Council's Standing Orders in relation to procurement and will be monitored in line with the Council's Quality Assurance framework to ensure contractual requirements are met with regard to quality, performance and outcomes.

10.0 **EQUALITY AND DIVERSITY ISSUES**

10.1 The support provider will be required to demonstrate they embrace and comply with the Equality Act.

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

None.

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director
Enterprise, Community & Resources

PORTFOLIO Transportation

SUBJECT: Preliminary Estimates for Liquid Road Fuel
Contracts – Supply of Diesel, Kerosene, Gas Oil
and Ad Blue

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval for the Council to be included in a national procurement exercise in order to award Contracts for the supply of Liquid Road Fuels to Council sites.

2.0 RECOMMENDATION: That the Board approves the use of Procurement Standing Order 1.4.1 to allow the Council to use a Framework Agreement procured by a Central Purchasing Body (Crown Commercial Services) in compliance with the EU Public Contracts Regulation 2015.

3.0 SUPPORTING INFORMATION

- 3.1 The Council currently has a Liquid Road Fuel contract and a contract for the provision of Ad Blue in place with a total expenditure of in the region of £488,000 per annum. These contracts supply Council sites with diesel, Gas Oil A2 and Ad Blue.
- 3.2 Both Contracts were awarded under a national Framework Agreement procured by Crown Commercial Services (an executive agency sponsored by the Cabinet Office that provides commercial services, including buying services, for the public sector.) in compliance with the EU Public Contracts Regulations 2015. The Contracts expire on 30th September 2019.
- 3.3 Crown Commercial Services are commencing a new procurement exercise to award new call off Contracts under the Framework for the provision of Liquid Road Fuels. By joining this procurement exercise, the Council will be able to award new Contracts for its fuel requirements for the period 1st October 2019 to 31st March 2022.
- 3.4 The budget identified for these Contracts is £668,130 per annum (cost centre 4070). A 30 month contract has been estimated at £1,670,325.

4.0 BUSINESS CASE

- 4.1 The position under EU Public Contracts Regulations 2015:- The Liquid Road Fuels Framework has been tendered by Crown Commercial Services (CCS) in line with EU Regulations. The Framework has been structured in such a way that call off contracts for public organisations can be awarded through a bulk competition run by CCS based on 100% price. The qualitative elements have already been evaluated by CCS when the framework was set up.
- 4.2 Value for Money – The use of a national central purchasing body with increased purchasing power will offer economies of scale for the Council. The procurement exercise will also save Council resources as CCS manage the majority of the procurement process.
- 4.3 Transparency - Contracts will be recorded in the Council's Contract Register accessible via the internet together with the publication of all spend in excess of £500.00. Award details will also be published on the Contracts Finder website.

5.0 POLICY IMPLICATIONS

No direct impact.

6.1 OTHER IMPLICATIONS

None.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

No direct impact.

7.2 Employment, Learning and Skills in Halton

No direct impact.

7.3 A Healthy Halton

No direct impact.

7.4 A Safer Halton

No direct impact.

7.5 Halton's Urban Renewal

No direct impact.

8.0 RISK ANALYSIS

There are no risks anticipated with acceptance of this Procurement Strategy.

9.0 EQUALITY AND DIVERSITY ISSUES

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

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

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

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Economic Development

SUBJECT: Voluntary Sector Funding – Grant Allocation 2019/20

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report on the Voluntary Sector Grant Funding Awards for 2019/20.

2.0 RECOMMENDED: That the Board approve the grant allocations as outlined in the report.

3.0 SUPPORTING INFORMATION

3.1 Halton Borough Council has been awarding direct grants to local voluntary and charitable organisations for a number of years. The opportunity is advertised on the council website and applications invited. Applications are assessed against key criteria including: impact on and outcomes for local people; demonstrable wider social impact such as volunteering and training and development opportunities for local people; impact on reducing the need for statutory services.

Applications are assessed and recommendations agreed by a panel consisting of the Executive Board Member with portfolio responsibility for the Voluntary Sector and Officers from the People Directorate.

3.2 Monitoring Arrangements

- 1) All grants must agree a Service Level Agreement and provide quarterly monitoring reports. Grants under £5,000 provide mid-year and end of year reports.
- 2) Review meetings are held with the organisations in receipt of core grant on an annual basis.
- 3) Voluntary sector grant performance monitoring information contributes to corporate assessments.

4.0 APPROVAL OF GRANTS 2019/20

4.1 Voluntary Sector Core Funding Grants

The grants are listed below; the report is in the context of the budget

allocation and the panel's assessment. These recommendations are for an annual allocation for the financial year 2019/20.

The budget available is £232,500

	2019/20
Cheshire Asbestos Victims Support	£5,000
Cheshire Race & Equality Council	£3,000
Halton Citizens Advice Bureaux	£143,350
Halton & St Helens VCA	£37,505
Halton Talking Newspapers	£1,000
Relate	£9,000
Runcorn & Frodsham MENCAP	£2,590
Samaritans	£4,000
Stick and Step	£4,000
Vision Support	£7,000
Widnes & Runcorn Cancer Support Group	£11,000
Halton Childrens Contact Centre	£5,000
TOTAL	£232,500

5.0 POLICY IMPLICATIONS

5.1 None at this stage.

6.0 FINANCIAL IMPLICATIONS

6.1 The recommended grants do not exceed the current budget allocations

6.2 The work of the voluntary sector organisations receiving grants impacts greatly on health improvements, social inclusion, community involvement, anti-poverty and diversity issues.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The service delivery from organisations receiving core grants in many cases is cross cutting in the context of the Council's strategic priorities. There are significant levels of welfare rights and debt handling support provided which impacts on anti-poverty issues for the Borough.

7.1 Children & Young People in Halton

The work delivered by Relate in preventing family breakdown and offering counselling to teenagers has a direct impact on those

children and young people in the Borough.

The Samaritans is open to all age ranges and does receive calls from young people in the Borough looking for support.

Stick and Step provide 'conductive education' for children and young people with cerebral palsy and similar movement disorder conditions supporting physical and intellectual development. This is done in conjunction with the young persons' mainstream school and involved health and social care professionals.

Widnes & Runcorn Cancer support group offer support to all members of families affected by the disease, encompassing young members of families.

Mencap runs a weekly youth group for young people with extra needs.

Halton CAB provides advice to Sure Start families.

Cheshire, Halton and Warrington Race and Equality Centre, in partnership with Manchester Metropolitan university has undertaken a three year research project - Schools Stand Up 2 Racism to research racism and its effects in Cheshire, Halton and Warrington secondary schools.

7.2 Employment, Learning & Skills in Halton

The voluntary sector organisations have a significant reliance on volunteer time to deliver services. The organisations provide training opportunities for volunteers to enable the delivery of service and improve their skills and employability.

The CAB in particular has experienced local volunteers gaining local employment as result of the training and experience.

Halton and St Helens VCA supports volunteers to gain work experience, train and get qualifications and develop new skills which enable them to explore new career paths.

Relate offers placements for students on counselling degrees.

7.3 A Healthy Halton

Widnes & Runcorn Cancer support have a major impact on the health and well being of our residents diagnosed and in remission from cancer through the support, advocacy and therapies they are able to offer.

Cheshire Asbestos works with sufferers and their families to support them through the illness, offering welfare support and recreational breaks for the sufferers and their families.

Vision support provides a resource centre for visually impaired and offers home visits and welfare rights support.

Halton Talking Newspaper service enables their clients to receive news on current affairs and community activities on a weekly basis including GP/Pharmacy opening times.

7.4 A Safer Halton

Cheshire, Halton & Warrington Race & Equality Centre work with minority groups in the Borough to contribute to a cohesive and integrated community in Halton. They offer support to individuals experiencing discrimination and will support in challenging discriminatory practice and will help people through tribunal processes.

Mencap provides a community meeting point for disabled members in Halton offering a safe environment for their clients to engage in community activity and participate in skill development and recreational activity.

7.5 Halton's Urban Renewal

None identified.

8.0 RISK ANALYSIS

8.1 The Quality Assurance Team will monitor the grants and ensure the Council and Halton residents receive value for money.

9.0 EQUALITY & DIVERSITY ISSUES

9.1 To receive a grant, organisations have to demonstrate that acceptable equality and diversity policies are in place.

10.0 REASON(S) FOR DECISION

Executive Board approval is required to award this grant funding.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

No alternative options were considered as this is continual grant funding.

12.0 IMPLEMENTATION DATE

1 April 2019.

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

13.1 None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Resources

SUBJECT: Annual Review of Constitution 2019

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to seek the approval of the Council to a number of changes to the Constitution.

2.0 RECOMMENDATION: That Council be recommended to approve the changes to the Constitution including the matters set out in Appendix 1.

3.0 BACKGROUND

3.1 The revised version picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.

3.2 The proposals for change have been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix 1 to this report.

4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS

4.1 All legislative changes have been considered. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2018/19 will be the subject of further reports when dates and details are available.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton.

5.2 Employment, Learning and Skills in Halton.

5.3 A Healthy Halton.

5.4 A Safer Halton.

5.5 Halton's Urban Renewal.

The changes proposed are designed to support the continued delivery of the Council's priorities.

6.0 RISK ANALYSIS

6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

None under the meaning of the Act.

Proposed Significant Changes to the Constitution

Local Code of Corporate Governance

This section has been updated. In 2016, the Delivering Good Governance in Local Government Framework was updated. The framework defines the principles that should underpin governance in each local government organisation. The Code is therefore amended so that it is better aligned with the updated principles set out in revised best practice guidance.

Finance Standing Orders

Minor updates to align with some technical terms used elsewhere in the Constitution.

New section at 5.2.2.3 relating to Contingency Budgets, where potential overspends that impact on current and future years budgets cannot be contained by virement. A contingency contribution up to £250,000 may be approved by the Operational Director, Finance; above this amount, Executive Board approval would be required.

Standing Orders Relating to Duties of Proper Officers and Delegation to Officers

Standing Order 60 has been updated to reflect the fact that 'early retirement' no longer exists in regulation. Any severance arrangements are now brought about by 'voluntary redundancy' and the Operational Director, Finance, is now part of the approval chain and has been added to the list of responsible Officers.

