

# Public Document Pack



## Executive Board

Thursday, 19 September 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.	
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*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, 17 October 2019*

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

**PART II**

In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is **RECOMMENDED** that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

**12. RESOURCES PORTFOLIO**

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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, 18 July 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, M. Vasic, M. Reaney , J. Unsworth, S. Wallace Bonner and E. Dawson

Also in attendance: None

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

*Action*

EXB12 MINUTES

The Minutes of the meeting held on 13 June 2019 were taken as read and signed as a correct record.

**RESOURCES PORTFOLIO**

EXB13 REVIEW OF POLLING DISTRICTS AND POLLING PLACES INCORPORATING THE WARD BOUNDARY REVIEW

The Board considered a report of the Returning Officer, David Parr, on a review of polling districts and polling places, incorporating the Ward Boundary Review.

The Board was advised that local authorities were required to periodically carry out and complete a review of polling districts and polling places. It was reported that the last review took place in 2015 and since that time, polling stations had been reviewed at election times by the Returning Officer. The report set out details of the three stages of review – the Preliminary Stage, the Proposal Stage and the Consultation Stage.

Given the nature and imminent timescale of this review, it was proposed to establish a Working Party to undertake the review, reporting to Council on the outcome later in 2019.

RESOLVED: That

- 1) the publication of the notice of the Polling Districts and Polling Places Review, incorporating the Ward Boundary Review, be authorised; and
- 2) a Working Party of 6 Members (4 Labour, 1 Liberal Democrat and 1 Conservative), be appointed to undertake the review of polling districts and polling places, following consultation, as required by the Electoral Administration Act 2006, and make recommendations to the Executive Board.

Returning Officer

EXB14 TREASURY MANAGEMENT ANNUAL REPORT 2018/29

The Board considered a report of the Operational Director, Finance, which presented the Treasury Management Report for 2018/19.

The report updated the Board on activities undertaken on the money market as required by the Treasury Management Policy. It provided supporting information on the economic outlook, interest rate forecast, short term borrowing rates, long term borrowing rates, borrowing and investments, budget monitoring, new long term borrowing and treasury management indicators. It was noted that no debt rescheduling had been undertaken during 2018/19.

RESOLVED: That the report be noted.

EXB15 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 4 2018/19

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key milestones/objectives and performance targets for the first quarter 2019/20.

The Board was advised that the Directorate

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

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

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **EXB16 FIXED PENALTY NOTICES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on Fixed Penalty Notice provision.

The Board was advised that three new Regulations had been introduced which had extended the range of offences for which a Fixed Penalty Notice (FPN) could be issued.

The report set out details of each of the new Regulations for Members' consideration, together with a table that set out the FPN amounts specified under legislation for a range of waste related offences. With regards to graffiti and fly-posting, Members considered that that level be set at the maximum allowable under legislation, of £150.

It was noted that reports on the new Regulations and revised FPN provisions had been considered by the Environment and Urban Renewal Policy and Performance Board, which had recommended endorsement by Executive Board.

RESOLVED: That the Board

1) note the following Fixed Penalty Notice amounts are set by statute:

- (a) Abandoning a Vehicle - £200;
- (b) Failure to Produce Authority (Waste Transfer

Strategic Director  
- Enterprise,  
Community and  
Resources

- Notes) - £300;
- (c) Failure to Furnish Documentation (Waste Carrier's Licence) - £300;
- 2) approve the following Fixed Penalty Notice amounts that may be set by the Local Authority:
- (a) Littering - £100;
  - (b) Littering from a Vehicle - £100
  - (c) Fly-tipping - £400
  - (d) Graffiti and Fly-Posting - £150;
  - (e) Offences in Relation to Waste Receptacles - £100;
  - (f) Householder breach of 'Duty of Care' Obligations - £200;
  - (g) Contravention of a Public Spaces Protection Order - £100;
  - (h) Failure to comply with a Community Protection Notice - £100;
- 3) approve the following Fixed Penalty Notice amounts discounted for early payment:
- (a) Litter - £75;
  - (b) Littering from a Vehicle - £75
  - (c) Fly-tipping - £300
  - (d) Graffiti and Fly-Posting - £100;
  - (e) Abandoning Vehicles - £120
  - (f) Offences in Relation to Waste Receptacles - £75;
  - (g) Failure to Produce Authority (Waste Transfer Notes) - £250;
  - (h) Failure to Furnish Documentation (Waste Carrier's Licence) - £250;
  - (i) Contravention of a Public Spaces Protection Order - £75;
  - (j) Householder breach of 'Duty of Care' Obligations - £150;
  - (k) Failure to comply with a Community Protection Notice - £75;
- 4) approve that, where Legislation provides discretion for the Council to set the time period for

early payment discount of Fixed Penalty Notices, such time period shall be set as being within ten days.

- 5) delegate authority to the Strategic Director – Enterprise, Community and Resources, in consultation with the relevant Portfolio Holder (as determined by the nature of the offence for which a Penalty Notice relates) to make any future changes to Fixed Penalty Notice amounts and early payment discounts as may be considered appropriate.

**COMMUNITY SAFETY PORTFOLIO, PHYSICAL ENVIRONMENT PORTFOLIO AND ENVIRONMENTAL SERVICES PORTFOLIO**

EXB17 PUBLIC SPACE PROTECTION ORDERS - DOG CONTROLS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the introduction of a new Public Spaces Protection Order.

The Board was advised that a consultation exercise on proposals to introduce a new Dog Control Public Spaces Protection Order (PSPO), was completed in the Autumn of 2018. Overall, the results showed support for each of the new proposals set out in Table 1, attached to the report.

The consultation results were considered and endorsed by the Safer Policy and Performance Board, recommending approval to the Executive Board. It was noted that a new Dog Control PSPO would come into force from 1 November 2019. Members noted that the Council would have the ability to vary the dog exclusion and dogs on leads zones contained within the proposed new Order. This would allow proposed zones to be removed and new ones to be added.

RESOLVED: That

- 1) the making of the Dog Control Public Spaces Protection Order, attached to the report as Appendix 1, be approved;
- 2) the Dog Control Public Spaces Protection

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- Enterprise,  
Community and  
Resources



Order comes into effect as of 1 November 2019;

- 3) the Council's existing Dog Control Orders be revoked as of midnight 31 October 2019 to coincide with the commencement of the new Dog Control Public Spaces Protection Order;
- 4) delegated authority be granted to the Strategic Director – Enterprise, Community and Resources, in consultation with the Portfolio Holder for Community Safety, to make variations to the Dog Control Public Spaces Protection Order, but only to the extent of varying where the Dogs on Leads and Dog Exclusion Provisions of the Dog Control Public Spaces Protection Order shall apply, and only in such circumstances where appropriate consultation has been carried out which reveal support for any proposed variation;
- 5) the Fixed Penalty Notice amount for breaching a Dog Control Public Spaces Protection Order be set at £100; and,
- 6) the Fixed Penalty Notice amount for breaching a Dog Control Public Spaces Protection Order be reduced to £75 if paid within 10 days.

EXB18 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

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.

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **EXB19 DISPOSAL OF A PROPORTION OF LAND AT 3MG HBC FIELD**

The Board considered a report of the Strategic Director, Enterprise, Community and Development, on the disposal of a proportion of land at 3MG HBC Field.

RESOLVED: That Executive Board approve the recommendations set out in the report.

Strategic Director  
- Enterprise,  
Community and  
Resources

**MINUTES ISSUED: 23 July 2019**

**CALL-IN: 30 July 2019**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 30 July 2019.**

*Meeting ended at 2.10 p.m.*

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director – People
<b>PORTFOLIO:</b>	Children, Education and Social Care
<b>SUBJECT:</b>	Basic Need Capital Funding
<b>WARDS:</b>	Borough-wide

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

- 1.1. This report seeks permission to build a classroom extension at Chesnut Lodge School.

### **2.0 RECOMMENDATION: That**

**Approval is given to use Basic Need funding to build a classroom extension at Chesnut Lodge.**

### **3.0 SUPPORTING INFORMATION**

- 3.1. Chesnut Lodge School is a community special school in Widnes, catering for pupils with complex physical and medical difficulties. The pupils range from 2 – 16 years old with a statement of SEN or an Education, Health and Care Plan (EHCP).
- 3.2. Currently an area that was previously used as a training flat, is being used to teach a class of pupils. Whilst it does allow teaching to take place, it is difficult for pupils to manoeuvre within the teaching space and isn't ideal due to the shape and size and also the kitchen area that is contained within it.
- 3.3. The school requires a one classroom extension in order to create a more suitable learning environment and to accommodate the growing numbers of pupils requiring the type of education that Chesnut Lodge can provide, rather than attending an out of borough school.
- 3.4. It is therefore proposed to provide an extension for an additional classroom at an estimated cost of £300,000. It is proposed to fund the works from Basic Need capital funding.

### **4.0 POLICY IMPLICATIONS**

- 4.1. The project will allow the Council to continue to meet its requirement to enhance learning environments through capital projects.

## **5.0 FINANCIAL IMPLICATIONS**

None identified.

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

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

The project will be funded from Basic Need capital funding and will address the suitability issues within Chesnut Lodge School. A more suitable learning environment will be provided and this will also assist in accommodating the increasing number of pupils that are attending the school.

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

As 6.1 above

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

Chesnut Lodge School caters pupils with complex physical and medical difficulties. The pupils range from 2 – 16 years old with a statement of SEN or an Education, Health and Care Plan (EHCP). The provision of an additional classroom will further enhance the education that is currently offered at the school.

### **6.4. A Safer Halton**

None identified.

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

None identified.

## **7.0 RISK ANALYSIS**

7.1. Basic Need Funding has been retained to enable the Authority to respond to future pupil changes.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1. This project is aimed at ensuring pupils with complex physical and medical difficulties can be educated within their own local community rather than attending an out of borough provision.

8.2. The additional classroom will create a more suitable learning environment for the pupils that attend Chesnut Lodge School.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
DfE Schools Capital Announcement	People Directorate	Catrina Gallimore

**REPORT TO:** Executive Board

**DATE:** 19 September 2019

**REPORTING OFFICER:** Strategic Director, People

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

**SUBJECT:** Post Diagnosis Community Dementia Support

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To seek approval of a waiver of Parts 2 and 3 of Procurement Standing Orders, as appropriate, in compliance with Procurement Standing Order 1.14.4 (iv), for continued provision of post diagnosis community dementia support.

**2.0 RECOMMENDATION: That Members approve a waiver of Parts 2 and 3 of Procurement Standing Orders, as appropriate, in compliance with Procurement Standing Order 1.14.4 (iv).**

**3.0 SUPPORTING INFORMATION**

3.1 The Alzheimer's Society are currently commissioned until 30<sup>th</sup> September 2019 to deliver post diagnosis community support in Halton. They are the largest specialist dementia charity in the UK, with an infrastructure of specialist advisors, information resources and services and currently deliver the Halton Dementia Advisor Support Service and dementia café peer support in Halton.

3.2 NHS Halton Operational Operating Committee (OCC) have indicated that they wish to continue to invest in the post diagnosis community support service, with some minor modifications to the service specification. The modifications to the specification result in a saving and provide a refocusing of activity to concentrate on the specialist 1:1 Dementia Advisor Support Service that they already deliver, and where demand for the service currently lies.

3.3 A waiver of Parts 2 and 3 of Procurement Standing Orders, as appropriate, in compliance with Procurement Standing Order 1.14.4 (iv) is sought to award the contract from 1<sup>st</sup> Oct 2019 +1 year extension option.

3.4 As the proposal for the dementia housing and community hub scheme is progressed, a review of what the needs and demands on dementia community provision are at that time will be undertaken,

taking into account any potential within a dementia community hub model to meet needs.

#### 4.0 **POLICY IMPLICATIONS**

4.1 The specification for the post diagnosis community dementia support provision is reflective of recommendations made by the NHS North West Coast Strategic Clinical Network for Dementia, of which Halton CCG and Halton Borough Council are members.

4.2 The service specification takes into account NICE guideline [NG97] 'Dementia: assessment, management and support for people living with dementia and their carers' published in June 2019:

- Dementia carers should have access to advice on how to look after their own physical and mental health, and their emotional and spiritual wellbeing.
- Dementia carers should have access to advice on planning enjoyable and meaningful activities to do with the person they care for.
- Dementia carers should have access to information about relevant services (including support services and psychological therapies for carers) and how to access them.
- Dementia carers should have access to advice on planning for the future.
- Carer interventions are likely to be most effective when provided as group sessions.
- Offer a range of activities to people living with dementia to promote wellbeing that are tailored to the person's preference.

#### 5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 A waiver of Parts 2 and 3 of Procurement Standing Orders, as appropriate, in compliance with Procurement Standing Order 1.14.4 (iv): Non-Emergency Procedures - (exceeding a value threshold of £100,000) on the basis that a full tender process would result in the Council having to forego a clear financial or commercial benefit. (1.14.4 iv).

5.2 The provider is a specialist provider and awarding a contract to the existing provider could support continuity of care for a vulnerable client cohort (people living with dementia and carers).

5.3 The waiver would be effective for the period 1<sup>st</sup> October 2019 – 30<sup>th</sup> September 2020, with a 1 year contract extension option from 1<sup>st</sup> October 2020 – 30<sup>th</sup> September 2021.

5.4 The total value of the contract (1 year + 1 year) would be £147,000 (£73,500 per annum) – representing a 6% saving per annum on the current annual contract value. The contract will be funded via the Better Care Fund (BCF) and will remain a local authority contract.

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

6.1 **Children & Young People in Halton**

None identified at this time

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

None identified at this time

6.3 **A Healthy Halton**

The provision of post diagnosis dementia community support has a direct impact on the health and wellbeing outcomes of people with a dementia diagnosis, their families and carers through providing information, advice and practical support and connecting them to appropriate voluntary, community, health and social care services at the right time. Independence and social inclusion is actively promoted.

6.4 **A Safer Halton**

Post diagnosis dementia community support can help people to live well, and safely, with dementia within their homes and community through the provision of information, advice and connecting to community, voluntary and statutory services where appropriate.

6.5 **Halton's Urban Renewal**

None identified at this time

7.0 **RISK ANALYSIS**

7.1 A waiver to continue to contract with the existing provider during the period will ensure continuity of service from a trusted provider until we can review our options when the community dementia hub is developed. If we did tender the service there is a risk that a different provider maybe appointed for just a 12 month period, which may not be in the best interests of the existing service users

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 No issues identified at this time.

9.0 **REASON(S) FOR DECISION**

9.1 Executive Board Approval is required for a waiver of standing orders for continued provision of post diagnosis community dementia support.

10.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

10.1 Retendering this contract may result in the council awarding the contract to another provider which would result in a risk to continuity



of care and support to a vulnerable client group. It is preferred to remain with the existing provider to continue to achieve positive outcomes for the existing client base, and new clients, through well established relationships that they have with health, social care and the local voluntary and community sector. The service staff have a sound local knowledge of the population, geography and voluntary and community sectors in Halton and have used this to help people achieve personalised outcomes. The service has worked with North West Boroughs to ensure continued referrals into the service and increase referrals through an 'opt out' approach. This has so far proven to be working well.

11.0 **IMPLEMENTATION DATE**

11.1 1<sup>st</sup> October 2019

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

12.1 None.

**SCHEDULE 2 – THE SERVICES****A. Service Specifications (B1)**

Service Specification No.	
Service	Dementia Community Pathway
Commissioner Lead	Faye Woodward & Emma Bragger
Provider Lead	Alzheimer's Society
Period	1 <sup>st</sup> October 2019 – 30 <sup>th</sup> September 2020 + Optional 1 year
Date of Review	30 <sup>th</sup> September 2020

**1. Population Needs****National / local context and evidence base**

The term 'dementia' describes a set of symptoms which include loss of memory, mood changes, and problems with communication and reasoning. These symptoms occur when the brain is damaged by certain diseases, including Alzheimer's disease and damage caused by a series of small strokes.

As people live longer, dementia is an increasing problem across the country and this picture is mirrored in Halton. Although dementia can affect adults at any age, it is most common in older people becoming more prevalent with increasing age. However, this does not mean it is a natural part of the ageing process or inevitable for all older people. Other adults may have an increased risk of developing a dementia, including those with learning disabilities, particularly Down's Syndrome, and people who have excessive alcohol consumption over a long period of time.

According to estimates from Alzheimer's Society, there are 850,000 people with dementia in the UK, with numbers set to rise to over 1 million by 2025. This will soar to 2 million by 2051. One in 6 people over the age of 80 have dementia and there are over 40,000 people under 65 with dementia in the UK.

Current local estimates show that in Halton about 76% of the people estimated to have dementia have been diagnosed. The estimated prevalence for people over 65 with dementia in Halton is 1270, with 972 of those having had a diagnosis (as at April 2019). Of the 972 currently diagnosed, 764 have received their 12 month review care plan carried out by their GP.

Nationally, and locally, it is clear that dementia is one of the biggest challenges facing the health and social care economy. It is a complex condition with widespread effects on the individual, the family and the health and social care system as a whole. Dementia can't be cured, but if it is detected early there are ways it can be slowed down and mental function can be maintained for longer. There are a number of national and local drivers for early detection, and therefore the demand for post diagnosis care and support to meet the anticipated increase in people being diagnosed must be fit for purpose, safe and offer appropriate and timely support.

Having one to one support to provide services navigation, appropriately times information and personalised advice and support forms part of NICE, SCIE and Cheshire and Merseyside Strategic Clinical Network for Dementia guidance and good practice.

**2. Drivers for a 1:1 Community Dementia Care Advice and Support service**

Building on the previous Halton Dementia Community Pathway service specification (2016- 2019), a review of the services that made up the pathway was undertaken. As a result of the review, and in light of demand for specific parts of the service, the Halton Operational Commissioning Committee approved investment in community provision for a further 12 months + optional 1 year, focusing on the Dementia Care Advisor Service elements.

Service navigation, appropriately timed information, practical advice and support is retained in this service specification, for the person living with dementia, or undergoing investigation for suspected dementia. This is reflective of recommendations made by the NHS North West Coast Strategic Clinical Network for Dementia, of which Halton CCG and Halton Borough Council are members.

The specification also incorporates valuable support for family/informal carers of people living with dementia. NICE guideline [NG97] Published June 2018 'Dementia: assessment, management and support for people living with dementia and their carers' makes the following recommendations in relation to carers of people living with dementia:

- Dementia **carers should have access to advice** on how to look after their own **physical and mental health**, and their emotional and spiritual wellbeing
- Dementia **carers should have access to advice** on planning enjoyable and **meaningful activities** to do with the person they care for
- Dementia **carers should have access to information about relevant services** (including support services and psychological therapies for carers) and how to access them
- **Dementia carers should have access to advice on planning for the future.**
- Carer interventions are likely to be most effective when provided as **group sessions**
- Offer a range of activities to people living with dementia to promote wellbeing that are tailored to the person's preference

Other policy drivers to provide 1:1 dementia specific advice and support in the community comes from the national 'Living Well with Dementia: A National Dementia Strategy', which aimed to ensure that significant improvements are made to dementia services across three key areas: improved awareness, earlier diagnosis and intervention, and a higher quality of care, which .

The Prime Minister's Challenge on Dementia 2020 has also provided a framework for action to deliver major improvements in dementia care and research. The ambition is that by 2020 England will be recognised as:

- the best country in the world for dementia care and support and for people with dementia, their carers and families to live; and
- the best place in the world to undertake research into dementia and other neurodegenerative diseases

The Care Act 2014 is designed to create a new principle where the overall wellbeing of the individual is at the forefront of their care and support. To promote individual wellbeing,

their needs, views, feelings and wishes should be considered in all aspects of their wellbeing from physical and mental health, through dignity and respect to control over their daily needs, access to employment, education, social and domestic needs and the suitability of their accommodation. Whilst the Act incorporates care and support across the board, when thinking about how dementia services are developed, the Local Authority and health care partners need to consider the following:

- access to services that help prevent their care needs from becoming more serious
- access to good information to help them make informed choices about their care and support have a range of good care providers to choose from
- the public know how to access independent financial advice
- the public know how to raise concerns over the safety or wellbeing of someone with care needs

'Living well with dementia in Halton' local strategy committed to providing services that meet the following Dementia Pledges, which complement the person centred outcomes devised by the National Dementia Partnership:

- You will be diagnosed early
- You will be supported to understand information so that you can make good decisions and
- you know what you can do to help yourself and who else can help you
- You will get the treatment and support which are best for your dementia and your life
- Those around you and looking after you are well supported
- You will be treated with dignity and respect
- You will be supported so that you can enjoy life
- You will be supported to feel part of a community and be inspired to give something back
- You will be supported to ensure that your end of life wishes will be respected. .

### 3. Service Description

- **Use an assessment process** to work with the person to clearly identify their, and their carer's, information, advice and practical support needs.
- **Develop a personalised support plan.**
- **Accurately record and maintain records** of people who use the service in line with GDPR requirements.
- **Deliver pre diagnosis information and support** – written and verbal ( telephone and/or face to face)
- **Deliver post diagnosis information for person living with dementia and their carer** delivered in a timely and appropriate manner – i.e. written and verbal, telephone and/or face to face, condition specific, carers support opportunities, advanced care planning and end of life matters.
- **Provide a named contact** for the person living with dementia and their carer
- **Develop an understanding of local support/activities and statutory support**

- **Provide navigation and signposting** and facilitate access to appropriate support services – dementia specific services, support and activities, or universal, non-dementia specific services.
- **Offer regular review** of the person's support plan with the person and/or their carer, adding to/updating the support plan as appropriate.
- **Offer regular 'keep in touch' service** of people not actively engaged in the service to offer support at regular intervals.
- **Support people with advanced care planning** through provision of information written/verbal and specialist and community support (i.e. Admiral Nurse) for person living with dementia and their carers.

#### 4. Aims of the Prime Provider

- To provide good quality Dementia Advisor/Support service from pre-diagnosis right the way through to end of life, as defined by *Dementia: assessment, management and support for people living with dementia and their carers NICE guideline [NG97]*, specifically section 1.11.2-1.11.5 and *Social Care Institute for Excellence Dementia - Support following diagnosis*, which highlights key messages from the research on post-diagnostic support for people with dementia and their carers.
- To provide a seamless information, advice, support and keep in touch service for people:
  - Under assessment for a suspected dementia diagnosis
  - For people with a diagnosis of dementia
  - For informal carers (family, friends) of people under assessment or diagnosed with a dementia
- To support wider work on the prevention and early intervention agenda
- To support a reduction in hospital admissions for people living with dementia

#### 5. Service Model

- There will be one provider of the Dementia Care Advisor/ Support Service and Keep In Touch Service
- People will be referred to the service by the Later Life and Memory Service (LLAMS) upon diagnosis, unless they have 'opted out' of the referral. People can choose to be referred at a later date, even if they have opted out upon diagnosis.
- People already diagnosed can be referred by the LLAMS team, other voluntary, community or statutory agency, or self refer, at any time in their dementia journey.
- The service will contact people referred to the service within 48 hours by telephone, or other preferred method (ie written/email) for the service to explain the support on offer and check the person's information, advice or support needs at that time
- The service will 'case load' people who engage with the service between the Dementia Care Advisor and Support Worker, dependent on the complexity of their needs.
- The service will actively engage with the LLAMS team and the Halton Admiral Nurse Service.
- The service will maintain a 'Keep in Touch' register to contact people who do not actively engage with the service at the point of referral and make regular contact with them.

## 6. Access to Service

### 6.1 Population covered

The pathway will be available to all adults residing in Halton who require information about dementia, are under assessment for suspected dementia or have had a diagnosis of dementia, and those caring for someone with dementia.

### 6.2 Any acceptance and exclusion criteria and thresholds

This would be based on individualised risk assessments undertaken by the service and all referring organisations would be expected to share information that may influence a risk assessment.

### 6.3 Accessibility/acceptability

The service may be provided in the person's own home or other community based location. The service must satisfy their own risk assessment for lone working and health and safety to facilitate community based working.

### 6.4 Referral criteria & sources

- Self-referral
- Referral from other health/social care professionals

### 6.5 Referral route

Local number and secure email address

### 6.6 Response time & detail and prioritisation

- Referrals to be contacted within 48 hours

### 6.7 Operating hours of service

A minimum of Monday - Friday 9am – 5pm, with the option to become more flexible should the need arise.

### 6.8 Interdependence with other services / providers

This list is not exhaustive:

- Primary Care
- LLAMS
- Social Care Team
- Carers Centre
- Admiral Nurse Service

- Age UK
- Welfare Services
- Legal Services
- Wellbeing Enterprises

**6.9 Relevant networks and screening programmes**

- Dementia Action Alliance (DAA)
- Alzheimer’s National Society

**7. Outcomes**

**7.1 NHS Outcomes Framework Domains & Indicators**

- Domain 1 Preventing people from dying prematurely
- Domain 2 Enhancing quality of life for people with long-term conditions
- Domain 3 Helping people to recover from episodes of ill-health or following injury
- Domain 4 Ensuring people have a positive experience of care
- Domain 5 Treating and caring for people in safe environment and protecting them from avoidable harm

**7.2 Locally defined outcomes**

Pathway Element	Outcome	Indicator	Measure
Named Dementia Care Advisor / Support Worker to assess, implement support and review the person’s/carer’s needs	<p>People have access to a named contact so they know who to contact if they require information.</p> <p>People have their needs assessed at regular intervals, and support plans implemented and updated to meet their changing needs</p>	People using the service report that they feel supported and informed	Number of people accessing Dementia Care Advisor/ Support Worker service with a named contact.
Dementia services navigation support from Dementia Care Advisor/Support Worker	People are empowered/supported to navigate services related to their dementia journey including statutory and non-statutory services such as:	People using the service report that they are supported to navigate and understand their dementia journey through access to other services	<p>Number of people signposted and/or referred to other support services.</p> <p>Service user satisfaction</p>

	<ul style="list-style-type: none"> <li>• health and social care services</li> <li>• community / voluntary sector support</li> <li>• services and organisations related to information, activities, general health, wellbeing</li> <li>• Services that support the role of the informal carer.</li> </ul>		survey/feedback form
Information provision from Dementia Care Advisor/Support Worker	<p>People with dementia and/or their carer are informed about understanding the diagnosis, choices around health and wellbeing, local support groups and activities, legal matters and welfare rights.</p> <p>Information is provided at a time that is appropriate to the person and in a format that is most appropriate for them ie telephone, face to face, written</p>	People using the service report that they feel informed about the things that they want to know about, at an appropriate time and in an appropriate format.	Service user satisfaction survey/feedback form
Keep in Touch calls from the Dementia Care Advisor / Support Worker	<p>People who are not actively engaged with the Dementia Support Worker / Advisor at the point of initial referral understand that they can access the support at a time that suits them and that the service will undertake regular 'keep in touch' calls at intervals to be determined</p>	<p>People report that their needs are understood.</p> <p>People report that they know how to access support, at a time during their dementia journey that suits them</p>	<p>Number of people not actively engaged in the pathway at point of referral, that have had a follow up contact</p> <p>Service user satisfaction survey/feedback form</p>

## 8. Applicable Service Standards



### **8.1 Applicable NICE Dementia standards**

- *Quality Standard 4* - People with dementia are enabled, with the involvement of their carers, to take part in leisure activities during their day based on individual interest and choice.
- *Quality Standard 5* - People with dementia are enabled, with the involvement of their carers, to maintain and develop relationships
- *Quality Standard 8* People with dementia have opportunities, with the involvement of their carers, to participate in and influence the design, planning, evaluation and delivery of services.
- *Quality Standard 10* People with dementia are enabled, with the involvement of their carers, to maintain and develop their involvement in and contribution to their community.

### **8.2 Applicable standards set out in Guidance and / or issued by a competent body (e.g. Royal Colleges)**

- Department of Health (2015) Prime Minister's challenge on dementia 2020
- NHS England (2015) Enhanced Service Specification : Facilitating timely diagnosis and support for people with dementia 2015/16



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, People
<b>PORTFOLIO:</b>	Children, Education & Social Care
<b>SUBJECT:</b>	Chair of the Safeguarding Adults Board
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF REPORT**

1.1 To inform the Board of the recent resignation of the independent Chair of the Safeguarding Adults Board (SAB) and options for future arrangements.

2.0 **RECOMMENDATION: That the Executive Board agree the preferred option as outlined in section 5.3 of the report.**

### 3.0 **SUPPORTING INFORMATION**

3.1 The Care Act 2014, made it a requirement for each LA area to establish a Safeguarding Adults Board. The main objective of the SAB is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who meet the criteria.

3.2 The SAB has a key strategic system role; it oversees and leads adult safeguarding across the locality and focusses on a range of areas that contribute to prevention of abuse and neglect.

3.3 The SAB provides an oversight on all health and social care services in its locality (not just those whose its member's commission and contract). It is important that SAB members are able to challenge each other and should include providers and commissioners.

3.4 In addition the SAB has three key core duties:

- Publish a strategic plan
- Publish an annual report
- Conduct any local safeguarding reviews.

4.0 **THE CHAIR OF THE SAB**

4.1 The appointment of a chair is made by the Local Authority in consultation with other statutory SAB members. (CCG and police). The chair of the SAB is accountable to the Chief Executive of the Council, and may be an employee of one of the member agencies of the SAB or alternatively be a person independent of any of them.

4.2 The performance of the chair is critical to the effectiveness of the SAB. The chairs functions are:

- Promote leadership
- Promote collaborative working
- Promote good practice
- Providing advice, support and encouragement
- Facilitating the partnership of people with care and support needs and carers
- Offering constructive challenge
- Holding member agencies to account
- Ensuring that interfaces with other strategic boards are constructive
- Acting as spokesperson for the SAB
- Developing and maintaining their knowledge and expertise in relation to safeguarding
- Endorsing and promoting good practise and quality services

4.3 The Care Act 2014, does not specifically recommend an independent chair, this decision is for the LA to make in consultation with other statutory board members; however it does state:

*It can offer some independence from the LA and other partners, this is especially important in terms of:*

- *Offering constructive challenge*
- *Holding member agencies to account*
- *Acting as a spokesperson for the SAB*

4.4 The Care Act does specifically recommend:

The appointment of a vice chair to effectively deputise for the chair

4.5 Other areas for consideration, if the role is not to be independent:

- Rotating chair/vice chair role between partner agencies
- What should be the term of office for the chair- should this be open or to extension- if so how often

- What support should be provided to maintain knowledge base
- How will the chair respond to direct queries; Concerns, complaints, whistleblowing from concerned individuals adults with support needs, carers, public, practitioners
- Will the chair be encouraged to join regional and national chair networks sharing learning and promoting consistency
- If the chair is not independent, should the vice chair be

4.6 **Budget:**

The SAB budget is made up of partner contributions:

LA	30,000
CCG (BCF)	37,000
Police	10,000

This budget funds:

Safeguarding Board Chair	17,000
Board Officer	39,000
Training/publicity and events	10,000

In addition the LA fund policy development and board management through the Integrated Adult Safeguarding unit.

5.0 **OPTIONS**

5.1 **Chair's Role**

1. Continue to employ an independent chair

This role is an important function of the SAB, and it does offer dedicated support and leadership, plus independent challenge.

The support required to the chair is quite challenging and does rely heavily on the Safeguarding unit and DASS to support, as an external person is not always fully briefed on the local/regional issues.

2. Appoint a strategic lead from the partner organisations: (With this option we would need to consider rotating chair function, and appointment of a vice chair)

This would support more local ownership/leadership for the SAB, and adult safeguarding as a whole.

Local knowledge and awareness of key issues for Halton would be improved, and subsequently reduce the reliance on the operational teams to support.

Improve the principal that Safeguarding should be part of every body's role and not a separate entity.

Potential efficiency savings, to either offer as savings or reinvest in the work of the SAB.

