

Public Document Pack



Corporate Policy and Performance Board

Tuesday, 3 September 2019 6.30 p.m.
Civic Suite, Town Hall, Runcorn

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

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Harry Howard	Labour
Councillor Martha Lloyd Jones	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or gill.ferguson@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 12 November 2019*

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

Part I

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1. MINUTES	1 - 6
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
<p>Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.</p>	
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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.

CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 4 June 2019
in the Council Chamber - Town Hall, Runcorn*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, N. Plumpton Walsh, Joe Roberts and Wainwright

Apologies for Absence: Councillors A. McInerney

Absence declared on Council business: None

Officers present: M. Reaney, I. Leivesley, G. Ferguson and R. Rout

Also in attendance: One member of the press

**ITEM DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE BOARD**

		<i>Action</i>
CS1	MINUTES The Minutes from the meeting held on 29 th January 2019 were taken as read and signed as a correct record.	
CS2	PUBLIC QUESTION TIME The Board was advised that no public questions had been received.	
CS3	EXECUTIVE BOARD MINUTES The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board. RESOLVED: That the minutes be noted.	
CS4	MEMBER DEVELOPMENT GROUP NOTES The Board considered the minutes of the Member Development Group meeting held on 6 th December 2018. RESOLVED: That the minutes be noted.	

CS5 CORPORATE ACCIDENT/INCIDENT REPORT 1 APRIL 18
- 31 MARCH 19

The Board was provided with a report from the Strategic Director, Enterprise, Community and Resources, which presented details of health and safety management in relation to key performance indicators for the current financial year, 1 April 2018 to 31st March 2019.

The report highlighted

- There had been a rise in burn injuries within school catering and office areas, slips/trips/falls, manual handling accidents in the care teams and Waste Management plus injuries linked to staff being hit or caught by stationary and moving/flying objects. There had also been a total of 12 near misses;
- Violent incidents were showing a fall in the number of verbal incidents and physical incidents had dropped from 11 to 10. However there had been a rise in both verbal and physical incidents within Halton schools;
- Lone working monitoring system usage data showed a very slight increase in registered users of the system but a decrease in use of the system;
- Display Screen Equipment assessments had risen to 23 throughout 2018 with staff reporting health issues surrounding Musculoskeletal Disorders; and
- Risk Assessments completed on the corporate risk assessment system had risen from 1142 in 2017/18 to 1432 in 2018/19.

Arising from the discussion the Board requested that definitions of the specified injury, >7 day and significant be provided in future reports. In addition, further information on the reported physical incidents in schools would be circulated to Members.

RESOLVED: That the report be noted.

CS6 GENDER PAY GAP

The Board considered a report which presented information and calculations for the Council in relation to the Gender Pay Gap. From April 2017, Gender pay reporting legislation required all organisations that employed over 250 employees to publish statutory calculations every year showing how large the pay gap was between their male and female employees. The gender pay gap was defined as the difference in the average earnings of men and women over

a specified period, regardless of their role or seniority.

Halton Borough Council's information was published on 30th March 2019, in line with the statutory requirement and full details were outlined in the report.

RESOLVED: That the content of the report be noted.

CS7 HALTON BOROUGH COUNCIL UPDATE ON APPRENTICESHIP POLICY/APPRENTICESHIP LEVY AND PUBLIC SECTOR TARGET

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on apprenticeships in the Council, together with a regional and national picture. The apprenticeship programme was the outcome of The Richard Review of Apprenticeships, published in 2012. The Governments key changes were around Standards replacing Frameworks and the introduction of the Apprenticeships Levy from April 2017. The Levy required employers with a wage bill of £3million or more to pay 0.5% of their pay bill to invest in apprenticeship training. For Halton Council this equated to £259,696 per year (2018/19).

It was noted that the development of apprenticeships had been successful with the current number of apprentices at 16 (12 male and 4 female). Since the Levy regime began in April 2017 the number of apprenticeships was 67. Whilst the number of new apprentices who had acquired a permanent position with the Council during the last 2 years was 15. The Council had been innovative in its approach in order to provide the best opportunities to recruit apprentices in areas where it had previously experienced difficulties filling vacant positions.

In addition, within the scope of the Apprenticeship Policy, the Council also planned future development of its existing workforce via the Apprenticeship Levy, again across a diverse range of roles and service areas to meet the growing service demand and to maintain a professional and qualified workforce.

The Board also noted the collaborative work that took place to promote the concept of apprenticeships between the Council and the Liverpool City Region (LCR). The work had proven successful and a proposal was currently being considered for the LCR Chief Executives to extend this additional support until the end of 2019.

RESOLVED: That the report be noted.

CS8 ANNUAL REPORT

The Board considered a copy of the Annual Report from the Chair of the Corporate Services Board, 2018/19. The Board met four times during the year and the report set out the work carried out and the recommendations throughout the Municipal Year April 2018 to March 2019.

RESOLVED: That the Annual Report be noted.