Deletion of Standing Orders 50 and 51 relating to the Carbon Reduction Scheme, (as we no longer purchase or sell carbon allowances); and Standing Order 53, relating to employee car loans, as this no longer exists.

Terms of Reference for Appeals Panel

This has been updated to reflect the decision of the Executive Board (EXB 68 refers), for the Appeals Panel to have responsibility to hear appeals in respect of the Council Tax Section 13A Discount Policy.

Terms of Reference for Business Efficiency Board

Under the section 'Efficiency and Improvement', Item 6 has been amended to read "To monitor and review the Council's procurement arrangements". (This previously referred to the monitoring and implementation of the Council's Procurement Strategy).

Procurement Standing Orders

Following a number of updates and amendments in previous years, it should be noted that **no changes** to the existing Procurement Standing Orders section are required this year.

REPORT TO:	Executive Board
DATE:	14 March 2019
REPORTING OFFICER:	Strategic Director, Enterprise, Community & Resources
PORTFOLIO:	Resources
SUBJECT:	Adoption of the Real Living Wage for Council employees
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To outline the context and background of the Real Living Wage in the UK.
- 1.2 To set out the relationship between the new NJC pay spine for Local Government employees (April 2019) and the UK Foundation Living Wage, within the context of the Liverpool City Region Fair Employment Charter currently being consulted upon
- 1.3 To provide a summary of requirements placed upon employers who seek to become accredited to the UK Living Wage Foundation.

2.0 RECOMMENDATION: That

- 1) the report be noted;**
- 2) the Board approves the paying of the prevailing Living Wage rate from April 2020, and each April thereafter; and**
- 3) the Council does not seek accreditation from the UK Living Wage Foundation.**

3.0 SUPPORTING INFORMATION

- 3.1 The UK Living Wage Foundation publishes a 'Real Living Wage' annually in November, which the Foundation calculate on the basis of a true cost of living. The 'Real Living Wage' has existed since 2011 and has increased year on year.

- 3.2 The Council has previously explored the option of adopting the Real Living Wage, however it was found to be unaffordable and has remained an aspiration.
- 3.3 The 2018/19 Real Living Wage rate, announced in November 2018, is £9.00 per hour for the UK (outside of London). That compares to the 2018/19 National Living Wage rate of £7.83 per hour, as set by Government in legislation.
- 3.4 The National Living Wage was introduced in 2016. The rate increases every April in line with indexing and from April 2019 will be £8.21, increasing by 4.9% over the 2018 rate.
- 3.5 The law dictates that the National Living Wage must be paid to all employees over the age of 25.
- 3.6 It should be noted that in 2016, the Council took a decision to pay the National Living rate wage to all employees, including those under the age of 25. This has been the case since, and will remain so.
- 3.7 In addition, Members will also be aware that on the inception of the new national Apprenticeship framework in April 2017, the Council determined a pay rate for apprentices of 75% of the prevailing HBC3 grade – currently equating to £6.87 per hour. This is significantly higher than the £3.70 per hour first year apprenticeship wage applied in law, and higher than the National Minimum Wage rates applicable to people under the age of 20 (£4.20 and £5.90).
- 3.8 In April 2018 a two year pay deal for Local Government employees on NJC terms and conditions (Green Book) was agreed by National Employers and Trade Unions.
- 3.9 The first year of the deal covered 2018/19 and awarded staged percentage increases to staff on the pay points (SCP's) of the current NJC pay scales. The staged increases were higher for the lower pay points to enable Local Government employers to meet the legislative requirements brought about by the UK National Living Wage.
- 3.10 These increases are contractual and were applied to all NJC employees in Halton Borough Council in April 2018.
- 3.11 The second year of the pay deal is more radical and introduces a restructuring of the pay points from April 2019, resulting in a revised pay spine.
- 3.12 On examination, it is found that the 2018/19 Real Living Wage of £9.00 per hour exactly matches the hourly rate of the minimum pay point (SCP 1) in the revised NJC pay spine to be introduced in April 2019, which is also £9.00.

- 3.13 This means that from 1st April 2019, the Council will be paying the Real Living Wage as a minimum.
- 3.14 There is no guarantee that in future years a gap will not emerge between the bottom pay point(s) of the NJC scales and the 'Real Living Wage', however it is clear that the gap that had existed in previous years is largely eradicated by the implementation of the new NJC pay spines.
- 3.15 The Real Living Wage hourly rate is announced in early November each year. Accredited employers are given a six month period in which to implement the increase. It is therefore feasible that the Real Living Wage rate can be integrated with the annual NJC pay round, which takes effect each April.
- 3.16 If, in future years the lowest pay point in the NJC pay spine is set at a lower hourly rate than the Real Living Wage rate, the scope exists for the Council to match the rate and inflate the lowest NJC pay point (SCP 1) in April of the respective year to the hourly rate announced by the UK Living Wage Foundation in the preceding November. This would enable the Council to consistently pay the Real Living Wage.
- 3.17 Consultation is currently underway within the Liverpool City Region on a 'Fair Employment Charter'. There is a salient expectation that public sector employers within the City Region will sign up to the charter, in order to lead by example and encourage other employers to do so.
- 3.18 It is expected that within the final version of the 'Fair Employment Charter' there will be a commitment to pay the Real Living Wage.
- 3.19 The UK Living Wage Foundation encourages employers to become accredited 'Living Wage Employers', signing up to adhere to the published 'Real Living Wage' rate and ensuring that all employees are paid that rate as a minimum.
- 3.20 Accreditation also requires that payment of the Real Living Wage is inherent within the organisational supply chain, which would mean that the Council would need to ensure that all procured suppliers and service providers were paying the Real Living Wage to their own employees.
- 3.21 In practice this would be extremely difficult to achieve because a supplying organisation can only be asked to pay a given rate voluntarily. Were they to do so, it would invariably be passed back to the Council in contract costs during the procurement process, and for the duration of the contract.
- 3.22 In requiring procured suppliers and service providers to pay the Real Living Wage, there is a risk that suitable organisations would exclude themselves from the procurement process, thus reducing the number of available suppliers in the market-place.

- 3.23 In addition, for an employer to become an accredited 'Living Wage Employer', a project must be implemented with the support of the Living Wage Foundation. A charge is made for this, based upon the size of workforce. The charge is not publicly available and is provided on application.
- 3.24 No enquiries have been made to the Foundation in respect of becoming accredited, on the basis that it would prove too difficult to incorporate the Real Living Wage into the Council's supply chain. Consequently, accreditation is not an option.
- 3.25 Within the immediate locality three other local authorities pay the Real Living Wage (Warrington, Knowsley and Wirral), as do Merseytravel, but none of these are accredited to the UK Living Wage Foundation.
- 3.26 The Liverpool City Region Combined Authority is accredited to the UK Living Wage Foundation. As it stands currently, this organisation appears to be the only accredited Living Wage employer in the sub-region with staff on Local Government terms and conditions.
- 3.27 It should be noted that a commitment to pay the Real Living Wage is a significant one in social and political terms. It would be very difficult to reverse that commitment if, for any unforeseen reason, the Council was to seek to do so in the future.

4.0 POLICY IMPLICATIONS

- 4.1 If the Board approves a commitment to pay the Real Living Wage, the Council's Pay Policy Statement (published annually in April) would require a slight revision to incorporate that commitment.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications of an ongoing commitment to pay the Real Living Wage are neutral for 2019/20, and for any year that follows where the bottom NJC pay point equated to the prevailing Real Living Wage.
- 5.2 Future year costs, where the bottom NJC pay point did not equate to the prevailing Real Living Wage, would be difficult to forecast given the socio-economic dynamics that influence the calculation made by the Living Wage Foundation.
- 5.3 Notwithstanding 5.2 above, it is not anticipated that there would be a significant gulf between the calculations used by the UK Living Wage Foundation and that used by National Employers and Trade Unions in the collective bargaining process to determine annual NJC pay awards.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The recommendation is designed to ensure fair and equitable pay to the Councils lowest paid employees across all services, thus aiding recruitment and retention and securing quality service delivery.

6.2 Employment, Learning and Skills in Halton

The recommendation is designed to ensure fair and equitable pay to the Councils lowest paid employees across all services, thus aiding recruitment and retention and securing quality service delivery. In addition, it demonstrates a commitment to fair employment practices.

6.3 A Healthy Halton

The recommendation is designed to ensure fair and equitable pay to the Councils lowest paid employees across all services, thus aiding recruitment and retention and securing quality service delivery.

6.4 A Safer Halton

The recommendation is designed to ensure fair and equitable pay to the Councils lowest paid employees across all services, thus aiding recruitment and retention and securing quality service delivery.

6.5 Halton's Urban Renewal

The recommendation is designed to ensure fair and equitable pay to the Councils lowest paid employees across all services, thus aiding recruitment and retention and securing quality service delivery.

7.0 RISK ANALYSIS

- 7.1 As outlined in section 5.0, there is a risk that future year costs, where the bottom NJC pay point did not equate to the prevailing Real Living Wage, could be higher than anticipated. This risk is not thought to be significant.
- 7.2 Reputational risk may exist if the Council fails to sign up the final version of the Liverpool City Region Fair Employment Charter, given the Council's profile as a major public sector employer in the sub-region.
- 7.3 Future reputational risk may occur if the Council commits to pay the Real Living Wage in the immediate future, but later removes that commitment.

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.

REPORT TO:	Executive Board
DATE:	14 March 2019
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
PORTFOLIO:	Resources
SUBJECT:	Review of Council wide Fees and Charges
WARDS:	Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A, B and C. This report presents the proposed fees and charges for 2019/20 for services provided by both of the Council's Directorates.

2.0 RECOMMENDATION: That the proposed fees and charges for 2019/20 as set out in Appendix A and for 2020/21 as set out in Appendices B and C, be approved.

3.0 SUPPORTING INFORMATION

3.1 The review of fees and charges has been carried out as part of the budget preparations for 2019/20.

3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. In a number of cases this is achieved by breaking down the cost of providing a service on a unit basis but given the volume of services the Council provides isn't feasible on a case by case basis. Estimated costs will be reviewed at individual service level and budgeted income targets set to ensure the Council fully recovers the cost of providing that service.

3.3 Recovering the full cost of services through the year is also dependent on a number of other factors outside the agreed charge, including:

- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc...
- Competition – There are a number of services the Council provides for which there is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.
- Statutory Element – Some charges are outside control of the Council with there being no discretion to what can be charged.