## 5.2 **Board Officer**

The Board Officer was specifically appointed to support the independent chair role. If the agreement is to not appoint an independent chair this role would no longer be required.

As an alternative we could:

- Transfer the functions of board officer to the ASC policy and performance team;
- Request one of the partner organisations to lead on the board officer function.

## 5.3 **Preferred Option**

- To appoint a strategic lead to chair the Board- Strategic Director People, initially;
- Appoint a vice chair from either the police or CCG;
- Delete the post of Board Officer;
- Transfer the board support function to ASC policy team;
- Review the membership and sub groups of the board with the newly appointed chair.

## 6.0 **POLICY IMPLICATIONS**

6.1 None identified.

## 7.0 **FINANCIAL IMPLICATIONS**

7.1 The total budget available for the SAB is £77,000 made up from partner allocations.

7.2 The recommended option will realise savings of approximately £50,000 for the system.

7.3 The transfer of the function of board support, performance and policy development to ASC policy team will require some additional funding from the SAB budget.

7.4 **Recommended budget:**

Project Support Costs	30,000
Board Support	20,000

Revised partner contributions:

HBC	20,000 ( <i>saving £10,000</i> )
CCG	20,000 ( <i>saving 17,000</i> )
Police	10,000

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

8.1 **Children & Young People in Halton**

None identified.

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

None identified.

8.3 **A Healthy Halton**

None identified.

8.4 **A Safer Halton**

None identified.

8.5 **Halton's Urban Renewal**

9.0 **RISK ANALYSIS**

9.1 The immediate risks are:

- Timescales- the current chair has indicated she would like to leave before December, it is essential that we have an alternative in place prior to December;
- Consistency- a handover period for the new chair, including formal handover from the exiting chair;
- Assurance- the next Board meeting is October; new arrangements should be in place by this board- to enable us to

have wider discussions with the current board on review of membership and subgroups.

10.0 **EQUALITY AND DIVERSITY ISSUES**

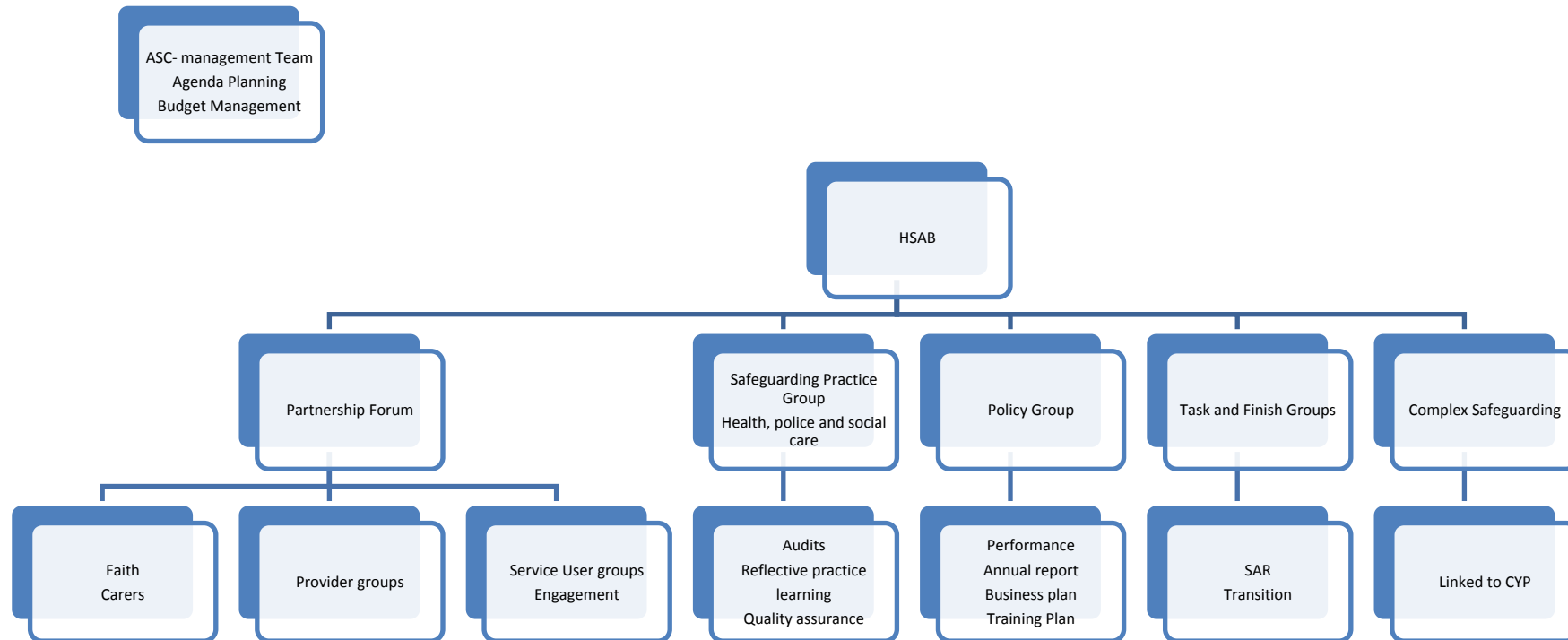
10.1 None identified.

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

None.



## Halton Safeguarding Adults Board Sub Group Structure



**REPORT TO:** Executive Board

**DATE:** 19 September 2019

**REPORTING OFFICER:** Strategic Director, People

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

**SUBJECT:** Complex Care Pooled Budget

**WARDS:** Boroughwide

### 1.0 PURPOSE OF THE REPORT

1.1 To provide to the Executive Board and update on the Complex Care pooled budget and present options for the future delivery of complex care.

### 2.0 RECOMMENDATION: That the Executive Board

- 1) **Considers the contents of the report, and**
- 2) **Consider and agree the recommended option.**

### 3.0 SUPPORTING INFORMATION

3.1 Halton Local Authority has had a pool budget with Halton CCG (arranged under section 75 of the Health Act) since 2002. In 2013 the pool budget was expanded to include community care budget (HBC), Continuing Health Care (CHC), FNC (funded nursing care) (HCCG) and Joint Funded packages. This arrangement was working well, and pressures within these budgets were managed effectively as a system. We were able to do this, by ensuring that appropriate budgets were allocated and jointly ensured value for money was achieved. The Social Work team and CHC team worked as an integrated team with the focus being on the individual service users, and the provision of safe and effective care.

3.2 Some people with long term complex health needs qualify for non-chargeable care arranged and funded solely by the NHS. This is known as NHS continuing healthcare (CHC). CHC can be provided in a variety of settings outside hospital, such as a person's own home or in a care home. To be eligible for CHC a person must be assessed by a multidisciplinary team of health and social care professionals which will look at all their care needs and relate them to a set of criteria:

- What help they need
- The nature of their needs and presenting condition
- How complex your needs are
- How intense your needs can be
- How unpredictable they are, including any risks to your health if the right

care is not provided at the right time.

- 3.3 During the past 2 years considerable pressures have been placed onto the pool. In the main this was in relation to an overspend position on Continuing health Care. To exacerbate this problem in 2018/19 the CCG identified a saving against the CHC element of the pooled budget of £2.153m, there was a lack of clarity from the CCG on how this efficiency target was to be achieved.
- 3.4 Evidence suggests this was in the main to be achieved by reviewing the eligibility criteria, and hence a reduction in the numbers of individuals supported with CHC funding. This effectively means the bed cost for the care package is no longer funded by CHC but by the council budget, so there is no saving to the pool as a whole. The CCG did not achieve this savings target in full, but did allocate some additional budget to the pool; in addition to this the shortfall was made up from other elements of funding within the pooled budget. This included the Better Care Fund allocation; however this has had the effect of the system being unable to deliver of Better Care Fund targets for example development of out of hospital services.
- 3.5 The impact on the pooled budget of these changes are that the reduction in the number of people assessed as eligible for CHC is reducing, this is resulting in an increase in the numbers of people who need support from the Local Authority budgets. In addition, although we are seeing a reduction in the number of people eligible, there continues to be financial pressures on the CHC element of the pooled budget, which is resulting in a continued overspend on the pooled budget, which is currently a shared risk for the Local Authority.
- 3.6 There continues to be significant financial pressures on CHC nationally and locally. NHS England have recently updated the CHC Framework, which reflects an element of financial recovery. The reality of this for local authorities is that the reduction in the number of people deemed eligible for CHC results in an increase in the numbers that the Local authority must fund.
- 3.7 In previous years Halton CCG performance has placed the organisation as an outlier by NHS England, in relation to: number of people on CHC who were reviewed were low, the 28 day timescales for completing an assessment was not achieved, and high numbers of CHC cases being agreed and with high comparative spend on CHC; however, this does not appear to be reflected in the current position, in fact the opposite appears to be true.
- 3.8 The impact on the Local Authority budget from these changes, has resulted in a £300k reduction in CCG spend and a corresponding increase in LA spend, this shift continues to increase on a monthly basis.
- 3.9 The tables below illustrate the developing picture over the last three years of CHC eligibility determinations:
  - In 2017/18 we seen an increase in review activity, which resulted in an increase in numbers of people assessed as no longer eligible for CHC.

(These costs are then picked up by the Local Authority)

- Most notable is the reduction in the number of CHC assessments completed between 2016 and 2018, along with a corresponding decrease in the number of people found eligible in that year. (These costs are then picked up by the Local Authority)

#### 2016/17

	<b>Total</b>	<b>Eligible</b>	<b>Not eligible</b>	<b>Deferred</b>
<b>New CHC</b>	98	59	28	7
<b>Reviews</b>	38	34	2	2
<b>Fast track</b>	58	58		

#### 2017/18

	<b>Total</b>	<b>Eligible</b>	<b>Not eligible</b>	<b>Deferred</b>
<b>New CHC</b>	108	63	28	17
<b>Reviews</b>	150	134	11	5
<b>Fast track</b>	60	60		

#### 2018/19

	<b>Total</b>	<b>Eligible</b>	<b>Not eligible</b>	<b>Deferred</b>
<b>New CHC</b>	65	31	28	6
<b>Reviews</b>	85	66	14	5
<b>Fast track</b>	52	52		

- 3.10 In coming to a decision about CHC Eligibility, the National Framework for continuing health care and CCG regulations give CCG's full autonomy over CHC eligibility decisions; however, the CCG must have regard to the legal limits of social care provision as defined in the Care Act 2014. If a person is assessed as not eligible for NHS continuing Health Care then the Social Worker involved in the process must consider whether the person is then eligible for Social Care support, taking into account the legal limits of social care, at this point a decision may be made to jointly fund the care package when the person still has some health needs.

#### 4.0 OPTIONS

It is clear that changes to the local working arrangements, national direction and increased demand in CHC mean the Local Authority should review and consider options for the future operation of the complex care pooled budget. Set out below are three options, all of which have their benefits and disadvantages but none will resolve the financial pressures but some do provide the opportunity to define and clarify the roles responsibilities for CHC without compromising other aspects of the pooled budget. Option 2 presents the most balanced option between improved clarity between operational roles and responsibilities and managing the financial impact for the LA.

4.1 **Option 1 Continue with existing arrangements** The current pooled budget arrangements will continue. If operated effectively, this option would ensure the future management of complex care within the community as a fully integrated system.

However, with the current changes proposed within the CCG, this arrangement is becoming more and more difficult, and most importantly the negative effect on the finance within the pool are preventing further developments in community services.

#### Benefits

- Services operate around the person, rather than focussed on organisational boundaries.
- The service user is at the centre, and any disputes in relation to funding are addressed as a secondary with the provision of safe effective care as a priority.
- To continue with the solid inter-professional relationships with the social workers and nurse assessors, who are co-located and use the same IT systems.
- The knowledge and expertise of the Social Work teams is reliant on the joint approach.
- We currently do not have any formal disputes around eligibility- as the pooled arrangement covers across both organisations.
- Social workers and nurse assessor's work jointly to case manage individuals- which is particularly beneficial to individuals with complex needs.

#### Risks

- The current level of overspend on the pool is unsustainable, in the main due to the CHC position.
- The Local Authority will continue to share the risk in relation to the CCG overspend/underfunding of the CHC element of the budget.
- The IBCF allocation is reducing year on year and will no longer be available to use against additional costs for packages of care
- The recent changes to the CHC team, have resulted in the team being transferred to Warrington- which has a negative impact on the integrated arrangements, and will be difficult to continue with the current arrangements.
- The knowledge and expertise of the Social Work teams is reliant on the joint approach.
- The continual changing environment within CCGs is a risk to the joint approach currently required for the pool to operate effectively
- Financial pressures will continue, this will have a negative impact on other service developments.
- Increased workload pressures for the social work teams and some back office functions for example finance and performance.

- 4.2 **Option 2 To separate out the CHC and community care budget elements, from the pooled budget** Each organisation will be responsible for delivering their own duties against these areas of work. If agreed this will require a number of changes to the current ways of working, including transfer of care management responsibilities, contract management, performance management, IT documentation and budget responsibilities.

The Joint funded arrangements (including section 117 and FNC) would continue to be managed within the pooled budget, with joint contracts and case management arrangements (managed through HBC). All jointly funded packages will be on a 50/50 basis, and that any current joint funded packages that are not 50/50 will be considered to move to this arrangement (8 cases). A joint panel will be established to ensure that decision making is fair, accurate and agreed by both partners.

The revised pooled budget will include:

- Better Care Fund (BCF) (Currently under review)
- Improved Better Care Fund (IBCF)
- Disabled Facility Grant
- Winter pressure funding (LA/CCG)
- Equipment services
- Intermediate Care Services
- LA/CCG joint funded packages
- Section 117 joint funded packages
- Funded Nursing Care

#### Benefits

- CHC eligibility decisions and how this impacts on the Local Authority will be clearer
- The CCG will be solely responsible for the overspend/underfunding of the CHC element of the budget.
- As a system we have a number of individuals who have disputed Continuing Health Care eligibility, this is resulting in a fair level of debt for the Local Authority (as individuals refuse to pay for care until the CHC process has been completed). The revised approach, and joint CHC team with Warrington should speed up decision making for the CCG and hence reduce some of the associated levels of debt for the Local Authority.
- A dispute policy will be developed to ensure that this approach is managed jointly with full engagement and consultation with the Local Authority.
- It will also give us the opportunity to renew and improve our focus on working as partners in those cases where we have joint responsibilities, to ensure best value and improved service user outcomes.

- A revised section 117 policy is currently being drafted, and will provide an enhanced framework for the management of 117 cases as a partnership.
- The CCG have identified a number of staff who are dedicated to Halton, this team will be aligned with the Halton Care Management Teams to ensure effective communication and joint working opportunities, the option of flexible/agile working for the Continuing Healthcare team needs to be considered
- A single contract for providers will be in place, managed through the Local Authority.

### Risks

- As the Continuing Health Care team will no longer be co-located with the Halton Social workers, the current joint approach will no longer be viable. The Halton Continuing Healthcare Team will be located in Warrington, working as a joint team with Warrington CCG. This will enable the Clinical Commissioning group to work more efficiently and effectively across Warrington and Halton footprints, but will potentially reduce the opportunities to work in partnership across the CCG and Local Authority.
- The teams will need to focus on ensuring continued and improved partnership working.
- There will be a need to enhance the CHC specialist support within the Social Work Teams.
- There is a potential financial risk to the pooled budget if either partner does not provide sufficient budget to meet the costs of joint packages of care. It is essential that both partners commit to providing sufficient budget to fund the Joint packages and Funded Nursing Care- this will require both parties to realign the current budget allocated to this area, this will be monitored closely over the next six months.

### 4.3 **Option 3 To operate only the statutory requirements of the pooled budget.**

All complex care funding will be taken out of the pooled arrangement, this includes section 117, and joint funded packages and Funded Nursing Care.

The pooled budget will only include those areas of funding we are required to pool:

- Better Care Fund (BCF) (Currently under review)
- Improved Better Care Fund (IBCF)
- Disabled Facility Grant
- Winter pressure funding (LA/CCG)

### Benefits

- Clear requirements on the aims of the pooled budget and clarity of vision.
- The arrangements to jointly fund community care services will be jointly agreed and endorsed by the Health and Well-Being Board
- There is no risk of overspends in other areas being offset with the funding available in the pool.
- Opportunity to develop community services is enhanced.

- The CCG will be solely responsible for the overspend/underfunding of the CHC element of the budget.

#### Risks

- The potential for disputes is increased, in particular agreements on joint funded packages of care.
- An individual will have two contracts for one placement in a care setting- leading to duplication.
- It would be more difficult to agree 50/50 packages of care, and may result in a backward step and increasing discussions on if the package is mainly health or social care.
- May delay funding agreements and hence care arrangements being in place in a timely way.
- Providers will have two contracts, two monitoring and quality assurance processes, which will not only have an impact on providers but increases the risk of communication errors, in particular on quality concerns.

### **5.0 POLICY IMPLICATIONS**

- 5.1 The direction of travel within the policy context is to move towards more integrated working with pooled budgets, however, the Local Authority continue to have a duty to provide services for adults in the Borough who are eligible for services from Adult Social Care. This includes a duty to manage the provider market and continue to deliver good quality care.

### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The financial implications are detailed within this report, however, there is a high level of risk to adult social care budgets within the current arrangements.

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

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

None identified

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

None identified

#### **7.3 A Healthy Halton**

The provision of safe and effective Adult Social Care is essential to this priority.

#### **7.4 A Safer Halton**

None identified



**7.5 Halton's Urban Renewal**

None identified

**8.0 RISK ANALYSIS**

8.1 Dependant on the recommended option, work will need to be completed to ensure that any risks are mitigated:

- The Joint Working Agreement will need to be reviewed to reflect the changes.
- Consideration of the organisation of the social work teams, for example in other areas the CHC element of the social work teams operates as a dedicated team, ensuring the social workers in the team become experts in continuing health care and are able to contribute to the assessment on an equal footing with the nurse assessors.

**9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 None identified.

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

None.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, People
<b>PORTFOLIO:</b>	Health and Wellbeing
<b>SUBJECT:</b>	NHS Halton and NHS Warrington CCG Future Commissioning/Governance Arrangements
<b>WARDS:</b>	Borough wide

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

- 1.1 To consider the proposals by the CCG following a presentation at the Executive Board meeting.

- 2.0 RECOMMENDATION: That, on the basis of the information shared at the meeting, Members be invited to identify any representations they wish to make in relation to the CCG's proposals.**

### **3.0 SUPPORTING INFORMATION**

The CCG set out in their Governing Body Paper 5<sup>th</sup> September 2019 several options for the future governance arrangements of the CCG. These include consideration of a merger with Warrington CCG, integration with the LA and the status quo. The Council is invited to submit its views by 20<sup>th</sup> September 2019.

### **4.0 POLICY IMPLICATIONS**

The future governance arrangements of the CCG will impact on a number of policy areas based on our relationship with CCG, for example, the work undertaken as part of One Halton, commissioning of joint services and the Better Care Fund.

### **5.0 FINANCIAL IMPLICATIONS**

The future governance arrangements of the CCG may impact on the medium to long term allocation of funding and the associated commissioned services to Halton residents.

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

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

CCG commission Health services for children and young people and are responsible for health safeguarding functions.

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

None Identified

### **6.3 A Healthy Halton**

CCG commission Health services Halton residents and are responsible for health safeguarding functions.

### **6.4 A Safer Halton**

None Identified

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

None Identified

## **7.0 RISK ANALYSIS**

Dependant on the recommended option, work will need to be completed to ensure that any risks are mitigated:

- Ensure that Halton residents are fully represented in any new arrangements
- Ensure that funding levels and services are maintained for Halton residents
- Ensure CCG provide regular detailed performance and monitoring reports to Executive Board, Health PPB and Health and Wellbeing Board.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

None Identified

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

None under the meaning of the Act.

**REPORT TO:** Executive Board

**DATE:** 19 September 2019

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

**PORTFOLIO:** Community Safety

**SUBJECT:** Brexit Preparations

**WARD(S)** Borough-wide

## 1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to inform Executive Board as to the resilience planning work currently being undertaken by the authority with regard to the UK leaving the European Union with or without a deal on 31<sup>st</sup> October 2019. Planning for such a scenario is unprecedented and therefore a reliance will be placed on the Council's usual business continuity arrangements. However, in these circumstances it is important that the authority has arrangements in place which will be activated to respond to whatever situations arise. Every local authority within the country faces the same scenario. Therefore, working collectively and in partnership with all Category 1 and 2 responders (as defined in the Civil Contingencies Act 2004) is seen as a sensible and balanced approach. That is the approach the Council is taking in order, wherever possible, to reduce any potential impacts on the Halton Community.

2.0 **RECOMMENDATION: That the report be noted and the actions proposed therein be supported.**

## 3.0 **SUPPORTING INFORMATION**

### 3.1 **Background**

3.1.1 The authority has a number of statutory duties as outlined in the Civil Contingencies Act (CCA) 2004. As part of these duties, the authority already plans for a number of emergency scenarios which may have an impact on the Halton community. As part of Government's ongoing engagement with Local Resilience Forums (LRFs), Ministry of Housing, Communities & Local Government (MHCLG) is working closely with LRFs to consider potential impacts, mitigations and barriers, in a range of Brexit scenarios.

3.1.2 As part of this emergency planning process, a series of Technical Notices have been shared by MHCLG, to provide advice on the preparations for a range of sectors within the economy. These can be accessed on the gov.uk website. A number of groups have been created by the Cheshire Resilience Forum (CRF) to coordinate a Cheshire wide response, to any issues arising from the UK's exit from the EU, working with Category 1, 2 and 3<sup>rd</sup> sector voluntary groups, including businesses. In relation to the Technical Notices, the groups consider the subject areas, for instance, Transport, Health, Social Care, Food, Business, Law & Order, Finance, Community Tension & Engagement, Event Management and Business Continuity.

### 3.2 CRF Groups

3.2.1 The subject areas taken from the Technical Notices are discussed at a number of CRF Groups, which have been formed as part of this resilience work.

Meeting	CRF Chair	Format	HBC Representation	Frequency	Aim
<b>CRF LRF Chairs Meetings</b>	Cheshire Fire & Rescue Service	Teleconference / Face to Face	Divisional Manager, Traffic, Risk & Emergency Planning	Monthly	To raise and identify impacts, address issues and work in partnership.
<b>Tactical Co-ordination Group Meetings</b>	Cheshire Police	Teleconference / Face to Face	Divisional Manager, Traffic, Risk & Emergency Planning Principal Emergency Planning Officer	Weekly	Risk Assessment (SitRep); submitted to MHCLG, as part of the National Risk Assessment.
<b>Strategic Co-ordination Group Meetings</b>	Cheshire Fire & Rescue Service	Teleconference / Face to Face	Strategic Director, Enterprise, Community & Resources Principal Emergency Planning Officer	Fortnightly	Effectively coordinate a Cheshire wide response to any issues arising from the TCG and from the UK's exit, using the SCG Strategy. (Appendix: 1).

### 3.3 **CRF Risk Assessment**

3.3.1 Risk Assessments for the County are produced on a weekly basis and submitted to MHCLG, as part of the National Risk Assessment programme. Any areas of concern are shared with the Strategic Co-ordination Group (SCG), who co-ordinate these matters in line with the strategy agreed by the SCG (see Appendix 1 attached). All feedback from meetings is shared with the CRF single point of contact at the MHCLG, who is acting as a conduit of information to Whitehall, from the Local Resilience Forum.

3.3.2 Brexit is also identified as a risk within the Council's Corporate Risk Register. The Risk Register is considered and approved by the Business Efficiency Board, who also review it mid-year.

### 3.4 **EU Exit Workshop**

3.4.1 Working with the Civil Contingencies Secretariat (CCS) and the Emergency Planning College, MHCLG designed a "reasonable worse-case" scenario exercise for LRF workshops across the country. The exercise scenarios were based on risks compiled from the Technical Notices. The aim of the exercise was to test Business Continuity Plans, with the emphasis on a 'no deal' scenario. A number of Council officers attended the exercise.

3.4.2 The scenario aimed to explore the potential short to medium term and longer term impacts, which may result from exiting the EU, covering a number of issues, public order, critical supply chain failure, transport disruption and mutual aid requests. Potential issues and considerations were discussed and how they may be managed at the local level. The discussions covered the following:

- Exploring risk, impacts, contingency plans and other arrangements;
- Identifying gaps in capability and capacity;
- Identifying ways forward and next steps, acknowledging further information is to be shared via the MHCLG with the CRF, in the near future.

3.4.3 The authority has a stringent work programme regarding the updating of its own Business Continuity Plans. Those plans have only recently been reviewed and updated and tested.

### 3.5 **Workshop Results**

3.5.1 Following the exercise, a report was produced, which covered areas discussed at the event, such as, business continuity plans for local businesses, industrial sites, health and social care etc. The aim is to develop local planning assumptions, which will assess the strengths,

weaknesses and gaps in local planning arrangements. Also, the capabilities and steps which may be required to adapt to a no-deal scenario.

### **3.6 Planning Assumptions**

3.6.1 MHCLG have circulated a list of 'Planning assumptions' to the CRF Co-ordinator. These planning assumptions have not been made publicly available nor have they been made available to the Council. Representations have been made about this to Government and a Cheshire version of those planning assumptions are currently being prepared for distribution and consideration by the Cheshire LRF. Once that has been done further work on potential mitigating actions both across Cheshire and within Halton will commence.

### **3.7 Internal Resilience Planning**

3.7.1 The Council's Corporate Resilience Group is currently meeting on a monthly basis, with the aim to discuss the potential impact and management of Brexit. This group is chaired by the Strategic Director, Enterprise, and Community & Resources, who is also the Brexit Lead for the authority. Internal resilience planning is discussed, which includes the annual review of the authority's Business Continuity Plans. This is also an opportunity to share the outcomes of the SCG and TCG meetings with the group, which are also shared at the authority's weekly Management Team meetings.

3.7.2 To support the Terms of Reference of this group, a number of emails have been circulated via the Strategic Director to all Operational Directors and Divisional Managers, requesting information regarding any Brexit concerns to be sent to the Emergency Planning Team, who is facilitating all Brexit information for the authority. Any emergency issues will be raised at the LRF and the Council's own Management Team.

3.7.3 A designated area within the Emergency Planning portal has been created for Brexit information and a weekly email circulation is sent by the Emergency Planning Team to all service areas within the authority to ensure officers are kept up to date with the information which is stored within this area.

3.7.4 Individual service managers are required to keep up-to-date with Brexit related issues affecting their areas and to raise any concerns through the processes outlined in this report.

### **4.0 POLICY IMPLICATIONS**

4.1 There are currently no policy implications in connection with this report.

## 5.0 **FINANCIAL IMPLICATIONS**

- 5.1 There are potential serious resource implications for the Council as numerous commentators are predicting an increase in costs of goods arriving into the UK from the EU as a result of a no-deal Brexit. Given the Council's current financial predicament, any increase in costs is going to put further pressure on the Council's already under pressure budgets. The Government has made two one-off grants of £105,000 (£210,000) available to the Council to cover any additional costs arising from the UK leaving the EU. It will remain to see if this proves to be enough.

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

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

A no-deal Brexit could have implications on the Council's 'Children and Young People in Halton' priority.

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

A no-deal Brexit could have implications on the Council's 'Employment, Learning & Skills in Halton' priority.

### 6.3 **A Healthy Halton**

A no-deal Brexit could have implications on the Council's 'A Healthy Halton' priority.

### 6.4 **A Safer Halton**

A no-deal Brexit could have implications on the Council's 'A Safer Halton' priority.

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

A no-deal Brexit could have direct implications on the Council's 'Halton's Urban Renewal' priority.

## 7.0 **RISK ANALYSIS**

- 7.1 There are clearly potential risks to the Local Authority of a no-deal Brexit, however, it is difficult to quantify these with any certainty at this time. The Council will work closely with the LRF to mitigate those risks if and when they arise and will rely on its own business continuity plans to do what it can to reduce any impacts on the Halton Community.



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.

**APPENDIX 1**

**Strategic Co-ordination Group (SCG) Strategy – Brexit**

To effectively coordinate a Cheshire wide response to any issues arising from the UK's exit from the EU by working and support all Cheshire Resilience Forum (CRF) partners (Cat 1, 2 and 3<sup>rd</sup> sector voluntary groups) and business.

**Objectives:**

- To minimise any disruption within Cheshire associated with either delays at our ports and or the displacement of goods originally destined for other UK ports.
- To minimise any disruption to the strategic road network within Cheshire in order to maintain both local and national movements of people and goods.
- To minimise any disruption to the delivery of health and social care provision within Cheshire.
- To work with strategically important food and water companies (utility companies are a Cat 2 responder under the Civil Contingences Act 2004) both in production and distribution to minimise any disruption to supply.
- To work with strategically important energy (gas & electric) companies (utility companies are a Cat 2 responder under the Civil Contingences Act 2004) and fuel companies (particularly Essar / Stanlow Oil Refinery) to minimise any disruption in supply, both local and national.
- To support locally based companies to minimise disruption to them and the services and goods they supply, particularly some of Cheshire's nationally important COMAH sites.
- To maintain law and order in order to maximise public safety and confidence in authorities, particularly Cheshire Police and Local authorities.
- To effectively inform the public of Cheshire regarding the delivery of this strategy by the CRF to maintain community cohesion and minimise any possible community tensions.
- To support locally based financial services and companies to minimise disruption to them and the services they supply and help maintain public confidence in them.
- To maximise the CRF and business preparedness and capabilities so as to both minimise any disruption owing to Brexit and maintain business as usual process and response.
- To support regional and national colleagues including HM Government in the delivery of their strategies, when appropriate.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	External Funding Team – Cost Recovery
<b>WARDS:</b>	Boroughwide

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

- 1.1 To report on the twelve month pilot Charging Policy for bid-writing and monitoring services, associated with the development and implementation of external grant funding applications.

### **2.0 RECOMMENDATION: That Executive Board**

- 1) **considers that the twelve month pilot has been successful; and**
- 2) **agrees that the policy should be rolled out on a permanent basis.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 The Council's Economy, Enterprise and Property Department has been looking at ways of being more commercially focused, to help offset some of the budget constraints faced by the Council. The Team, through its External Funding Officers, provides bid-writing and monitoring services to the private sector, the voluntary sector and Council departments which helps lever investment into the Borough. This is a non-statutory function and the income generated from charging for bid-writing and monitoring would help to support the sustainability of a discretionary service.
- 3.2 In July 2018, Executive Board (EXB23) approved the roll out of a pilot charging policy for a 12 month period for bid-writing and grant monitoring support. A scale of charging was agreed – see Appendix 1. In April 2019, as part of an External Funding update a mid-term report was given on the Charging Policy, and a request to implement a lower scale of charging for grant requests of under £50,000, was approved by Executive Board (EXB116); these are also detailed in Appendix 1.

- 3.3 The target income agreed for the pilot was £10,000.

### **SUMMARY OF ACTIVITY SEPT 2018-AUGUST 2019**

During the period, £12,000 was secured in fee charges from three contracts.

A further £3,000 worth of fees is currently committed; these are cases where bids are in progress for voluntary sector organisations and a fee will be due if the grants are secured.

The pilot policy was rolled out Council-wide; the Report covers fees secured and committed by the External Funding Team/Regeneration Team.

### **4.0 POLICY IMPLICATIONS**

- 4.1 The Team has delivered a pilot fee charging policy over a twelve month period to determine how effective it might be; this model could now be rolled out on a permanent basis.

### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 There is potential to further generate income. This income has the potential to offset some of the costs of the Team, and make the service more sustainable in the long term. It will, however, require some of its existing resource to manage and administer the process. The pilot has received positive reviews and most organisations value the service and are willing to pay.

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

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

Access to the service is available to all organisations in the Borough; the existing service would continue, albeit with a fee, where applicable.