CS9 TOPIC GROUPS 2019-20

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which sought to develop a work programme of topics for the Board to examine in 2019/20. It was noted that the Board had previously arranged a Topic Group to consider the Discretionary Support Scheme and this had provided significant guidance to Officers and the Executive Board in relation to the delivery of that extremely important service. It was proposed that this Topic Group would continue to meet and consideration would be given to setting up a second Topic Group if required.

RESOLVED: That

1. the Discretionary Support Scheme Topic Group continue to meet; and
2. consideration would be given to setting up a second Topic Group if required.

CS10 PERFORMANCE MANAGEMENT REPORTS QTR 4 - 2018-19

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 4 of 2018/19.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Human Resources and Organisational Development;

- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

Arising from the discussion, the following questions were raised and the responses given:

- How many empty homes are there in the Borough, and how many were paying the empty homes premium? In response it was noted that there were currently 605 long term empty properties in the Borough (empty for 6 months or more) and 150 of the 605 were currently subject to the empty homes premium (having been empty for over 2 years);
- Have the outstanding business rates owed by Castlevue House been paid, and if not what was being done to collect them? It was noted that the company that previously owned Castlevue House (Rally Century Ltd) were registered in the British Virgin Islands. Business rates totalling £550k remain outstanding from November 2015 to April 2017 when it was in their ownership. This debt was subject to liability orders, but as they were registered offshore it was outside the UK Court's jurisdiction and so we cannot enforce the liability orders.
- How many dwellings in Castlevue House were now paying Council tax, and how many were paying the empty homes premium? Members were advised that all 241 properties at Castlevue House were now included in the council tax register and liable for council tax. None were paying the empty homes premium as they must be empty for two years before the premium was levied. As the properties were registered from various dates from April 2018 onwards, the first ones (if any) to incur the premium would be in April 2020.
- Clarification was provided on the figure recovered by the Direct Payments team.

RESOLVED: That the fourth quarter performance monitoring reports be received and noted.

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.

CS12 PERFORMANCE MANAGEMENT REPORTS QTR 4 - 2018-19

The Board requested further information on a particular outstanding debt.

RESOLVED: That

1. Members be kept informed of developments; and
2. Copies of the agreement be circulated to the Board.

Meeting ended at 8.35 p.m.

REPORT TO: Corporate Policy & Performance Board

DATE: 3rd September 2019

REPORTING OFFICER: Strategic Director, Enterprise, Community and Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
 - (ii) Members of the public can ask questions on any matter relating to the agenda.
 - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
 - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
 - (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chair will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

REPORT TO: Corporate Policy and Performance Board
DATE: 3rd September 2019
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

APPENDIX 1

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

EXECUTIVE BOARD MEETING HELD ON 13th JUNE 2019

RESOURCES PORTFOLIO

EXB6 VICTORIA PARK GREENHOUSE PROJECT - WAIVER OF STANDING ORDERS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval of a waiver of Procurement Standing Orders, for the provision of a greenhouse structure at Victoria Park, Widnes.

The Board was advised that the current Victorian style greenhouse was a central part of the visitor offer in the Park, although it was in need of repair. Following a feasibility study, a soft market testing exercise was undertaken to establish a manufacturer of a new greenhouse. The report set out details of the breakdown of the various elements of the project together with costs for Members' consideration. It was reported that the waiver of the relevant Procurement Standing Orders would allow the Council to make a further saving against the quoted costs of the original scheme.

RESOLVED: That the waiver of Procurement Standing Order 1.5.2 Open Tendering Procedure under Procurement Standing Orders 1.14.4 (iv and v) be approved, to allow a direct award to Hartley Botanical in the amount of £159,348, for the provision of the greenhouse structure on the Victoria Park Greenhouse project.

Strategic Director
- Enterprise,
Community and
Resources

EXB7 2018/19 FINANCIAL OUTTURN

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2018/19.

The Board was advised that the final accounts for 2018/19 were near completion; the revenue spending for

each department, which would be subject to external audit, was attached to the report at Appendix 1.

The report provided details on the key budget variances within the following services:-

- Children and Families;
- Adult Social Care;
- Community and Environment;
- Education, Inclusion and Provision;
- Planning and Transportation; and
- Corporate and Democracy.

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and Balances Strategy. Total revenue spending for the year was £2.4m above budget, and as a result, this would have had the impact of reducing the Council's General Reserve to £2.6m. At this level, it was considered the General Reserve would be insufficient given the level of increased service pressures and uncertainty regarding future funding cuts and fluctuations in the business rates retained on an annual basis. However, it was reported that a number of earmarked reserves had been reviewed and reductions made where possible, to enable funds to be moved into the General Reserve to increase the balance to a more prudent level.

A breakdown of School's Balances and spending for 2018/19 was provided, indicating a total of £4.6m at 31 March 2019. Capital spending at 31 March 2019 totalled £21.890m, being 64.6% of the total Capital Programme.

RESOLVED: That

- 1) the report be noted; and
- 2) the information within the report be taken into account when reviewing the 2019/20 budget monitoring position, medium term forecast and

Operational
Director - Finance

saving proposals for future years.

EXB8 CAPITAL PROGRAMME 2019/20 TO 2021/22

The Board considered a report of the Operational Director, Finance, which presented the Council's total forecast Capital Programme expenditure and associated funding for 2019/20 to 2021/22.