- 3.4 The setting of fees and charges is an annual exercise and where the Council has been successful in recovering costs, generally charges for the new financial year have been set by the inflation level highlighted in the Medium Term Financial Strategy, at 2%. As mentioned there will be reasons why the Council will have amended charges at a different rate to this, supporting reasons for any significant increases or decreases to charges have been provided within the schedules.
- 3.5 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the appendices.
- 3.6 Members have previously approved the 2020/21 charges for Halton Registration Service on 20 September 2018. For completeness the charges are included within this report
- 3.7 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.8 The schedule in the appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2019/20. As per the Medium Term Financial Strategy budgeted income for 2019/20 has been increased by 2%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by Service Managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as presented in the report and appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.

7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Medium Term Financial Strategy. If increases are not approved it may lead to a shortfall in budgeted income targets.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

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

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

APPENDIX A

ENVIRONMENTAL INFORMATION

	2018/19	2019/20	Statutory / Discretionary
REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND			
Information relating to statutory designation under Part 2A of the Environmental Protection Act 1990, e.g. details of an entry on the Statutory Register	No Charge		D
Searches for land contamination information for a given property or site against all information held by HBC relating to known or potential contamination including historical land use, landfill locations and details of site investigations and remediation contamination. The charge varies depending on the size of the site for which information is requested:-			
For premises equivalent to less than 1 hectares in size, (e.g. a single domestic property or a small factory unit)			
(i) The premises site only	75.00	76.50	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	120.00	122.40	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	200.00	204.00	D
For premises equivalent to more than 1 hectares in size, (e.g. a Housing estate or a large factory unit)			
(i) The premises site only	120.00	122.40	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	200.00	204.00	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	275.00	279.48	D
Additional enquiries charged at £60 per hour			

LICENCE FEES

	2018/19	2019/20	Statutory / Discretionary
HACKNEY CARRIAGE & PRIVATE HIRE CHARGES			
Single Status Driver			
First Grant (max 3 year licence)	198.00	202.00	D
First Grant - inc DBS (max 3 year licence)	242.00	246.00	D
Renewal (max 3 year licence)	180.50	184.00	D
Renewal - inc DBS (max 3 year licence)	224.50	228.00	D
Replacement Badges	12.50	12.75	D
Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ##	232.50	237.00	D
Grant and Renewals 1 Year – Private Hire ++ ##	234.50	239.00	D
Transfer of Existing Vehicle Licence		30.00	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	91.50	93.50	D
Replacement Vehicle Plate (each)	18.50	19.00	D
Replacement Bracket (each)	18.50	19.00	D
Replacement Doors Stickers Private Hire (Pair)	24.50	25.00	D
Replacement Internal plate	12.50	12.75	D
Change to Personalised Number Plate	54.50	55.50	D
Private Hire Operator Licence:	282.50	288.00	D
Private Hire Operator Licence (5 years)	565.00	576.00	D
LOWERHOUSE LANE DEPOT FEES:			
Hackney Carriage & Private Hire			
Hackney Carriage and Private Hire - Vehicle Test Fee	60.50	61.50	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	24.00	24.50	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	23.00	23.50	D
Notes			
Hackney Carriage and Private Hire - ++Includes Taximeter Sealing Fee			
Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee ## Unless part of a single transaction involving a simultaneous grant in which case £30.00			
LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)			
Dangerous Wild Animals*	73.00	73.00	D
Pet Shops*	73.00	73.00	D
Animal Boarding Establishments*	73.00	73.00	D
Riding Establishments*	73.00	73.00	D
Breeding of Dogs*	73.00	73.00	D
Street Trading			
First Grant & Renewal	398.00	406.00	D
Additional Vehicles (Per Vehicle)	198.00	202.00	D
“Static” First Grant	459.00	468.00	D
Change of Vehicle	30.50	31.00	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	67.50	69.00	D
Daily Fee for Temporary Consent (max 5 days per year)	102.50	104.50	D

Hawkers etc. Cheshire County Council Act	241.00	245.00	D
	2018/19	2019/20	Statutory /
Street Trading (Continued)			Discretionary
Scrap Metal Dealers	201.00	205.00	D
	2018/19	2019/20	Statutory /
Street Trading (continued)			Discretionary
Sex Establishments**	1,482.50	1,512.50	D

Notes

The fee charged for items marked * will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted plus 15%.

** The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

LOCAL LAND CHARGES (Search Fees)

Official Certificate (LLC1)	30.00	30.00	D
Form CON29R	80.00	80.00	D
Official Search (LLC1 & CON29)	110.00	110.00	D
Each additional (LLC1) parcel***	5.00	5.00	D
Each additional (CON29) parcel***	80.00	80.00	D
CON29O Optional Enquiries (per person, per parcel)	12.00	12.00	D
Each Additional Enquiry	26.00	26.00	D
Personal Search	No Charge	No Charge	D

Notes

***Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.

HIGHWAYS

	2018/19	2019/20	Statutory / Discretionary
ROAD TRAFFIC REGULATION ACT 1984			
Temporary Order at request of a third party - * Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	1,600.00	2,000.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	£100.00 plus advertising At Cost plus 15%	£100.00 plus advertising At Cost plus 15%	D
Permanent Order	Administration Fee	Administration Fee	D
Temporary Closure Notice (incl emergency) at request of a third party	£360.00	380.00	D
Diversions Notice at request of a third party	£310.00	320.00	D
HIGHWAYS ACT 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs)	700.00 Plus Technical & Advertising Costs	700.00 Plus Technical & Advertising Costs	D
Also applies to closures/diversions under Town & Country Planning Act 1990			
Issuing of Scaffolding/Hoarding permit – Note, 2019/20 charge increased by 13% to reflect actual cost	80.00	90.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2019/20 charge increased by 20% to reflect actual cost.	25.00	30.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days) Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	25.00	30.00	D
Skip Permit – Additional periods (each additional 7 days) Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	16.00	20.00	D
Skip found without a licence (plus current permit fee) – Note, charge increased by 20% to reflect actual cost and to encourage the application of skip permits	80.00	100	D
Removal of unauthorised skip	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	New charge	£90.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	New charge	£30.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Construction of vehicular crossings on footways	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

HIGHWAYS ACT 1980 (Continued)	2018/19	2019/20	Statutory / Discretionary
Section 38 Agreements	10% of works cost. Minimum charge £2,562	10% of works cost. Minimum charge £2,562	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,562.00 will be payable			
PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	755.00	777.00	D
(b) Moderately Complex Agreement	1,258.00	1,296.00	D
(c) Highly Complex Agreement	2,012.00	2,072.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Alfresco Dining Areas Licence	100.00	110.00	D
'A' Board Licence – Per Annum	55.00	57.00	D
Shop Displays Licence – Per Annum	120.00	130.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations			
(Applications made within 7 working days of the event will incur an additional administration fee of £130.00)	170.00	180.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Minor Highways Works Permits	1,600.00	1,600.00	
NOTE: The refundable cash bond is the value of the works as determined by the Council	plus refundable cash bond	plus refundable cash bond	D
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Structural checking and technical approval of highways structures	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Relocation of lighting column at request of third party			
Commercial Organisations	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D

Relocation of lighting column at request of third party (Continued)	2018/19	2019/20	Statutory / Discretionary
Non-commercial organisations	620.00	630.00	D
HIGHWAY SEARCHES			
Letter and plan showing adopted highway	52.00	53.00	D
Additional questions	16.00	17.00	D
SIGNING			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Initial Assessment of Application for Tourism Signs	120.00	130.00	D
Provision of H Bar Road Markings	90.00	95.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	145.00	150.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
TRAFFIC SIGNALS			
Supply of Information on Operation of Traffic Signals	210.00	220.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) – Note, charge has increased by 100% due to new contract	300.00	600.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours - Note, charge has increased by 100% due to new contract	375.00	700.00	D
Bagging over traffic signal head	20.00	20.00	D
Bagging over pedestrian push button / demand unit	10.00	10.00	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	160.00	170.00	D
BUILDING ACT 1984 Section 18			
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Enterprise, Community & Resources)	210.00	210.00	D
STREET NAMING AND NUMBERING			
Up to 2 Dwellings	40.00	40.00	D
Between 3 and 10 dwellings	200.00	200.00	D
Schemes Over 10 dwellings	375.00	375.00	D
Re-numbering of properties where original numbering has already been confirmed	£50 per plot	£50 per plot	D
ROAD SAFETY			
Supply of Accident Data (per road/junction for up to 3 years)	160.00	170.00	D
Road Safety Courses	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Junior Road Safety Officers Support to Each School for One Year	100.00	100.00	D

	2018/19	2019/20	Statutory / Discretionary
TRAFFIC DATA			
Supply of Automatic Traffic Count Data	140.00	150.00	D
CLOSURE OF BUS STOPS FOR ROADWORKS			
Closure of Bus Stop for Roadworks (per stop)	171.00	175.00	D
Commissioning of Temporary Stop (per stop)	171.00	175.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	91.00	95.00	D
Section 50 - Street Works Income (i) New Apparatus: - Note, a new charging scheme applies from April 2019. All charges include a statutory element			
Minor Works	New Charge	375.00	D
Standard Works	New Charge	750.00	D
Major Works	New Charge	1,500.00	D
Section 50 - Street Works Income (ii) Existing Apparatus: - Note, a new charging scheme applies from April 2019. All charges include a statutory element			
Minor Works	New Charge	375.00	D
Standard Works	New Charge	750.00	D
Major Works	New Charge	1,500.00	D
Miscellaneous			
Supply Photocopy of the Following:			
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	30.00	30.00	D
Any Other Chargeable Documents	40.00	40.00	D
Assistance from Council Staff to Extract, Interpret or Describe this Material	30.00	30.00	D
A4 Aerial Photograph	As A4 Doc	As A4 Doc	D
Copy of tree preservation order	As A4 Doc	As A4 Doc	D
Copy of Consultant Report	70.00	70.00	D
Copy of larger format plans	16.00	16.00	D
Map Production:			
Admin Charge - inclusive of copying of first sheet.	15.00	15.00	D
A4 –per subsequent sheet.	0.70	0.70	D
A3 - per subsequent sheet	1.00	1.00	D
A2 –per subsequent sheet	1.70	1.70	D
A1 - per subsequent sheet	6.65	6.65	D
A0 - per subsequent sheet	10.65	10.65	D
Price per Copy (Colour)			
A4 –per subsequent sheet.	1.70	1.70	D
A3 - per subsequent sheet	2.20	2.20	D
A2 –per subsequent sheet	3.70	3.70	D
A1 - per subsequent sheet	12.70	12.70	D
A0 - per subsequent sheet	20.70	20.70	D
Price Per Disc - CD-R	58.00	58.00	D
Price Per Disc – DVD-R	72.50	72.50	D
Assistance from Council Staff to Extract, Interpret or Describe Material	110.00	110.00	D
Flat Rate to be Added for Access to OS Data	17.00	17.00	D
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	355.00	355.00	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.00	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	72.00	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.00	D

	2018/19	2019/20	Statutory / Discretionary
Miscellaneous (Continued)			
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	72.00	D
Section 106, Town & Country Planning Act 1990: Charges to Developers for Preparation of Agreements Under Above Legislation Relating to Adoption of Open Space, Together with Supervision			
Legal & Supervision Costs	Appropriate fee agreed As agreed by the Strategic Director – Enterprise, Community & Resources	Appropriate fee agreed As agreed by the Strategic Director – Enterprise, Community & Resources	D
Other Section 106 Agreements			D

PLANNING and BUILDING CONTROL

All costs set out below are discretionary.