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

Access to the service is available to all organisations in the Borough; the existing service would continue, albeit with a fee, where applicable.

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

Access to the service is available to all organisations in the Borough; the existing service would continue, albeit with a fee, where applicable.

**6.4 A Safer Halton**

Access to the service is available to all organisations in the Borough; the existing service would continue, albeit with a fee, where applicable.

**6.5 Halton's Urban Renewal**

Access to the service is available to all organisations in the Borough; the existing service would continue, albeit with a fee, where applicable.

**7.0 RISK ANALYSIS**

**7.1** There has been no proven adverse impact on the number of enquiries received; generally a positive reaction to the policy.

**7.2** No conflict experienced with agencies already providing a similar service.

**7.3** Once contracted to deliver, the Council will have to ensure that the service is available irrespective of staffing level; this is constantly monitored.

**8.0 EQUALITY AND DIVERSITY ISSUES**

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

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

None under the meaning of the Act.

## **APPENDIX 1: Scale of charges**

There are two fee scales, the first for the private sector, which is based on 100% cost recovery of staff costs. In respect of the second fee scale for the voluntary sector, it was proposed to shield this sector from the full exposure to the charges and to cap fees based on the scale shown below:

- £1,000 fee for all grants or loans secured between £50k-£100k
- £2,000 fee for all grants or loans secured between £100k-£200k
- £3,000 fee for all grants or loans secured between £200k-£300k
- £4,000 fee for all grants or loans secured between £300k-£400k
- £5,000 fee for all grants or loans secured between £400k-£500k
- £6,000 fee for grants or loans secured above £500k

For bids up to £50,000, charges were agreed as follows:

- No charge for all grants or loans secured up to £5,000
- £100 charge for all grants or loans secured between £5001-£10,000
- £200 charge for all grants or loans secured between £10,001-£20,000
- £300 charge for all grants or loans secured between £20,001-£30,000
- £400 charge for all grants or loans secured between £30,001-£40,000
- £500 charge for all grants or loans secured between £40,001-£50,000

**Private sector** bids are charged at full cost recovery whether a bid is successful or not.

**Voluntary sector** bids are charged at the scale listed above and the fee is only payable if the bid is successful and where the organisation has over £10,000 in free reserves.

With regards to support for **Council departments**, there is no charge unless a third party is involved, for example, another Council, or voluntary organisation, in which case the team would look to recover costs in line with the above principle.

With regards to the monitoring of schemes, charges would be applied on the same basis.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>SUBJECT:</b>	Term Maintenance Contracts
<b>PORTFOLIO:</b>	Resources
<b>WARDS:</b>	Borough-wide

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

- 1.1 The purpose of the report is to seek Member approval to proceed with a procurement process with regards the provision of term maintenance and minor works contracts for mechanical, electrical and building elements for use across the Borough.

### **2.0 RECOMMENDATION: That Members approve that a procurement process be entered into via The Chest with the purpose of securing maintenance and minor works contracts for mechanical, electrical and building elements for use across corporate and school buildings Borough-wide.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 The existing maintenance and minor works term contracts for mechanical, electrical and building elements all come to an end on 31 May 2020.
- 3.2 It is proposed that the new arrangements are set up for a 3 year period with the potential for upto a 1 year extension subject to satisfactory performance to mirror the current arrangements.
- 3.3 The tender submissions will be evaluated on both price and quality, this being based on a 40% cost, 60% quality ratio, the quality element being broken down further into 35% based on the submission & 25% based on an interview. The above evaluation process will ensure that the Council enters into a contract or contracts which obtains the most economically advantageous terms for the authority.

- 3.4 Based on previous expenditure it is anticipated that the total annual value of the contracts is likely to be up to £2m thus making the value of a 3 year + 1 year contract up to £8m. This figure is above the OJEU threshold as such it will have to be procured via an EU open tendering procedure in accordance with the European procurement rules.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The method of procurement fits with the Council's procurement policy, the tender process being carried out in conjunction with guidance from the Procurement Team, using 'The Chest' procurement portal.
- 4.2 The above will also help with the delivery of the department's aims and objectives which amongst others are to 'manage the Council's land and property portfolio in a safe, cost effective and fit for purpose condition' and to contribute to increasing the number of Halton residents in employment.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The cost of the works will be met from a variety of existing budgets, including Property Services repairs and maintenance budget, individual schools budgets, together with various capital budgets.
- 5.2 The above contracts will ensure that we continue to deliver the maintenance and servicing of plant and equipment within the authority's buildings in a cost effective manner which will enable us to provide fit for purpose accommodation for staff and public alike.

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

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

None

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

The letting of these contracts will help contribute to the employment within the Borough as we are building into the contract clauses to encourage the providers to employ Halton residents on the strength of the contracts.



**6.3 A Healthy Halton**

None

**6.4 A Safer Halton**

None

**6.5 Halton's Urban Renewal**

None

**7.0 RISK ANALYSIS**

Failure to put replacement contracts in place by 1 June 2020 could potentially leave the Council without any contractors to carry out essential maintenance works to our buildings which may have serious consequences for the ongoing safe operation and running of our premises.

**8.0 EQUALITY AND DIVERSITY ISSUES**

None

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

None.

**REPORT TO:** Executive Board

**DATE:** 19 September 2019

**REPORTING OFFICER:** Operational Director – Finance

**PORTFOLIO:** Resources

**SUBJECT:** 2019/20 Quarter 1 Spending

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

## **1.0 PURPOSE OF REPORT**

1.1 To report the Council's overall revenue and capital spending position as at 30 June 2019.

## **2.0 RECOMMENDED: That**

- 1) all spending continues to be limited to only absolutely essential items;**
- 2) departments seek to implement as soon as possible the 2019/20 budget savings proposals listed in Table A which were approved by Council in March 2019;**
- 3) Strategic Directors take appropriate action to ensure overall spending is contained as far as possible within their total operational budget by year-end; and**
- 4) Council be recommended to approve the revised Capital Programme as set out in Appendix 2.**

## **3.0 SUPPORTING INFORMATION**

### **Revenue Spending**

3.1 Appendix 1 presents a summary of spending against the revenue budget up to 30 June 2019, along with individual statements for each Department. In overall terms revenue expenditure is £1.247m above the budget profile.

3.2 Based on current spend patterns, projections show the Council will have a year-end outturn overspend position of approximately £6.772m, if no corrective action is taken. As at 31 March 2019 the Council's General Fund balance was £5.0m. Unless the projected overspend is reduced and net spending brought back into line with budget as far as possible, the general reserve will be fully consumed and impact negatively on the financial sustainability of the Council. The level of earmarked reserves will

continue to be reviewed on a regular basis and surplus funds released to the General Reserve.

- 3.3 The forecast position follows the trend of the past three years where the final outturn for the Council has been a steadily increasing overspend position. In 2016/17 the Council's overall overspend was £0.559m, followed by £1.026m in 2017/18 and £2.407m in 2018/19.
- 3.4 In March 2019 the Council approved budget savings proposals totalling £9.250m for the current year's budget. The value of permanent savings was £4.432m, of which a number of savings proposals totalling £1.754m remain unallocated to specific budgets and are still in the course of being implemented. The resulting delay with their implementation impacts detrimentally upon the forecast outturn position in Appendix 1. Table A below lists the savings proposals which have still to be implemented.

**TABLE A**

<b>Saving Narrative</b>	<b>Amount £'000</b>
To increase the contribution from the Health Service towards the cost of Children's Continuing Health Care and Children in Care	150
Target reduction in the cost of existing or re-procured contracts across the People Directorate (was £0.590m in total)	199
Review of transport arrangements across the Directorate.	375
Review of Early Help and Intervention Services, to deliver rationalisation and management efficiencies.	350
Review of children-in-care placements, with a focus upon increasing in-house foster care provision and utilisation.	150
Review of the level of targeted support provided by the Health Improvement Team for Early Help.	80
Review of how Childrens' Centre provision is delivered across the Borough.	200
Additional income from the provision of ICT services to other councils and external organisations.	250
<b>Total</b>	<b>1,754</b>

- 3.5 There are a number of departments where net spend for the quarter exceeds the budgeted profile, with five having negative variances of over £100k. The main budget pressure continues to be within the Children & Families Department where the forecast outturn overspend is in the region of £4.7m. There are three departments with forecast overspend positions of over £1m at 31 March 2020.
- 3.6 Total spending on employees is £0.182m below budget profile at the end of the quarter. This is a very marginal position compared to the budget allocation to date of £16.304m for employee costs.

- 3.7 Included within the employee budget is a staff turnover saving target of 3.7%, which reflects the saving made between a member of staff leaving a post and the post being filled. The target for the year to date has been achieved in just under half of the departments. Staff turnover saving targets are not held against service areas where continuity of front line service is required. Based on current projections it is unlikely the target will be achieved across the Council unless consideration is given to vacant posts being held open for a longer period.
- 3.8 Included as part of the 2019/20 budget savings was a reduction in the supplies and services budget of £0.4m. Based upon projections at 30 June it is forecast the saving won't be achieved in full by year-end. Further action is required across all departments to reduce the level of spend in this area.
- 3.9 Details of spend and income on Mersey Gateway is included within Appendix 1 to the report. Overall the Mersey Gateway has no impact on the Council's 2019/20 budget position as all spend is funded from either toll charges or Government grant.
- 3.10 Within the overall budget position for the quarter, the key budget variances are as follows;

(i) **Children and Families Department:-**

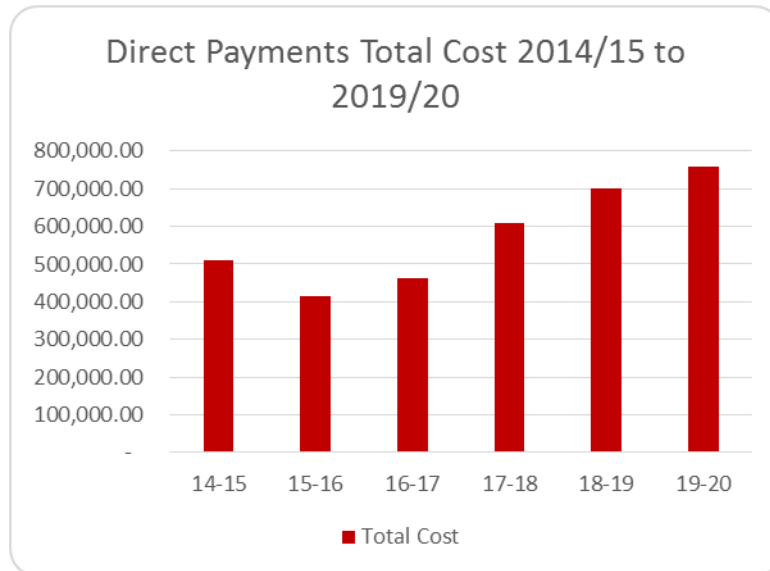
The Department's spending is currently £1.180m over budget. The projected outturn forecast is for the Department to overspend by £4.722m against a net budget of £22.824m. This compares to the 2018/19 outturn overspend of £4.106m.

It is forecast staffing will overspend by £0.331m by year-end. Included within this figure are a number of 2019/20 savings which have not yet been allocated although work will be underway on implementing them. These budget reductions are offset by staffing costs not being incurred whilst Edinburgh Road remains closed.

Spend on supplies and services during Q1 was £0.200m against an available budget of £0.129m. Consistent spending at similar levels during the year will result in an outturn overspend in the region of £0.269m. Profiling of future spend will be discussed with budget holders.

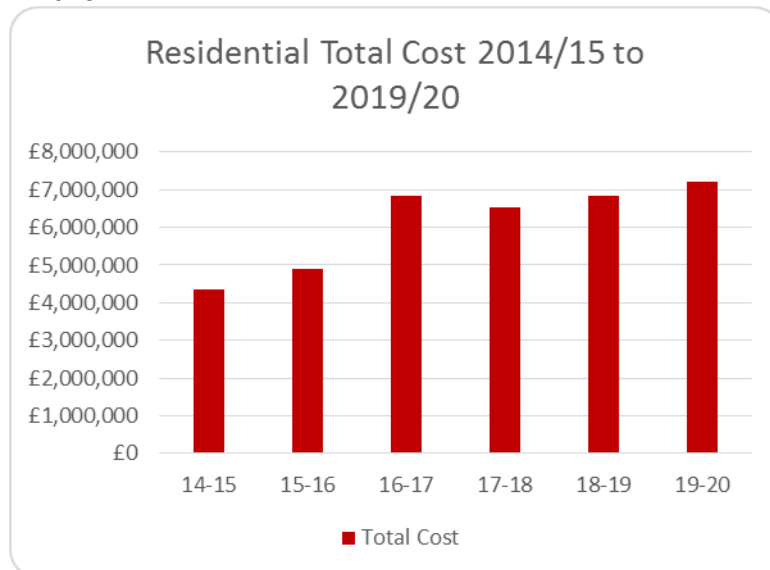
Spend on direct payments has increased consistently since 2016/17 as a result of increased users and cost of packages. Extrapolating similar levels of increase in 2019/20 results in a forecast overspend of £0.276m. A saving measure of £0.127m was applied in 2019.20, with regard to efficiencies within the short break respite service. Chart A provides analysis of the growing costs of direct payments over the past 6 years (inclusive of 19/20 forecast – based on current demand).

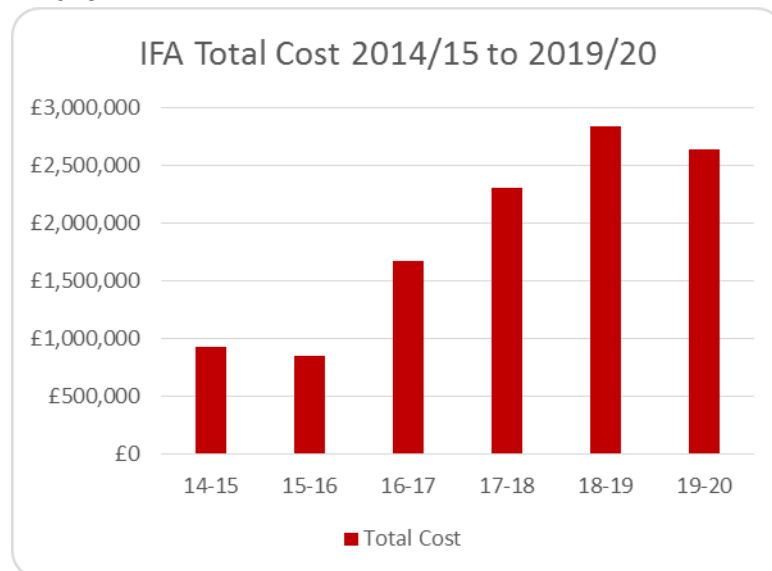
**Chart A**



The biggest pressure on the budget continues to be as a result of costs for residential and independent fostering placements. Extensive work continues with the aim of reducing the number of placements and cost per placement. Costs and placements will continue to be monitored with the aim of reducing the current forecast overspend of £3.711m. A number of new placements over the past quarter has increased the forecast outturn cost. Chart B and C below provide analysis of the growing costs of residential placements and independent fostering placements over the past 6 years (inclusive of 19/20 forecast – based on current demand).

**Chart B**



**Chart C**(ii) **Community & Environment Department:-**

The Department's spending is currently £0.255m above budget. The projected outturn forecast is for the Department to overspend by £1.323m against a net budget of £21.150m. This compares to the 2018/19 outturn overspend of £1.402m.

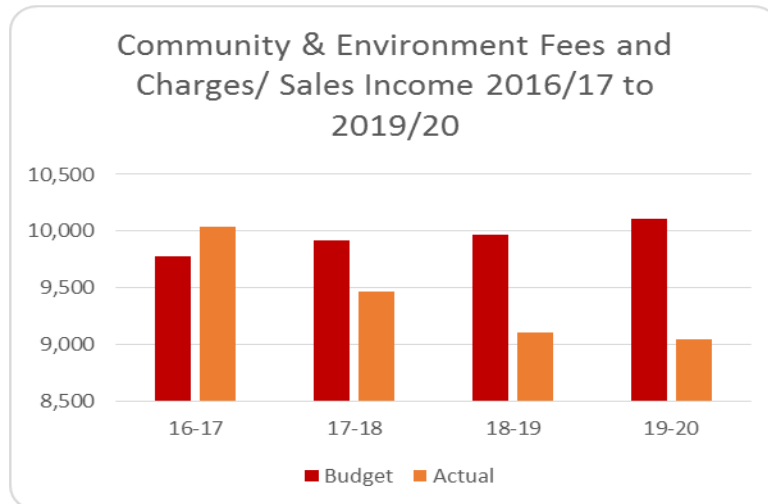
Spend on employee costs is forecast to be £0.089m above budget at year-end, which assumes that the use of casual and agency staff will continue at similar levels to 2018/19. A restructure of the Stadium was implemented in June 2019 and it is anticipated this will reduce staffing costs throughout the remainder of the year.

The most significant issue for the Department once again relates to income targets not being achieved. The current forecast shows income will be £1.328m below the budgeted target by year-end. Income targets were reviewed as part of the 2019/20 budget setting process and were reduced wherever possible. A prudent view has therefore been taken of forecast income levels, due to the historical shortfalls over the past number of years.

The majority of the shortfalls in sales income budgets relate to activities within the stadium and the commercial catering division. The shortfall in the fees and charges income budget is primarily due to activities within leisure management and the difficulties in recruitment and retention of swimming instructors, leading to cancelled swimming lessons and lack of fitness classes.

Chart D below highlights the difficulties in achieving the budgeted levels of sales/fees and charges income over the last four years since the leisure management service was brought back in-house. Budgets over the 4 year period have increased by 3.3% whereas actual income levels have dropped by 9.9%.

Chart D



(iii) **Education, Inclusion & Provision:-**

As at 30 June 2019 the Department's net spend is exceeding the profiled budget by £0.328m. Based upon current projections it is forecast that the Department will overspend in the region of £1.323m by 31 March 2020.

The main budget pressure area for the Department relates to costs for school transport. In 2018/19 costs for the service were £0.438m above budget, an additional £0.375m was agreed as a 2019/20 saving measure to cover both this area and other transport arrangements within the People Directorate. Based on existing anticipated service usage the forecast for the year shows an estimated overspend against budget of £0.835m.

A general budget savings target of £0.590m was approved for the People Directorate, to reduce costs associated with the re-procurement of contracts across the Directorate. To date £0.391m of this target has been allocated to specific budget areas, but £0.199m remains unallocated and is temporarily held within this Department's budget.

Inter authority income is expected to be £0.269m short of the budget target as the Council has reduced capacity to accept pupils from other authorities as special schools and units are full as a result of the volume of SEN pupils.

(iv) **ICT & Support Services:-**

The Department's net spend Q1 position is £0.250m above budget. The forecast net outturn spend for the Department is estimated at £1.0m over budget.

Employee expenditure is forecast to be £0.352m above budget as at 31 March 2020. This is inclusive of previous year staff savings

of £0.213m which remain unachieved. Historically there is a high turnover of staff within Support Services which helps to reduce the overall cost of employees, but it is too early in the year to know whether this will again be the case for 2019/20.

Software costs for the current year are estimated at £1.162m, compared to available budget of £0.936m, due to increasing costs for Microsoft licences.

The Department has an income target of £1.107m for income, predominantly from the charging of services to other local authorities. Based upon current known agreements and income levels from last year, it is forecast that external income generation will be £0.469m below the budget target by year-end, inclusive of the 2019/20 saving target of £0.250m.

(v) **Corporate & Democracy:-**

Corporate and Democracy is currently £0.699m under budget. The forecast 2019/20 net spend for this area is forecast to be £1.707m below budget.

Investment income is currently forecast to be £0.360m above the target income level, as a result of higher investment rates than expected and cash balances being higher than forecast.

Slippage in the capital programme over the past couple of years will result in capital financing costs for the year being lower than anticipated by approximately £1.109m.

There has been minimum use of the contingency budget for the first quarter of the year and therefore the forecast assumes 25% of the net contingency budget (£0.241m) will remain unspent at year end.

- 3.11 The council tax collection rate for the first quarter of 27.98% is marginally lower (0.08%) than at this stage last year. However, the collection rate for business rates of 30.71% is up by 0.37% from last year. The forecast retained element of business rates and council tax is in line with the estimate used when setting the 2019/20 budget.

**Capital Spending**

- 3.12 The Capital Programme has been revised to reflect a number of changes in spending profiles and funding as schemes have developed. These are reflected in the capital programme presented in Appendix 3. The schemes which have been revised within the Programme are as follows;

1. Children's Playground Equipment
2. Crow Wood Play Area
3. Peelhouse Lane Cemetery



4. Peelhouse Lane Cemetery - Enabling Works
5. Pheonix Park
6. Sandymoor Playing Fields
7. Victoria Park Glass House
8. Widnes & Runcorn Cemeteries
9. Linnets Clubhouse
10. The Croft
11. Landfill Tax Credit Schemes
12. Runcorn Town Park
13. Bowling Greens
14. Widnes Market Refurbishment
15. Solar Farm
16. Mersey Gateway – Land Acquisition
17. Mersey Gateway – Development Costs
18. Bridge & Highway Maintenance
19. Silver Jubilee Bridge – Major Maintenance
20. Silver Jubilee Bridge - Decoupling
21. SUD Green Cycle / Walk Corridors
22. ALD Bungalows
23. Purchase of 2 Adapted Properties
24. Simms Cross remodelling
25. The Grange – Brookfields Provision

Capital spending at 30th June 2019 totalled £6.4m, which is 98% of the planned spending of £6.5m at this stage. This represents 17.3% of the total Capital Programme of £36.8m (which assumes a 20% slippage between years).

### **Balance Sheet**

- 3.13 The Council's Balance Sheet is monitored regularly in accordance with the Reserves and Balances Strategy which forms part of the Medium Term Financial Strategy. The key reserves and balances have been reviewed and are considered prudent and appropriate at this stage in the financial year.

### **4.0 POLICY AND OTHER IMPLICATIONS**

- 4.1 None.

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

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

**6.0 RISK ANALYSIS**

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

6.2 In preparing the 2019/20 budget, a register of significant financial risks was prepared which has been updated as at 30 June 2019.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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



## Summary of Revenue Spending to 30 June 2019

Directorate / Department	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000	Forecast Outturn (Overspend) £'000
Community & Environment	21,250	3,017	3,272	(255)	(1,323)
Economy, Enterprise & Property	1,539	1,084	1,088	(4)	(22)
Finance	4,436	-802	-851	49	(45)
ICT & Support Services	8	-152	98	(250)	(1,000)
Legal & Democratic Services	545	212	213	(1)	19
Planning & Transportation	8,410	1,301	1,231	70	276
Policy, People, Performance & Efficiency	168	-417	-387	(30)	(33)
<b>Enterprise, Community &amp; Resources</b>	<b>36,356</b>	<b>4,243</b>	<b>4,664</b>	<b>-421</b>	<b>-2,128</b>
Adult Social Care	18,449	4,920	4,894	26	0
Children & Families	22,824	4,502	5,682	(1,180)	(4,722)
Complex Care pool Budget	25,066	2,886	2,933	(47)	(320)
Education, Inclusion & Provision	7,091	2,603	2,931	(328)	(1,323)
Public Health & Public Protection	883	268	264	4	14
<b>People</b>	<b>74,313</b>	<b>15,179</b>	<b>16,704</b>	<b>(1,525)</b>	<b>(6,351)</b>
<b>Corporate &amp; Democracy</b>	<b>-2,048</b>	<b>1,640</b>	<b>941</b>	<b>699</b>	<b>1,707</b>
<b>Mersey Gateway</b>	<b>0</b>	<b>-18,555</b>	<b>-18,555</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>108,621</b>	<b>2,507</b>	<b>3,754</b>	<b>(1,247)</b>	<b>(6,772)</b>



**ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE**  
**Community & Environment**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	14,474	3,622	3,644	(22)	(89)
Premises	2,104	797	792	5	21
Supplies & Services	1,026	279	270	9	34
Book Fund	155	45	40	5	18
Hired & Contracted Services	929	63	87	(24)	(95)
Food Provisions	461	83	83	0	0
School Meals Food	2,010	250	250	0	0
Transport	133	27	21	6	26
Other Agency Costs	334	114	108	6	26
Waste Disposal Contracts	6,140	56	56	0	(138)
Grants To Voluntary Organisations	67	4	4	0	48
Grant To Norton Priory	172	86	87	(1)	(1)
Rolling Projects	5	5	5	0	0
<b>Total Expenditure</b>	<b>28,010</b>	<b>5,431</b>	<b>5,447</b>	<b>(16)</b>	<b>(150)</b>
<b><u>Income</u></b>					
Sales Income	-1,747	-491	-383	(108)	(433)
School Meals Sales	-2,396	-425	-428	3	12
Fees & Charges Income	-5,963	-1,684	-1,524	(160)	(640)
Rents Income	-209	-53	-52	(1)	(2)
Government Grant Income	-1,198	-31	-31	0	(209)
Reimbursements & Other Grant Income	-648	-44	-40	(4)	(16)
Schools SLA Income	-1,349	-1,349	-1,351	2	2
Internal Fees Income	-161	-57	-62	5	22
School Meals Other Income	-254	-37	-19	(18)	(72)
Catering Fees	-114	-16	-12	(4)	(19)
Capital Salaries	-173	-37	-44	7	27
Transfers From Reserves	-24	-12	-12	0	0
<b>Total Income</b>	<b>-14,236</b>	<b>-4,236</b>	<b>-3,958</b>	<b>(278)</b>	<b>(1,328)</b>
<b>Net Operational Expenditure</b>	<b>13,774</b>	<b>1,195</b>	<b>1,489</b>	<b>(294)</b>	<b>(1,478)</b>
<b><u>Recharges</u></b>					
Premises Support	1,499	375	375	0	0
Transport Recharges	2,365	580	541	39	155
Central Support Services	3,892	973	973	0	0
Asset Charges	146	0	0	0	0
HBC Support Costs Income	-426	-106	-106	0	0
<b>Net Total Recharges</b>	<b>7,476</b>	<b>1,822</b>	<b>1,783</b>	<b>39</b>	<b>155</b>
<b>Net Department Expenditure</b>	<b>21,250</b>	<b>3,017</b>	<b>3,272</b>	<b>(255)</b>	<b>(1,323)</b>

## Economy, Enterprise &amp; Property

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	4,513	1,157	1,141	16	55
Repairs & Maintenance	2,149	590	590	0	0
Premises	61	53	51	2	0
Energy & Water Costs	667	131	128	3	10
NNDR	530	526	521	5	5
Rents	301	95	95	0	1
Economic Regeneration Activities	34	2	2	0	0
Supplies & Services	1,630	362	364	(2)	(2)
Grants To Voluntary Organisations	48	11	11	0	0
<b>Total Expenditure</b>	<b>9,933</b>	<b>2,927</b>	<b>2,903</b>	<b>24</b>	<b>69</b>
<b><u>Income</u></b>					
Fees & Charges Income	-172	-38	-38	0	(1)
Rent – Commercial Properties	-1,109	-166	-149	(17)	(68)
Rent – Investment Properties	-44	-11	-12	1	0
Rent – Markets	-768	-179	-178	(1)	(3)
Government Grant Income	-1,866	-17	-17	0	0
Reimbursements & Other Grant Income	-185	-85	-84	(1)	(3)
Schools SLA Income	-516	-369	-359	(10)	(16)
Capital Salaries	-111	-9	-9	0	0
Transfers From Reserves	-716	-242	-242	0	0
<b>Total Income</b>	<b>-5,487</b>	<b>-1,116</b>	<b>-1,088</b>	<b>(28)</b>	<b>(91)</b>
<b>Net Operational Expenditure</b>	<b>4,446</b>	<b>1,811</b>	<b>1,815</b>	<b>(4)</b>	<b>(22)</b>
<b><u>Recharges</u></b>					
Premises Support	1,868	467	467	0	0
Transport	28	7	7	0	0
Asset Charges	4	0	0	0	0
Central Support Services	1,943	486	486	0	0
Accommodation Income	-2,135	-533	-533	0	0
Repairs & Maintenance Income	-2,381	-595	-595	0	0
Central Support Income	-2,234	-559	-559	0	0
<b>Net Total Recharges</b>	<b>-2,907</b>	<b>-727</b>	<b>-727</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,539</b>	<b>1,084</b>	<b>1,088</b>	<b>(4)</b>	<b>(22)</b>

## Finance

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	5,487	1,341	1,377	(36)	(145)
Supplies & Services	381	158	143	15	64
Insurance	1,053	506	506	0	(3)
Rent Allowances	42,900	7,422	7,422	0	0
Non HRA Rent Rebates	65	15	15	0	0
Discretionary Social Fund	106	22	22	0	0
Discretionary Housing Pmts	470	106	106	0	0
Concessionary Travel	2,218	0	0	0	(27)
LCR Levy	2,241	0	0	0	0
<b>Total Expenditure</b>	<b>54,921</b>	<b>9,570</b>	<b>9,591</b>	<b>(21)</b>	<b>(111)</b>
<b><u>Income</u></b>					
Clerical Error Recovery	-400	-32	-32	0	0
Rent Allowances fees & Charges	-42,500	-8,048	-8,048	0	0
Non HRA Rent Rebate	-65	-20	-20	0	0
Burdens Grant	-66	-66	-81	15	15
Dedicated Schools Grant	-102	0	0	0	0
Discretionary Hsg Payment Grant	-469	-157	-157	0	0
Hsg Benefit Admin Grant	-445	-111	-111	0	0
Council Tax Admin Grant	-204	-204	-208	4	4
Council Tax Liability Order	-406	-266	-266	0	0
Business Rates Admin Grant	-156	0	0	0	0
Schools SLAs	-818	-818	-853	35	35
LCR Reimbursement	-2,241	0	0	0	0
Reimbursements & Other Grants	-223	-73	-86	13	(1)
Transfer from Reserves	-27	-10	-10	0	0
<b>Total Income</b>	<b>-48,349</b>	<b>-9,838</b>	<b>-9,908</b>	<b>70</b>	<b>66</b>
<b>Net Operational Expenditure</b>	<b>6,572</b>	<b>-268</b>	<b>-317</b>	<b>49</b>	<b>(45)</b>
<b><u>Recharges</u></b>					
Premises Support	248	62	62	0	0
Central Recharges	2,493	623	623	0	0
Support Service Income	-4,877	-1,219	-1,219	0	0
<b>Net Total Recharges</b>	<b>-2,136</b>	<b>-534</b>	<b>-534</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>4,436</b>	<b>-802</b>	<b>-851</b>	<b>49</b>	<b>(45)</b>