The report updated Members on the latest position on the Council's Capital Programme, including planned Capital Programme expenditure 2019/20 to 2021/22, a summary of how this would be financed and details of Capital Receipts. The report also outlined the proposed use of the ICT rolling Capital Programme, as set out in Appendix A attached to the report.

RESOLVED: That

- 1) Council be recommended to approve the updated Capital Programme for 2019/22, including forecast spend and funding, as set out in Table 1 and Table 2, attached to the report;
- 2) the Strategic Director, Enterprise, Community and Resources, in consultation with the Portfolio holder for Transportation, be authorised to finalise the detailed implementation programme of Highways and Transportation Schemes to be delivered in 2019/20; and
- 3) the proposed use of the ICT rolling Capital Programme for 2019/20, as set out in Appendix A attached to the report, be approved.

Operational
Director - Finance

EXB9 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Board considered a report of the Operational Director, Finance on an application for discretionary non-domestic rate relief.

The Board was advised that under the amended provisions of the Local Government Finance Act 1988, the

Council was able to grant discretionary rate relief to any business rate payer. The Council currently met the full cost of all mandatory and discretionary relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

An application had been received for discretionary rate relief, as outlined in the report. It was noted that the organisation was not a registered charity or considered to be a charity by HMRC for tax purposes, so the 80% mandatory relief was not applicable.

RESOLVED: That the application for 90% discretionary rate relief from Power in Partnership Ltd in relation to its premises at 5 Alcock Street, Runcorn, and Unit 1a Halton Lodge Local Centre, Whitchurch Way, Halton Lodge, Runcorn, be approved from 1 April 2019 to 31 March 2022.

Operational
Director - Finance

EXECUTIVE BOARD MEETING HELD ON 18TH JULY 2019

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.

REPORT TO:	Corporate Policy & Performance Board
DATE:	3 rd September 2019
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
SUBJECT:	Area Forum Annual Report for 2018/19
PORTFOLIO:	Community & Sport
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform members of the project delivery for Area Forums for the period 1st of April 2018 to 31st March 2019.

2.0 RECOMMENDATION: That Members consider and comment on the report.

3.0 SUPPORTING INFORMATION

- 3.1 Local Area Forums provide a mechanism for Councillors to respond to community needs and aspirations. Community initiatives and projects are generated which are delivered collaboratively with other partner organisations to help secure funding from a variety of sources. Support to Local Area Forum's is provided by the Community Development team.

4.0 LOCAL AREA FORUM

- 4.1 Each year funding is allocated to support the projects programme. In 2018/19 the budget was £250,000. It is split on a per capita basis across the seven Local Area Forums that cover the Borough:-

AF1 – Broadheath, Ditton, Hale & Hough Green

AF2 – Appleton, Kingsway & Riverside

AF3 – Birchfield, Farnworth & Halton View

AF4 – Grange, Halton Brook, Heath & Mersey

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

AF6 – Beechwood & Halton Lea

AF7 – Daresbury

- 4.2 The Community Development & Project Officers are neighbourhood based. They engage with and work alongside community groups to support them to develop their skills and knowledge; promoting community action and developing initiatives. They manage the Area Forum funding applications process and co-ordinate project delivery.

- 4.3 The local communities are invited to contribute ideas for neighbourhood projects to enhance their local area. These ideas are developed jointly and applications are submitted for forum consideration. Initiatives must have community support and must not result in long-term financial commitment.
- 4.4 Case study information and resident feedback is appended to the report (Appendix 1) to demonstrate the impact Area Forum projects have for Halton's communities. A full breakdown of projects across the seven areas is also appended to the report (Appendix 2).

5.0 LOCAL AREA FORUM EXPENDITURE

- 5.1 The Projects funded through the Local Area Forums are varied, they have been categorised into a number of key areas, which are listed below:-

5.1.1 **Children & Youth Facilities** - This covers activities, support and improvements to facilities for children and young people.

5.1.2 **Community Events** - This category is for community events organised by local groups, this supports participation and residents connecting with each other.

5.1.3 **Community Resource & Equipment** - This category is for equipment and resources to support community organisations and venues.

5.1.4 **Community Initiatives** - This category includes community activity and pilot initiatives in our neighbourhoods.

5.1.5 **Improved Parks** - This category includes initiatives which support the provision of weekend gardeners in the Council's parks which can deter vandalism, improves public reassurance and the general appearance of parks. It also includes additional improvements such as benches or new features.

5.1.6 **Landscapes** - This category includes increased planting and any support to green spaces.

5.1.7 **Pedestrian & Highway Improvements** - This category captures improvements to the local physical infrastructure, such as pathways and any facilities on the highways for example road safety improvements, traffic calming and speed surveys.