The Council entered into a building control shared service arrangement with Knowsley Council on 01 January 2019. As a result building control charges may be subject to change through the year.

Plan Charge: New Dwellings 2019/20

Number of House Types (Design)																						
Number of Dwellings		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	1	240																				
	2	246	336																			
	3	252	342	432																		
	4	258	348	438	528																	
	5	264	354	444	534	624																
	6	270	360	450	540	630	720															
	7	276	366	456	546	636	726	816														
	8	282	372	462	552	642	732	822	912													
	9	288	378	468	558	648	738	828	918	1008												
	10	294	384	474	564	654	744	834	924	1014	1104											
	11	300	390	480	570	660	750	840	930	1020	1100	1200										
	12	306	396	486	576	666	756	846	936	1026	1116	1206	1296									
	13	312	402	492	582	672	762	852	942	1032	1122	1212	1302	1392								
	14	318	408	498	588	678	768	858	948	1038	1128	1218	1308	1398	1488							
	15	324	414	504	594	684	774	864	954	1044	1134	1224	1314	1404	1494	1584						
	16	330	420	510	600	690	780	870	960	1050	1140	1230	1320	1410	1500	1590	1680					
	17	336	426	516	606	696	786	876	966	1056	1146	1236	1326	1416	1506	1596	1686	1776				
	18	342	432	522	612	702	792	882	972	1062	1152	1242	1332	1422	1512	1602	1692	1782	1872			
	19	348	438	528	618	708	798	888	978	1068	1158	1248	1338	1428	1518	1608	1698	1788	1878	1968		
	20	354	444	534	624	714	804	894	984	1074	1164	1254	1344	1434	1524	1614	1704	1794	1884	1974	2064	

Additional dwellings 21 and over – an additional charge of £6 per dwelling is applicable

Site Inspection Charge: New Dwellings

No. of Dwellings	Detached Dwelling Houses		Semi-Detached Dwelling Houses		Terraced/Town Houses or Flats	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
1	390.00	390.00	-	-	-	-
2	648.00	648.00	540.00	540.00	-	-
3	888.00	888.00	-	-	750.00	750.00
4	1,110.00	1,110.00	906.00	906.00	904.00	904.00
5	1,314.00	1,314.00	-	-	1,040.00	1,040.00
6	1,500.00	1,500.00	1,236.00	1,236.00	1,158.00	1,158.00
7	1,668.00	1,668.00	-	-	1,258.00	1,258.00
8	1,818.00	1,818.00	1,530.00	1,530.00	1,358.00	1,358.00
9	1,950.00	1,950.00	-	-	1,458.00	1,458.00
10	2,064.00	2,064.00	1,788.00	1,788.00	1,558.00	1,558.00
11	2,178.00	2,178.00	-	-	1,658.00	1,658.00
12	2,292.00	2,292.00	2,010.00	2,010.00	1,758.00	1,758.00
13	2,406.00	2,406.00	-	-	1,858.00	1,858.00
14	2,520.00	2,520.00	2,214.00	2,214.00	1,958.00	1,958.00
15	2,634.00	2,634.00	-	-	2,058.00	2,058.00
16	2,748.00	2,748.00	2,418.00	2,418.00	2,158.00	2,158.00
17	2,862.00	2,862.00	-	-	2,258.00	2,258.00
18	2,976.00	2,976.00	2,622.00	2,622.00	2,358.00	2,358.00
19	3,090.00	3,090.00	-	-	2,458.00	2,458.00
20	3,204.00	3,204.00	2,826.00	2,826.00	2,558.00	2,558.00
21 and over	Additional £114 per Dwelling	Additional £114 per Dwelling	Additional £102 per dwelling	Additional £102 per dwelling	Additional £100 per dwelling	Additional £100 per dwelling

Building Notice Additional Charge: New Dwellings

No. of Dwellings	2018/19	2019/20
1	130.00	130.00
2	174.00	174.00
3	204.00	204.00
4	234.00	234.00
5	264.00	264.00
6	294.00	294.00
7	324.00	324.00
8	354.00	354.00
9	384.00	384.00
10	414.00	414.00
11	444.00	444.00
12	474.00	474.00
13	504.00	504.00
14	534.00	534.00
15	564.00	564.00
16	594.00	594.00
17	624.00	624.00
18	654.00	654.00
19	684.00	684.00
20	714.00	714.00
21 and over	Additional £30per dwelling	Additional £30per dwelling

Domestic Extensions and Alterations

Category:	Full Plans				Building Notice Charge		Regularisation Charge	
	Plan Charge		Inspection Charge		2018/19	2019/20	2018/19	2019/20
	2018/19	2019/20	2018/19	2019/20				
Extensions to Dwellings: To include: Basements, Ground Floor Single Storey, Two Storey and First Floor								
1. Extension less than 10m ²	150.00	150.00	240.00	240.00	435.00	435.00	570.00	570.00
2. Extension between 10m ² and 40m ²	150.00	150.00	330.00	330.00	525.00	525.00	690.00	690.00
3. Extension between 40m ² and 100m ²	150.00	150.00	450.00	450.00	645.00	645.00	810.00	810.00
Loft Conversions:								
4. Loft conversion no dormer	150.00	150.00	360.00	360.00	510.00	510.00	630.00	630.00
5. Loft Conversion with dormer	150.00	150.00	396.00	396.00	540.00	540.00	690.00	690.00
Detached / Attached Garages								
6. All garages less than 60m ²	150.00	150.00	240.00	240.00	420.00	420.00	5400.00	5400.00
Garage Conversions								
7. Alterations to garage to form a habitable room	120.00	120.00	180.00	180.00	315.00	315.00	420.00	420.00
Detached habitable building: Not a single Dwelling								
8. Detached habitable building up to 100m ²	150.00	150.00	425.00	425.00	620.00	620.00	780.00	780.00
Other Domestic Work and Alterations								
9. Structural and internal alterations with a commercial value less than £2000	165.00*	165.00*	N/A	N/A	180.00*	180.00*	255.00	255.00
10. Structural and internal alterations with a commercial value between £2001 and £5000	240.00*	240.00*	N/A	N/A	255.00*	255.00*	360.00	360.00
11. Structural and internal alterations with a commercial value between £5001 and £10000	135.00	135.00	150.00	150.00	300.00	300.00	405.00	405.00
12. Structural and internal alterations with a commercial value	135.00	135.00	210.00	210.00	360.00	360.00	480.00	480.00

between £10001 and £20000								
13. Replacement windows/doors up to 10 openings	120.00*	120.00*	N/A	N/A	120.00*	120.00*	150.00	150.00
14. Replacement windows/doors 11 or more openings	210.00*	210.00*	N/A	N/A	210.00*	210.00*	270.00	270.00
15. Installation of a heat producing appliance	195.00*	195.00*	N/A	N/A	195.00*	195.00*	240.00	240.00
16. Underpinning of existing foundations with a commercial value of less than £5000	300.00*	300.00*	N/A	N/A	300.00*	300.00*	390.00	390.00
17. Underpinning of existing foundations with a commercial value more than £5000	360.00*	360.00*	N/A	N/A	360.00*	360.00*	465.00	465.00
18. Renovation of a thermal element including existing roof, wall or floor	210.00*	210.00*	N/A	N/A	210.00*	210.00*	270.00	270.00
19. All electrical work carried out by a person not Part P registered	150.00*	150.00*	N/A	N/A	150.00*	150.00*	210.00	210.00
20. All electrical work carried out where no acceptable BS7671 test certificate is given	330.00*	330.00*	N/A	N/A	330.00*	330.00*	435.00	435.00
21. Installation of cavity wall insulation under the Competent Persons Scheme	15.00*	15.00*	N/A	N/A	15.00*	15.00*	24.00	24.00

*This charge is the combined Plan and Inspection charges and payable at time of deposit of the application.