ICT &amp; Support Services



	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	7,326	1,755	1,843	(88)	(352)
Supplies & Services	1,030	159	158	1	5
Capital Financing	78	9	5	4	19
Computer Repairs & Software	936	817	873	(56)	(226)
Communication Costs	17	16	16	0	0
Transfer to Reserves	15	0	0	0	0
Premises Costs	64	45	47	(2)	(9)
<b>Total Expenditure</b>	<b>9,466</b>	<b>2,801</b>	<b>2,942</b>	<b>(141)</b>	<b>(563)</b>
<b><u>Income</u></b>					
Fees & Charges	-1,107	-126	-9	(117)	(469)
Schools SLA Income	-532	-499	-507	8	32
<b>Total Income</b>	<b>-1,639</b>	<b>-625</b>	<b>-516</b>	<b>(109)</b>	<b>(437)</b>
<b>Net Operational Expenditure</b>	<b>7,827</b>	<b>2,176</b>	<b>2,426</b>	<b>(250)</b>	<b>(1,000)</b>
<b><u>Recharges</u></b>					
Premises Support	424	106	106	0	0
Transport	20	5	5	0	0
Central Support	1,116	279	279	0	0
HBC Asset Rental Support	1,494	0	0	0	0
Support Services Income	-10,873	-2,718	-2,718	0	0
<b>Net Total Recharges</b>	<b>-7,819</b>	<b>-2,328</b>	<b>-2,328</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>8</b>	<b>-152</b>	<b>98</b>	<b>(250)</b>	<b>(1,000)</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	1,765	516	523	(7)	(29)
Supplies & Services	282	92	90	2	12
Civic Catering & Functions	49	13	11	2	10
Legal Expenses	215	101	101	0	0
<b>Total Expenditure</b>	<b>2,311</b>	<b>722</b>	<b>725</b>	<b>(3)</b>	<b>(7)</b>
<b><u>Income</u></b>					
Land Charges	-80	-18	-17	(1)	(3)
School SLAs	-80	-80	-80	0	0
Licence Income	-250	-42	-45	3	10
Government Grant	0	0	0	0	21
Fees & Charges Income	-56	-45	-45	0	(2)
<b>Total Income</b>	<b>-466</b>	<b>-185</b>	<b>-187</b>	<b>2</b>	<b>26</b>
<b>Net Operational Expenditure</b>	<b>1,845</b>	<b>537</b>	<b>538</b>	<b>(1)</b>	<b>19</b>
<b><u>Recharges</u></b>					
Premises Support	64	16	16	0	0
Central Support	363	91	91	0	0
Support Service Income	-1,727	-432	-432	0	0
<b>Net Total Recharges</b>	<b>-1,300</b>	<b>-325</b>	<b>-325</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>545</b>	<b>212</b>	<b>213</b>	<b>(1)</b>	<b>19</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	4,654	1,187	1,088	99	248
Premises	169	82	70	12	47
Contracted Services	186	16	93	(77)	(159)
Supplies & Services	152	5	38	(33)	(136)
Street Lighting	1,583	220	206	14	56
Highways Maintenance	2,495	545	520	25	100
Fleet Transport	1,314	213	203	10	43
Halton Hopper Tickets	193	38	38	0	0
Bus Support	519	76	76	0	0
Finance Charges	17	0	1	(1)	(6)
Grants to Voluntary Organisations	61	30	30	0	0
LCR Levy	882	0	0	0	0
NRA Levy	66	65	65	0	0
Contribution to Reserves	432	10	0	10	41
<b>Total Expenditure</b>	<b>12,723</b>	<b>2,487</b>	<b>2,428</b>	<b>59</b>	<b>234</b>
<b><u>Income</u></b>					
Sales	-121	-30	-60	30	124
Planning Fees	-546	-273	-263	(10)	(44)
Building Control Fees	-213	-31	-33	2	9
Other Fees & Charges	-754	-158	-181	23	85
Grants & Reimbursements	-127	-10	-28	18	71
Government Grant Income	0	-13	-19	6	27
Halton Hopper Income	-203	-40	-40	0	0
Efficiency Savings	-68	-7	0	(7)	(28)
School SLA's	-44	-42	-42	0	2
Capital Salaries	-317	-35	-7	(28)	(110)
LCR Levy Reimbursement	-882	0	0	0	0
<b>Total Income</b>	<b>-3,275</b>	<b>-639</b>	<b>-673</b>	<b>34</b>	<b>136</b>
<b>Net Operational Expenditure</b>	<b>9,448</b>	<b>1,848</b>	<b>1,755</b>	<b>93</b>	<b>370</b>
<b><u>Recharges</u></b>					
Premises Recharges	542	135	135	0	0
Transport Recharges	687	178	167	11	43
Asset Charges	1,036	7	0	7	26
Central Support Services	1,643	411	411	0	0
Transport Recharge Income	-4,296	-1,116	-1,075	(41)	(163)
Support Service Income	-650	-162	-162	0	0
<b>Net Total Recharges</b>	<b>-1,038</b>	<b>-547</b>	<b>-524</b>	<b>(23)</b>	<b>(94)</b>
<b>Net Department Expenditure</b>	<b>8,410</b>	<b>1,301</b>	<b>1,231</b>	<b>70</b>	<b>276</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	2,000	496	521	(25)	(101)
Employees Training	133	20	16	4	17
Supplies & Services	136	52	50	2	8
Apprentishp Levy	300	0	0	0	29
<b>Total Expenditure</b>	<b>2,569</b>	<b>568</b>	<b>587</b>	<b>(19)</b>	<b>(47)</b>
<b><u>Income</u></b>					
Fees & Charges	-95	-77	-84	7	32
Schools SLAs	-435	-435	-417	(18)	(18)
<b>Total Income</b>	<b>-530</b>	<b>-512</b>	<b>-501</b>	<b>(11)</b>	<b>14</b>
<b>Net Operational Expenditure</b>	<b>2,039</b>	<b>56</b>	<b>86</b>	<b>(30)</b>	<b>(33)</b>
<b><u>Recharges</u></b>					
Premises Support	89	22	22	0	0
Central Support Recharges	900	225	225	0	0
Support recharges Income	-2,860	-720	-720	0	0
<b>Net Total Recharges</b>	<b>-1,871</b>	<b>-473</b>	<b>-473</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>168</b>	<b>-417</b>	<b>-387</b>	<b>(30)</b>	<b>(33)</b>

PEOPLE DIRECTORATE

Adult Social Care

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	14,359	3,690	3,658	32	60
Premises	327	110	112	(2)	(10)
Supplies & Services	444	111	111	0	0
Aids & Adaptations	113	28	19	9	10
Transport	154	38	35	3	0
Food Provision	203	36	32	4	10
Contracts & SLAs	536	197	193	4	0
Emergency Duty Team	100	0	0	0	5
Agency	450	143	146	(3)	(20)
Payments To Providers	1,443	277	280	(3)	(10)
<b>Total Expenditure</b>	<b>18,129</b>	<b>4,630</b>	<b>4,586</b>	<b>44</b>	<b>45</b>
<b><u>Income</u></b>					
Sales & Rents Income	-311	-146	-139	(7)	(20)
Fees & Charges	-680	-170	-160	(10)	(10)
Reimbursements & Grant Income	-1,100	-118	-106	(12)	(30)
Transfer From Reserves	-800	0	0	0	0
Capitalised Salaries	-111	-28	-28	0	0
Government Grant Income	-87	-83	-94	11	15
<b>Total Income</b>	<b>-3,089</b>	<b>-545</b>	<b>-527</b>	<b>(18)</b>	<b>(45)</b>
<b>Net Operational Expenditure</b>	<b>15,040</b>	<b>4,085</b>	<b>4,059</b>	<b>26</b>	<b>0</b>
<b><u>Recharges</u></b>					
Premises Support	490	123	123	0	0
Asset Charges	13	0	0	0	0
Central Support Services	3,028	757	757	0	0
Internal Recharge Income	-721	-207	-207	0	0
Transport Recharges	599	162	162	0	0
<b>Net Total Recharges</b>	<b>3,409</b>	<b>835</b>	<b>835</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>18,449</b>	<b>4,920</b>	<b>4,894</b>	<b>26</b>	<b>0</b>

**Children & Families**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	9,070	2,193	2,280	(87)	(331)
Premises	279	80	63	17	65
Supplies and Services	877	129	200	(71)	(269)
Transport	112	5	20	(15)	(76)
Direct Payments/Individual Budgets	483	121	192	(71)	(276)
Commissioned Services	224	31	27	4	16
External Provider Residential Placements	4,641	497	1,146	(649)	(2,583)
Out of Borough Adoption	84	18	18	0	0
Independent Fostering Agency Placements	1,510	127	409	(282)	(1,128)
In House Adoption	277	28	49	(21)	(83)
Special Guardianship	1,699	391	393	(2)	(8)
In House Foster Carer Payments	2,108	459	395	64	254
Care Leavers	331	50	57	(7)	(29)
Family Support	53	8	17	(9)	(46)
Emergency Duty Team	102	0	0	0	(9)
Contracted Services	4	1	1	0	0
Early Years	86	0	52	(52)	(221)
<b>Total Expenditure</b>	<b>21,940</b>	<b>4,138</b>	<b>5,319</b>	<b>(1,181)</b>	<b>(4,724)</b>
<b><u>Income</u></b>					
Fees and Charges	-10	-2	-1	(1)	(7)
Sales Income	-46	-14	-14	0	3
Rents	-82	0	0	0	0
Dedicated Schools Grant	-97	0	0	0	0
Reimbursements & Other Grant Income	-492	-5	-6	1	6
Government Grants	-1,176	-303	-303	0	0
Transfer from Reserves	-12	-12	-12	0	0
<b>Total Income</b>	<b>-1,915</b>	<b>-336</b>	<b>-336</b>	<b>0</b>	<b>2</b>
<b>Net Operational Expenditure</b>	<b>20,025</b>	<b>3,802</b>	<b>4,983</b>	<b>(1,181)</b>	<b>(4,722)</b>
<b><u>Recharges</u></b>					
Premises Support	138	34	34	0	0
Transport Support	19	5	4	1	0
Central Support Service Costs	2,687	672	672	0	0
Internal Recharge Income	-45	-11	-11	0	0
<b>Net Total Recharges</b>	<b>2,799</b>	<b>700</b>	<b>699</b>	<b>1</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>22,824</b>	<b>4,502</b>	<b>5,682</b>	<b>(1,180)</b>	<b>(4,722)</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b>Expenditure</b>					
Intermediate Care Services	6,371	1,176	1,224	(48)	(100)
End of Life	200	42	40	2	10
Sub-Acute	1,783	278	308	(30)	0
Urgent Care Centres	615	0	0	0	0
Joint Equipment Store	613	151	157	(6)	(25)
CCG Contracts & SLA's	1,219	91	65	26	26
Intermediate Care Beds	599	150	150	0	0
BCF Schemes	1,729	127	27	100	100
Carers Breaks	444	135	104	31	112
Madeline McKenna Home	550	155	161	(6)	(24)
Millbrow Home	1,710	400	511	(111)	(248)
BCF unallocated	994	0	0	0	0
Adult Health & Social Care Services:					
Residential & Nursing Care	21,445	3,097	2,789	308	903
Domiciliary & Supported Living	13,609	2,270	2,072	198	900
Direct Payments	7,475	2,480	3,130	(650)	(2,600)
Day Care	430	63	68	(5)	0
<b>Total Expenditure</b>	<b>59,786</b>	<b>10,615</b>	<b>10,806</b>	<b>(191)</b>	<b>(946)</b>
<b>Income</b>					
Residential & Nursing Income	-6,260	-968	-934	(34)	(153)
Domiciliary Income	-1,457	-213	-224	11	49
Direct Payments Income	-581	-89	-107	18	133
Winter Pressures	-639	-160	-160	0	0
BCF	-9,844	-2,460	-2,460	0	0
CCG Contribution to Pool	-13,676	-3,419	-3,419	0	0
ILF	-656	0	0	0	0
Income from other CCG's	-113	0	0	0	0
Madeline McKenna fees	-275	-26	-36	10	40
Millbrow fees	-1,159	-357	-358	1	4
Falls Income	-60	-37	-35	(2)	(7)
<b>Total Income</b>	<b>-34,720</b>	<b>-7,729</b>	<b>-7,733</b>	<b>4</b>	<b>66</b>
<b>Net Department Expenditure</b>	<b>25,066</b>	<b>2,886</b>	<b>3,073</b>	<b>(187)</b>	<b>(880)</b>
CCG risk share overspend on aligned budgets (CHC, FNC and Joint funding)	0	0	-140	140	560
<b>Adjusted Net Dept. Expenditure</b>	<b>25,066</b>	<b>2,886</b>	<b>2,933</b>	<b>(47)</b>	<b>(320)</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	5,521	1,250	1,309	(59)	(237)
Premises	28	21	28	(7)	(27)
Supplies & Services	1,066	432	427	5	21
Transport	5	5	6	(1)	(1)
Schools Transport	593	148	356	(208)	(835)
Commissioned Services	2,404	0	0	0	(3)
Independent School Fees	3,381	665	665	0	0
Inter Authority Special Needs	175	52	52	0	0
Pupil Premium Grant	189	11	11	0	0
Nursery Education Payments	6,275	2,422	2,422	0	0
Capital Finance	1	0	0	0	0
Grants to Voluntary Organisations	1,471	427	427	0	0
<b>Total Expenditure</b>	<b>21,109</b>	<b>5,433</b>	<b>5,703</b>	<b>(270)</b>	<b>(1,082)</b>
<b><u>Income</u></b>					
Fees & Charges	-131	0	-2	2	8
Government Grants	-481	-409	-409	0	0
Reimbursements & Other Grants	-489	-116	-114	(2)	(6)
Schools SLA Income	-482	-252	-256	4	15
Transfer from Reserves	-431	-173	-176	3	11
Dedicated Schools Grant	-13,668	-2,401	-2,401	0	0
Inter Authority Income	-578	-65	0	(65)	(269)
<b>Total Income</b>	<b>-16,260</b>	<b>-3,416</b>	<b>-3,358</b>	<b>(58)</b>	<b>(241)</b>
<b>Net Operational Expenditure</b>	<b>4,849</b>	<b>2,017</b>	<b>2,345</b>	<b>(328)</b>	<b>(1,323)</b>
<b><u>Recharges</u></b>					
Central Support Services	1,756	439	439	0	0
Support Service Income	-79	-20	-20	0	0
Premises Support	138	35	35	0	0
Transport Support	410	132	132	0	0
HBC Asset Rental Support	17	0	0	0	0
<b>Net Total Recharges</b>	<b>2,242</b>	<b>586</b>	<b>586</b>	<b>0</b>	<b>6</b>
<b>Net Department Expenditure</b>	<b>7,091</b>	<b>2,603</b>	<b>2,931</b>	<b>(328)</b>	<b>(1,323)</b>



	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	3,581	878	858	20	82
Other Premises	5	0	0	0	0
Supplies & Services	213	59	38	21	83
Contracts & SLA's	6,586	1,631	1,656	(25)	(100)
Transport	6	1	2	(1)	(1)
Agency	19	19	19	0	0
<b>Total Expenditure</b>	<b>10,410</b>	<b>2,588</b>	<b>2,573</b>	<b>15</b>	<b>64</b>
<b><u>Income</u></b>					
Other Fees & Charges	-72	-15	-12	(3)	(18)
Government Grant	-9,916	-2,479	-2,479	0	0
Reimbursements & Grant Income	-130	-64	-56	(8)	(32)
Transfer from Reserves	-361	0	0	0	0
<b>Total Income</b>	<b>-10,479</b>	<b>-2,558</b>	<b>-2,547</b>	<b>(11)</b>	<b>(50)</b>
<b>Net Operational Expenditure</b>	<b>-69</b>	<b>30</b>	<b>26</b>	<b>4</b>	<b>14</b>
<b><u>Recharges</u></b>					
Premises Support	143	36	36	0	0
Central Support Services	786	197	197	0	0
Transport Recharges	23	5	5	0	0
<b>Net Total Recharges</b>	<b>952</b>	<b>238</b>	<b>238</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>883</b>	<b>268</b>	<b>264</b>	<b>4</b>	<b>14</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Employees	250	62	75	(13)	(40)
Contracted Services	35	9	0	9	0
Supplies & Services	130	49	45	4	0
Members Allowances	877	219	231	(12)	(48)
Interest Payable	2,231	566	282	284	1,109
Bank Charges	83	21	26	(5)	(20)
Audit Fees	124	31	31	0	0
Contingency	1,114	241	0	241	241
Capital Financing	1,419	0	0	0	0
Contribution to Reserves	2,455	2,455	2,455	0	0
Debt Management Expenses	34	9	0	9	0
Precepts & Levies	192	48	48	0	0
<b>Total Expenditure</b>	<b>8,944</b>	<b>3,710</b>	<b>3,193</b>	<b>517</b>	<b>1,242</b>
<b><u>Income</u></b>					
Interest Receivable – Treasury	-1,508	-377	-467	90	360
Interest Receivable – Other	-25	-6	-6	0	0
Fees & Charges	-54	-14	-8	(6)	0
Grants & Reimbursements	-65	-16	-9	(7)	0
Government Grant Income	-7,608	-1,902	-2,007	105	105
<b>Total Income</b>	<b>-9,260</b>	<b>-2,315</b>	<b>-2,497</b>	<b>182</b>	<b>465</b>
<b>Net Operational Expenditure</b>	<b>-316</b>	<b>1,395</b>	<b>696</b>	<b>699</b>	<b>1,707</b>
<b><u>Recharges</u></b>					
Premises	5	1	1	0	0
Central Support Services	1,315	329	329	0	0
Support Services Income	-3,052	-85	-85	0	0
<b>Net Total Recharges</b>	<b>-1,732</b>	<b>245</b>	<b>245</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>-2,048</b>	<b>1,640</b>	<b>941</b>	<b>699</b>	<b>1,707</b>

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000	Forecast Outturn (Overspend) £'000
<b><u>Expenditure</u></b>					
Other Premises	160	83	79	4	10
Hired and Contracted Services	0	0	1	(1)	(3)
Unitary Charge	37,053	6,175	6,247	(72)	(3,540)
DMPA fee	8,449	1,408	2,237	(829)	(2,553)
Insurance	1,540	1,202	118	1,084	1,057
Supplies & Services	0	0	0	0	0
MGCB Ltd	2,208	368	242	126	598
MGET Ltd	573	98	85	13	150
Sustainable Transport	500	79	79	0	183
External Interest	5,173	1,293	1,293	0	0
Finance Charges	151	0	0	0	3
<b>Total Expenditure</b>	<b>55,807</b>	<b>10,706</b>	<b>10,381</b>	<b>325</b>	<b>(4,095)</b>
<b><u>Income</u></b>					
Toll Income	-29,492	-3,372	-5,077	1,705	17,585
Grants & reimbursements	-25,808	-25,808	-23,791	(2,017)	(13,340)
Transfer from reserves	-573	-98	-85	(13)	(150)
<b>Total Income</b>	<b>-55,873</b>	<b>-29,278</b>	<b>-28,953</b>	<b>(325)</b>	<b>4,095</b>
<b>Net Operational Expenditure</b>	<b>-66</b>	<b>-18,572</b>	<b>-18,572</b>	<b>0</b>	<b>0</b>
<b><u>Recharges</u></b>					
Central Support Recharges	66	17	17	0	0
<b>Net Total Recharges</b>	<b>66</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>0</b>	<b>-18,555</b>	<b>-18,555</b>	<b>0</b>	<b>0</b>

## Capital Programme as at 30 June 2019

Directorate/Department	Actual Expenditure to Date £'000	2019/20 Cumulative Capital Allocation				Capital Allocation 2020/21 £'000	Capital Allocation 2021/22 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
<b>Enterprise Community &amp; Resources Directorate</b>							
<b>Community and Environment</b>							
Stadium Minor Works	0	10	20	30	39	30	30
Stadium Pitch	0	0	0	21	21	0	0
Stadium – Karalius Suite reconfiguration	0	0	0	14	14	0	0
Open Spaces Schemes	66	100	143	143	143	0	0
Children's Playground Equipment	3	3	85	100	149	65	65
Upton Improvements	0	0	5	25	13	0	0
Crow Wood Play Area	166	166	166	200	250	15	0
Peelhouse Lane Cemetery	0	4	400	700	900	50	5
Peelhouse Lane Cemetery – Enabling Works	4	4	5	7	11	1	0
Pheonix Park	0	0	3	3	3	0	0
Victoria Park Glass House	13	13	24	50	305	0	0
Sandymoor Playing Fields	26	26	26	30	40	30	0
Widnes & Runcorn Cemeteries	45	60	100	150	190	9	0
Landfill Tax Credit Schemes	2	2	2	10	20	340	340

Runcorn Town Park	2	5	75	150	200	280	280
Bowling Greens	1	5	10	20	32	2	0
Litter Bins	0	0	0	0	20	20	20
Community Shop	0	0	0	50	50	0	0
Libraries IT equipment	0	0	95	95	95	0	0
<b>ICT &amp; Support Services</b>							
ICT Rolling Programme	60	60	80	400	700	700	700
<b>Economy, Enterprise &amp; Property</b>							
3MG	23	23	24	34	126	0	0
Widnes Waterfront	0	0	0	0	1,000	0	0
SciTech Daresbury – EZ Grant	40	40	96	96	96	0	0
Venture Field	20	20	30	41	41	0	0
Linnets Clubhouse	2	2	40	90	140	59	0
The Croft	0	0	30	30	30	0	0
Murdishaw redevelopment	0	0	10	20	38	0	0
Former Crosville Site	0	0	0	200	331	0	0
Advertising Screen at The Hive	0	0	0	0	100	0	0
Widnes Market Refurbishment	32	32	40	50	100	40	0
Broseley House	7	7	150	300	461	0	0
Solar Farm	16	16	153	353	709	500	0
Equality Act Improvement Works	77	77	150	200	300	300	300
<b>Mersey Gateway</b>							
Land Acquisitions	19	19	35	52	3,395	0	0
Development Costs	14	14	45	75	105	0	0
Directorate/Department	Actual Expenditure to Date	2019/20 Cumulative Capital Allocation			Capital Allocation 2020/21	Capital Allocation 2021/22	

	£'000	Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000	£'000	£'000
<b>Other</b>							
Risk Management	13	13	106	200	377	120	120
Fleet Replacements	457	457	794	1,154	1,471	1,760	3,043
<b>Policy, Planning &amp; Transportation</b>							
Bridge & Highway Maintenance	1,117	1,117	2,650	4,200	5,867	0	0
Integrated Transport & Network Management	91	91	260	430	604	0	0
Street Lighting – Structural Maintenance & Upgrades	66	66	630	1,190	1,755	2,000	200
STEPS Programme	477	477	1,245	2,013	2,013	0	0
Silver Jubilee Bridge Major Maintenance	1,498	1,498	2,375	3,250	4,126	0	0
Silver Jubilee Bridge Decoupling	1,186	1,186	2,700	4,200	5,705	0	0
Widnes Loops	107	107	1,590	3,070	4,553	0	0
KRN – Earle Road Gyratory	3	3	80	160	238	0	0
Travelodge / Watkinson Way Footpath	0	0	40	80	128	0	0
SUD Green Cycle / Walk Corridors	1	1	1	123	245	435	267
<b>Total Enterprise Community &amp; Resources</b>	<b>5,654</b>	<b>5,724</b>	<b>14,513</b>	<b>23,809</b>	<b>37,249</b>	<b>6,756</b>	<b>5,370</b>
Directorate/Department	Actual Expenditure to Date  £'000	2019/20 Cumulative Capital Allocation				Capital Allocation 2020/21	Capital Allocation 2021/22

		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000	£'000	£'000
<b>People Directorate</b>							
<b>Adult Social Care</b>							
ALD Bungalows	0	0	0	0	0	199	0
Purchase of 2 adapted properties	5	5	10	15	512	0	0
Orchard House	4	5	10	15	327	0	0
Carefirst Upgrade	362	362	362	362	362	0	0
<b>Complex Pool</b>							
Disabled Facilities Grant	163	165	300	450	619	0	0
Stairlifts (Adaptations Initiative)	39	75	150	225	322	0	0
RSL Adaptations (Joint Funding)	57	75	100	150	300	0	0
Carehome Acquisitions and refurbishment	6	6	2,400	3,000	3,837	0	0
Oakmeadow refurbishment	0	0	50	105	105	0	0
Directorate/Department	Actual Expenditure to Date	2019/20 Cumulative Capital Allocation				Capital Allocation 2020/21	Capital Allocation 2021/22

	£'000	Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000	£'000	£'000
<b>Schools Related</b>							
Asset Management Data	2	2	5	5	5	0	0
Capital Repairs	26	30	588	608	883	0	0
Asbestos Management	0	2	10	20	43	0	0
Schools Access Initiative	0	0	5	17	17	0	0
Basic Need Projects	0	0	30	30	494	437	0
Fairfield Primary School	0	0	34	34	34	0	0
Kitchen Gas Safety	0	0	30	50	68	0	0
Small Capital Works	2	1	16	75	126	0	0
Bridge School Vocational Centre	1	1	11	27	27	0	0
Simms Cross	1	1	1	1	1	0	0
SEND capital allocation	75	75	350	550	619	253	0
Healthy Pupils Capital Fund	4	4	13	17	17	0	0
The Grange – Brookfields Provision	0	0	30	30	30	0	0
<b>Total People Directorate</b>	<b>747</b>	<b>809</b>	<b>4,505</b>	<b>5,786</b>	<b>8,748</b>	<b>889</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,401</b>	<b>6,533</b>	<b>19,018</b>	<b>29,595</b>	<b>45,997</b>	<b>7,645</b>	<b>5,370</b>
Slippage (20%)					-9,199	-1,529	-1,074
						9,199	1,529
<b>TOTAL</b>	<b>6,401</b>	<b>6,533</b>	<b>19,018</b>	<b>29,595</b>	<b>36,798</b>	<b>15,315</b>	<b>5,825</b>



**REPORT TO:** Executive Board

**DATE:** 19 September 2019

**REPORTING OFFICER:** Operational Director, Finance

**PORTFOLIO:** Resources

**SUBJECT:** Waiver of Procurement Standing Orders –  
Enforcement Agent Services - Council Tax and  
Business Rates

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

### **1.0 PURPOSE OF REPORT**

- 1.1 To request a Waiver of Procurement Standing Orders, to comply with Standing Order 1.14.4 due to the aggregate value of the requested waiver being in excess of £100,000

**2.0 RECOMMENDED: That Executive Board approve a waiver to the value of £300,000 to cover a two year period from 5<sup>th</sup> September 2019 to 4<sup>th</sup> September 2021 for the provision of Enforcement Agents Services, under the existing arrangements with Jacobs Ltd. and Rossendales Ltd.**

### **3.0 BACKGROUND**

- 3.1 The Revenues & Financial Management Division is responsible for the collection of council tax and business rates. For those who do not pay or fail to engage, there is a process to issue accounts to an Enforcement Agent (Bailiff) to secure money owed to the Council.
- 3.2 Current contracts for bailiff services expire on 4<sup>th</sup> September 2019. Currently two formal service level agreements exist for this service and this encompasses the collection of all council tax & business rates income where the Council cannot collect it directly from the debtors.
- 3.3 Not procuring external partners would leave the authority with no means of collecting around £1.6m of income over the 2 year contract period from unpaid local taxation, which would impact adversely on the Council's budget.
- 3.4 The existing Enforcement Agent contracts are provided by Jacobs Ltd. and Rossendales Ltd. and are due to expire on 4<sup>th</sup> September 2019. It is proposed that the new arrangements will be for a 2 year period commencing 5<sup>th</sup> September 2019.

- 3.5 To ensure continuity it is proposed that the services of Jacobs Ltd and Rossendales Ltd will be retained. The services provided by both companies are satisfactory and very few complaints concerning their actions are received.
- 3.6 There are no costs incurred by the Council for using Enforcement Agents services. Fees are charged to the debtor in accordance with the Taking Control of Goods (Fees) Regulations 2014. If a debtor pays the fees, they are retained by the Enforcement Agents.
- 3.7 If an Enforcement Agent fails to collect the debt there are no fees passed onto the Council. The level of fees is shown below, it should be noted over the period of the existing contract no cases have been passed to the Sale stage of the process :

Stage of process:	Fixed Fee:	% extra you will pay for debts over £1500.00:
Writing to you about your debt (called compliance)	£75.00	None
Visiting your home (called enforcement)	£235.00	7.5%
Taking and selling your belongings (called 'sale')	£110.00	7.5%

- 3.8 During 2018/19 a total of 3,955 new cases were passed to Enforcement Agents with a total value of £2.7m. The collection rate on this was 29.4% with a total value of £0.8m collected on behalf of the Council. This compares satisfactorily to authorities within the AGMA region, being the 7<sup>th</sup> highest collection rate from 16 authorities.
- 3.9 Based on previous expenditure it is anticipated that the annual value of the contract is likely to be in the region of £151,000, therefore making the aggregate value of a 2 year contract in the order of £300,000.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The method of procurement complies with the Councils Procurement Standing Orders 2.4 – Contracts for Social and other specific services that qualify for the Light Touch Regime , schedule 3 of the Public Contract Regulations 2015, with a value threshold of £615,278.00.

**5.0 FINANCIAL IMPLICATIONS**

5.1 The above contracts will enable the continued collection of money owed to the Council. There are no costs incurred by the Council.

**6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES**

6.1 Not appointing Enforcement Agents could affect all priorities due to reduced revenue.

**6.2 Children and Young People in Halton**

As per 6.1

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

As per 6.1

**6.4 A Healthy Halton**

As per 6.1

**6.5 A Safer Halton**

As per 6.1

**6.6 Halton's Urban Renewal**

As per 6.1

**7.0 RISK ANALYSIS**

7.1 The risks of renewing the contracts with both suppliers are minimal. Both companies are registered with the Civil Enforcement Association (CIVEA) and the Council maintains a good working relationship with them.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None.

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

9.1 None.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community and Resources
<b>SUBJECT:</b>	Discretionary Non-Domestic Rate Relief Applications
<b>PORTFOLIO:</b>	Resources
<b>WARD(S):</b>	Borough-wide

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to consider four applications for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988.

## **2.0 RECOMMENDATION: That**

- 1) the application from Halton Citizens Advice Bureau for 15% discretionary rate relief for Store E within Grosvenor House, Runcorn from 1 April 2018 to 31 March 2022, be approved;**
- 2) the application from Trade Training UK for 15% discretionary rate relief for their premises at 122 Bancroft Road, Widnes from 8 January 2019 to 31 March 2022, be approved;**
- 3) the application from Halton Credit Union Ltd. for 90% discretionary rate relief for their premises at 110 Widnes Road, Widnes from 24 June 2019 to 31 March 2022, be approved; and**
- 4) the application from United Giving Ltd. for 90% discretionary rate relief for their premises at 28A Albert Square, Widnes from 13 April 2019 to 31 March 2022, be approved.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Under the amended provisions of the Local Government Finance Act 1988, the Council is able to grant discretionary rate relief to any business ratepayer. This relief had previously only been available to organisations that were a registered charity, a community amateur sports club or a not-for-profit organisation.
- 3.2 From 1<sup>st</sup> April 2017 the Council became responsible for meeting the full cost of all mandatory and discretionary relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

- 3.3 Four applications for discretionary rate relief have been received as outlined below, from Halton Citizens Advice Bureau and Trade Training UK who are both registered charities, from Halton Credit Union which is a not-for-profit organisation and from United Giving Ltd which is a social enterprise limited by guarantee without share capital.
- 3.4 Currently, where discretionary rate relief has been granted to registered charities etc., it has been provided until 31 March 2022 in order to provide the organisations with some degree of certainty.

**Halton Citizens Advice Bureau**

**Store E, Basement, Dee Building, Grosvenor House, Halton Lea, Runcorn, WA7 2HF**

- 3.5 Halton Citizens Advice Bureau is a registered charity which provides free, independent, confidential and impartial advice to residents of Halton on their rights and responsibilities. Store E is used by Halton CAB to store archived files and records regarding the CAB's advice provided from their offices in Grosvenor House, Runcorn.
- 3.6 Halton CAB currently receive 80% mandatory relief and 15% discretionary rate relief for their offices in Grosvenor House, Runcorn and Victoria Square, Widnes. As they are a registered charity, 80% mandatory rate relief has already been awarded for Store E, but they have now requested 15% discretionary rate relief from 1<sup>st</sup> April 2018.
- 3.7 The cost of 15% discretionary relief for Store E from April 2018 to March 2020 would be £73.