5.1.8 **Community Safety** - This category covers initiatives that deter crime and anti-social behaviour (ie fencing, lighting and alley gating)

5.2 Breakdown of Budget by Area Forum

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

Forum	2017/18 Carry Forward	2018/19 Budget	Total Budget	2018/19 Spend
1: Broadheath, Ditton, Hale & Hough Green	£2,950.59	£43,960.00	£46,910.59	£42,019.32
2: Appleton, Kingsway & Riverside	£27,142.35	£37,030.00	£64,172.35	£26,530.16
3: Birchfield, Farnworth & Halton View	£30,714.18	£43,980.00	£74,694.18	£39,187.71
4: Grange, Halton Brook, Heath & Mersey	£10,520.44	£52,790.00	£63,310.44	£49,892.11
5: Halton Castle, Norton North, Norton South & Windmill Hill	£17,511.91	£43,260.00	£60,771.91	£36,120.10
6: Beechwood & Halton View	£13,161.62	£19,880.00	£33,041.62	£19,059.24
7: Daresbury	£3,336.55	£9,100.00	£12,436.55	£9,488.16
Total	£105,337.64	£250,000.00	£355,337.64	£222,296.80

5.3 Breakdown of Expenditure by Category

	Children & Young People	Community Events	Community Resources & Equipment	Community Initiatives	Improved Parks	Pedestrian & Highway Improvements	Community Safety	Total
AF1	£5,000.00	£0.00	£7,959.66	£15,200.00	£7,600.00	£0.00	£6,259.66	£42,019.32
AF2	£280.00	£7,000.00	£5,522.16	£6,645.00	£0.00	£1,000.00	£6,083.00	£26,530.16
AF3	£6,726.48	£0.00	£12,340.23	£900.00	£7,600.00	£2,550.00	£9,071.00	£39,187.71
AF4	£11,478.00	£855.00	£14,448.80	£7,476.90	£7,600.00	£0.00	£8,033.41	£49,892.11
AF5	£1,760.00	£3,707.50	£15,551.60	£8,101.00	£0.00	£7,000.00	£0.00	£36,120.10
AF6	£6,782.00	£419.00	£11,858.24	£0.00	£0.00	£0.00	£0.00	£19,059.24
AF7	£4,023.02	£0.00	£5,465.14	£0.00	£0.00	£0.00	£0.00	£9,488.16
Total	£36,049.50	£11,981.50	£73,145.83	£38,322.90	£22,800.00	£10,550.00	£29,447.07	£222,296.80
%	16	5	33	17	10	5	13	100

5.3.1 Broadheath, Ditton, Hale & Hough Green

The forum approved 10 projects with spend of £42,019.32. The highest category of spend was Community Initiatives.

5.3.2 Appleton, Kingsway & Riverside

The forum approved 16 projects with spend of £26,530.16. The highest category of spend was Community Events.

5.3.3 Birchfield, Farnworth & Halton View

The forum approved 15 projects with spend of £39,187.17. The highest category spend was Community Resources & Equipment.

5.3.4 Grange, Halton Brook, Heath & Mersey

This forum approved 30 projects with spend of £49,892.11. The highest category of spend was Community Resources & Equipment.

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

This forum approved 19 projects with spend of £36,120.10. The highest category spend was Community Resources & Equipment.

5.3.6 Beechwood & Halton Lea

This forum approved 8 projects with spend of £19,059.24. The highest category of spend was Community Resources & Equipment.

5.3.7 Daresbury

This forum approved 6 projects with spend of £9,488.16. The highest category spend was Community Resources & Equipment.

5.4 Breakdown of Expenditure by Council Priority

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

	Healthy Halton	Environment & Regeneration	Employment, Learning & Skills	Children & Young People	Community Safety	Total
AF1	£2,683.90	£26,401.82	£5,275.76	£5,000.00	£2,657.84	£42,019.32
AF2	£427.35	£8,137.10	£4,602.71	£7,280.00	£6,083.00	£26,530.16
AF3	£1,580.00	£16,532.10	£5,278.13	£6,726.48	£9,071.00	£39,187.71
AF4	£5,420.27	£18,625.73	£6,334.70	£11,478.00	£8,033.41	£49,892.11
AF5	£7,649.63	£13,198.80	£7,991.67	£7,280.00	£0.00	£36,120.10
AF6	£6,664.48	£0.00	£5,193.76	£7,201.00	£0.00	£19,059.24
AF7	£2,843.11	£1,530.00	£1,092.03	£4,023.02	£0.00	£9,488.16
Total	£27,268.74	£84,425.55	£35,768.76	£48,988.50	£25,845.25	£222,296.80
%	12	38	16	22	12	100

6.0 Supporting Funding

6.1 Area Forum projects support partnership working and enable the leverage of funding from other organisations and grant giving bodies. Overall, an additional amount of £28,251.56 was 'levered in' to support area forum projects providing a total spend of £250,548.36 as detailed in the table below.