Differential Matrix for Residential Work

When a single application involves work to be undertaken at the same time as an extension/loft conversion to the dwelling then a reduction as per below table can be applied to the estimated cost of alteration work:

	Circumstance attracting a reduction	Reduction in Building Control Charge shown in Schedule 2 when that work is being carried out at the same time that any work shown in Category 1 through to 5 in Schedule 2 is being undertaken
1	Installation or replacement of windows and or doors in a dwelling house (under 10 units)	50% of Full Plans/Building Notice Charge dependent on which application is submitted
2	Where the work comes within the scope of Schedule 2 and the estimated cost of the building work is less than £10000	50% of Full Plans/Building Notice Charge dependent on which application is submitted

Building Work to Non Domestic Buildings

	Plan Charge		Inspection Charge		Regularisation Charge	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
1. Replacement windows up to 10 openings	255.00	255.00	255.00	255.00	360.00	360.00
2. Replacement windows 11 or more	255.00	255.00	255.00	255.00	360.00	360.00
3. New/replacement shop front	120.00	120.00	165.00	165.00	405.00	405.00
4. Renovation of a roof, wall or floor with a commercial value of not more than £5,000	240.00	240.00	N/A	N/A	360.00	360.00
5. Renovation of a roof, wall or floor with a commercial value of between £5,001 to £10,000	135.00	135.00	150.00	150.00	405.00	405.00
6. Structural and internal alterations with a commercial value of less than £2,000	165.00	165.00	N/A	N/A	225.00	225.00
7. Structural and internal alterations with a commercial value of between £2,001 and £5,000	240.00	240.00	N/A	N/A	360.00	360.00
8. Structural and internal alterations with a commercial value of between £5,001 and £10,000	135.00	135.00	150.00	150.00	405.00	405.00
9. Structural and internal alterations with a commercial value of between £10,001 and £20,000	135.00	135.00	210.00	210.00	480.00	480.00
10. Any work not described in Items 1 to 9	Charge to be subject to project specific negotiation					

PRE APPLICATION PLANNING FEE SCHEDULE Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

	2018/19	2019/20
Site history requests	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Advice for officer time regarding trees/listed buildings/conservation areas (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Planning Obligations administration and Management Fee (for monitoring obligations) (Does not include Legal Charge)	550.00	550.00
Discharge of conditions (Per Officer Per Hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Significant Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> • More than 50 dwellings • All non-residential schemes with a floor space over 2,000sqm or on sites over 2ha • change of use of building(s) with a floor space over 2,000sqm or sites over 2ha • more than 10 wind turbines • any scheme requiring an Environmental Impact Assessment 	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Above meetings include a Planning Officer and a Highways Officer. Charge for additional officers (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)

Development Category	Charging Rates
Category A – Householder Development <ul style="list-style-type: none"> • All proposed works to a domestic dwelling 	<ul style="list-style-type: none"> • £50 – unaccompanied visit and formal response to request • £100 – if a meeting is requested.
Category B – Minor Development <ul style="list-style-type: none"> • Up to and including 2 dwellings • All schemes and Change of Use of building(s) with a floor space less than 250sqm or sites less than 0.25ha • Advertisements • Shopfront Developments • Single wind turbines/telecoms mast with mast height under 17m • Ancillary development including car parks etc. 	<ul style="list-style-type: none"> • £200 to cover one unaccompanied site visit and formal response to request. • £260 if a meeting is requested and takes place; • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
See also notes:	

(1), (2)	
<p>Category C – Intermediate Development</p> <ul style="list-style-type: none"> • 3 to 9 dwellings • All schemes and Change of Use of building(s) with a floor space between 250sqm and up to 500sqm or on sites between 0.25ha and up to 0.5ha • Development of infrastructure e.g. internal roads, development of rail sidings or siting of plant equipment • Single wind turbines/telecoms mast with mast height over 17m <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £540 to cover one site visit, formal response to request and one meeting. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category D – Small Scale Development</p> <ul style="list-style-type: none"> • 10 to 39 dwellings • All schemes and Change of Use of building(s) with a floor space over 500sqm and up to 1,000sqm or on sites over 0.5ha and up to 1ha <p>Up to 5 wind turbines</p> <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £1500 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category E – Significant Development</p> <ul style="list-style-type: none"> • 40 to 99 dwellings • All schemes and Change of Use of building(s) with a floor space over 1,000sqm and up to 2,000sqm or on sites over 1 ha and up to 2ha <p>Between 6 and 20 wind turbines</p> <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £2500 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category F – Large Scale Development</p> <ul style="list-style-type: none"> • 100 or more dwellings 	<ul style="list-style-type: none"> • £5040 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health,

<ul style="list-style-type: none"> • All schemes and Change of Use of building(s) with a floor space over 2000sqm or on sites over 2ha in size • More than 20 wind turbines • Proposals for Solar Farms • All schemes requiring an Environmental Impact Assessment. • <p>See also notes: (1), (2),</p>	<p>Legal, Highways, Open Spaces etc</p>
<p>Notes:</p> <p>(1) Current hourly rate is £60 Meetings include a planning officer and a highways officer. Additional officers will be charged at an hourly rate.</p> <p>(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000</p>	

ADULT SOCIAL CARE

	2018/19	2019/20	Statutory / Discretionary
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery, as per charge of care provider.	Full cost recovery, as per charge of care provider.	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery, as per charge of care provider.	Full cost recovery, as per charge of care provider.	S
Day Care (per session)	16.65	16.90	D
Family Placement (per session)	16.65	16.90	D
Dorset Gardens, Naughton Fields and Barkla Fields Support Charge (per week)	11.60	11.85	D
Key Safe	55.50	56.60	D
Night Care Service (per week)	28.45	29.00	D
Transport (per journey)	3.10	3.15	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	59.40	60.90	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	69.35	71.10	D
Water & Sewerage (weekly) - Riverview Gypsy Site – Note, reduction in 2019.20 charge is based on previous year's actual usage	19.09	17.75	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	79.95	81.95	D
Pitch Charges (daily) - Transit Site	13.25	13.60	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	692.50	706.35	D
Adults in Supported Accommodation (per week) Bredon	600.00	612.00	D
Day Care - Older People (per session)	47.90	48.86	D
Day Care - Adults with Learning Disability (per session)	85.00	86.70	D
Day Care - Adults with Physical/Sensory Disability (per session)	98.50	100.47	D
Appointee/Deputyship Charges*			
Securing Property	110.00	110.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	27.50	27.50	D
Storage of Wills (annual cost)	27.50	27.50	D
Property Searches, Meter Readings etc (cost per hour)	27.50	27.50	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per week	7.00	7.00	D
Appointeeship clients (community based) per week	10.00	10.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service. – Note – Charge increased by 20% to reflect cost of service	250.00	300.00	D

	2018/19	2019/20	Statutory / Discretionary
Appointee/Deputyship Charges* (Continued)			
Funeral Arrangements – Note – Charge increased by 17% to reflect cost of service	300.00	350.00	D
Same day payment of personal allowances	5.00	5.00	D
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	6.17	6.29	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	9.88	10.08	D
Mobile Homes Act 2013			
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	495.00	505.00	D
New License Application: 6-15 Pitches	533.00	544.00	D
New License Application: 16-45 Pitches	571.00	582.00	D
New License Application: >46 Pitches	609.00	621.00	D
Transfer of Existing License: 1-5 Pitches	124.00	126.00	D
Transfer of Existing License: 6-15 Pitches	124.00	126.00	D
Transfer of Existing License: 16-45 Pitches	124.00	126.00	D
Transfer of Existing License: >46 Pitches	124.00	126.00	D
Application to vary a Site License: 1-5 Pitches	204.00	208.00	D
Application to vary a Site License: 6-15 Pitches	255.00	260.00	D
Application to vary a Site License: 16-45 Pitches	306.00	312.00	D
Application to vary a Site License: >46 Pitches	357.00	364.00	D
Annual License Fee: 1-5 Pitches	80.00	82.00	D
Annual License Fee: 6-15 Pitches	106.00	108.00	D
Annual License Fee: 16-45 Pitches	160.00	163.00	D
Annual License Fee: >46 Pitches	320.00	326.00	D
Deposit of Site Rules: 1-5 Pitches	30.00	31.00	D
Deposit of Site Rules: 6-15 Pitches	30.00	31.00	D
Deposit of Site Rules: 16-45 Pitches	30.00	31.00	D
Deposit of Site Rules: >46 Pitches	30.00	31.00	D

CHILDREN'S SOCIAL CARE

	2018/19	2019/20	Statutory / Discretionary
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.70	6.90	D
Meeting Room – Voluntary Group Daily Rate	36.40	37.20	D
Meeting Room – Private Group Hourly Rate	8.80	9.00	D
Meeting Room – Private Group Daily Rate	50.80	51.90	D
Training Room 1&2 – Voluntary Group Hourly Rate	6.70	6.90	D
Training Room 1&2– Voluntary Group Daily Rate	36.40	37.20	D
Training Room 1&2 – Private Group Hourly Rate	8.80	9.00	D
Training Room 1&2 – Private Group Daily Rate	50.80	51.90	D
Training Room 1 – Voluntary Group Hourly Rate	3.60	3.70	D
Training Room 1– Voluntary Group Daily Rate	14.90	15.20	D
Training Room 1 – Private Group Hourly Rate	5.70	5.80	D
Training Room 1 – Private Group Daily Rate	29.30	29.90	D
Training Room 2 – Voluntary Group Hourly Rate	3.60	3.70	D
Training Room 2– Voluntary Group Daily Rate	14.90	15.20	D
Training Room 2 – Private Group Hourly Rate	5.70	5.80	D
Training Room 2 – Private Group Daily Rate	29.30	29.90	D
Community Room – Voluntary Group Hourly Rate	4.70	4.80	D
Community Room – Voluntary Group Daily Rate	22.10	22.60	D
Community Room – Private Group Hourly Rate	7.20	7.40	D
Community Room – Private Group Daily Rate	40.50	41.40	D
Quiet Room – Voluntary Group Hourly Rate	2.60	2.70	D
Quiet Room – Voluntary Group Daily Rate	10.30	10.50	D
Quiet Room – Private Group Hourly Rate	5.20	5.30	D
Quiet Room – Private Group Daily Rate	25.70	26.30	
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.70	6.90	D
Meeting Room – Voluntary Group Daily Rate	36.40	37.20	D
Meeting Room – Private Group Hourly Rate	8.80	9.00	D
Meeting Room – Private Group Daily Rate	50.80	51.90	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	8.80	9.00	D
Play Room – Voluntary Group Daily Rate	50.80	51.90	D
Play Room – Private Group Hourly Rate	10.80	11.10	D
Play Room – Private Group Daily Rate	65.10	66.50	D
Training Room – Voluntary Group Hourly Rate	6.70	6.90	D
Training Room – Voluntary Group Daily Rate	36.40	37.20	D
Training Room – Private Group Hourly Rate	8.80	9.00	D
Training Room – Private Group Daily Rate	50.80	51.90	D
Family Room – Voluntary Group Hourly Rate	4.70	4.80	D
Family Room – Voluntary Group Daily Rate	22.10	22.60	D
Family Room – Private Group Hourly Rate	7.20	7.40	D
Family Room – Private Group Daily Rate	40.50	41.40	D
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	8.80	9.00	D
Woodhatch Room – Voluntary Group Daily Rate	50.80	51.90	D
Woodhatch Room – Private Group Hourly Rate	10.80	11.10	D
Woodhatch Room – Private Group Daily Rate	65.10	66.50	D
Wellbrook Room – Voluntary Group Hourly Rate	6.70	6.90	D
Wellbrook Room – Voluntary Group Daily Rate	36.40	37.20	D
Wellbrook Room – Private Group Hourly Rate	8.80	9.00	D
Wellbrook Room – Private Group Daily Rate	50.80	51.90	D
Helston Room – Voluntary Group Hourly Rate	5.20	5.30	D
Helston Room – Voluntary Group Daily Rate	25.70	26.30	D
Helston Room – Private Group Hourly Rate	7.20	7.40	D
Helston Room – Private Group Daily Rate	40.50	41.40	D
Kilncroft Room – Voluntary Group Hourly Rate	4.10	4.20	D