**Trade Training UK**

**122 Bancroft Road, Widnes, Cheshire, WA8 0LL**

- 3.8 Trade Training UK is a registered charity whose main objectives and purposes are to provide education and training for students in the electrical industry for the relief of unemployment for the public benefit in such a way as may be thought fit, including assistance to find employment.
- 3.9 Their premises at 122 Bancroft Road are being used for educational and training purposes through the provision of accredited courses that are required by employers and trade bodies for an individual to be able to work as an electrician or in related fields.
- 3.10 As a registered charity, the organisation has been awarded 80% mandatory rate relief but they have also requested 15% discretionary rate relief. The cost of 15% discretionary relief to the Council for 122 Bancroft Road from 8 January 2019 to 31 March 2020 would be £202.

**Halton Credit Union Ltd**

**110 Widnes Road, Widnes, WA8 6AX**

- 3.11 Halton Credit Union Ltd is a not-for-profit company, operating under the Credit Unions Act 1979 as a savings and loan co-operative. The organisation is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation and is affiliated to the Association of British Credit Unions Ltd.
- 3.12 From 24 June 2019, the premises at 110 Widnes Road have been used for credit union activities. As Halton Credit Union Ltd is not a registered charity the organisation does not qualify for mandatory rate relief. They have therefore applied for 90% discretionary rate relief.
- 3.13 The organisation currently receives 90% discretionary rate relief for their premises at 115-116 Runcorn Shopping Centre, Runcorn and 27 Queens Avenue, Widnes. The cost of 90% discretionary relief to the Council for 110 Widnes Road from 24 June 2019 to 31 March 2020 would be £3,661.

**United Giving Ltd**

**28A Albert Square, Widnes, Cheshire, WA8 6JW**

- 3.14 United Giving Ltd is a registered social enterprise, limited by guarantee without share capital. They provide opportunities for employment and training for people suffering mental health issues, long term unemployment and social exclusion as well as relieve financial hardship and poverty in the community.
- 3.15 Their premises at 28a Albert Square, Widnes opened on 13 April 2019 and is being used to repair, restore, recycle and sell second hand items. It also provides employment and training, working with the Council's "Households into work" initiative and the "ILM scheme" to employ staff and actively seek out volunteers that fall within their remit. The organisation's employees include those suffering from physical and mental health issues and those not in education, employment or training.
- 3.16 Currently United Giving Ltd does not have any other premises in Halton, although they are looking for a storage unit within the Borough. The cost of 90% discretionary relief to the Council in 2019/20 for 28a Albert Square, Widnes would be £10,685.

**4.0 POLICY IMPLICATIONS**

- 4.1 The Board is required by the Regulations to consider each application on its own merit. Any recommendations provided are given for guidance

only, are consistent with Council policy and, wherever possible, previous decisions.

**5.0 FINANCIAL IMPLICATIONS**

5.1 The potential annual cost to the Council of granting rate relief in each instance are as shown above within the report.

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

**6.1 Children and Young People in Halton**

United Giving Ltd makes baby clothes free of charge and childrens books and toys available for ‘whatever you can pay’

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

Halton Credit Union and Halton Citizens Advice Bureau provide financial and other advice to residents. United Giving Ltd provides training and employment to people suffering from mental health issues and those suffering from social exclusion. Trade Training UK provides education and training in the electrical industry for students, for the relief of unemployment for the public benefit

**6.3 A Healthy Halton**

None

**6.4 A Safer Halton**

None

**6.5 Halton’s Urban Renewal**

None.

**7.0 RISK ANALYSIS**

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

**8.0 EQUALITY AND DIVERSITY ISSUES**

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

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

9.1	Document	Place of Inspection	Contact Officer
	Application forms	Halton Stadium Widnes	Adel Tomkins Senior Rating Officer

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise Community and Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Disposal, Acquisition, Retention Strategy
<b>WARDS:</b>	Borough wide

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

The purpose of the report is to seek Members approval to the Disposal, Acquisition, and Retention Strategy in Appendix A.

### **2.0 RECOMMENDATION: That Executive Board**

- 1) approves the process as outlined in the Disposal, Acquisition, Retention Strategy Appendix A; and**
- 2) authorises the Operational Director for Economy, Enterprise and Property to prepare a disposal programme on the basis of the Disposal, Acquisition, Retention Strategy at Appendix A.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Members will be aware that a previous disposal programme was presented to the Executive Board on 23 September 2010 and 23 May 2013 and implemented over the next 5 years .
- 3.2 Arrangements for the next programme are presented in Appendix A to consider.
- 3.3 The Disposal, Acquisition and Retention Strategy in Appendix A outlines how the Council will approach reviewing assets for potential disposal and for purchasing assets and the paper will form part of the Council's overall Asset Management Plan. It is intended to be a working document to set out the rationale to support the decision making process when reviewing whether to dispose, retain or purchase assets with sufficient flexibility to address the various situations that may arise.



### 3.4 The plan is divided into sections

#### Section 1 The Introduction

This introduces the context and purpose of the Strategy

#### Section 2 Definitions

This section defines in the context of the report what is meant by a 'disposal', 'acquisition' and the 'surplus asset'. The definition of surplus asset will be used to consider whether an asset will be recommended as surplus and to be sold or to be retained in the ownership of the Council.

#### Section 3 Vision and Outcome

Sets out the outcome of the strategy

#### Section 4- Methodology

The Asset Manager together with the Virtual Disposal Group will follow the process set out in this section. Within this section is the approach for obtaining political input from the Portfolio Holder and Ward Councillors for considering whether assets are potentially surplus and to be sold.

#### Section 5 Draft Disposal Programme

The section covers the specific task of pulling together a five year programme and addresses the Council's approach to other sites to review for potential for disposal that are identified over time outside the programme.

#### Section 6 Income producing assets

It is the intention to review the income producing assets to be considered as potentially surplus or to retain within the Council's property portfolio. Any review would be carried out with Finance officers to manage the loss of income where assets are sold and for the acquisition of potential alternative income producing assets.

#### Section 7 Retaining assets

As a result of the review some assets may be recommended for retention and a management plan would be noted for example funding for security, maintenance, business rates liability.

#### Section 8 Open Space

This section refers to the open space, green space managed by the Open Spaces Manager and is where a number of enquiries for land eg garden extensions are received and there is high expectation from a home owner for the purchase of the land. There are pros and cons for disposing of land in the reducing a liability for maintenance but capital receipt is low and it still can take a significant proportion of officer time to handle cases and there's an opportunity costs that officers could be taken away from priority work areas.

#### Section 9 Acquiring an Asset

The section outlines the process to follow for where the Council is seeking to acquire assets.

#### Section 10 Governance and reporting

The approvals process is outlined to comply with Council's constitution and legislation affecting local government. In addition the Asset Management team are members of the Royal Institution of Chartered Surveyors and governed by their rules and regulations. Reference is made to the engagement of the Portfolio Holder and Ward Councillors to seek their input.

#### Section 11 Resources

The Asset Management team comprises, two valuers, one asset management technician and the Asset and Valuation Manager and rely on the support from legal, planning, highways, open spaces and finance, regeneration officers. Delivering the disposal programme is part of the work load of the team and needs to be balanced with the other work priorities.

External consultants are used to release the team to work priorities and bring a market perspective to handling property issues.

Fees – Whilst the Asset Management Team seek to recover professional fees (including legal fees) associated with transactions this will become standard part of transactions. The level of fee will comply with relevant legislation affecting local government and cover costs. Where external consultants have been used we would seek to recover those costs incurred.

3.5 Next step – a further report will be presented the Executive Board with schedule prepared for a disposal programme over the next 5 years based on the approach of the Disposal, Acquisition, and Retention Strategy in Appendix A.

### **4.0 POLICY IMPLICATIONS**

4.1 None

### **5.0 FINANCIAL IMPLICATIONS**

5.1 The Strategy will support the release of assets to provide capital receipts to contribute towards the funding of the Council's priorities. The programme of disposals over the next 5 years will indicate the anticipated financial year for commencement to work on the disposal of the asset and when the likely timing of the capital receipt. The timings may vary dependent on matters to be resolved and the priorities for the officers involved.

Where income producing assets are sold the Asset Management Team will work with Finance to manage the reduction in income.

Where assets are retained a management plan to indicate resources needed will be identified for example grounds maintenance, business rates, security, repairs.

Funding for external consultants will be needed for marketing, advice on strategies for disposals where complex or a market view is required. The Asset Management team will seek to recover costs incurred.

In complex cases external legal advice may be sought and the funding for advice should be identified.

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

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

N/A

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

N/A

### **6.3 A Healthy Halton**

N/A

### **6.4 A Safer Halton**

N/A

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

N/A

## **7.0 RISK ANALYSIS**

7.1 The Strategy will set out the Council's approach to how acquisitions and disposals are handled with considerations for decision making clearly set out.

If the Strategy is too prescriptive the decision making process will become too rigid and time consuming to process transactions and may result in losing opportunities

## **8.0 EQUALITY AND DIVERSITY ISSUES**

There are no Equality and Diversity issues arising out of this report and the development contained within it.

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

None under the meaning of the Act.

## **ASSET DISPOSAL, ACQUISITION, RETENTION STRATEGY**

### **CONTENTS**

1.0	Introduction
2.0	Definitions
3.0	Visions and Outcome
4.0	Proposed Methodology, Approach
5.0	Draft disposal programme 2019
6.0	Income producing assets
7.0	Retaining an asset
8.0	Open Space
9.0	Acquiring an asset
10.0	Governance and reporting arrangements
11.0	Resources
<i>Appendix A</i>	<i>Example site report</i>
<i>Appendix B</i>	<i>Flow chart for granting a lease of assets in Council ownership</i>
<i>Appendix C</i>	<i>Flow chart for disposal or retention of assets</i>
<i>Appendix D</i>	<i>Flow chart for acquisition of assets</i>
<i>Appendix E</i>	<i>Draft Disposal programme 2019 to 2024 to be compiled</i>
<i>Appendix F</i>	<i>Site to be retained to be compiled</i>

## **HALTON BOROUGH COUNCIL**

### **ASSET DISPOSAL, ACQUISITION, RETENTION STRATEGY 2019/20**

#### **1.0 Introduction and Purpose**

1.1 The purpose of this paper is to set out the methodology and approach that Halton Borough Council will use to produce its asset disposal and acquisition plan.

1.2 The paper should be read in conjunction with the Council's Asset Management Plan (AMP). The AMP summarises how the Council manages its land and property assets and sets out the Council's strategy to ensure that these assets can make the maximum possible contribution to achieving the aims and objectives of the organisation.

#### **2.0 Definitions**

2.1 AMWG – refers to the Council's Asset Management Working Group

2.2 Definition of disposal -The transfer of a freehold or a leasehold interest to a third party including public sector partners, surrender of a lease or assignment of a lease to a third party for the payment of a premium or a reverse premium. A disposal may include the grant of an option to lease or purchase the freehold; lease disposals may also arise where no premium is involved.

2.3 Best Value or best consideration under Local Government Act s 123 refers to the established commercial value of the land to the authority as if the Council being in the same position as trustees. Consideration may cover the overall package of both the price payable and other elements such as easements, right to repurchase and need not accept the highest if it is more risky or less satisfactory in some other way.

2.4 Definition of an acquisition – acquisition of land or property by way of lease, licence or freehold interests for the purposes of supporting the Council's aims and objectives and includes the sharing of space in assets in the control of public sector partners.

2.5 Definition of Surplus Property

A property asset could be regarded as being surplus if it meets one or more of the following criteria:

- It makes no contribution to delivery of the Council's services, or Council Plan objectives, either directly or indirectly, nor generates income and has no potential for future service delivery, community or regeneration purposes.
- An alternative site has been identified which would achieve a more cost effective delivery of service and the existing site has no potential for future alternative service delivery or regeneration purposes.
- Its disposal is important for the delivery of the objectives outlined in the Council Plan.
- Better public value can be obtained by transfer of an asset to another public or community body e.g. another body is able access grant funding, community asset transfers and compliance with provisions under the Localism Act 2011,

### 3.0 Vision and Outcome

3.1 Ultimately, the Council seeks to ensure that its asset base provides for modern, high quality facilities that are fit for purpose and located where they are most accessible to our internal and external customers. Therefore, how the Council regulates the disposal and retention of its assets, as well as the acquisition of assets is an important part of this wider AMP.

### 4.0 Methodology and Approach

4.1 The Council has established criteria which take into account the following circumstances:

- a) Whether to dispose of an asset;
- b) Whether to retain an asset;
- c) Whether to acquire an asset.

The reasons why the Council would wish to choose one of the above options are as follows:

- The asset has a positive impact on the delivery of corporate objectives, for example for employment, housing, social care and education uses, sharing of space with public sector partners
- The asset will generate income for the Council, or alternatively;
- the disposal of an asset will lead to a reduction in running costs
- not met the criteria in 2.4 to be regarded as surplus

#### 4.2 Methodology

The Council's Asset Management team will lead on the overall disposal programme and nominated teams will be responsible for delivering part of the programme, for example the Key Impact area teams for the Mersey Gateway handback land and Runcorn Vision.

A virtual disposal group comprising internal officers from planning, highways, legal, finance and regeneration will form a core group to recommend the category to place an asset either as a potential disposal or to be retained and then prioritise for action by the Asset Management Team. Political input will be needed to pick up local sensitivities from consultation with the Portfolio Holder and the Ward Councillors.

A site report with a recommendation will be prepared for each asset recording the assumptions for whether as potentially surplus or to be retained, priority for case handling with a high level management plan to be presented to the Asset Management

Working Group (AMWG) in (Appendix A). The site report will be retained on the Council's terrier database.

The criteria will be applied to categorise the asset as either the potential for disposal or to be retained based on point 2.4, 4.1 and this section and then assign a priority each asset to feed into the Asset Management work programme.

In order to prioritise the caseload for the Asset Management Team the following aspects will be considered,

- consideration of nature of issues and how long/work required to be resolve
- the timescales for the capital or regeneration project where it forms part
- estimated capital receipt compared to staff resources to bring to market
- clawback impacting on the capital receipt
- outcome of the DALP anticipated 2020
- risk to the Council if sites are retained including management plan
- staff resources available

Value is released from sites if there is demand from a purchaser, planning consent for the use and no legal title issues .Consideration has been given to the suggested timing of disposal to focus resources on those areas where the Council will obtain a more significant return on its asset, to either generate a capital receipt or reduce the Council liabilities for sites.

This has an impact on the Council's response to low value enquiries, for example, enquiries for the acquisition of garden land where the receipt is low but the purchaser expectations will be high for the purchase. Unless there are strategic reasons to dispose of smaller plots these cases would be given less priority within the Asset Management team work programme

#### 4.3 The options available for disposal are:

- i) Freehold disposal - The sale of the property with or without future Covenants to restrict or protect future use.
- ii) Permanent grant of rights over land
- iii) Leasehold disposal – Leasehold interest can be agreed for any time period. A leasehold interest of 7 or more years has to be registered as an interest in land with the Land Registry. All leasehold disposals will be agreed outside the Landlord and Tenant Act 1954 to exclude business protection, unless the property is categorised as an investment property where terms will be agreed based on advice from an Independent Valuer to seek best consideration for the lease.
- iv) Non-permanent grant of rights over land – i.e. access licence, way leave etc.
- v) Short tenancy – tenancy for a term of less than 7 years or the assignment of a term which at the date of the assignment has not more than 7 years to run. All short tenancy disposals will be agreed outside the Landlord and Tenant Act 1954 to exclude business protection.



#### 4.4 Steps in the process to consider an asset for disposal or retention

- Asset Management team notified of an asset to review, investigates background details of the property, produces a site report
- Asset Manager circulates the details of the asset to the Virtual Disposal Group for comment, observation
- Recommendation made by the project group – is it surplus; option for disposal; priority and recorded on the site report
- Asset Manager seeks political input from the Portfolio Holder and Ward Councillors to include in the report to AMWG
- Asset Manager reports the recommendations to the AMWG including future management plan or marketing strategy eg use of joint venture arrangements, agents
- The Asset Management Working Group will advise on the approach and recommendation for the assets presented, for seeking Executive Board approval and a steer on assets disposed of at less than best value, and how to obtain further political input
- Passed to Asset Manager to progress the case, include in the work programme , seek approval from the Executive Board
- Asset Manager acts on the approval of the Executive Board, reports on progress/actions to AMWG and quarterly report to Portfolio Holder

#### 4.5 Member Consultation

Input from the Portfolio Holder and Ward Councillors will be requested when the Virtual Disposal Group are considering the sites. The site report prepared by the Asset Manager for the AMWG will include the comments and observations received from the Portfolio Holder and Ward Councillors. The AMWG will factor in the comments and observations to inform the Executive Board report.

#### 5.0 Draft disposal programme 2019

Given the financial pressures facing the Council, the primary focus in 2019/20 will be/has been to develop an asset disposal plan for the sites identified as potentially surplus and the Runcorn and Mersey Gateway regeneration schemes

The Council's asset management team has undertaken a review of the previous asset disposal plan to identify what assets remain, consider the assets that were placed 'on

hold' with a view to bringing together a disposal programme over the next 3 to 5 years. Additional sites over time will be identified these will follow the same process.

The assets have been categorised as potentially surplus with a priority attached for the work programme and listed in Appendix D and to be retained in Appendix E

Sites have been split by financial year to form the work programme focussing on assets based on the criteria in section 2.4 and 4.0

The sites held for the Runcorn and Mersey gateway regeneration schemes have been included in the potentially surplus sites. The strategy for the development of the Mersey Gateway handback land is being led by the designated regeneration project officer for the respective Mersey Gateway Regeneration Plan Plus Key Impact Areas.

The remainder of the potential surplus assets identified as potentially surplus are predominantly infill plots in secondary locations and unlikely to yield high returns.

## **6.0 Income producing assets**

The income producing assets comprising the commercial, investment portfolio and off street parking cost centres generating income have been reviewed and split into retain or potential disposal. The potential for disposal in terms of timing and financial return will be depend on the lease arrangements for the asset eg when tenant vacates.

An investment appraisal exercise has been undertaken by external consultants on the income producing properties in Runcorn. The results of this appraisal has been fed into consideration whether to retain the asset. The model can be applied to the remainder of the income producing assets when reviewed

Asset Manager to work with Finance colleagues to assess the impact of reduction in rental income and consider opportunities for replacement income producing assets

## **7.0. Retaining an Asset**

Similar principles and criteria apply in respect of the strategic decisions the Council will make in respect of retaining an asset.

One additional aspect that will require further consideration is whether any significant savings would be generated from the disposal of certain assets. In these instances, the costs of continuing to operate from a building may be less than the 'mothballing' of an asset without the prospect of a future disposal. Equally, there may be a negative impact on the immediate area, and therefore, other factors rather than purely financial will be taken into account.

A management plan will be reported for the asset which could include maintenance regime, security provisions or the prospects of finding a tenant.

## 8.0 Open Space

The Council has over 950 hectares of publicly accessible open space. This space includes public parks, cemeteries, local nature reserves, riverside promenades, linear routeways, woodland, lawned areas and roadside verges. Within the Council's land management systems these areas are designated as 'Managed Green Space' (MGS). They are actively managed by the Council and have schedules of work allocated to them.

Whilst the Council recognises the importance of public open space it will consider disposal of all or part of a specific plot – particularly where it could improve the management of other open spaces benefiting the wider public, reduce an unacceptable and significant impact on a neighbouring property resulting from misuse of open space and/or clears up anomalies of past land sales, acquisitions, transfers.

The Council must comply with its legal requirement to advertise proposed sales of public open space and consider objections prior to deciding to dispose of the site. The costs will be borne by the prospective purchaser.

The following will be considered-

- Criteria in 2.4 and 4.2
- Will the sale result in the wholesale loss of, or detract from the visual quality/amenity of the surrounding area.
- a disposal could be seen as preferable where a sale of the open space and re-provision elsewhere will significantly benefit the wider community
- Level of staff resources within the disposal work programme

If disposals are approved covenants will be applied to retain the open nature of landscaped areas and/or to require the provision of certain standards of new boundary fencing, walling or delineation.

## 9.0 Acquiring an Asset

The Council's revenue funding has been reduced over a number of years. However, on a positive note, there has been a growth in the level of business rates that have been generated.

The Council has a prudent and relatively risk averse approach to financial management. However, the shortfalls in revenue funding is leading the Council to consider more commercially minded, innovative and potentially higher risk opportunities going forward.

The Council has over the years been reasonably innovative and invested in a variety of schemes within the Borough, but usually as either a “lender of last resort” or as the only way to ensure a scheme gets off the ground.

In the past the returns on such investments have sometimes been fairly limited, apart from generation of additional business rates. There are examples of successful investments, but the scope to do more “within” the Borough appears limited.

The Council is currently seeking to work with external advisors to determine the most appropriate assets to acquire. Discussions are also ongoing with the Combined Authority in respect of funding for the acquisition of land assets in the borough.

Unless there are exceptional circumstances, the Council will only acquire land or property for the purposes set out in section 4.1.

A property requirement may be identified through a business planning process, regeneration project or asset management review.

Once a requirement has been identified, a strategic outline business case for the acquisition must be prepared by the Project Sponsor. This will set out the rationale, background, policy context and strategic for the requirement. The strategic case should clearly state the objectives that are to be delivered and identify SMART outcomes. The level of detail required will be reflected by the value and or complexity of the potential acquisition.

The report will be presented to the AMWG by the project sponsor.

Where projects are supported, the Property Services Manager, Asset Manager and Regeneration Manger in association with key services will carry out a search to establish whether suitable land or property is available to fulfil the requirements of the Council.

This includes utilisation of existing assets and opportunities with potential Partner organisations. Where a number of potentially suitable properties exist in the market place, comparisons will be made to establish which is the most suitable for the Council’s needs.

When a suitable property has been identified, a financial appraisal will be carried out by the Project Sponsor with input from Finance to establish the financial/budgetary implications of acquiring the property. The financial appraisal will take into account the following matters:

- The capital cost of acquisition and relevant expenditure
- The opportunity cost of acquisition
- Any revenue, or potential revenue, generated from the property, both short and long term
- Availability of external funding sources

The Council has powers to acquire empty residential properties and bring to market. A separate policy for these circumstances is being prepared and forms part of the overall Asset Management Plan.

## **10.0 Governance and Reporting Arrangements**

### **10.1 Delegated powers and decision making process**

The Council's Constitution sets out the appropriate delegations. The process to dispose of properties once confirmed as surplus, is the responsibility of the Operational Director EEP, in consultation with the Portfolio Holder for Resources. This includes the method of sale, reporting procedure for approvals, updating the P2 terrier database and Asset Register.

The progress of the programme is monitored through the AMWG and reported to the Portfolio Holder on a quarterly basis

10.1 The Council's Asset Management Plan sets out the Governance and Reporting arrangements associated with the production of an asset disposal plan, and also other matters pertaining to land and property transactions, arrangements associated with the production of an asset disposal plan, and also other matters pertaining to land and property transactions.

However, this paper makes specific reference to the arrangements for engaging with and consulting with the Portfolio Holder and Ward Councillors on the disposal of assets as follows:.

10.2 A standard sheet of basic information and a site plan is sent to the Portfolio Holder and Ward Councillors to seek their comments on local issues affecting the site and or on a specific proposal if known when the Virtual Disposal Group is considering the assets under review.

### **10.3 Statutory Powers for Disposal**

Under the Local Government Act 1972 local authorities have powers to dispose of property in any manner they wish, subject to certain constraints.

The Council in both acquisitions and disposals must comply with the section 123 Local Government Act 1972 to obtain best consideration and General Consent Order for disposal at less than best consideration.

This section provides that Local Authorities are not permitted to dispose of land or grant leases in excess of 7 years for a consideration which is less than the best which is reasonably obtainable, unless they obtain consent from the Secretary of State.

The main provision of the consent is that there is a general consent for Local Authorities to dispose of land or grant a lease in excess of 7 years for less than the best consideration reasonably obtainable, where:-

- The Authority considers that the purpose for which the land and property is to be disposed is likely to contribute to the promotion or improvement of the economic, social or environmental well-being of the whole or any part of its area or any persons resident or present in its area; and

The difference between the full market value and the actual consideration payable does not exceed £2m

To demonstrate compliance disposals of sites whether of the freehold or leasehold interests will be brought to market by the Asset Management Team. Depending on the nature of the asset by way of auction or through agents by private treaty.

Where it can be demonstrated that there is only one purchaser the sale price or rent will reflect the market value supported by a valuation report obtained by external consultants to support the sale price or rent.

Where there is a special-interest purchaser likely prepared to pay above the market price. Both the market value and the value advantage to the proposed purchaser will be established.

Where sales of freehold interest or by way of lease are at less than market value are in effect a subsidy to a particular group and the Council should demonstrate compliance with the General Consent Order 2003 in those circumstances.

Compliance with The Local Government Act 1972 and the General Disposal Consent 2003 will be supported by a valuation report to document the circumstances in line with the provisions of the General Disposal Consent 2003.

#### 10.4 State Aid

Using taxpayer-funded resources to provide assistance to one or more organisations in a way that gives an advantage over others may be state aid and in principle, state aid is not allowed.

There are exceptions but the Council is responsible for ensuring the policy measures and projects comply with the rules.

### 11.0 Resources

11. 1 There are cost implications required to develop an asset disposal plan. Most work will be undertaken by the Asset management Team but staff resources from other departments will be required. An allocation of funds has been set aside to take into account, site preparation costs, agents' fees and property consultancy and advice

The Asset management team comprises an Asset Management Technician, two Principal Valuers and the Valuation and Asset Manager relying on the support from officers in the Legal, Planning, Highways and Regeneration.

The delivery of the programme and disposal of sites is dependent on the staff resources available and cooperation of third parties to transactions.

## 11.2 Professional Fees

The Council will seek to recover the professional fees associated with property transactions for work undertaken by internal officer and where external consultants have been commissioned. Fees for Asset Management team and Legal Services are based on cost recovery in line with the provisions Section 93 Local Government Act 2002.

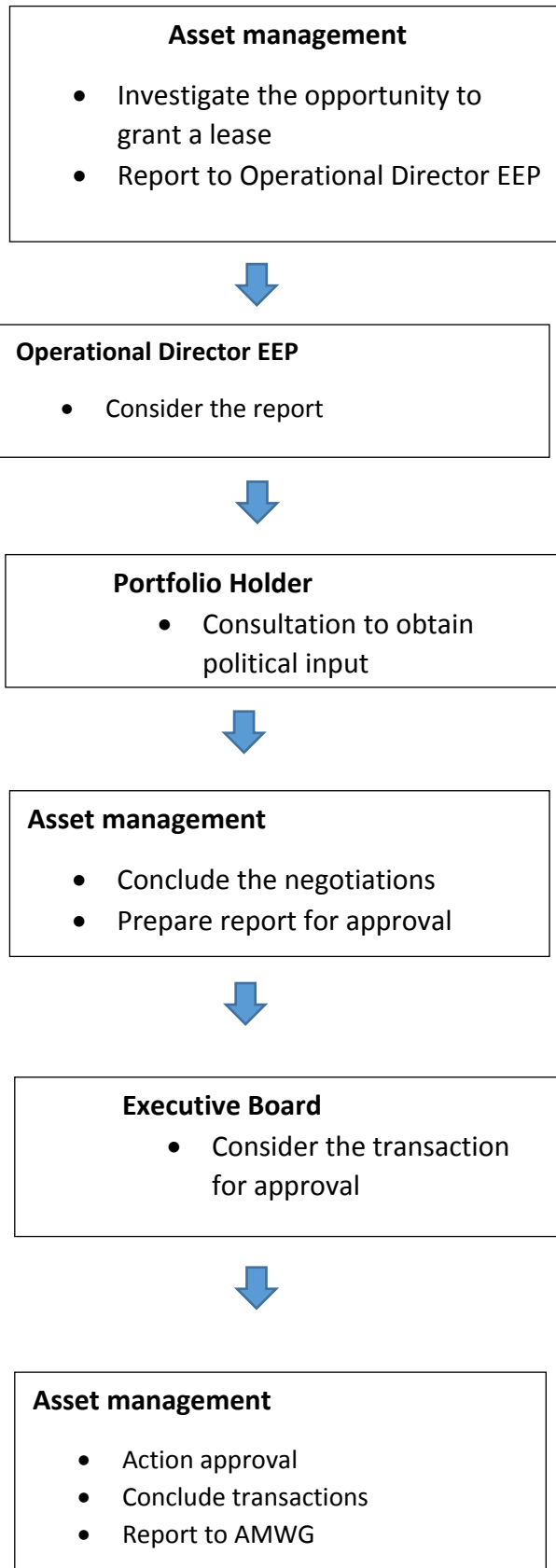
Where cases are handled by external consultants the Council will seek to recover the fee incurred.

The level of fee may result in a reduction in the bid from the purchaser or deter some from bidding but any charges should be made clear during the marketing stage and set at a reasonable rate.

A waiver of the fees should be approved by the Operational Director Economy Enterprise and Property.