Funding Source	Amount
Area Forum	£222,296.80
Halton Borough Council	£1,368.61
Other Halton	£8,443.91
External	£18,439.04
Total	£250,548.36

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

7.0 STRATEGIC APPROACHES

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

8.0 POLICY IMPLICATIONS

8.1 There are no Policy implications arising from this report

9.0 FINANCIAL IMPLICATIONS

9.1 These are contained within the report.

10.0 RISK ANALYSIS

10.1 There are no significant risks associated with this report.

11.0 EQUALITY AND DIVERSITY ISSUES

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

12.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

12.1 A Healthy Halton

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

12.2 Environment & Regeneration in Halton

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

12.3 Employment, Learning and Skills in Halton

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

12.4 Children & Young People in Halton

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

12.5 A Safer Halton

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

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

13.1 None under the meaning of the Act

Area Forum Case Studies and Feedback

Area Forum 1 Broadheath, Ditton, Hale & Hough Green

Broadheath: £2,658 was provided to install a set of alley gates at a location where there had been a number of anti-social behaviour incidents reported. The gates were installed to help make residents feel safer.

Ditton: £250 was provided for a community initiative to purchase defibrillators so that they are accessible across the community should they be required by members of the public.

Hale: £3,800 was used to provide weekend gardeners in Hale Park. Research has shown that the public like to see a uniformed staff presence in public parks as it makes people feel safer and also deters anti-social behaviour.

Hough Green: £2,434 was provided to purchase new furniture for Upton Community Centre. The new furniture will benefit members of the local community that currently use the centre and help encourage new users.

Area Forum 2: Appleton, Kingsway & Riverside

Appleton: £3,000 was provided as a contribution towards Panto in the Park. *“The event provided an excellent service to the local community in providing a free day out with the opportunity to meet Santa for the children whilst enjoying many other activities. In the current climate, with families struggling financially and the relative costs of similar events elsewhere, this is not something all our visitors would be able to experience if it was not for the events and the funding provided by the forum”.*

Kingsway: £1,000 was provided so that a speed bump could be installed on Highfield Crescent. This was to increase the safety of local residents; particularly pedestrians and cyclists.

Riverside: St Mary’s Community Centre were successful with a lottery bid to refurbish their kitchen. The forum awarded £415.35 so that new equipment could be purchased for the luncheon club. *“It enabled us to continue to ‘trade’ as we needed to meet the requirements of the EHO. The group has grown in number and also have grown some off-shoots such as Monday Night Cards! They are also planning a holiday together later in the year.”*

Area Forum 3: Birchfield, Farnworth & Halton View

Birchfield: £8,421 was provided to install a CCTV camera covering the local centre and surrounding area. *“It now provides the community with the assurance that anti-social behaviour will be monitored and the police dispatched when suitable. Whilst the cameras are proactively managed by the Council’s central control office, tenants of the retail park are also able to call in issues on a reactive basis. This ensures instances of anti-social behaviour and the like are kept to a minimum.”*

Farnworth: £1,000 was provided to install 4 replacement signs for the area to welcome visitors to the village.

Halton View: £1,580 was provided for a new boxing ring to Title Shot Amateur Boxing Club which *“has solved all safety issues that we were concerned with on the old ring. It has improved all the boxers training ability as they now have a ring that is the same as they would compete in. Everyone involved in the gym is now benefitting from this piece of equipment that will last us many years. Thank you”*

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

Grange: £2605 was provided by the forum (including a contribution from Halton Housing) to instal a community noticeboard. This has provided a means for local residents to find out what is going on at both the community centre and in the wider area.

Halton Brook: £250 was provided to Four Estates to deliver a Christmas Party for older residents. The funding enabled *“a warm, friendly, social activity in a safe environment for people who would otherwise feel lonely and isolated”*.

Heath: Weston Primary School were granted £2,531 towards the cost of providing an eco-toilet on the site of their forest school. This was to benefit not only the pupils but also the wider community.

Mersey: £2,226 was provided so that a skip scheme could be held. There was significant involvement from the local community and the scheme enabled residents to responsibly dispose of waste from their properties and was especially important for those that don't have access to a vehicle.

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

Halton Castle: St Mary's Primary School were granted £1,750 to refurbish their school library to create a space that was welcoming, relaxing and that would encourage reading amongst the pupils and parents.

Norton North & South: Brookvale Children's Centre held a Fun Day for local families and received a contribution of £620 towards this. The families had the chance to play, socialise, learn, make friends and develop new skills in a fun, safe, secure and welcoming environment.

Windmill Hill: The forum made a £1760 contribution towards the BMX Track project in Phoenix Park. This has enabled further funding to be drawn in so that Halton children and young people can access a provision in the local area to encourage healthy activity of cycling, BMX'ing and scooter play.

Area Forum 6 Beechwood & Halton Lea

Beechwood: £1,409 was provided to Hillview Women's Group to hold some activity to encourage new members. They had a great response to their recruitment campaign: *"Since receiving the Area Forum Grant in August last year we have been overwhelmed by the response from our advertising campaign. Our membership is now flourishing with some of the new Ladies bringing their friends. It is very rewarding to come to our meetings and hear the buzz in the room"*.

Halton Lea: £5,895 was provided to City Arts Hub to provide a variety of engaging activities and much needed equipment and resources. *"The workshops have kept existing members, who are keen to develop their skills and knowledge, and also attracted new members due to the public events and workshops we have delivered. This vibrancy of activity has also helped us to develop partnerships within the Shopping City's Community Unit, with other community based initiatives. The room dividers have solved lots of issues as they have enabled us to create a secure storage space for equipment and member's work in progress to be kept safe. It also means that anything messy is hidden from public view which makes the exhibition more appealing to the eye. They have also meant that the space can be divided up as appropriate making it a more workable and adaptable space"*.