Brookvale Children's Centre (Continued)	2018/19	2019/20	Statutory / Discretionary
Kilncroft Room – Voluntary Group Daily Rate	18.50	18.90	D
Kilncroft Room – Private Group Hourly Rate	6.20	6.40	D
Kilncroft Room – Private Group Daily Rate	32.80	33.50	D
Portleven Room – Voluntary Group Hourly Rate	4.10	4.20	D
Portleven Room – Voluntary Group Daily Rate	18.50	18.90	D
Portleven Room – Private Group Hourly Rate	6.20	6.40	D
Portleven Room – Private Group Daily Rate	32.80	33.50	D
Clovelly Room – Voluntary Group Hourly Rate	4.10	4.20	D
Clovelly Room – Voluntary Group Daily Rate	18.50	18.90	D
Clovelly Room – Private Group Hourly Rate	6.20	6.40	D
Clovelly Room – Private Group Daily Rate	32.80	33.50	D
Hanover Full Room – Voluntary Group Hourly Rate	8.80	9.00	D
Hanover Full Room – Voluntary Group Daily Rate	50.80	51.90	D
Hanover Full Room – Private Group Hourly Rate	10.80	11.10	D
Hanover Full Room – Private Group Daily Rate	65.10	66.50	D
Hanover Half Room – Voluntary Group Hourly Rate	4.40	4.50	D
Hanover Half Room – Voluntary Group Daily Rate	25.40	26.00	D
Hanover Half Room – Private Group Hourly Rate	6.70	6.90	D
Hanover Half Room – Private Group Daily Rate	32.60	33.10	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	8.80	9.00	D
Community Room & Kitchen – Voluntary Group Daily Rate	50.80	51.90	D
Community Room & Kitchen – Private Group Hourly Rate	10.80	11.10	D
Community Room & Kitchen – Private Group Daily Rate	65.10	66.50	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Play Room – Voluntary Group Hourly Rate	5.20	5.40	D
Play Room – Voluntary Group Daily Rate	25.70	26.30	D
Play Room – Private Group Hourly Rate	7.20	7.40	D
Play Room – Private Group Daily Rate	40.00	40.80	D
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	6.70	6.90	D
Conference Room – Voluntary Group Daily Rate	36.40	37.20	D
Conference Room – Private Group Hourly Rate	8.80	9.00	D
Conference Room – Private Group Daily Rate	50.80	51.90	D
Community Room – Voluntary Group Hourly Rate	5.20	5.30	D
Community Room – Voluntary Group Daily Rate	25.70	26.30	D
Community Room – Private Group Hourly Rate	7.20	7.40	D
Community Room – Private Group Daily Rate	40.00	40.80	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	5.20	5.20	D
Meeting Room – Voluntary Group Daily Rate	25.70	25.70	D
Meeting Room – Private Group Hourly Rate	7.20	7.20	D
Meeting Room – Private Group Daily Rate	40.00	40.00	D
Play Room – Voluntary Group Hourly Rate	6.70	6.70	D
Play Room – Voluntary Group Daily Rate	36.40	36.40	D
Play Room – Private Group Hourly Rate	8.80	8.80	D
Play Room – Private Group Daily Rate	50.80	50.80	D
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	8.80	9.00	D
Buttercup Room – Voluntary Group Daily Rate	50.80	51.90	D

	2018/19	2019/20	Statutory / Discretionary
Warrington Road Children's Centre (Continued)			
Buttercup Room – Private Group Hourly Rate	10.80	11.10	D
Buttercup Room – Private Group Daily Rate	65.10	66.50	D
Daisy Room – Voluntary Group Hourly Rate	5.20	5.40	D
Daisy Room – Voluntary Group Daily Rate	25.70	26.30	D
Daisy Room – Private Group Hourly Rate	7.20	7.40	D
Daisy Room – Private Group Daily Rate	40.00	40.80	D
Daffodil Room – Voluntary Group Hourly Rate	5.20	5.40	D
Daffodil Room – Voluntary Group Daily Rate	25.70	26.30	D
Daffodil Room – Private Group Hourly Rate	7.20	7.40	D
Daffodil Room – Private Group Daily Rate	40.00	40.80	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	8.80	9.00	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	50.80	51.90	D
Daisy and Daffodil Room – Private Group Hourly Rate	10.80	11.10	D
Daisy and Daffodil Room – Private Group Daily Rate	65.10	66.50	D
Kitchen – Voluntary Group Hourly Rate	8.80	9.00	D
Kitchen – Voluntary Group Daily Rate	50.80	51.90	D
Kitchen – Private Group Hourly Rate	10.80	11.10	D
Kitchen – Private Group Daily Rate	65.10	66.50	D
Poppy Room – Voluntary Group Hourly Rate	3.10	3.20	D
Poppy Room – Voluntary Group Daily Rate	11.30	11.60	D
Poppy Room – Private Group Hourly Rate	5.20	5.40	D
Poppy Room – Private Group Daily Rate	25.70	26.30	
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	8.80	9.00	D
Community Room – Voluntary Group Daily Rate	50.80	51.90	D
Community Room – Private Group Hourly Rate	10.80	11.10	D
Community Room – Private Group Daily Rate	65.10	66.50	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Meeting Room – Voluntary Group Hourly Rate	4.10	4.20	D
Meeting Room – Voluntary Group Daily Rate	18.50	18.90	D
Meeting Room – Private Group Hourly Rate	6.20	6.40	D
Meeting Room – Private Group Daily Rate	32.80	33.50	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.70 each			
For All Above - 25% discount on all block bookings over 10 sessions			
*Early Years Day Care Parental Fees			
Warrington Road Bambini Daycare Centre			
Full Day 8am – 6pm	38.50	39.50	D
Morning 8am – 1pm	25.00	26.00	D
Afternoon 1pm – 6pm	24.00	25.00	D
*Ditton Early Years Centre			
Full Day 8am – 6pm	38.50	39.50	D
Morning 8am – 1pm	25.00	26.00	D
Afternoon 1pm – 6pm	24.00	25.00	D

OPEN SPACES

	2018/19	2019/20	Statutory / Discretionary
Allotments			
Allotment Plot	0.45p m ²	0.46p m ²	D
New Tenant Admin Fee (includes £20 refundable cost of key)	43.00	43.50	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	935.00	955.00	D
One or two interments	830.00	845.00	D
Cremated remains grave	495.00	505.00	D
Extension of lease for further 50 years after initial purchase			
Three Interments	935.00	955.00	D
One or two interments	830.00	845.00	D
Cremated remains grave	495.00	505.00	D
<i>Price includes fee for concrete beam for installation of memorial</i>			
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):			
1 interment - adult	775.00	790.00	D
2 interments - adult	885.00	900.00	D
3 interments - adult	990.00	1,010.00	D
1 interment – child (1 year-16 years)	340.00	340.00	D
2 interments – child (1 year-16 years)	370.00	370.00	D
3 interments - child (1 year-16 years)	465.00	465.00	D
Stillborn child or child not exceeding 12 months – Note, Cost not recovered	Nil	Nil	D
Burial of cremated remains (Mon-Fri)	195.00	205.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	295.00	300.00	D
Burial of two cremated remains casket/double casket at the same time – non-resident	570.00	580.00	D
Burial of Body Parts/ Organs	New Charge	80.00	D
Burial of cremated remains child under 16 (Mon-Fri) – Note, cost not recovered	New Charge	Nil	D
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 2.00 pm, Friday – 10.00 a.m. to 1.30 pm</i>).	140.00	140.00	D
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee	D
Non-resident charge for A-H above +100%(If Previous Borough resident when grave purchased – no extra charge)	+100%	+100%	D
Late Arriving Funeral – 10 minutes or more	55.00	55.00	D
Indemnity fee	90.00	90.00	D
Use of Crematorium Chapel for funeral service	120.00	120.00	D
Transfer of Ownership of Exclusive Right of Burial	90.00	90.00	D
Replacement Grave Deed	55.00	55.00	D
Grave search – up to 10 names	45.00	45.00	D
Memorials:			
New Headstone	190.00	190.00	D
Additional Inscription	50.00	50.00	D
Vase/tablet/book – up to 18" x 12" x 12"	75.00	75.00	D
Registration of BRAMM registered masons	Nil	Nil	D
Inscription to Baby Headstone in Baby Garden	65.00	65.00	D
Replacement headstone/kerb/refix to NAMM	50.00	50.00	D