**Appendix B**

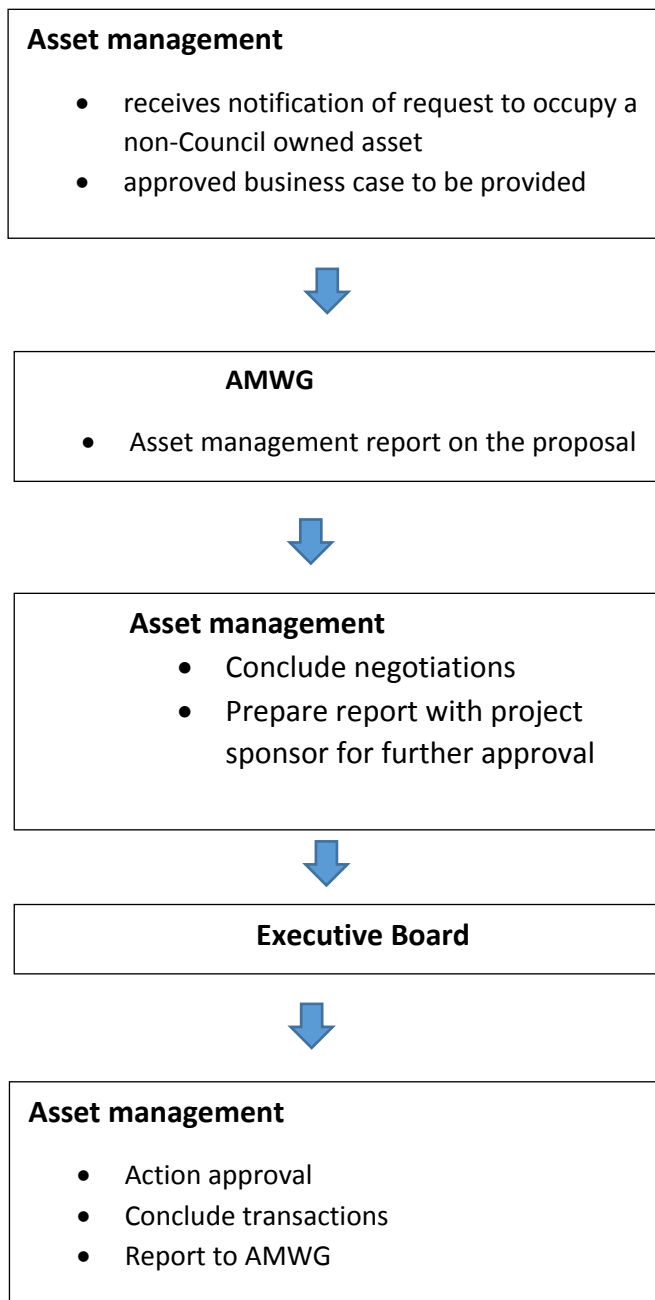
**Disposal Process to show the process for granting a lease for a third party to occupy a Council property asset**





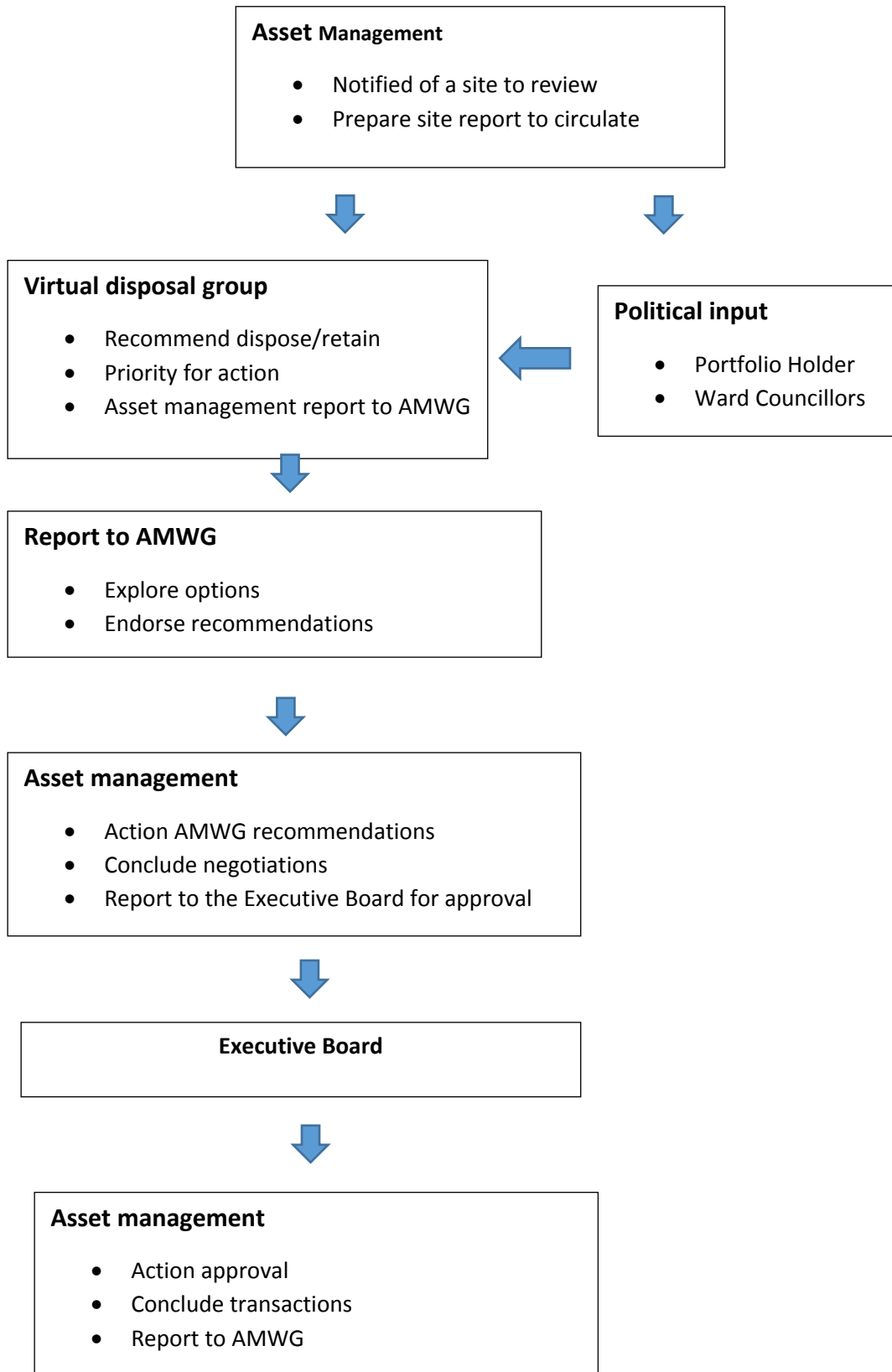
Appendix D

Process to acquire property assets



Appendix C

Disposal Process to show the process for disposal/retention of assets



**Appendix A**  
**Site Report Template**

Address :	
Postcode:	
UPRN:	Electoral Ward:
Date of report :	
Description : Site area Location Tenure Asset category:	
Photo	
Site plan 1:1250	

Background information:

*Location of site, description of locality, site details, planning designation, ground conditions*

Current use

*Actual use/vacant / impact on delivery of Corporate objectives/generates an income /held for regeneration schemes*

Costs and liabilities:

*Eg clawback, NNDR empty rates, remediation costs, maintenance cost, service charge*

Site issues:

*Eg linked to regeneration projects, any expressions of interest, title issues, DALP planning, highway comments, encroachment, boundary matters, comment on how long/work involved to resolve site issues.*

Recommendations

A) Retain or investigate as potentially surplus

*Reasoned recommendation whether to retain or investigate further as potentially surplus based on the surplus criteria section 2.4*

B) Priority for Asset Management Team work programme

*recommendation for high/medium/low priority on Asset Management Team work programme based on section 4.2*

*Provide a timescale to review the asset with resources required*

*Where assets are retained provide a management plan*

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, People
<b>PORTFOLIO:</b>	Physical Environment
<b>SUBJECT:</b>	Procurement of Single Homeless Accommodation Services
<b>WARD(S)</b>	All

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

- 1.1 In compliance with Procurement Standing Order 2.1, Executive Board approval is sought for the invitation of tenders to provide single homelessness short term supported accommodation services.

### **2.0 RECOMMENDATION: That Executive Board approves the commencement of a procurement exercise for single homelessness short-term supported accommodation.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 There are two single homelessness supported accommodation services in Halton, Brennan Lodge in Widnes and Halton Lodge in Runcorn.

Brennan Lodge provides 39 units of accommodation, including 36 self-contained units and 3 direct access units which share communal kitchen facilities.

Halton Lodge provides 66 units of accommodation across two distinct services. Cheshire Wing provides 31 units for people in crisis, with referrals accepted from the Council's Housing Solutions Team and Ford Wing provides 35 units of intermediate move-on accommodation for people with lesser support needs. Referral routes into Ford Wing include self-referrals and all agencies.

- 3.2 Creative Support currently provides support at both Brennan Lodge and Halton Lodge.
- 3.3 A procurement process was undertaken in 2015 for Halton Lodge, with the contract being awarded from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2018, with the option to extend for a further 2 years. The final extension has now been awarded and the contract is due to end on 31<sup>st</sup> March 2020.

- 3.4 The procurement process for Brennan Lodge took place in 2016, with the contract awarded from 9<sup>th</sup> January 2017 to 8<sup>th</sup> January 2019 and option to extend for a further 2 years on a one year plus one year basis. The contract has been extended to 8<sup>th</sup> January 2020 and there is still the option to extend for a further year.
- 3.5 Although there is the option to further extend the Brennan Lodge contract for 12 months, it is proposed to extend to 31<sup>st</sup> March 2020 to align the contracts and go out to tender for one contract to include both services.
- 3.6 The services are currently in the process of being reviewed by the Council's Quality Assurance Team. Although the review is not yet complete, initial discussions have highlighted both services are managed by one service manager and that staff are able to work across both services to cover absences and provide consistency and flexibility.
- 3.7 In line with Procurement Standing Orders, approval is sought to undertake a tender exercise for a single homelessness short-term supported accommodation service. The contract will commence in April 2020 and it is proposed to offer a 3 year contract with the option to extend for a further two years on a year by year basis to stimulate market interest and encourage competitive submissions.
- 3.8 The tender will be evaluated on a Most Economically Advantageous Tender (MEAT) basis, with a proposed weighting of 70% quality and 30% price.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The service supports Halton's Homelessness Strategy.

#### **5.0 OTHER/FINANCIAL IMPLICATIONS**

- 5.1 The table below shows the current contract values:

<b>Service</b>	<b>Contract Value</b>
Brennan Lodge	£319,042
Halton Lodge	£268,359
<b>Total</b>	<b>£587,401</b>

The proposed budget for the service is £550,000 which will realise efficiencies of 5% against current budget.

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

**6.1 Children & Young People in Halton**

The service will accommodate and provide support to vulnerable young people experiencing homelessness

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

The service will empower people to access work, training and education opportunities.

**6.3 A Healthy Halton**

The service will support people to access and engage with appropriate health services to improve their physical and mental health and well-being.

**6.4 A Safer Halton**

The service will provide support to minimise the risk of harm across all client groups, including offenders, people with substance misuse problems and perpetrators of anti-social behaviour.

**6.5 Halton's Urban Renewal**

None.

**7.0 RISK ANALYSIS**

7.1 Financial risk is minimised as tenders will be invited within existing budgets.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Support providers will be required to demonstrate compliance with the Equality Act as part of the tender process.

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

None.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director - Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Community and Sport
<b>SUBJECT:</b>	Indoor and Built Sport Facilities Strategy
<b>WARD(S)</b>	Borough-wide

## **1.0 PURPOSE OF REPORT**

- 1.1 To receive Halton Borough Council's Indoor and Built Sports Facility Draft Strategy.
- 1.2 To receive [Halton's Local Football Facility Plan](#) (LFFP).
- 1.3 Both documents enable an informed decision to be made regarding the future of the Council's Leisure Centres and football facility stock. The studies provided a need and demand assessment of the Borough's existing and future requirements. This will ensure residents have the opportunity to be physically active and healthier and where appropriate develop their sporting ambitions within their local community.

## **2.0 RECOMMENDATION: That**

- 1) The strategy be taken forward for adoption by the Council;**
- 2) The Football Plan be accepted as the document to go to for football facility investment in Halton;**
- 3) The action plan/priority lists are taken in order of importance;**
- 4) Officers are delegated to explore potential funding sources to enable investment in facilities to be accurately targeted; and**
- 5) The plans be updated periodically to ensure they remain up to date and reflective of local needs.**

## **3.0 BACKGROUND**

- 3.1 The Council commissioned Knight, Kavanagh and Page Ltd (KKP), specialist sport and leisure consultancy to produce an Indoor Sports Facilities Strategy.



3.2 The Football Association commissioned KKP to manage the process of local engagement, consultation and production of the football plan (LFFP).

3.3 The Council and its partners are committed to supporting residents to be active.

#### **4.0 SUPPORTING INFORMATION**

4.1 The studies undertaken to produce both documents considered the supply and demand for facilities in the Borough, taking into account the quality of the current stock.

4.2 The documents provide the evidence base in respect of the Council facilities so that there is:

- a clear strategic approach to deliver the Borough's vision for its sporting facilities
- a clear framework for the improvement, maintenance and development of existing and new sports facilities in response to current and future need;
- a clear investment strategy through priority facility interventions identified in the action plans:

The reports can also be used to inform any modifications or updates to other Local Authority strategic documents.

The reports comply with Sport England guidance and will support funding bids.

Previous reports to this Board have outlined the importance of quality of place and the role the Borough's leisure, culture and heritage assets play in supporting the Borough's economic growth by making Halton distinctive, a place where residents enjoy living and a place that visitors feel is worth experiencing.

In addition strategies for the development and improvement of the Borough's facilities reinforces the message and image that Halton is vibrant, and ambitious that the quality of life of its residents is at the forefront of any investment decision made by the Council.

#### **5.0 POLICY IMPLICATIONS**

5.1 Adoption of the documents will make it Council Policy with a vision to 'create a high quality accessible and sustainable facility capable of supporting sport, health and well-being which offer inclusive services for all; enabling the inactive to become active and more residents to fulfil their potential by participating in sport and physical activity, thus improving their long term health and well-being".

**6.0 FINANCIAL/RESOURCE IMPLICATIONS**

6.1 Indicative figures have been stated against some actions. Further feasibility work would be required to determine the likely design, scale, scope and cost of each action contained in the plans.

6.2 Use of capital receipts from land disposal, where applicable.

6.3 External funding sources to be sought aligned to specific facilities and/or sports (e.g. Sport England funding, Football Foundation other charitable grant awards and funding streams).

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

**7.1 Children and Young People in Halton**

Not applicable

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

Not Applicable

**7.3 A Healthy Halton**

The reports promote strong links between leisure provision and associated health benefits.

**7.4 A Safer Halton**

Not Applicable

**7.5 Halton's Urban Renewal**

The action plans present an opportunity to use investment in leisure provision as a catalyst for improving the urban environment

**8.0 RISK ANALYSIS**

**9.0 EQUALITY AND DIVERSITY ISSUES**

The proposals would promote equality of access to leisure facilities in the borough

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

None



# HALTON BOROUGH COUNCIL INDOOR & BUILT FACILITIES STRATEGY

January 2018

QUALITY, INTEGRITY, PROFESSIONALISM

**Knight, Kavanagh & Page Ltd**  
Company No: 9145032 (England)

MANAGEMENT CONSULTANTS

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## HALTON BOROUGH COUNCIL INDOOR & BUILT FACILITIES STRATEGY

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Quality assurance	Name	Date
Report origination	Paul Barrett/Andrew Fawkes	September 17
Quality control		
Client comments	Sue Lowrie	November 17
Final approval		

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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### INTRODUCTION

This is Halton's Indoor Sports Facilities Strategy for the period 2018 - 2028. The strategy recommendations are drawn from the Indoor Built Facilities Needs Assessment Report, researched and prepared between June and August 2017 by specialist sport and leisure consultancy, Knight Kavanagh and Page Ltd (KKP). Work has been developed collaboratively with key partners, including those of the Active Halton Sports Partnership, NHS Halton, Merseyside Sport and Sport England.

Needs Assessment work was undertaken in accordance with Sport England's ANOG (Assessing Needs & Opportunities Guide) which examined Halton's (public and private) supply of indoor sports facilities under the key themes of quality, quantity, accessibility and availability. Demand for Halton's facilities was examined in respect of 'live' booking data and also modelled through the use of Sport England's Facility Planning Model (FPM) 2017 national run for swimming pools and sports halls. Consultation was undertaken with key senior Council officers from health, leisure and regeneration teams, as well as national governing bodies of sport and community sport clubs, ranging from swimming to gymnastics.

#### ***Why is the Strategy being developed?***

Halton Borough Council faces a number of acute challenges in respect of its indoor sports facilities; primarily that Council owned swimming pools and sports halls are old and of poor or below average quality and that Halton is significantly under-provided for in terms of water space compared to regional and national indicators, highlighted later on in this strategy. This strategy will provide the evidence base in respect of the Authority's built facilities so that:

- ◀ There is a clear strategic approach to deliver the Borough's vision for its sporting facilities and address health inequalities as outlined in its Strategic Core Local Plan and Sustainable Community Strategy;
- ◀ A clear framework exists for the improvement, maintenance and development of existing and new sports facilities in the Borough in response to current and future need;
- ◀ It will offer a clear investment strategy through priority facility interventions identified in the action plan;
- ◀ It complies with recent Sport England guidance and will support sports providers (such as NGBs and Sport England) when seeking funding for improvements to sports facilities;
- ◀ It can inform any modifications or updates to Halton's Core Strategy Local Plan or other Local Authority strategic documents;
- ◀ It will assist the Council to prepare a robust and up to date assessment of the need to meet all of the requirements of the National Planning Policy Framework, especially paragraph 73 and assist, where appropriate, the implementation of paragraph 74;
- ◀ The Council will have a robust evidence base to negotiate and apply provision at the major growth sites that may be proposed in the Core Strategy Review.

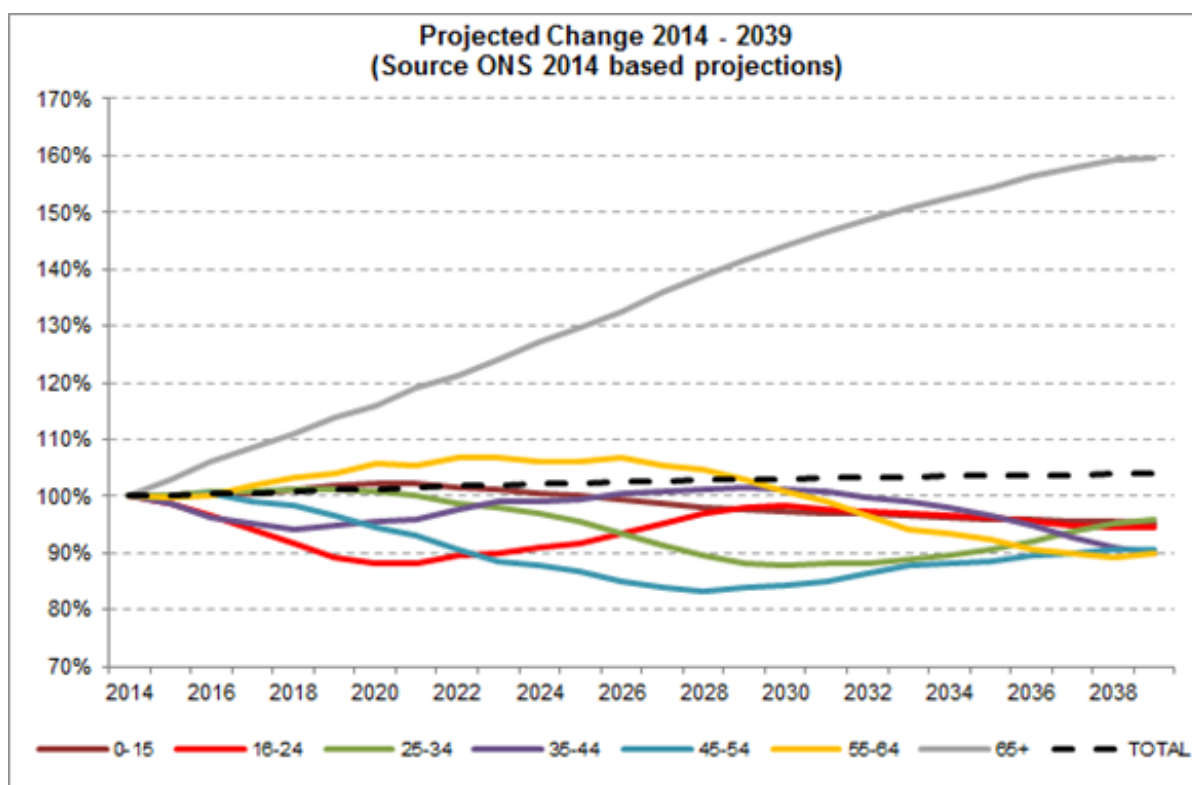
This is against the backdrop of the following demographic and social trends in the Borough:

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

### An ageing Borough population

It is anticipated that the overall population growth from 2014 to 2039 in Halton will be relatively marginal at 4%, rising from around 126,000 to 131,000. As demonstrated in Figure 1, this growth is projected to be driven overwhelmingly by those aged 65 and above, with all other age cohorts projected to experience decreases in population. Consequently, with an increase in this cohort, any future facility developments need to reflect the requirements of the changing population with respect to design (e.g. dementia friendly), appropriate ancillary facilities, disability access and programming.

Figure 1: Population trends in Halton



### High levels of deprivation.

Over half (56.5%) of Halton’s residents live in 20% most deprived areas in the country. Health deprivation is also a concern; data indicates that 60% of residents live in the areas of highest health deprivation again compared to a national average of 20%. The dark blue areas in Figures 2 and 3 indicate where these areas of deprivation exist.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

Figure 2: Index of multiple deprivation

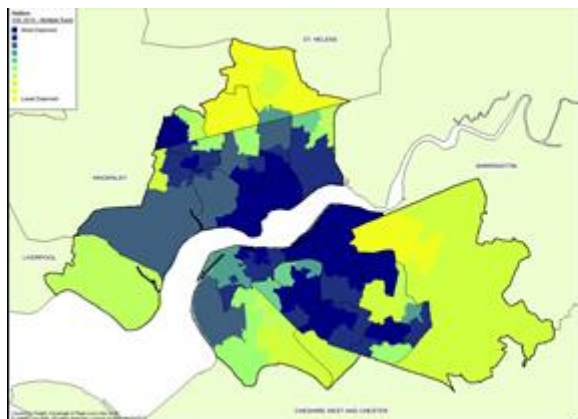
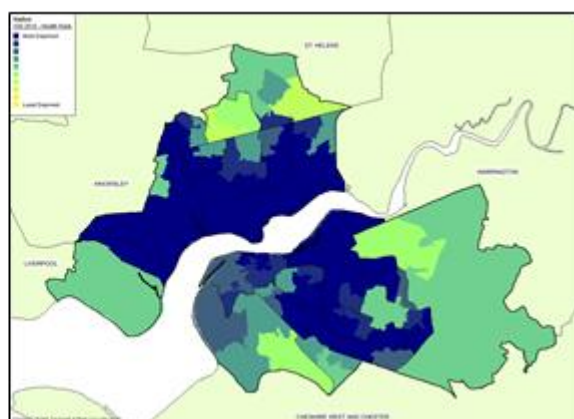


Figure 3: IMD Health deprivation



### Socio economic characteristics

Mosaic 2016 is a segmentation product which classifies all 25.2 million households into 15 groups, 66 household types and 238 segments. This data is used to paint a picture of UK consumers in terms of their social-demographics, lifestyles, culture and behaviour. The top five mosaic classifications in Halton compared to the country as a whole are shown below. These five segments represent just under two thirds (64.4%) of the total borough population. The 'Family Basic Group' is the largest segment with 16.3% of the population.

Table 1 Mosaic – main population segments in Halton

Mosaic group description	Halton		National %
	#	%	
1 – Family Basics	20,768	16.3%	9.8%
2 – Municipal Challenge	20,431	16.0%	5.0%
3 – Aspiring Homemakers	16,141	12.6%	4.3%
4 – Suburban Stability	14,083	11.0%	12.6%
5 – Transient Renters	10,895	8.5%	5.9%

It is also important to note that three of the five segments above (i.e. Family Basics, Municipal Challenge and Transient Renters) are all significantly higher than the national average and are characterised as having limited disposable income and fewer employment options. Therefore, it is important that appropriate mechanisms and interventions are in place to ensure these residents can access sport and physical activity opportunities.

### High levels of childhood & adult obesity.

Adult and child obesity rates in Halton are above national and regional averages. The Adult obesity rate<sup>1</sup> is currently 33.7%, which is significantly higher than the regional and national averages (25% and 24% respectively). The Child obesity rate<sup>2</sup> is also higher (22.8%) than the national (19.8%) and regional (20.6%) levels.

<sup>1</sup> National Obesity Observatory

<sup>2</sup> National Child Measurement Program

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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It should also be noted that in addition to NHS costs there are significant costs to industry in terms of days of productivity lost due to back pain etc. These are costed in CBI reports and are of similar magnitude to those cited by the NHS. The annual cost to the NHS of physical inactivity<sup>3</sup> in Halton is estimated at £2,622,201. This figure is 17% above the national average.

As a consequence of Halton figuring prominently in terms of health deprivation statistics, the area is the focus of several jointly commissioned initiatives focussing on health improvement. These present the potential for co-ordination of resources in respect of sport and leisure. Some examples include:

- ◀ Cheshire and Merseyside Women and Children's Services (Vanguard Care Model): The vanguard will look at addressing challenges around workforce faced by women and children through organisations working together. In addition, the vanguard is engaging with more people who use its services so it can better understand needs and create more personalised or targeted support.
- ◀ Well North: Well Halton: this project includes a number of partners working alongside each other to create better environments within specific communities, with a focus on improving wealth and reducing inequalities.
- ◀ Healthy New Towns: Halton Lea. Runcorn is one of 10 areas in the UK which was chosen to become a Healthy New Town. The project aims to reduce obesity, dementia and develop community cohesion by improving connectivity through urban design and technology. It is about creating a changed focus, by encouraging health and active lifestyles as a norm through urban design. Other proposals include downloadable apps that reward walking with discounts at shops, an urban obstacle course connecting public gym equipment and sprinting tracks marked out on safe pavements.

### **Significant levels of inactivity.**

Borough activity levels are below both the regional and national averages, as identified by Active Lives and its predecessor, Active People Survey (APS)<sup>4</sup>. APS identified that 31.0% of adults participated in at least 1 x 30 minutes moderate intensity sport per week. This was below the national average (36.1%) and the regional average (35.7%).

Active Lives incorporates a broader definition of sport and physical activity including walking, cycling for travel and dance. Its 2016-17 survey<sup>5</sup> identifies that 28.4% of adults aged 16+ in Halton are doing less than 30 minutes moderate intensity activity per week. This is a higher level of inactivity than the regional (26.6%) and national (25.6%) averages.

### **Housing growth**

Housing growth in Halton is currently identified in the Core Strategic Local Plan. To achieve the objectives listed in the Local Plan there will need to be an increase in housing stock. The Housing Strategy for Halton 2013 to 2028 states there will be an annual increase of 466 new homes per annum (until 2028) with 100 of these being affordable. The need for housing will not only accommodate increases in population, it will also stem net outward migration to support economic development projects.

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<sup>3</sup> The British Heart Foundation (BHF) Promotion Research Group

<sup>4</sup> Active People Survey 10: October 2015-October 2016

<sup>5</sup> Active Lives Survey: Year 2: 2016-17



# HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

## Facility Accessibility

Catchment areas for different types of provision provide a tool for identifying areas currently not served by existing indoor sports facilities. The normal acceptable standard is a 20-minute walk (one mile radial) for an urban area and a 20-minute drive time for a rural area. Due to Halton's urban nature, a 20 minute (1 mile radial) walk time was applied for sports halls, swimming pools and health and fitness suites. In addition, analysis was also undertaken to calculate the percentage of people who live within areas of high deprivation within the same catchment calculation.

Figure 4: Sports Halls Accessibility

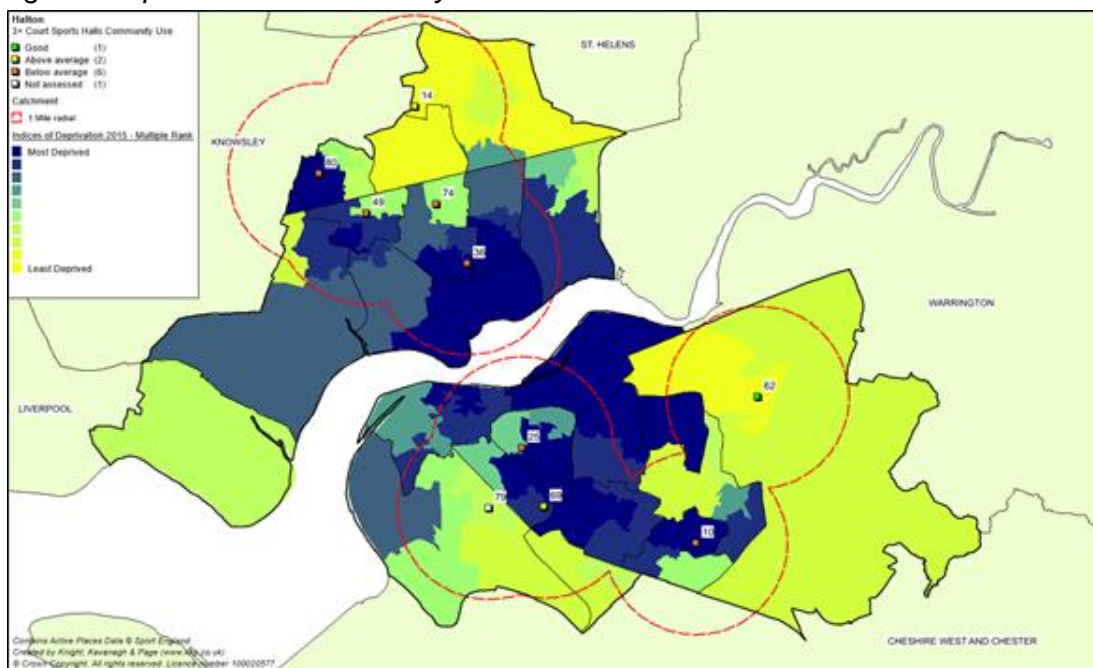
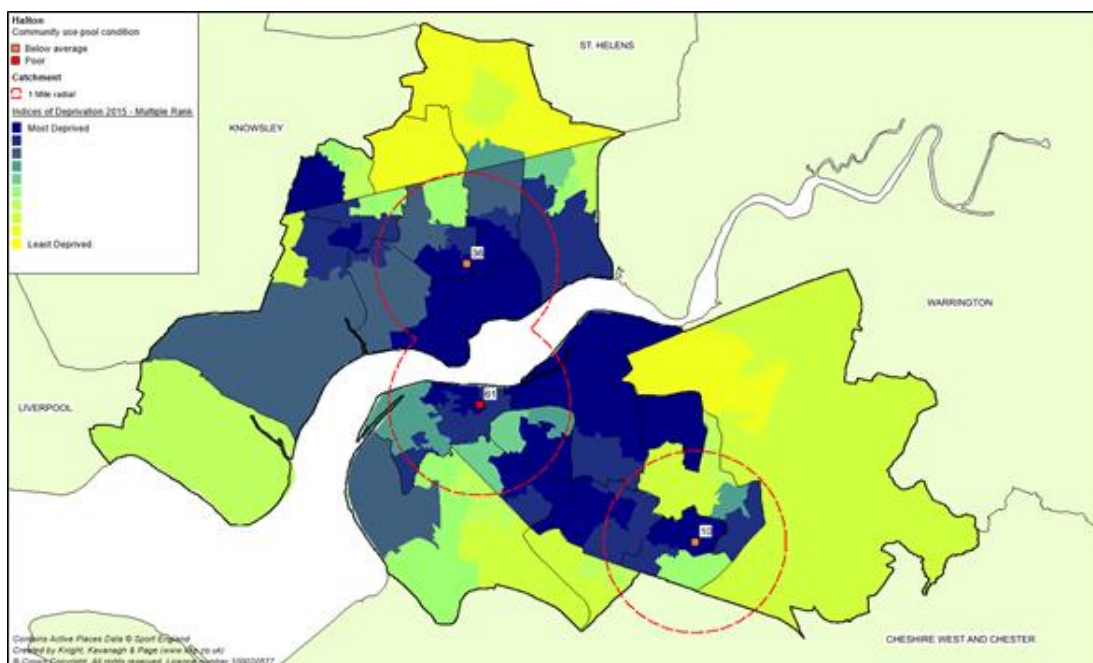
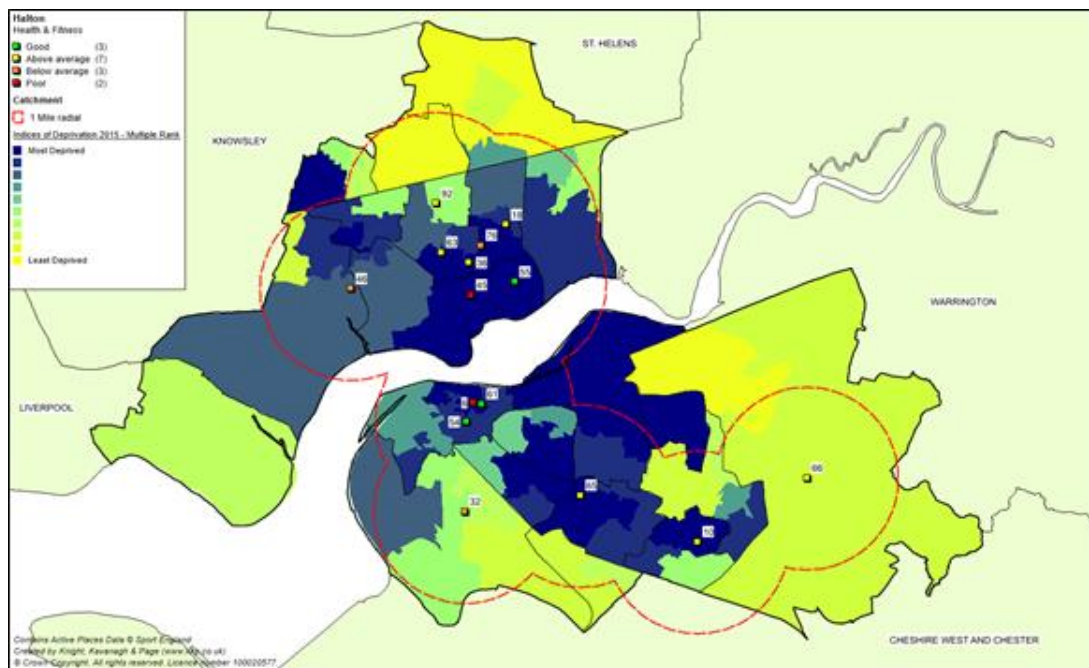


Figure 5: Swimming Pool Accessibility



## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

Figure 6: Health and Fitness accessibility



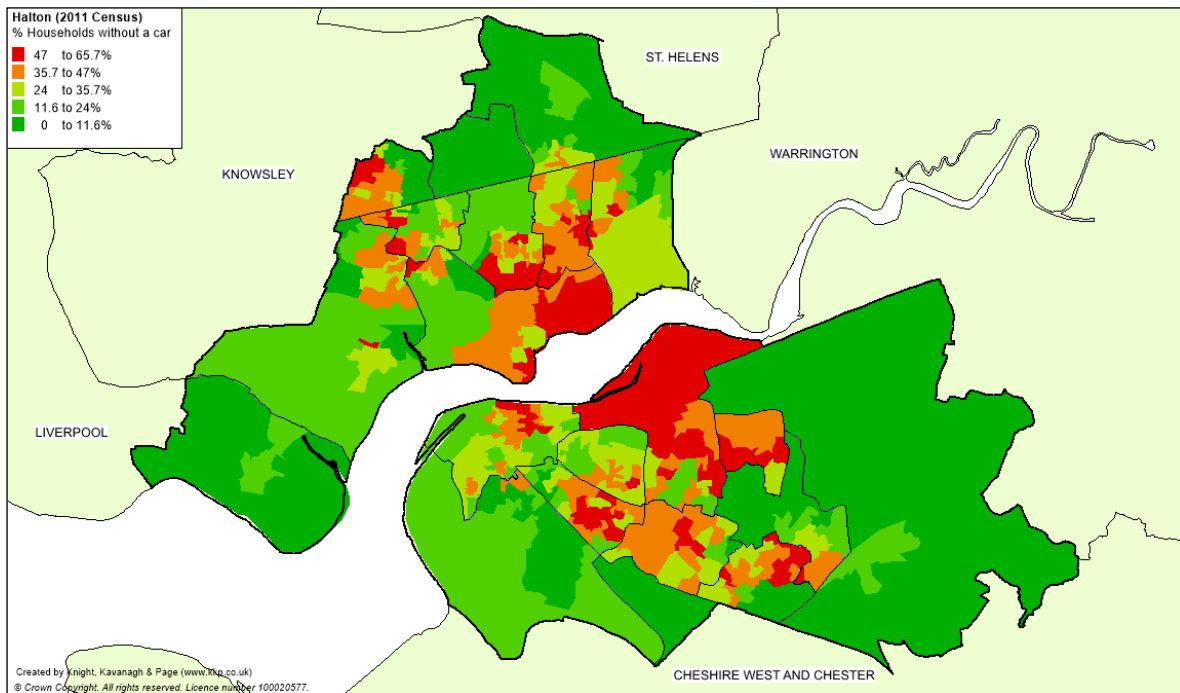
Accessibility is good when analysing both sports halls and fitness facilities, with 80% of Halton's residents living within a 20-minute walk (one mile) of both a sports hall and health and fitness facility. However only 40% live within a 20min walk (one-mile radius) of a community accessible swimming pool. Of those living in areas of high deprivation (top 20% cohort) 88% live within a 20 minute walk (one mile) of both a sports hall and health and fitness facility, but only 50% live within a 20 minute walk (one mile) of a swimming pool.