Area Forum 7 Daresbury

Daresbury: £936 awarded to Finesse Gymnastics and their feedback has been positive: *"Having the money has enabled us to purchase more equipment for our club which has enabled us to increase the number of places offered to local children to participate in the sport. We have also been able to offer two new sessions for younger children on a Friday evening due to being able to pay for training and DBS of 2 junior coaches who were previous gymnasts in the club. This is good for both the club and the new coaches as it is keeping them involved in the sport"*.

APPENDIX 2

Area Forum Projects List 2018/19

Area Forum 1: Broadheath, Ditton, Hale & Hough Green		
Group/Project	Spend	Ward
Locality	£5,275.76	All
Skip Scheme - Hale	£2,000.00	Hale
Skip Schemes for Broadheath, Ditton and Hough Green	£12,000.00	Broadheath, Ditton & Hough Green
Alley gate - 85 Radnor Drive	£2,657.84	Broadheath
St Michaels Catholic Primary School - Educational Bus	£5,000.00	Ditton
Weekend Park Workers	£7,600.00	Ditton & Hale
Upton CC - New Furniture	£2,433.90	Hough Green
Upton Dental Practice - Fencing	£3,601.82	Hough Green
Silent Soldiers Project	£1,200.00	All
Community Defibrillators	£250.00	Ditton
Total	£42,019.32	

Area Forum 2: Appleton, Kingsway & Riverside		
Group/Project	Spend	Ward
Locality	£4,443.74	All
Adjustments to Alleygates at Alice Court	£2,398.00	Riverside
Equipment & Resources - Adult Day Care @ Kingsway Leisure	£158.97	Kingsway
St Mary's Community Centre - Kitchen Equipment	£415.35	Riverside
Dual Bin - Frederick Street	£492.10	Kingsway
Repositioning of Alleygate near to Bowling Club - Milton Road	£1,235.00	Kingsway
Victoria Park - Christmas Event	£3,000.00	Appleton
Speed Humps - Highfield Crescent	£1,000.00	Kingsway
Tea and Coffee for Meeting 27.06.18	£12.00	All
Silent Soldiers Project	£4,200.00	All
Family Nurse Practitioners - Christmas Party for Young Parents	£280.00	Riverside/Kingsway
Dummy CCTV Camera	£295.00	Kingsway
Christmas Event - West Bank	£1,000.00	Riverside
Alley Gate - Luton Street onto Chapel Street	£2,155.00	Riverside
West Bank Clean Up Day	£2,445.00	Riverside
Christmas Event 19 - Victoria Park	£3,000.00	Appleton
Total	£26,530.16	

Area Forum 3: Birchfield, Farnworth & Halton View		
Group/Project	Spend	Ward
Locality	£5,278.13	All
Upton Rocks - CCTV	£8,421.00	Birchfield
Weekend Park Workers	£7,600.00	Birchfield & Halton View
St Ambrose Church - Flooring	£3,910.00	Halton View
Warrington Rd Daycare Nursery - Play Equipment	£1,718.48	Halton View
Signs for Public Right of Way in Farnworth	£650.00	Farnworth
Sign for Moss Bank Road	£450.00	Halton View
Replacement Boundary Sign	£1,100.00	Halton View
Warrington Rd Children's Centre - Play Equipment	£5,008.00	Halton View
Silent Soldiers	£900.00	All
Replacement Signs in Farnworth (4)	£1,000.00	Farnworth
Litter Bin on Warrington Rd	£360.00	Halton View
Title Shot Amateur Boxing Club - Boxing Ring	£1,580.00	Halton View
Duel Litter bin Lunts Heath Road (Cranshaw Lane)	£492.10	Farnworth
2 Litter bins - Upton Lane and Upton Rocks area	£720.00	Birchfield
Total	£39,187.71	

Area Forum 4: Grange, Halton Brook, Heath & Mersey		
Group/Project	Spend	Ward
Locality	£6,334.70	All
Alleygating - Larch Road	£1,033.41	Grange
Contribution to J418	-£526.50	Grange
Grange Community Noticeboard	£2,605.83	Grange
Four Estates - Defib for Halton Brook Community Centre - CF	£770.00	Halton Brook
Mersey Ward - Skip Scheme - CF	£2,226.90	Mersey
Open Door Runcorn - CF	£516.00	Mersey
Mobile SiD Speed Sign	£7,000.00	Halton Brook, Heath & Mersey
Halton Brook CC Refurbishment	£2,000.00	Halton Brook
Halton Brook Skip Scheme	£1,900.00	Halton Brook
Halton Zipper Club - Social outing to Norton Priory	£150.00	Grange
Holy Spirit – Pantomime Trip	£320.00	Halton Brook
Runcorn Locks - Visitor Cabin	£2,680.00	All
Halton Lodge Children's Centre - Summer Event	£945.00	Grange