Memorial Benches (10 year lease)	2018/19	2019/20	Statutory / Discretionary
5ft hardwood bench, with engraved plaque	765.00	785.00	D
Renewal of 10 year lease (existing bench) – Note, charge increased by 22%, to include cost of new bench	575.00	700.00	D
Crematorium Charges			
Cremation charge – adult	730.00	745.00	D
Cremation charge – child (1 year-16 years)	350.00	350.00	D
Cremation charge – child under 1 year	75.00	75.00	D
Cremation charge – after anatomical examination	395.00	395.00	D
Cremation webcast Live service charge	New Charge	30.00	D
Cremation webcast service charge	45.00	45.00	D
Cremation webcast physical Copy (DVD/Blu-Ray/USBcharge service)	New Charge	50.00	D
Saturday morning – additional charge	+50%	+50%	D
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	70.00	70.00	D
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	115.00	117.00	D
Casket – wooden	76.00	78.00	D
Token box	25.00	25.00	D
Storage of cremated remains after one calendar month from date of cremation	80.00	80.00	D
Postage of cremated remains (by secure carrier)	By Request	By Request	D
Certified Extract from the Cremation Register	55.00	55.00	D
Miscellaneous Charges			
Civil Funeral Celebrant	205.00	205.00	D
Reprinting of Invoice Schedule	27.00	27.00	D
Incomplete cremation forms	New Charge	10.00	D
Late Cremation / Burial Forms	New Charge	25.00	D
Storage of Headstone After Burial - Up to 6 Months – Note, cost not recovered	Nil	0.00	D
Storage of Headstone After Burial - Monthly Charge Thereafter	New Charge	10.00	D
Plaques (10 year lease)			
Bronze plaque	262.50	268.34	D
Renewal for further 10 years	125.00	127.50	D
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery	420.00	420.00	D
Sundial	170.00	170.00	D
Renewal for further 10 years	170.00	170.00	D
Book of Remembrance -			
2 line entry	100.00	100.00	D
3 line entry	130.00	130.00	D
4 line entry	160.00	160.00	D
5 line entry	185.00	185.00	D
6 line entry	220.00	220.00	D
7 line entry	245.00	245.00	D
8 line entry	275.00	275.00	D
Flower designs	90.00	90.00	D
Other designs	100.00	100.00	D
Extra line to existing entry	55.00	55.00	D
Slate Tablets			
Slate Tablets per letter	5.00	5.00	D

Sanctum Vaults:	2018/19	2019/20	Statutory / Discretionary
10 year lease (includes wooden casket)	640.00	650.00	D
Renewal for further 10 years	290.00	295.00	D
20 year lease (includes wooden casket)	850.00	870.00	D
Renewal for further 20 years	415.00	425.00	D
Placing 2nd casket of remains – Monday to Friday only	68.00	70.00	D
Opening vault on request	40.00	40.00	D
Design and Lettering (prices exclusive of VAT)			
Lettering (per letter)	4.38	4.46	D
Small design	82.50	84.00	D
Large design	108.00	110.00	D
Photo tile (portrait – 1 person)	150.00	153.00	D
Photo tile (landscape – 2 persons)	195.00	198.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	26.00	26.50	D
Couples Bowling Green Card (Annual) (in same household)	41.00	42.00	D
Junior Bowling Green Card (Annual)	13.00	13.25	D
Summer Rugby Adult	550.00	561.00	D
Summer Rugby Juniors - #	326.00	333.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	564.00	575.00	D
Junior B/B Pitch Hire (Alternate weeks)	334.00	341.00	D
Mini Soccer B/B Hire	252.00	257.00	D
Adult Baseball Field (Annual)	1,673.00	1,706.00	D
Junior Baseball Field (Annual)	837.00	854.00	D
Bandstand Hire			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Event Land Hire – Non Commercial			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Land Hire Bond (Refundable)	POA	POA	D
Event Land Hire - Commercial			
Commercial Land Hire	POA	POA	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2018/19	2019/20	Statutory / Discretionary
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	N/A	21.35	D
Environmental Protection Act			
List of authorised part "B" Processes	42.65	43.50	S
List of authorised part "A" Processes	43.70	44.57	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	65.80	67.1	S
Other documents requiring stamp	21.80	22.2	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	112.65	114.90	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	81.10	82.72	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	81.10	82.72	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	New Charge	216.74	S
Pet Shop with Dangerous Animals	New Charge	321.42	S
Boarding Cats	New Charge	237.30	S
Boarding Dogs	New Charge	237.30	S
Breeding Dogs	New Charge	342.25	S
Hiring Horses	New Charge	342.25	S
Home Boarding Dogs	New Charge	195.24	S
Dog Day Care	New Charge	195.24	S
Exhibition Animals	New Charge	237.70	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	20.93	21.35	S

Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments	2018/19	2019/20	Statutory / Discretionary
Registration fee	113.2	115.46	S
Additional Individual Operator Registration	35.8	36.52	S
Border Agency Accommodation Inspections	75.5	77.01	S
Return of Seized Sound Equipment (Noise Act 1996)	133.3	135.97	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	189.6	193.4	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	New Charge	510	S
Houses in Multiple Occupation with 6 rooms. 5 year license	New Charge	546	S
Houses in Multiple Occupation with 7 rooms. 5 year license	New Charge	582	S
Houses in Multiple Occupation with 8 rooms. 5 year license	New Charge	618	S
Houses in Multiple Occupation with 9 rooms. 5 year license	New Charge	654	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	New Charge	690	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	76.90	78.40	D
School Charge:			
Ants	55.45	56.60	D
Fleas	55.45	56.60	D
Wasps	55.45	56.60	D
Cockroaches	55.45	56.60	D
Mice	55.45	56.60	D
Rats	55.45	56.60	D
Domestic Charges - #:			
Ants	46.21	47.1	D
Fleas	46.21	47.1	D
Wasps	41.75	42.6	D
Bedbugs	51.67	52.7	D
Cockroaches	26.67	27.2	D
Mice	26.67	27.2	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	57.70	58.90	S
Trading Standards Services			
Fireworks			
Type of Application			
One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	185.00	185.00	S
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	243.00	243.00	S

Trading Standards Services – Fireworks (Continued)	2018/19	2019/20	Statutory / Discretionary
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	304.00	304.00	S
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	374.00	374.00	S
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	86.00	86.00	S
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	61.32	62.52	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S

PUBLIC HEALTH

2018/19

2019/20

**Statutory /
Discretionary
D**

Health Improvement Team – exercise session charge

2.75

COMMUNITY DEVELOPMENT

	2018/19	2019/20	Statutory / Discretionary
COMMUNITY CENTRES			
Activities			
Badminton (Juniors)	9.30	9.79	D
Badminton (Adults)	11.50	11.85	D
Climbing Wall (Adults – per hourly session)	2.70	2.78	D
Climbing Wall (Juniors – per hourly session)	1.10	1.13	D
Climbing Wall (Hire per hour inc. instructor)	37.50	38.63	D
Community Groups:			
Room Hire – Hall (per hour)	8.80	9.06	D
Room Hire – Small Room (per hour)	3.50	3.61	D
Room Hire – Medium Room (per hour)	5.00	5.15	D
Room Hire – Large Room (per hour)	5.60	5.77	D
Private Groups:			
Room Hire – Hall (per hour)	11.00	11.33	D
Room Hire – Small Room (per hour)	4.40	4.53	D
Room Hire – Medium Room (per hour)	6.10	6.28	D
Room Hire – Large Room (per hour)	6.80	7.00	D
Commercial Groups:			
Room Hire – Hall (per hour)	13.30	13.70	D
Room Hire – Small Room (per hour)	5.80	5.97	D
Room Hire – Medium Room (per hour)	7.60	7.83	D
Room Hire – Large Room (per hour)	8.10	8.34	D
Weekend Room Hire	Relevant room hire charge	Relevant room hire charge	D
	+50%	+50%	
Performing Rights (of total charge)	5%	0.05	D
Sportshall at Upton Community Centre (Adults)	33.50	34.50	D
Sportshall at Upton Community Centre (Juniors)	27.00	27.81	D

LEISURE & RECREATION

	2018/19	2019/20	Statutory / Discretionary
Swimming			
Adult	3.90	4.20	D
Junior	2.25	2.40	D
Halton Leisure Card (HLC)	2.40	2.60	D
Family Swim (2 x adults & 2 x juniors)	New Charge	10.00	D
Aquababes	3.30	3.50	D
Private lesson 121	16.00	16.00	D
Private lesson 221	22.00	22.00	D
Child Swim Lesson - 30 min membership	20.20	20.50	D
Child Swim Lesson - 60 min membership	26.70	27.00	D
Adult Swim Lesson - 30 min membership	20.20	21.00	D
Private lesson 121 membership	53.00	53.00	D
Private lesson 221 membership	34.00	34.00	D
Crash Course - 30 min (5 day)	22.00	23.00	D
Memberships			
Single membership – Note, reduction in charge to promote new membership	31.50	26.00	D
Joint membership - Note, reduction in charge to promote new membership	55.90	47.50	D
HLC Membership	25.20	25.20	D
Swim Only membership	23.50	44.72	D
Gym only membership (BRC/RSP)	15.99	42.00	D
Gym only membership (KLC)	17.99	23.50	D
Teen Membership	15.99	15.99	D
Family membership - Note, reduction in charge to promote new membership	63.00	52.00	D
Activities			
Bowls	53.00	54.20	D
Halton Day Services	89.00	91.00	D
Men's 50+ Badminton	4.10	4.20	D
Karate Club	23.50	24.00	D
Trampoline Private Hire	13.30	13.50	D
Trampoline Membership		14.00	D
Badminton Club Hire (Per court, per hour, plus admission)	5.20	5.20	D
Liverpool Canoe Club	48.50	49.50	D
Netball Leagues	280.00	280.00	D
Back to Netball	3.20	3.30	D
Sports Hall Admit Adult		2.40	D
Sports Hall Admit Junior	1.25	1.30	D
HLC Admit	1.45	1.50	D
Squash Adult	3.90	4.00	D
Squash Junior	2.00	2.10	D
Casual Gym/Aerobics	5.20	5.20	D
Junior Fitness	2.60	2.70	D
Health Suite	6.10	6.10	D
Table Tennis Adult	2.60	2.60	D
Table Tennis Junior	1.40	1.45	D
Spectator Adult	0.50	0.50	D
Spectator Junior	0.25	0.25	D
Spectator HLC	0.25	0.25	D
Half Hall Booking KLC	50.00	50.00	D
Full Hall Booking KLC	91.00	91.00	D
Gymnasium KLC	34.00	34.00	D
Creche	26.80	26.80	D
Swimming Pool KLC	64.50	80.00	D
Small Pool	47.00	47.00	D
Studio 1 & 2	29.70	29.70	D
Activities (Continued)	2018/19	2019/20	Statutory /