### Car Ownership

It is also important to note the levels of car ownership within the authority as any new provision would also need to consider this. Figure four (overleaf) illustrates areas where car ownership is low (areas of orange and red). These areas are focused around the towns of Runcorn and Widnes. Of the total population, over a quarter (27%) do not own a car and 43% own one vehicle.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

Figure 4: Car ownership in Halton



### Mersey Gateway Crossing

The Local Authority has a natural barrier, the River Mersey, which splits the Borough into two towns: Widnes and Runcorn. Since 1961, the silver Jubilee Bridge has been the only form of link between the two areas. Due to the bridge's age and increased traffic numbers, a second bridge across the Mersey was opened in autumn 2017. It is anticipated that the Mersey Gateway Bridge will improve connectivity and lead regeneration and investment throughout Halton and the North West. Following the opening of the Mersey Gateway, the deck of the Silver Jubilee Bridge will be reconfigured to become the local sustainable transport link, with dedicated cycle lanes and pedestrian access.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

### RESEARCH FINDINGS

#### Swimming pool provision

Using the ANOG guidance, only pools which are greater or equal to 20m and are **community accessible** are assessed as part of the needs assessment audit. Other community accessible pools which also play a significant role in developing swimming are also included. Community accessible refers to sites which have the option of pay and play access, and are not membership restricted. Consequently, the four pools below, across three sites were assessed.

*Table 2: Community accessible swimming pools within Halton*

Site Name	Access Type	Condition	
		Pool	Changing
Brookvale Recreation Centre, Runcorn	Pay and Play	Below average	Below average
Kingsway Leisure Centre, (main pool) Widnes	Pay and Play	Below average	Below average
Kingsway Leisure Centre, (learner pool) Widnes	Pay and Play	Below average	Below average
Runcorn Swimming Pool, Runcorn	Pay and Play	Poor	Poor

Swimming provision in Halton is centred on three of the Local Authority operated pools at Kingsway Leisure Centre, Runcorn Swimming Pool and Brookvale Recreation Centre. Runcorn Swimming Pool and Brookvale Recreation Centre are located in Runcorn, with Kingsway located in Widnes. All three sites are assessed to be of below average or poor quality and also have significant on-going maintenance requirements as highlighted in HBC condition surveys supplied as part of the research. Consultation with Halton Swimming Club and Swim England indicated that if investment is not made in the facilities, long term participation and club development will be affected.

In terms of supply of swimming pools, Halton has significantly less water space per head of population than its neighbouring local authorities or in comparison to national figures. Provision is also relatively inflexible, with one eight lane facility (Kingsway) in Widnes, and two four lane pools in Runcorn which do not have dedicated learner pools. This does not however restrict the Borough swimming lesson programme as the majority of lessons are delivered at Brookvale Recreation Centre. According to usage figures, Brookvale is the busiest pool, with its circa 75,762 annual visits translating to an estimated used capacity of 100% reported by the FPM. Kingsway LC's 149,570 visits meanwhile place it operating at around 60% of its total capacity. Runcorn pool is the least used pool, with its 48,186 visits translating to a used capacity of around 43% according to the FPM.

There are six swimming pools within two-mile radial distance of the Halton Borough boundary, Halewood Leisure Centre in Knowsley and Great Sankey Leisure Centre (Warrington) being the nearest accessible pools to the North of Widnes town centre. There are none located, within this catchment, to the south of the Borough, in Cheshire West and Chester.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

### Sports hall provision

Sports Halls were also assessed using the ANOG guidance (3 courts or more which offer community access). Table 3 illustrates all community accessible 3 court halls in Halton.

Table 3: Community accessible sports halls in Halton

Site Name	Crts	Assessment Condition	
		Court	Changing
Brookvale Recreation Centre, Runcorn	6	Below average	Not assessed**
Cronton Sixth Form College, Widnes	4	Above average	Not assessed**
Grange School, Runcorn	6	Below average	Not assessed**
Kingsway Leisure Centre, Widnes	8	Below average	Poor
Ormiston Chadwick Academy, Widnes	4	Below average	Not assessed**
Sandymoor School, Runcorn	4	Good	Above average
St Chad's Catholic & C Of E High School, Runcorn	4	Above average	Above average
St Peter & St Paul Catholic College, Widnes	4	Below average	Not assessed**
The Heath School*, Runcorn	3	Not assessed	Not assessed*
Upton Community Centre & Sports Hall, Widnes	3	Below average	Below average
<b>Total</b>	<b>46</b>		

\*Site not assessed due future site refurbishment

\*\*Changing facilities not assessed due to safeguarding limitations.

In Halton there are a total of 11 x 3+ court sports halls, with all but one (Wade Deacon High School) offering community access. Overall, the quality of community accessible sports halls is below average or poor, with only one site rated as good (Sandymoor School). The Local Authority sports halls are over 30 years old and this is reflected in their below average quality rating.

Halton has 4.7 sports halls per 1000 population which is around average when compared to its neighbouring local authorities and national figures provided by the FPM. Although there is good access to 3+ courts sports halls in the authority, levels of accessibility vary with a greater percentage of smaller facilities (one or two court halls) located in Widnes compared to Runcorn.

Daytime accessibility to sports halls across the authority is restricted to the two non-education sites (Kingsway Leisure Centre and Upton Community Centre) both of which are located in Widnes, with no daytime access to a facility in Runcorn. Kingsway Leisure Centre sports hall's bleacher seating has been condemned; however, this doesn't restrict the facility staging competitive events as temporary seating tends to be introduced when required. Generally, evidence from booking sheets and consultation with facility managers suggests that usage across sports halls is high with the most popular Council owned site being Upton Community Centre. No site, however, operates at capacity. Popular sports offered in sports halls include indoor football and netball. Demand for competitive badminton has declined in Halton, but pay and play remains popular amongst residents.



## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

### Health and fitness provision

Health and fitness facilities are normally defined and assessed using a base scale of a minimum of 20 stations. There are 14 20+ station health and fitness suites in Halton with a total of 1,180 stations. Runcorn Swimming Pool has also been included due to its community importance; therefore, 15 sites have been investigated with a total of 1,193 stations.

*Table 4: Health and fitness suites (20+) in Halton (Including Runcorn Swimming Pool)*

Site Name	Stns	Condition	Access Type
Body F X, Runcorn	50	Poor	Reg. mem**
Brookvale Recreation Centre, Runcorn	55	Above average	Pay and Play
DW Sports Fitness, Widnes	184	Above average	Reg. mem**
Heath Leisure, Runcorn	28	Below average	Reg. mem**
Kingsway Leisure Centre, Widnes	60	Above average	Pay and Play
Muscle & Figure, Widnes	85	Poor	Reg. mem**
Optimum Fitness, Widnes	90	Below average	Reg. mem**
Pure Gym, Runcorn	85	Good	Reg. mem**
Pure Gym, Widnes	250	Good	Reg. mem**
Runcorn Swimming Pool, Runcorn	13	Good	Pay and Play
Select Security Stadium Halton, Widnes	51	Above average	Pay and Play
Active Nation, Runcorn	109	Above average	Reg. mem**
Spindles Health & Leisure (Warrington)	23	Above average	Reg. mem**
Stones Gym, Widnes	60	Below average	Pay and Play
Widnes Tennis Academy, Widnes	50	Above average	Sports Club / CA
<b>Total</b>	<b>1193</b>		

\*\* Registered membership

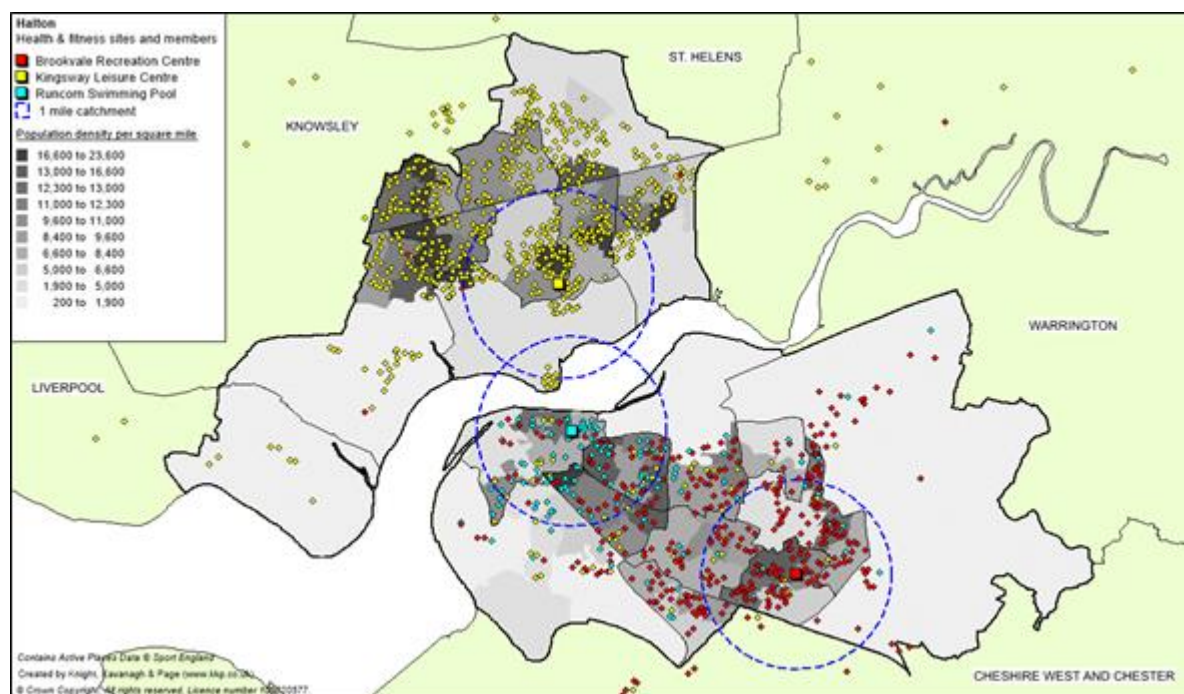
The majority of the health and fitness sites are either rated good or above average quality, with all local authority provision falling into the higher quality ratings. There are four sites managed by Active Halton, two in Runcorn and two in Widnes. The largest Active Halton facility is in Kingsway Leisure Centre, which has 60 stations. Health and fitness membership data from three Active Halton sites suggests that pricing (under £20 pcm) is reflective of the economic profile, with a healthy level of membership from those who live in the most deprived areas surrounding each site. Membership pricing was also analysed amongst the private sector gyms with the most expensive being the DW Fitness in Widnes (£30 pcm). On the other side of the spectrum, there are a number of gyms offering less than £20 pcm for membership, including two Pure Gyms (one in Runcorn and one in Widnes).

Although there is an even spread of sites in Runcorn and Widnes in relation to population density, the facilities audit noted there are significantly more fitness stations in Widnes than in Runcorn currently, with a stronger private sector and budget gym presence. Further, when UK penetration rates are applied this results in an oversupply of stations in Widnes and a slight undersupply of stations in Runcorn. This undersupply could suggest people having to travel to Widnes to use facilities from Runcorn. This is demonstrated in the membership data taken from Active Halton. Figure 5 (overleaf), illustrates there are a number of members (in yellow) residing in Runcorn but using Kingsway Leisure Centre.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

Dance studios are also a very important element of the wider health, fitness and conditioning market. Income derived from them helps to offset the cost/underpin the viability of other aspects of leisure provision, especially swimming. The Borough has 17 studios at 14 sites; three are rated as good quality, nine are rated as above average quality with five rated as below average. None are rated as being of poor quality.

Figure 5: Home location of Active Halton health and fitness members



### Other key facilities and indoor sports

**Halton Stadium** - the Halton Stadium is a regional centre for Table Tennis. The Centre, which is located in the west stand of Halton Stadium, was developed through a Sport England grant submitted through a partnership between ETTA (English Table Tennis Association), the local authority, and the local club (Halton Table Tennis Club) when the stadium was built. The Club supports over 600 members.

**Widnes Athletics Stadium-** Located at Wade Deacon High School, the track is an 8 lane synthetic track with a small club house. The facility is used by both Wade Deacon High School and Saint Peter and Paul Catholic College during the day for curriculum delivery, and for community use in the evening. It supports a local athletics club (Halton and Frodsham Harriers) once a week and also a number of participatory programmes which are delivered by Active Halton. These include a popular Couch to 5k initiative.

**Gymnastics** - there are two dedicated gymnastics facilities in the Borough. The main one is located in Widnes (Focus Gymnastics Centre). The Centre is a very popular venue, which has over 300 members plus waiting list of a similar proportion. The second dedicated facility is Widnes Gymnastics facility. Both are located in former industrial units. Sandymoor School and Kingsway Leisure Centre also support the delivery of the sport. It must be noted that Focus Gymnastics has ambitions to deliver satellite provision at other sites to reduce its waiting list, namely within Local Authority provision. However, it is concerned that the poor

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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quality of these venues will not enable it to offer a high quality gymnastics experience and to satisfy demand in the area.

**Widnes Tennis Academy** is the only indoor facility in the Authority. It has two indoor courts and six outdoor courts. It supports a local club (Lane Tennis Club) and also has pay and play opportunities. The indoor courts will be resurfaced in October 2017. Saint Peter and Paul Catholic College also has access to the site during the day for curriculum use.

**Frank Myler Pavilion** although built as a facility to support local football and rugby teams, it also plays a significant role for the delivery of other physical activity programmes in the Borough. The pavilion has a studio which is used for a range of activities delivered by both Active Halton and private enterprises. The sports offer at the site includes: yoga, boxing and aerobics.

**Squash** - There are a total of five courts across three sites in Halton. Widnes Rugby Union Club is the only known competitive club in the Authority, however, there is also a strong internal squash ladder at Kingsway Leisure Centre.

**Boxing** - There is no dedicated facility in the Borough, however, the sport is very popular with five affiliated clubs. All clubs report healthy memberships and healthy numbers of carded boxers. Although there is no dedicated facility, Halton Riverside has a dedicated space in Optimum Fitness Gym and other clubs hire smaller venues.

**Martial Arts** - There are a number of mixed martial arts (Taekwondo and Karate) sessions operating throughout the authority delivered by clubs and individuals. The majority operate in smaller venues, such as studios or community halls. Examples include Runcorn Taekwondo School which is based at St Chad's Catholic and Church of England High School and Supreme Taekwondo Academy delivered at Upton Community Centre.

**Village Halls and Community facilities** - Within Halton, smaller venues are used extensively to offer a range sports and physical activity. Data supplied by Active Halton indicates that there are over 60 sites delivering a range of activities. Accessibility to these village halls and community centres is good, with just under 70% of the population living within 800m of a facility. These sites are important as they can provide local accessible activities, particularly when larger venues may not be available or appropriate for a specific activity.



## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

### VISION AND OBJECTIVES

This is Halton's suggested vision for sport and leisure provision in the area that builds on the conclusions identified in the Indoor Sport and Leisure Facilities Assessment Report and additional stakeholder consultation. This Strategy sets the vision and objectives for Halton's physical infrastructure for the period 2018 to 2028. It considers all of the area's community sport and leisure assets required to ensure the Council and its partners serve the people of Halton:

Halton's vision is:

***To create a network of high quality, accessible and sustainable facilities capable of supporting sport, health and wellbeing, which offer inclusive services for all; enabling the inactive to become active and more residents to fulfil their potential by participating in sport and physical activity, thus improving their long-term health and well-being.***

The following key objectives should be considered in delivering this strategy:

- ◀ HBC should look at options for replacing Kingsway Leisure Centre and its Runcorn Swimming Pool with modern, fit for purpose leisure facilities capable of delivering on Halton's Health Agenda.
- ◀ HBC should ensure where possible, that physical co-location of services is considered in any proposed new leisure centre provision. In particular, opportunity for co-location of health services in the new Runcorn facility as part of Halton Lea Healthy New Town should be explored by HBC in partnership with the NHS.
- ◀ Refurbish Brookvale Recreation Centre, ensuring that its capital maintenance requirements are met in accordance with its recent condition survey.
- ◀ HBC should refurbish Upton Community Centre's sports hall and changing facilities and identify the facilities' capital investment requirements in the short, medium and long term in order that the site is retained for community use.
- ◀ Encourage Village halls and community facilities continue to support Active Halton's objectives of addressing health inequalities and increase physical and mental wellbeing by ensuring facilities remain accessible for health programmes.
- ◀ HBC should maintain relationships with education sites in respect of sports hall provision which currently offer community access to ensure that this is maintained and expanded in the long term.
- ◀ HBC should work with private facility operators to encourage these to continue to provide opportunities for all and reduce health inequalities within HBC.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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### STRATEGY OBJECTIVES

The strategy objectives are now considered in more detail to identify the specific rationale and focus for delivering individual objectives.

***HBC should look at options to replace Kingsway Leisure Centre and Runcorn Swimming Pool with modern, fit for purpose leisure facilities capable of delivering on HBC's health improvement priorities.***

**Kingsway Leisure Centre** is the hub leisure site in the Authority which offers a range of activities and currently hosts a number of sports clubs, including Halton Swimming Club. HBC should replace Kingsway to provide a modern hub facility for Halton which should feature the following:

- ◀ 25m x 8 lane swimming pool with a learner pool.
- ◀ Circa 150 swimming pool seating provision.
- ◀ 100 station health and fitness provision.
- ◀ 4/ 6 court sports hall.
- ◀ A minimum of 2 multi-purpose/flexible studio spaces.
- ◀ Complementary facilities.
- ◀ Health consultation rooms.
- ◀ Café/ social space.

Swimming pool provision should be replaced on a like for like basis to provide an attractive base for Halton Swimming Club and the local authority's Learn to Swim programme. Providing seating will also ensure the facility can support regular swimming competitions, supporting the performance requirements of the club.

Current sports hall provision is proposed to be replaced on a slightly reduced basis in order to retain a central day-time accessible community sports hall in the Borough. Dry side spaces at Kingsway should be augmented by flexible studio and activity provision which will be appropriate in respect of addressing the issue of inactivity in Halton. Complementary facilities such as clip and climb/ soft play meanwhile could provide regular revenue streams to reduce Local Authority subsidy requirements and this will need to be explored further.

All new sites need to be accessible, due to high levels of deprivation and low car ownership. In addition, due to the Borough's ageing population, facilities should be compliant with the Disability Discrimination Act.

### **Runcorn Swimming Pool**

Current swimming provision in Runcorn is not fit for purpose, and requires replacement with a larger community pool and learner provision. It is proposed that a new facility should become the Runcorn Healthy Living Centre, capitalising on the potential for co-located health and leisure provision and options to deliver this as part of the Halton Lea Healthy New Town should be explored. As the Brookvale Recreation Centre should be refurbished, the replacement facility in Runcorn should comprise the following elements:

- ◀ 25m x 6 lane swimming pool plus learner provision.
- ◀ 80-100 station health and fitness suite.
- ◀ Health consultation rooms.
- ◀ Multi-purpose/flexible studio space.
- ◀ Complementary facilities.

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### ◀ Café/social space.

A new swimming pool will help to address the water space shortfall within the authority, and also provide a potential new base for swimming clubs. It is also proposed to increase the health and fitness provision, which will help to address the shortfall in fitness provision south of the river.

Runcorn pool's current site in the Old Town is constrained and not conducive for redevelopment, with limited parking and no room for expansion; therefore a new site needs to be identified. As mentioned earlier, there are plans to redevelop certain parts of Halton Lea as part of Runcorn NHS's Healthy New Town project. An option is to consider a new site as part of the New Town Project, which could incorporate certain facilities such as a doctor's surgery, a pharmacy or other community provision. Any additional provision/ complementary facilities have the potential to also generate revenue. Private sector/ NHS investment or partnerships for delivering this facility should be explored.

***HBC should ensure that physical co-location of services is considered in new leisure centre provision. In particular, opportunity for co-location of other Council, public or health services in the new Runcorn facility as part of Halton Lea Healthy New Town should be pursued by HBC.***

Co-location of leisure facilities with new health facilities in Halton offers the potential to deliver on the Council's policy aim of improving the health of its residents through physical activity. This is particularly relevant given the borough's ageing population. Co-location of services within the facility mix would also be a pre-requisite of any successful bid to Sport England's Strategic Facilities Fund.

Strategy consultation with HBC Officers confirmed the potential for new leisure provision to be included in proposals for Halton Lea Healthy New Town at the existing Runcorn hospital site. It is therefore vital that this and options for co-located leisure and health facilities should be explored during the master planning process.

***Refurbish Brookvale Recreation Centre, ensuring that its capital maintenance requirements are met in accordance with its recent condition survey.***

Based on demand expressed within the FPM, and its contribution to the supply of health and fitness and sports hall provision in Runcorn, Brookvale Recreation Centre should be retained within the Borough's stock of leisure provision. The venue is very popular and currently hosts Active Halton's Learn to Swim programme, meanwhile the sports hall supports a number of activities including netball and archery. It is recommended that the pool's current club tenant, Runcorn Reps Swimming Club should transfer to the new Runcorn community pool on completion. This will create more flexibility in the programming of Brookvale Recreational Centre's pool, allowing it to offer more activities and expand Active Halton's Learn to Swim programme.

This strategy recommends that short term investment priorities highlighted in the Halton's Sports Facilities Review (2015) be undertaken, including the replacement of the sports hall floor and also structural upgrade to the roof of the building. Medium to long term investment of on-going maintenance would be required to ensure the facility continues to attract high levels of utilisation.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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***Refurbish Upton Community Centre's sports hall and changing facilities. HBC to identify the facilities' capital investment requirements in the short, medium and long term in order that the site is retained for community use.***

Upton Community Centre's sports hall (with integrated climbing wall), is a well-utilised venue and should be retained particularly as it represents one of two sports halls in the Borough which offer daytime community use. Further, the facility is an existing example of a facility mix that can successfully co-locate services in Halton capable of addressing health inequalities, up-skilling local people and serving an ageing population which is likely to produce increased demand for facilities during the day.

Given the facility's age, investment is nevertheless required in the short term in order to bring changing rooms, and the general sports hall environment up to modern standards (facilities are currently rated as below average).

***Encourage Village halls and community facilities continue to support Active Halton's objectives of addressing health inequalities and increase physical and mental wellbeing by ensuring facilities remain accessible for health programmes.***

Tackling inactivity is acknowledged to be a complex and multi - faceted task for Local Authorities and third sector community organisations alike to undertake. Activities for this client group should be designed around the particular needs of the audience, taking note of where on the behaviour change journey people are located and should be 'reframed' away from traditional sport messaging to stress wider lifestyle and social benefits.<sup>6</sup> In this respect access to a suitable physical activity offer in smaller community facilities such as the Frank Myler facility will be vital in Halton, particularly in designing age appropriate interventions to the boroughs older population.

Research such as that supporting 'Towards an Active Nation' emphasises the role that more informal spaces such as village halls and community spaces can play in engaging inactive groups, particularly older people. Furthermore, consultation indicated that smaller venues are well used by both Active Halton and private enterprises providing a range of activities, ranging from yoga to boxercise classes.

Population growth amongst older people is likely to lead to an increase in demand for facilities during day time hours. To ensure a high level of activity continues to exist, HBC should undertake an audit of all facilities and those which may require improvement, such as toilets, flooring and lighting that could be addressed through Sport England's Community Asset Fund (CAF). Small scale investments such as these can make significant improvements to the customer experience of physical activity and sport whilst enabling greater impact on residents' social and physical well-being. HBC should, in tandem with community providers identify where support is required in the identification of capital improvements and in support of potential funding bids to CAF.

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<sup>6</sup> See <https://www.sportengland.org/media/11250/tackling-inactivity-what-we-know-executive-summary.pdf>

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***HBC should maintain relationships with education sites in respect of sports hall provision which currently offer community access to ensure that this is maintained and expanded in the long term.***

Secondary schools play an important part in the sports offer within Halton. All sites, with the exception of Wade Deacon High School, offer community use, with a variety of sports being delivered at the sites, ranging from netball to archery. KKP's consultation illustrated that there is spare capacity at education sites, with none operating at full capacity, indicating some flexibility in the programme for clubs and casual users.

This strategy recommends developing an agreed approach and a Halton definition of community use (a community use agreement) to which all schools/academy trusts sign up, with a view to recognising the importance of and embedding well-organised collectively programmed community use in school sports halls across the authority.

***HBC should work with private facility operators to ensure that these continue to provide opportunities for all and reduce health inequalities within HBC.***

Facilities such as those at Widnes Tennis Academy (owned by Lanes Tennis Club) and the Focus Institute of Gymnastics centre provide specialist single sport provision not available elsewhere in the Borough. In both of these cases, provision is operated from the private sector which offers a more sustainable business model than would be the case under Council operation. Nonetheless, it is in the interests of HBC to try and ensure that as large a proportion of its residents as possible are able to access such facilities should they wish to.

Through initiatives such as the Active Halton Sports Partnership, HBC should engage with private sector facilities to determine whether opportunities may exist to offer targeted opportunities for lower income groups for example. External funding may then be required to ensure venue revenue is maintained.

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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### FUNDING TO IMPLEMENT THE STRATEGY

The Strategy has not addressed in detail how proposals and recommendations will be funded. It is anticipated that there will be no single funding source; rather a mix of sources and solutions will be required to deliver the Strategy vision and ambitions. These solutions will include:

- ◀ Further development and implementation of the HBC developer contributions process associated with the development of urban extensions. It should be noted that planning contribution will significantly help with funding for future facility provision and enhancement.
- ◀ In the light of the potential co-location of facilities at Halton Healthy New Town, there may be potential to attract NHS investment into leisure proposals.
- ◀ Use of capital receipts from land disposal, where applicable.
- ◀ Asset rationalisation and use of revenue saving and/or future liabilities to pay back borrowing aligned to capital investment in other sites.
- ◀ Prudential borrowing where an 'invest to save' justification can be made, particularly for longer-term proposals which may be considered in light of the Council's future borrowing strategy.
- ◀ External funding sources aligned to specific facilities and/or sports (e.g. Sport England funding, other charitable grant awards and funding streams).
- ◀ 3rd party borrowing where a suitable, robust business case exists (although this will be more expensive than prudential borrowing).

New leisure centre developments are almost without exception undertaken so as to develop new, better quality, facilities which are more economical to operate. Furthermore, a new facility mix can, in many instances, enable the operator to deliver revenue efficiencies (i.e. operate the facility at zero subsidy or better) which can be used to fund part or all of the capital repayment. A similar approach is taken to the refurbishment of existing facilities where increased income offsets the annualised cost of the outlay of capital.

It is likely that a combination of the above approaches will be developed for the wide range of projects identified in Halton Borough Council. This will require a robust approach to business planning to ensure that all investment is financially sound. Furthermore, delivery of HBC priorities around tackling inactivity will be dependent on securing external revenue funding such as that offered by Sport England's various 'themed rounds' such as the active ageing and families funds.

#### *Sport England Strategic Facilities Fund*

In respect of capital funding for major sports facilities, Sport England has recently relaunched its Strategic Facilities Fund which is aligned to its new 2017-21 'Active Nation' strategy. Rather than being an open application process, applications are instead solicited, be requesting between £500,000-£2,000,000 and will have usually been identified within a Local Authority Built Facility strategy.

Within the assessment criteria, emphasis is placed on firstly establishing through local insight into need and demand 'what' the offer within any new facility might include, in order to then determine 'how' outcomes such as improved physical and mental well-being might be achieved. As with all investment linked to the Active Nation strategy, proposals will need to demonstrate how the investment will contribute to behavioural change in relation to sport and physical activity, specifically towards the KPI's of:



## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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- ◀ An increase in people undertaking sport and physical activity at least once per month.
- ◀ A decrease in the percentage of local people who are physically inactive (measured through the Active Lives survey).

All projects are required to demonstrate a cross sector 'shared vision' of how they will contribute to local priorities which could mean how services such as health, social care and education may be integrated alongside leisure on the same site. Business planning should evidence how efficiencies can be achieved, possibly through wider facility rationalisation and also how the new facilities will be sustainable in the long term.