Halton Brook CC - Summer Event	£510.00	Halton Brook
Weekend Park Workers	£7,600.00	All
Halton Play Council - Installation of play equipment	£4,372.00	All
Years Ahead - Exhibition trip	£350.00	Grange
Hope Corner Community Café - Furniture	£1,488.90	Heath
Ragheed Group	£290.37	Grange
Silent Soldiers - British Legion	£1,200.00	All
Four Estates - 11 o clock club Christmas Party	£250.00	Halton Brook
Four Estates - Pensioner Christmas Lunch	£250.00	Halton Brook
Grange Forum - Halloween Party	£355.00	Grange
Navigation Bell - The Brindley	£650.00	Mersey
Children's Centres - Christmas Hampers	£1,000.00	Halton Brook & Mersey
Four Estates - Decoration of Halton Brook Community Centre	£289.50	Halton Brook
HALDS - Childrens Event	£800.00	All
Weston Primary School - Eco Toilet for forest school	£2,531.00	Heath
Total	£49,892.11	

Area Forum 5: Halton Castle, Norton North, Norton South & Windmill Hill		
Group/Project	Spend	Ward
Locality	5190.67	All
Craft Creators	£284.05	Halton Castle
Weekend Park Workers	£3,800.00	All
Mobile SiD Traffic Sign	£7,000.00	Norton North & South
Castlefields Community Centre - Summer Fayre	£157.50	Halton Castle
Norton Priory - Blue Room in Halton	£2,801.00	All
Phoenix Park BMX Pump Track - Fees	£1,760.00	Windmill Hill
Murdishaw Community Centre - Summer Event	£280.00	Norton North & South
Murdishaw Community Centre - Equipment and furniture	£6,428.08	Norton North & South
Windmill Hill Children's Centre - fun day	£520.00	Windmill Hill
Brookvale Children's Centre - fun day	£620.00	Norton North & South
PPX Event - Pheonix Park	£960.00	All
Village Life - Day Trip	£500.00	Halton Castle
BPR Leiria JFC - U16s team	£1,000.00	All
Silent Soldiers - British Legion	£1,500.00	All
St Marys School - Library refurbishment	£1,750.00	Halton Castle
St Bertaline's Church - Replacement Doors	£898.80	Windmill Hill
Churches Together - Runcorn Light Party	£520.00	All
Murdishaw Community Centre - Christmas Party Event	£150.00	Norton North & South
TOTAL	£36,120.10	

Area Forum 6: Beechwood & Halton Lea		
Group/Project	Spend	Ward
Locality	£2,384.97	All
Halton Lodge Play Area	£5,000.00	Halton Lea
City Arts Hub	£5,894.48	Halton Lea
Four Estates/ Palace Fields Community Centre	£770.00	Halton Lea
Halton Play Council - Glendale Playground	£1,782.00	Halton Lea
Sew Halton	£1,399.79	Halton Lea
Hillview Women's Club - Membership events	£1,409.00	Beechwood
Four Estates - Easter Event Palacefields CC	£419.00	Halton Lea
Total	£19,059.24	

Area Forum 7: Daresbury		
Group/Project	Spend	Ward
Locality	£1,092.03	Daresbury
Preston Brook Village Hall - Projector	£549.99	Daresbury
Finesse Gymnastics - Equipment & Training	£936.00	Daresbury
Milner Institute - Lighting	£1,530.00	Daresbury
Preston Brook Pre-School Garden Project	£4,023.02	Daresbury
Daresbury Village Hall - Sound System	£1,357.12	Daresbury
Total	£9,488.16	

REPORT TO:	Corporate Policy & Performance Board
DATE:	3 September 2019
REPORTING OFFICER:	Strategic Director – Enterprise Community And Resources
PORTFOLIO:	Environmental Services
SUBJECT:	Energy/Carbon Reduction Update
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

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

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

3.0 SUPPORTING INFORMATION

3.1 Since the Council's participation in the Local Authority Carbon Management Programme the Council has continued to implement a number of actions to reduce its carbon emissions and impact on the environment and at the same time deliver financial savings. Overall the Council's CO2 emissions continue to reduce from a baseline in 2006/7 of 26,338 tonnes of CO2, to 14811 tonnes for 2015/16 which equates to a 43.7% reduction over the period.

3.2 The reduction is partly due to carbon reduction measures implemented by the Council and also the rationalisation of buildings with the Council now occupying fewer buildings.

3.3 The Council is currently implementing a programme to switch high sodium pressure street lighting used in residential areas and the main through routes in the borough to LEDs. The programme started in 2015. The total cost of the programme was estimated at £4.6 m.

3.4 In total the Council has now changed approximately 14000 street lights with a further 6000 to be completed. Since the programme the costs of lanterns has reduced from a projected cost of £290 per lantern to £170. To date the capital costs of the switch has cost approximately £1.7m which is considerable less than projected.