			Discretionary
Swimming Pool RSP	29.70	40.00	D
Swimming Pool BRC	57.50	70.00	D
Five a Side Block Booking BRC	48.00	49.00	D
Five a Side Block Booking junior BRC	22.50	24.00	D
Five a Side Casual - Adult	39.00	42.00	D
Five a Side Casual - Junior	20.00	21.00	D
Full Hall Booking Adult BRC	69.50	69.50	D
Half Hall Booking Junior BRC	24.00	24.00	D
Full Hall Booking Junior BRC	39.50	39.50	D
Gymnasium Adult BRC	31.75	31.00	D
Gymnasium Junior BRC	21.50	21.00	D
Astro Casual Adult	40.00	40.00	D
Astro Casual Junior	22.00	22.00	D
Frank Myler Activity Room Block Booking	15.50	16.00	D
Frank Myler MUGA Block Booking	13.00	13.30	D
Halton Leisure Card	4.00	4.00	D
LIBRARY SERVICES			
Loan Charges – Note, Charges Removed January 2019			
Talking Books (3 weeks)	1.30	Nil	D
Talking Books - Leisure Card Holders (3 weeks)	0.80	Nil	D
DVDs Children's collection for 1 week	1.40	Nil	D
Learning for Life Collection – Non book Items (3 weeks)	1.30	Nil	D
Learning for Life Collection – Non book Items – Leisure Card Holders	Free	Nil	D
Fines on Overdue Items - Note, Charges Removed January 2019			
Books, Talking Books, CDs, and Learning for Life Collection:			
Adult's Tickets (£2.00 maximum fine) (per day)	0.15	Nil	D
Children's Tickets	No Charge	Nil	D
Young Person's Tickets	No Charge	Nil	D
Leisure Card Holder (£2.00 maximum fine) (per day)	0.05	Nil	D
Additional Administrative Charge for Overdue Reminders	0.30	Nil	D
Reservation Fees			
Items in Stock	Free	Free	D
Items Bought Into Stock	2.50	2.50	D
Items Bought Into Stock – Leisure Card Holders	1.50	1.50	D
Items Obtained From Other Libraries or British Library	11.00	11.00	D
Items Obtained From Other Libraries or British Library – Leisure Card Holders	7.50	7.50	D
Personal Computer Bookings			
Printing (per page) – Black and White	0.15	0.15	D
Printing (per page) – Colour	0.25	0.25	D
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15	D
Photocopies			
A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.25	0.25	D
Fax			
Per Sheet Received	0.50	0.50	D
To UK – First Sheet	1.00	1.00	D
To UK – Subsequent Sheets	0.25	0.25	D
Library Services – Fax (Continued)	2018/19	2019/20	Statutory /

			Discretionary
To Europe – First Sheet	2.00	2.00	D
To Europe – Subsequent Sheets	0.50	0.50	D
To Outside Europe – First Sheet	3.00	3.00	D
To Outside Europe – Subsequent Sheets	1.00	1.00	D
Lost Tickets			
Adults	2.20	2.20	D
Children and Leisure Card Holders	1.10	1.10	D
Room Hire			
Community Groups – Meeting Room 2 (per hour)	12.50	13.00	D
Community Groups – Meeting Room 3 (per hour)	12.50	13.00	D
Community Groups – Meeting Room 2 & 3 (per hour)	25.00	26.00	D
Community Groups – Meeting Room 4 (per hour)	7.25	7.50	D
Community Groups – Meeting Room 5 – ICT Suite (per hour)	14.00	14.50	D
Community Groups – Meeting Room 6 (per hour)	10.25	10.50	D
Community Groups – Meeting Room 7 (per hour)	8.75	9.00	D
Community Groups - Meeting Room - Runcorn (per hour)	9.75	10.00	D
Standard Rate Meeting Room 2 (per hour)	15.00	15.50	D
Standard Rate Meeting Room 3 (per hour)	15.00	15.50	D
Standard Rate Meeting Room 2 & 3 (per hour)	30.00	31.00	D
Standard Rate Meeting Room 4 (per hour)	8.75	9.00	D
Standard Rate Meeting Room 5 – ICT Suite (per hour)	15.00	15.50	D
Standard Rate Meeting Room 6 (per hour)	12.50	13.00	D
Standard Rate Meeting Room 7 (per hour)	9.75	10.00	D
Standard Rate Meeting Room - Runcorn (per hour)	12.50	13.00	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2018/19	2019/20	Statutory / Discretionary
Waste Management			
Charge for a new or replacement wheeled bin	27.50	28.5	D
Charge for the collection of bulky household items	22.50	24.5	D
Charges for the collection of commercial waste	5.80	6.1	D
Charge for collection of garden waste (paid HDL)	30.00	37	D
Charge for collection of garden waste (paid online)	25.00	32	D
Charge for the collection of commercial waste	Increase of 2% on 2016/17 charges	Increase of 2.5% on 2018/19 Charges	D

STADIUM

	2018/19	2019/20	Statutory / Discretionary
Room Hire			
Bridge Suite	420.00	440.00	D
Karalius Suite	220.00	300.00	D
Single Box	65.00	70.00	D
Double Box	130.00	140.00	D
Triple Box	195.00	210.00	D
Pitch Hire – Change from 2018/19 Charging Structure applies in 2019/20 compete with similar venues.			
1/4 Hire - Off Peak	New Charge	40.00	D
1/2 Hire - Off Peak	New Charge	80.00	D
Full Pitch Hire - Off Peak	New Charge	160.00	D
1/4 Hire - Peak	New Charge	50.00	D
1/2 Hire - Peak	New Charge	50.00	D
Full Pitch Hire - Peak	New Charge	200.00	D

ECONOMY, ENTERPRISE & PROPERTY SERVICES

2018/19

2019/20

Statutory /
Discretionary**PROPERTY SERVICES**

	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation	
Industrial Estate Service Charges			D

ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost

Maths	Nil	Nil	D
English	Nil	Nil	D
HEP Employability Skills	Nil	Nil	D
Employability Skills	Nil	Nil	D
5 Week Courses – Cake Decorating, Calligraphy	30.00	30.00	D
10 Week Courses	60.00	60.00	D
22 Week Courses + £30 registration fee	120.00	120.00	D
33 Week Courses + £30 registration fee	160.00	160.00	D
Wellbeing Courses	Nil	Nil	D

Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming

APPENDIX B

THE BRINDLEY

	2019/20	2020/21	Statutory / Discretionary
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,166.67	1,191.67	D
Friday to Sunday	1,333.33	1,358.33	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	700.00	715.00	D
Friday and Saturday	800.00	815.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	333.33	341.67	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	329.17	335.00	D
Friday, Saturday and Sunday	370.83	378.33	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	191.67	195.83	D
Friday, Saturday and Sunday	233.33	238.33	D
Per 4 hours dressing room facility:			
Monday to Sunday	158.33	161.67	D
Per 8 hours dressing room facility:			
Monday to Sunday	241.67	246.67	D
Per 12 hour dressing room facility:			
Monday to Sunday	325.00	331.67	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	30.00	30.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm) per hour	225.00	245.00	D
Saturday to Sunday	POA	POA	D
Technical Support			
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	80.00	85.00	D
Technical Support		POA	D
Gallery Walls Hire			
Standard Hire (Per Month)	350.00	380.00	D
Community Hire (Per Month)	Nil	Nil	D
Gallery Room Hire			
Hourly Rate	-	50.00	D
3 Hours Rate	-	100.00	D
Additional Charges			
Inclusion within the Brindley season Brochure	150.00	154.17	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	83.33	87.50	D
Additional technicians (per hour)	15.83	15.83	D
Pre rig (sound, lighting or stage) (Monday to Friday)	312.50	320.83	D

	2019/20	2020/21	Statutory / Discretionary
Additional Charges (Continued)			
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	350.00	358.33	D
Use of the orchestra pit – Note, charge decreased to encourage hire	145.83	25.00	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring	Nil	Nil	D
Brindley Theatre Music Stands and Lights –			
Smoke Machine (day)	21.67	22.50	D
Smoke Machine (3 days +)	65.00	67.50	D
Haze Machine (day)	21.67	22.50	D
Haze Machine (3 days +)	65.00	67.50	D
Strobe Lights (day)	21.67	22.50	D
Strobe Lights (3 days +)	65.00	67.50	D
Radio Mics (each)	29.17	30.00	D
Radio Mics (3 days +) (per mic)	87.50	90.00	D
Music Stand and Light (day) – Note, charge decreased by 29% to encourage hire	5.83	4.17	D
Music Stand and Light (3 days +) - Note, charge decreased by 29% to encourage hire	17.50	12.50	D
Theatre Projector (day)	112.50	116.67	D
Theatre Projector (3 days +)	337.50	350.00	D
Studio Projector and Screen (day)	60.00	61.67	D
Studio Projector and Screen (3 days +)	180.00	185.00	D
Media Package – Projector and DVD Player (day)	43.33	44.17	D
Media Package – Projector and DVD Player (3 days +)	130.00	132.50	D
Harlequin Dance Floor (day)	66.67	68.33	D
Harlequin Dance Floor (3 days +)	200.00	205.00	D
Star Cloth (day)	87.50	89.17	D
Star Cloth (3 days +)	262.50	267.50	D
Gauze (day)	43.33	45.83	D
Gauze (3 days +)	130.00	137.50	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	112.50	116.67	D
Steinway Grand Piano – (Theatre only) (3 days +)	325.00	350.00	D
Steinway Grand Piano tune (Theatre only) (weekday)	116.67	120.83	D
Steinway Grand Piano tune (Theatre only) (weekend)	145.83	150.00	D
Post show bar	91.67	93.33	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR			
Café Space Hire – Note charge increased to cover full cost	33.33	41.67	D

REGISTRARS SERVICE**	2019/20	2020/21	Appendix C
			Statutory / Discretionary
Boston Suite and Lounge			
Monday to Thursday	220.00	240.00	D
Friday – Note, 10% increase applied by General Registry office	260.00	285.00	D
Saturday	300.00	325.00	D
Sunday (11am to 1pm)	380.00	410.00	D
Bank Holiday	480.00	510.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	330.00	355.00	D
Friday	340.00	365.00	D
Saturday	380.00	410.00	D
Sunday (11am to 1pm) – Note, 10% increase applied by General Registry Office	420.00	460.00	D
Bank Holiday	520.00	550.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	300.00	325.00	D
Friday	310.00	335.00	D
Saturday	330.00	355.00	D
Sunday (11am to 1pm)	390.00	420.00	D
Bank Holiday	490.00	520.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	410.00	440.00	D
Friday	430.00	460.00	D
Saturday	490.00	520.00	D
Sunday	580.00	620.00	D
Bank Holiday	680.00	720.00	D
Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office			