<https://www.sportengland.org/media/3686/strategic-facilities-prospectus.pdf>

### *Sport England Community Asset Fund*

Sport England's Community Asset Fund (CAF) is a programme dedicated to enhancing the spaces in local communities that give people the opportunity to be active.

The fund intends to support organisations that have not necessarily received lottery funding before and has a flexible application process with applications welcome year round for projects ranging from £1,000 - £150,000 in terms of grant request. CAF has been very popular since its launch in January 2017 with a high volume of applications received by Sport England and has the following objectives.

- ◀ Improve and protect existing sports facilities that support the needs of local communities
- ◀ Invest in new and different places that meet the needs of local communities, which include our target audiences
- ◀ Ensure our capital investment reaches organisations who have not accessed our funding before
- ◀ Create a more resilient, sustainable, less grant dependent sport sector

<https://www.sportengland.org/media/11425/community-asset-fund-guide-january-2017.pdf>

## HALTON BOROUGH COUNCIL INDOOR & BUILT SPORT FACILITIES STRATEGY

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### MONITORING AND REVIEW

The Indoor and Built Facilities Strategy identifies the investment and actions required to deliver and maintain a high quality built facilities infrastructure for HBC.

It is important that it is a live document, used in a practical manner to prioritise investment, develop key work programmes and partnerships, guide planning, gain investment and ensure that built sports facilities are a vital component in the quality of life of Halton's residents.

Production of the Strategy should be regarded as the start of the strategic planning process with a requirement for all partners to engage in ongoing dialogue and review in order to ensure that a strategic approach is adopted throughout the life of the strategy.

It will be important for Halton Borough Council and its partners to develop a related action plan and for this to be monitored and reviewed annually. This process should not only review progress against the original action plan, it should also assess the knock-on impact of any changes that occur and identify any potential adjustment to the supply and demand equation for facilities across the Authority. This is, in part, proposed on the basis that the Strategy is as much about how facilities are used as it relates to ensuring that the infrastructure is of a good quality.

In particular, the annual review process should include:

- ◀ A review of annual progress on the recommendations of the action plan; taking into account any changes required to the priority of each action (e.g. the priority of some may increase following the delivery of others).
- ◀ Lessons learnt throughout the year.
- ◀ Any specific changes of use of key sites in the Borough (e.g. sport specific specialisms of sites, changes in availability, etc.).
- ◀ Any specific changes in demand at particular facilities and/or clubs in the area (e.g. reduction or increase in club numbers, new housing growth).
- ◀ New formats of traditional sports that may need to be taken account of.
- ◀ Any new or emerging issues and opportunities.

The outcome of the review will be to develop a new action plan for indoor and built sports facilities across the Borough.



# HALTON BOROUGH COUNCIL DRAFT FACILITIES STRATEGY

## ACTION PLAN

The following actions link with Halton's strategic aims and objectives.

Objective	Rationale	Actions	Partners	Cost	Priority
Replacement of Kingsway Leisure Centre.	<ul style="list-style-type: none"> <li>◀ Current swimming pool and sports hall are beyond their useful lives.</li> <li>◀ Consultation indicates that lack of investment will affect participation levels.</li> <li>◀ Without investment, this will no longer be the strategic site for sport and leisure in Halton.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Undertake detailed feasibility to confirm replacement facility mix. This should include community consultation.</li> <li>◀ Outline design development and masterplan exercise accompanied by business planning.</li> <li>◀ Community consultation to confirm proposed facility mix.</li> </ul>	HBC, Sport England, local clubs, educational sites.	£12 million - -£15 million	High
New Runcorn facility	<ul style="list-style-type: none"> <li>◀ The current swimming pool in Runcorn is not fit for purpose, is of poor quality and does not meet minimum DDA requirements.</li> <li>◀ There is limited access to the current facility due to size of car park.</li> <li>◀ Health and fitness provision is limited, restricting the offer in Runcorn.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Undertake detailed feasibility to confirm replacement facility mix and location. This should include community consultation.</li> <li>◀ Develop a partnership approach with Halton NHS to investigate options for a new leisure facility as part of the Healthy New Towns project.</li> <li>◀ Outline design development and masterplan exercise accompanied by business planning.</li> </ul>	HBC, Active Halton, NHS Halton, Sport England, local clubs,	£8 million - £10 million	High
Physical co-location of services	<ul style="list-style-type: none"> <li>◀ Co-location of health and leisure facilities within the Halton Healthy New Town initiative offers a unique opportunity to deliver on HBC health improvement priorities.</li> </ul>	<ul style="list-style-type: none"> <li>◀ HBC to integrate master planning for Halton Lea Healthy New Town with design development of replacement Runcorn Pool.</li> </ul>	HBC, Active Halton, NHS Halton, Sport England	n/a	High

# HALTON BOROUGH COUNCIL DRAFT FACILITIES STRATEGY

Objective	Rationale	Actions	Partners	Cost	Priority
Refurbish Brookvale Recreation Centre	<ul style="list-style-type: none"> <li>◀ Certain elements of the facility require an upgrade to ensure long term use of the facility.</li> <li>◀ Due to the current high level of utilisation for both the pool and the sports hall, this may restrict other users from using the facility.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Address maintenance issues highlighted in the Halton's Sports Facilities Review, which includes the replacement of the sports hall floor and a structural upgrade of the roof.</li> <li>◀ Consider relocating certain programmes and activities to other locations to create more flexibility at the venue. An example could be to transfer demand of indoor football to outdoor 3G provision.</li> <li>◀ Continued investment to maintain the facility to the best standard possible.</li> <li>◀ Explore and review Service Level Agreement with OBA.</li> </ul>	HBC, local sports clubs	£500,000	Medium/High
Refurbish Upton Community Centre and consider long term redevelopment.	<ul style="list-style-type: none"> <li>◀ A refurbishment of the sports hall and changing facilities are recommended to create a more modern environment.</li> <li>◀ The sports hall is operating at capacity according to the FPM, which may restrict utilisation of the sports hall for certain groups.</li> <li>◀ The facility is located in an area of high health deprivation; therefore the challenge is to ensure that the facility attracts local residents addressing the health inequalities.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Short term maintenance improvements to improve quality. This will include refurbishment of its changing facilities and address the ventilation in the sports hall.</li> <li>◀ Due to the utilisation issue of the hall, consider relocating indoor football to near-by 3G provision, which will provide more flexibility for other activities in the hall.</li> <li>◀ Ensure that the facility continues to address local health inequalities via targeted programming.</li> </ul>	HBC, local sports clubs	£250-£500,000	Medium

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Objective	Rationale	Actions	Partners	Cost	Priority
Village Halls and community centres	<ul style="list-style-type: none"> <li>◀ To ensure that facilities remain accessible to residents and that programming is reflective of local needs.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Continue to deliver a varied health and wellbeing programme across the authority.</li> <li>◀ Undertake a review of these facilities to see which have the physical space and operational management capacity/ flexibility to take on an increased physical activity programme.</li> <li>◀ Consider whether/how those facilities which are potentially available might add value to the current offer.</li> </ul>	HBC, third sector agencies, village hall owners.	n/a	Medium
Maintain and expand relationships with education sites	<ul style="list-style-type: none"> <li>◀ Ensure that schools continue to provide for the community by offering access to key facilities.</li> <li>◀ There is limited community access at Wade Deacon High school.</li> <li>◀ If Kingsway LC is to reduce its sports hall provision, as proposed, providing opportunities at educational sites will be required.</li> </ul>	<ul style="list-style-type: none"> <li>◀ Ensure the Grange School, with its new sports hall, continues offering good levels of community access.</li> <li>◀ Develop a community use standard to which all partners sign up, with a view to embedding well-organised collectively programmed community use in school sports halls across the Authority.</li> <li>◀ HBC to approach Wade Deacon High School to identify opportunities for its facilities to open to the community, e.g. key holder /site management.</li> </ul>	HBC, Schools, Academy Trusts	n/a	Medium / High

## HALTON BOROUGH COUNCIL DRAFT FACILITIES STRATEGY

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Work with private facility operators (Widnes Tennis Academy, Focus Gymnastics) to ensure that these continue to provide opportunities for all and reduce health inequalities within HBC.	◀ Whilst being commercially driven, these facilities have a role to play in meeting the Council's priorities around inactivity in key sports.	◀ Through initiatives such as the Active Halton Sports Partnership, continue to engage with facilities to develop programmes to support increasing participation. Funding may be required to ensure venue revenue is maintained.	HBC, third sector agencies, private venue operators.	n/a	Medium

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	19 September 2019
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Physical Environment and Community & Sport
<b>SUBJECT:</b>	Leisure Centre at Moor Lane
<b>WARDS:</b>	Borough-Wide

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

The purpose of this report is to seek agreement to fund the development of a Leisure Centre at Moor Lane, Widnes.

### **2.0 RECOMMENDATION: That**

- (1) Council be recommended to make a change to the Capital Programme in order to finance the development of a leisure centre at Moor Lane Widnes;**
- (2) Executive Board delegates responsibility for the delivery of the project to the Operational Director Economy Enterprise and Property and the Operational Director Communities in consultation with the Portfolio Holders for Physical Environment and Community and Sport; and**
- (3) Executive Board is provided with a further progress report in six months' time.**

### **3.0 SUPPORTING INFORMATION**

In September 2018, the Executive Board gave Officers authority to explore funding sources to finance a replacement leisure centre for the leisure centre at Kingsway.

To do this, further feasibility work was required to determine the likely design, scale scope and cost of a replacement leisure centre.

Following a discussion with Wates Group, who are one of the largest privately-owned construction, development and property services companies in the UK, it was decided to have them undertake the feasibility work. This was possible as Wates are the sole provider on Scape's Major Works UK framework, Scape being a public sector framework provider, who ensures their various frameworks are fully OJEU compliant. The feasibility work was done free of charge under the framework.

It must be stressed that this does not/did not bind the Council to any future contractual arrangements. It is probable that Wates regarded this as an opportunity to showcase their work and develop a longer term strategic relationship with the Council.

Wates subsequently assembled a consortium including Ellis Williams Architects and Ramboll a leading engineering, design and consultancy company.

Wates were asked to develop proposals to provide a modern (leisure) hub facility for Halton comprising the following:

- 25m x 6 lane swimming pool with a learner pool
- Circa 150 swimming pool seating provision
- 100 station health and fitness provision
- 4/6 court sports hall
- A minimum of 2 multi-purpose/flexible studio spaces
- Complementary Facilities
- Health Consultation rooms
- Café/social space

Wates have now produced a comprehensive report.

In developing the proposals, Wates have led a number of workshops with Council staff, i.e. Highways, Leisure Services, Regeneration, Planning, and Property to better understand the Council's requirements.

Based on a 'You said, we did' methodology, Wates should be commended for the thorough and inclusive approach that they have taken to arrive at the proposals and recommendations outlined in the report. The report includes a number of key considerations including:

- Site Analysis
- Site Context
- Site Opportunities
- Sport England Requirements
- Design Options (Internal and external layout)
- Proposed Site Plan
- Risk Analysis
- Budget

Further information on the proposed design and use of a future leisure centre are contained in Appendix 1.

The feasibility work concluded that a leisure centre could be located on the Moor Lane site without the need to acquire adjacent properties, (for example, the pallet premises, which is located to the rear of the site), and that the land is within the ownership of the Council.

The Council's Management Team has previously received a summary of the possible procurement routes and management options together with the advantages and disadvantages of each option.

As a result, the Executive Board is advised that the most appropriate route would be for the Council to procure a building company to construct the facility, then the Council would manage the facility 'in house'. The total costs of delivering a leisure centre would be approximately £20 million. As the feasibility work was undertaken six months ago, there may be adjustments for inflation.

The future management arrangements would need to take into account the fact that the Council currently operates Runcorn Swimming Pool and the Brookvale Dual Use Centre.

### **Next Steps**

Were Members to agree to the development of a leisure centre, as outlined above, there are three routes that the Council could take to commission the construction of the facilities.

Option 1 – Progress with leading contract provider.

With this option Wates as described above would, as leading provider, through an existing procurement framework, would continue to progress the development.

The main advantage of this option is that time would be saved because the leading provider already has worked up proposals and is familiar with the Council's requirements.

The main disadvantage of this option is that there is no opportunity to seek a reduction in costs through a competitive process

Option 2 – Undertake a mini competition through an existing framework.

With this option providers that are already registered on an existing framework would be invited to tender for the work.

The main advantage of this option is that there is a possibility, although not guaranteed to reduce costs through the tendering exercise. The main disadvantage is that there will be a delay whilst the tender documentation is prepared and assessed.

Option 3 – Invite Expressions of Interest Via the Chest.

The main advantage of this approach is the Council would seek interest from a wider market, potentially driving down costs and enabling a benchmarking of different 'offers' to take place. It might also produce alternative delivery options.

The main disadvantage is that the process itself can be expensive and time consuming. It is one of the reasons why the Council often tenders work through an existing framework given the tender process has already identified competent providers of a service.

On balance, it is recommended that Option 1 would be the best route to progress.

In respect of this Wates's feasibility report indicated a timescale of 140 weeks from issuing them the order to them delivering the finished building. Realistically we are therefore looking at a 3 year period for delivery, hence assuming a start date of 1<sup>st</sup> October 2019, work would be completed by 1<sup>st</sup> October 2022.

#### **4.0 POLICY IMPLICATIONS**

The Council's policy as outlined in the Indoor and Built Facilities Strategy is to 'create a high quality accessible and sustainable facility capable of supporting sport, health and well-being which offer inclusive services for all; enabling the inactive to become active and more residents to fulfil their potential by participating in sport and physical activity, thus improving their long term health and well-being'.

It is recognised that the borough's leisure provision should be accessible to all its residents. Whilst the proposals in this report relate to a development in Widnes, further work is being undertaken to promote leisure provision in Runcorn. This work will take into account the Halton Lea Healthy New Town Masterplan. The Masterplan provides a framework set around a vision for regeneration with health and wellbeing at the heart of these proposals. It has allowed strategic partners including Health, Runcorn Shopping City, The Council, Registered Social Landlords, the Police, and Voluntary Sector to agree priorities aimed at attracting future investment to the area.

#### **5.0 FINANCIAL IMPLICATIONS**

A budget of £18.8 million to deliver a leisure centre would be required, but this does not include the (non-essential) acquisition of a small parcel of land to maximise opportunities on site by providing a more regular shaped boundary, nor does it include the costs of relocating the bus depot and Enterprise Car Hire centre. Therefore, a figure of £20 million would be more accurate.

This would be a major and significant investment for the Borough. Other options have been considered in order to finance the scheme. This includes seeking a private sector investor partner and or engaging a private sector partner to manage the facility in the future.

However, it is considered that the only reasonable way to fund the development would be for the Council to borrow the capital needed to build the leisure centre.

There is potential to reduce borrowing costs through utilisation of a capital receipt from the sale of the existing Kingsway site. Net proceeds are



estimated at £1m which will reduce the overall borrowing requirement to £19m.

It is advised repayment of borrowing costs should be over a period of 25 years to match the likely estimated useful life of the centre. The annual cost of borrowing £19m will be approximately £1.117m, split between £0.357m interest costs and £0.760m principal repayment (known as MRP – Minimum Revenue Provision). MRP is payable the year after the asset becomes operational.

Appendix A provides a summary of forecast operational costs and income at Kingsway Leisure over the construction period and first five years of operation at the proposed new site.

It is forecast a new build will boost receipt of income significantly from current levels although net off to an extent by an increase in staffing and other costs in servicing the increase in demand. A new build is also likely to reduce the running and maintenance costs of the building, this is reflected in Appendix A.

The 2019/20 net budget cost of Kingsway Leisure Centre is £0.522m. As a result of the new build this is forecast to increase by £0.375m during the construction period to £0.897m and by a high of £0.902m in 2023/24 (first full year of operation) although reducing in future years to £0.639m in 2027/28

The impact of the above will need to be added to the Council's medium term forecast budget deficit unless other sources can be found.

There may be an opportunity to reduce the additional annual cost during the operational period of the leisure facility. However, to enable this, the Council would need to consider an outsourcing option. The saving of the outsourcing option is approximately £0.242m, this includes a reduction in staffing costs plus a saving on business rates if the operator was to benefit from relief of 80%, a forecast saving of £0.160m.

Costs could be reduced through the procurement process; securing external funding, or generating a capital receipt from the Kingsway site; and or a refinement of the specification for a leisure centre.

Discussions have recently taken place with the Combined Authority to acquire neighbouring sites which would support the development.

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

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

Not applicable

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

Not Applicable

## **6.3 A Healthy Halton**

The proposals promote strong links between leisure provision and associated health benefits.

## **6.4 A Safer Halton**

Not Applicable

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

The proposals contribute to improving an important gateway to the town centre. Part of the proposals will include improvements to pedestrian routes between Moor Lane and Kingsway.

## **7.0 RISK ANALYSIS**

A risk assessment has been undertaken previously and this related to the decision regarding the most appropriate method of procuring the construction of the facility.

All forms of procurement have advantages and disadvantages. Much will depend on HBC's approach to risk, whether HBC can access additional funding, and not least additional soundings from the market.

### **Timetable**

The timing of any development will be affected by the Council's ability to negotiate an agreement with tenants and landowners to relocate.

### **Alternatives Considered**

#### **Developing an Alternative Site**

Previous reports have outlined the relative strengths and weaknesses of developing the Kingsway and Moor Lane sites. It was concluded that Moor Lane should be used to develop a leisure facility, whilst Kingsway lends itself to a mixed use development with a focus on a residential offer for the Borough's older residents.

## **Refurbishment of the Existing Kingsway Leisure Centre**

There is also an option to refurbish the existing leisure centre on the Kingsway Site.

The estimated costs of doing this are £12 million. This option would include the costs of new plant and machinery as well as new roof and structure with a life expectancy for the building of approximately 25 years.

Obviously, this is the least expensive option, but there are some disadvantages to this. The main disadvantage is that this would comprise a refurbishment of an existing facility on an existing footprint. Given the recommendations outlined in the Indoor and Built Sports Strategy it would be questioned whether this would deliver a service fit for the Borough's 21<sup>st</sup> Century leisure needs. Secondly, there would be considerable disruption to the existing facility during the refurbishment. Thirdly, it would reduce the footprint of the Kingsway site available for other end uses.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

The proposals would promote equality of access to leisure facilities in the borough

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

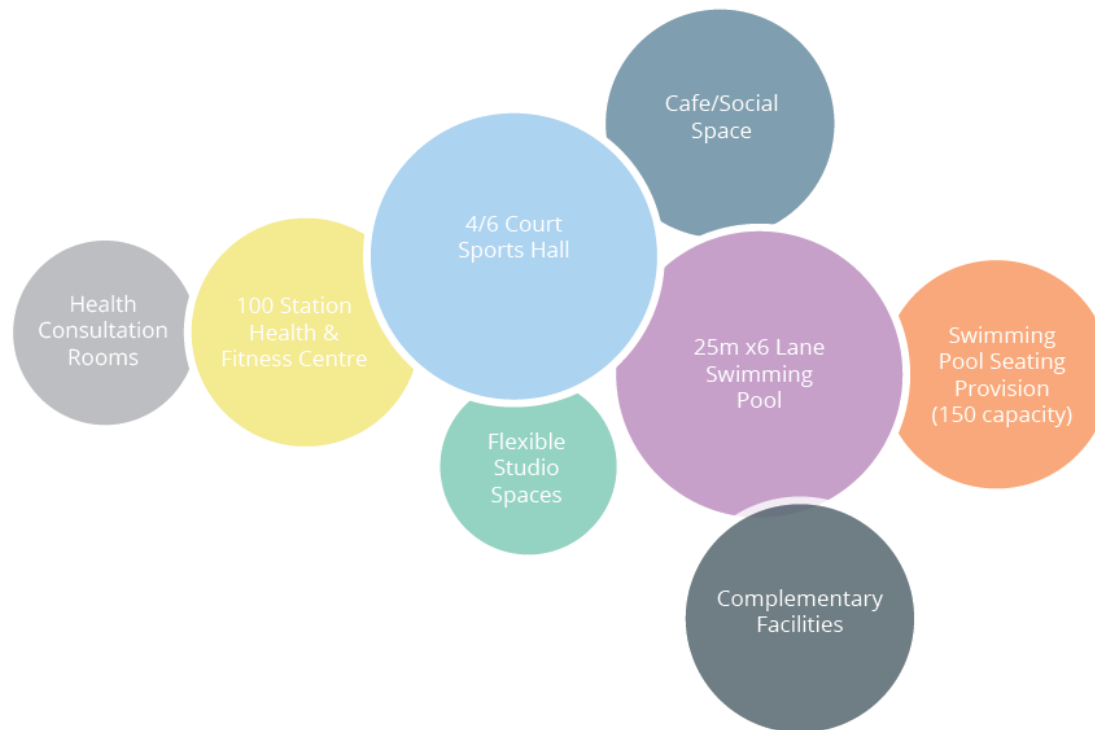
<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
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<https://www.sportengland.org/media/12348/se-management-options-guidance.pdf>  
<https://www.sportengland.org/facilities-planning/further-guidance/procurement-toolkit/>

**Widnes Leisure Centre Forecast Budget 2019-2027**

		<b>Construction Period</b>				<b>Operation Period</b>				
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	
<b>Expenditure</b>										
Staffing	925	944	962	1,011	1,040	1,061	1,082	1,104	1,126	
Premises	547	558	569	500	420	428	437	446	455	
Supplies & Services	59	59	59	113	166	172	178	182	185	
<b>Total Expenditure</b>	<b>1,531</b>	<b>1,561</b>	<b>1,590</b>	<b>1,624</b>	<b>1,626</b>	<b>1,661</b>	<b>1,697</b>	<b>1,732</b>	<b>1,766</b>	
Income	-1,009	-1,029	-1,050	-1,196	-1,319	-1,490	-1,559	-1,590	-1,622	
<b>Net Operational Expenditure</b>	<b>522</b>	<b>532</b>	<b>540</b>	<b>428</b>	<b>307</b>	<b>171</b>	<b>138</b>	<b>142</b>	<b>144</b>	
Capital Financing Costs	0	357	357	357	1,117	1,117	1,117	1,117	1,117	
<b>Total Net Cost</b>	<b>522</b>	<b>889</b>	<b>897</b>	<b>785</b>	<b>1,424</b>	<b>1,288</b>	<b>1,255</b>	<b>1,259</b>	<b>1,261</b>	

# Halton Leisure Centre



## 1.1 BRIEF

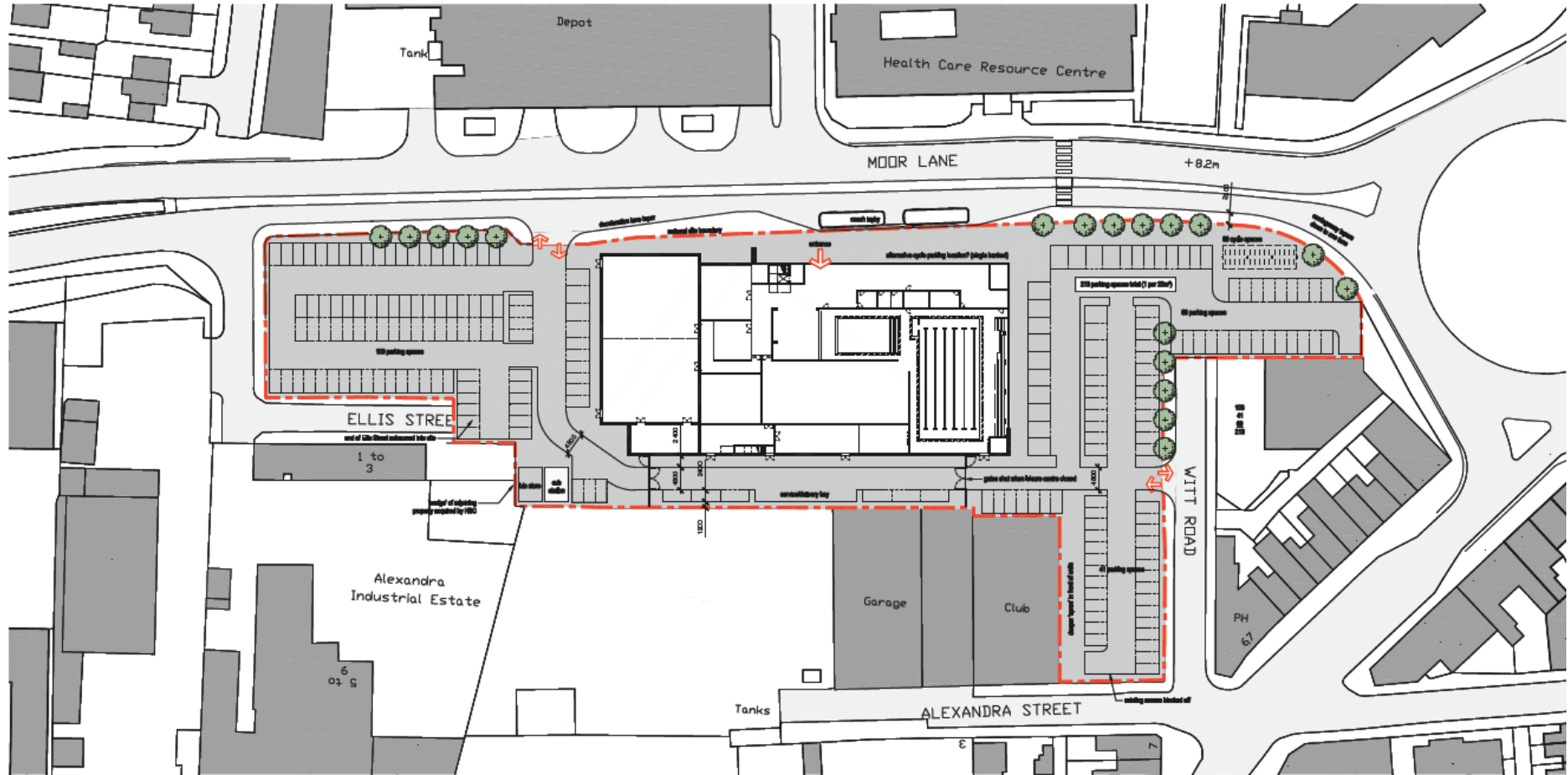
Kingsway Leisure Centre is the hub leisure site in the Authority which offers a range of activities and currently hosts a number of sports clubs, including Halton Swimming Club. HBC should replace Kingsway to provide a modern hub facility for Halton which should feature the following:

- 25m x6 lane swimming pool with a learner pool
- Circa 150 swimming pool seating provision
- 100 station health & fitness provision
- 4/6 court sports hall
- A minimum of 2 multi-purpose/flexible studio spaces
- Complementary Facilities
- Health consultation rooms
- Cafe/social space

Swimming pool provision should be replaced on a like for like basis to provide an attractive base for Halton Swimming Club and the local authority's learn to swim programme. Providing seating will also ensure the facility can support regular swimming competitions, supporting the performance requirements of the club.

Current sports hall provision is proposed to be replaced on a slightly reduced basis in order to retain a central day-time accessible community sports hall in the Borough. Dry side spaces at Kingsway should be augmented by flexible studio and activity provision which will be appropriate in respect of addressing the issue of inactivity in Halton. Complementary facilities such as clip and climb/soft play meanwhile could provide regular revenue streams to reduce Local Authority subsidy requirements and this will need to be explored further.

2.1 PROPOSED SITE PLAN



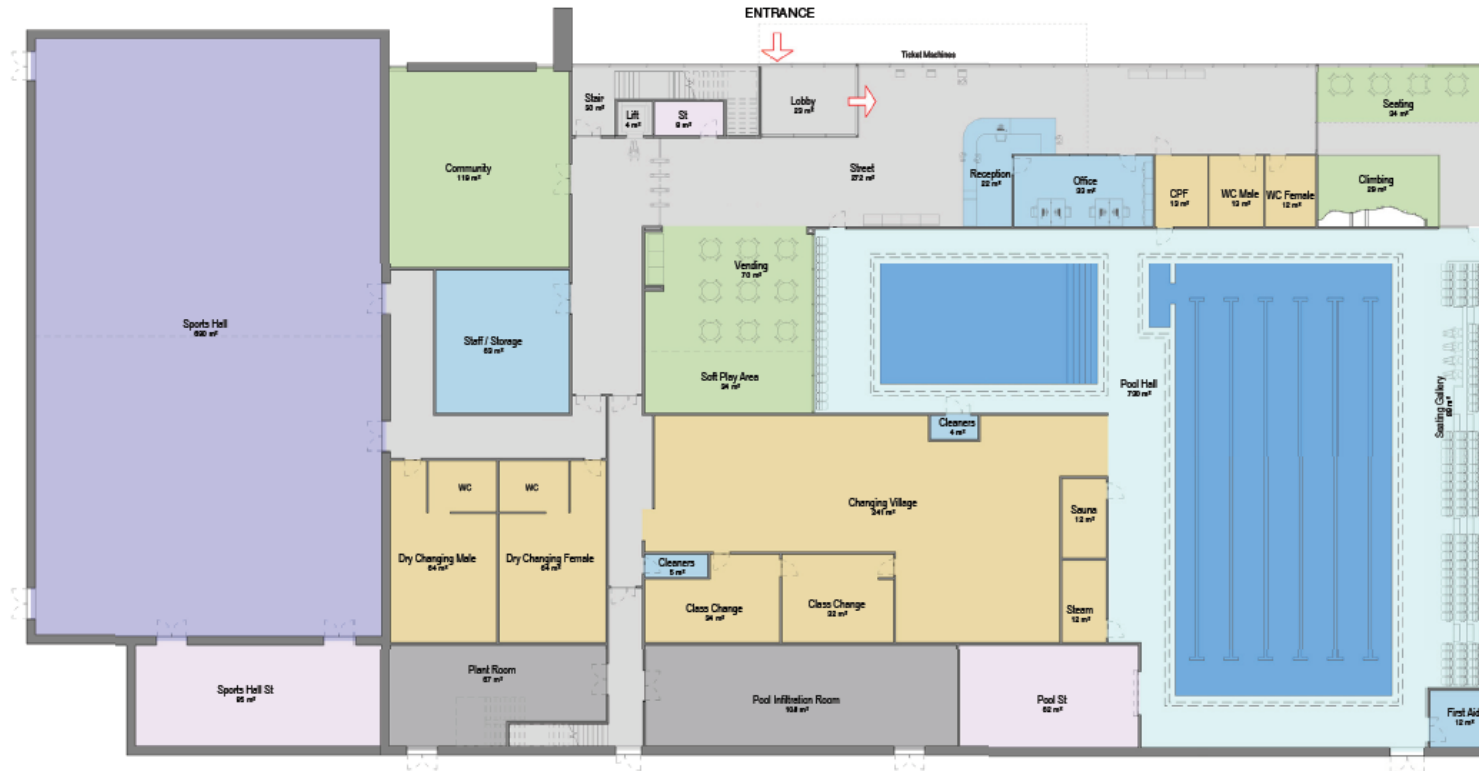
Ground Floor GIA = 3281m<sup>2</sup>

First Floor GIA = 1247m<sup>2</sup>

Total GIA = 4528m<sup>2</sup>

Circulation as 12.5% of GIA

## 2.2 GROUND FLOOR PLAN



MAIN  
ENTRANCE

### Department Title

- Changing / WC
- Community
- Pool Area
- Staff & Admin
- Storage
- Non-net
- Dry Changing
- Sports Hall
- Plant
- Gym / Studio

2.3 FIRST FLOOR PLAN

Ground Floor GIA = 3281m2

First Floor GIA = 1247m2

Total GIA = 4528m2

Circulation as 12.5% of GIA



Department Title

- Changing / WC
- Community
- Pool Area
- Staff & Admin
- Storage
- Non-net
- Dry Changing
- Sports Hall
- Plant
- Gym / Studio





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