3.5 Electricity prices have increased significantly since the programme commenced as follows which means that the Council's energy spend on

street lighting has not substantially increased but last year as the roll out of the programme continues dropped significantly. :-

2015	11.2p / kwh
2016	11.9p / kwh
2017/18	12.4p / kwh
2019	15.1p / kwh
15/16	£1,186,460.15
16/17	£1,243,514.11
17/18	£1,141,788.58
18/19	£873,265.95

The energy reduction as a result of the 14,000 street lights changed equates to in excess of 2.75m kWh per Annum (equivalent to a £415,000 saving per annum at current prices) and saving over 775 Tonnes of CO2 per Annum. This has allowed the Council to avoid the need reduce operational costs by reducing the time street lights operate.

3.6 The Solar PV on Council buildings has generated approximately 800,000 kilowatts of energy which equates to 204 tonnes of CO2. The total income to date generated from Feed in Tariff payments is £290,000 with savings in energy bills approximately £70,000. The capital cost of the Solar PV was approximately £280,000 in 2012/13. This effectively means the capital has now been repaid but the Council has an ongoing 18 year income stream.

3.7 The Biomass boilers at Brookvale Leisure Centre and Norton Priory have used approximately 4.7m kilowatts respectively. This equates to a CO2 reduction of 860 tonnes. In addition they have generated £200,000 of income from the Renewable Heat Incentive Scheme. This is currently being used to repay the existing capital costs.

3.8 A contract has now been awarded to Absolute Solar and Wind based in Scotland for the construction of a 1 MW solar farm on the former St Michael's Golf Course which will provide energy via a private wire to the Stadium. The capital cost of the scheme is approximately £1.2m of which 50% will be provided by the European Development Fund. The construction is anticipated to be completed by February/March 2020

3.9 The system will produce approximately 850,000kwh per annum over the next 25 -30 years. The energy generated by the Solar Farm will reduce CO2 emissions by 380 tonnes per annum.

3.10 The energy used at the Stadium will offset costs by approximately £50,000 per annum at current prices. The surplus energy will be sold under a Power Purchase Agreement and used to cover the operation and maintenance costs.

3.11 New vehicles entering the Council's fleet for example Refuse Vehicles meet the latest European engine emission standards;

3.12 Euro 6 is currently the highest standard for vehicles and 95% of the Council fleet are Euro 6 with the remainder being Euro 5 & 4.

3.13 We have two Electric Vehicles on the Halton Borough Council fleet.

3.14 Council Vehicles are fitted with IT software to ensure the best routes are used and driver behaviour is monitored so they use less fuel.

3.15 Halton Council's vehicle policy states that vehicles obtained through lease/salary sacrifice must not emit more than 150g/km of CO₂; and to assist in the reduction of reducing carbon standardised mileage rates were introduced to discourage high polluting vehicles. Halton has 161 electric vehicles registered, and 8 electric charging points.

3.16 In the wider context, the Council is proactively working to support local companies that seek to engage in zero carbon transport and energy solutions, including offering assistance to bring forward major investment projects to ramp up energy related projects. A particular focus has been encouraging the commercialisation of locally produced hydrogen and the adoption of that hydrogen as a fuel for transport, domestic heating and industrial uses.

3.17 To highlight the size and scale of opportunities within the wider hydrogen economy within the broader region, this Council facilitated the recent North West Hydrogen event at the Heath in Runcorn, that was featured both on regional and national television and attracted an audience of almost 200 people from across the UK.

3.18 In May 2019 Liverpool City Region (LCR) declared a Climate Emergency.

The declaration cited three challenging hydrogen related targets:-

- a) To replace all methane with hydrogen from the city region's gas grid by 2035
- b) To deliver a network of at least eight zero-carbon refuelling stations (hydrogen and electric charging) across the city region by 2025
- c) To meet the city region's hydrogen demand from transport, industry and heat from clean hydrogen produced within the city region from 2023

In order to meet the targets described above Halton Borough Council will seek to make a positive contribution to assist the City Region's Low Carbon Team to achieve the hydrogen related targets within the Climate Emergency declaration.

3.19 A number of the LCR Authorities have followed the Combined Authority's lead. The Council is also considering whether to adopt a similar motion. The Council did previously adopt a Carbon Management Plan. Many of the actions have been implemented and the Plan is now expired and given the approach with the LCR it may be timely to set up a Task and Finish Group to review the Council's position going forward and to build on the successes to

date. This area of work falls within the remit of the Environmental Services Portfolio.

4.0 POLICY IMPLICATIONS

4.1 The approach and policies adopted to date are consistent with overall objective in the Corporate Plan.

5.0 OTHER IMPLICATIONS

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

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None

6.2 Employment, Learning and Skills in Halton

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

6.3 A Healthy Halton

Reducing CO2 can bring about improved air quality.

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

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

7.0 RISK ANALYSIS

Individual schemes would have to be assessed on an individual basis to develop risk registers for each measure.

8.0 EQUALITY AND DIVERSITY ISSUES

None

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972: None

REPORT TO:	Corporate Services Policy & Performance Board
DATE:	3 rd September 2019
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Resources
SUBJECT:	Corporate Complaints
WARDS:	All

1.0 PURPOSE OF THE REPORT

- 1.1 To provide statistical analysis of those Corporate Complaints received during the 2018 – 19 financial year.

2.0 RECOMMENDATION: That the content of the report be considered.

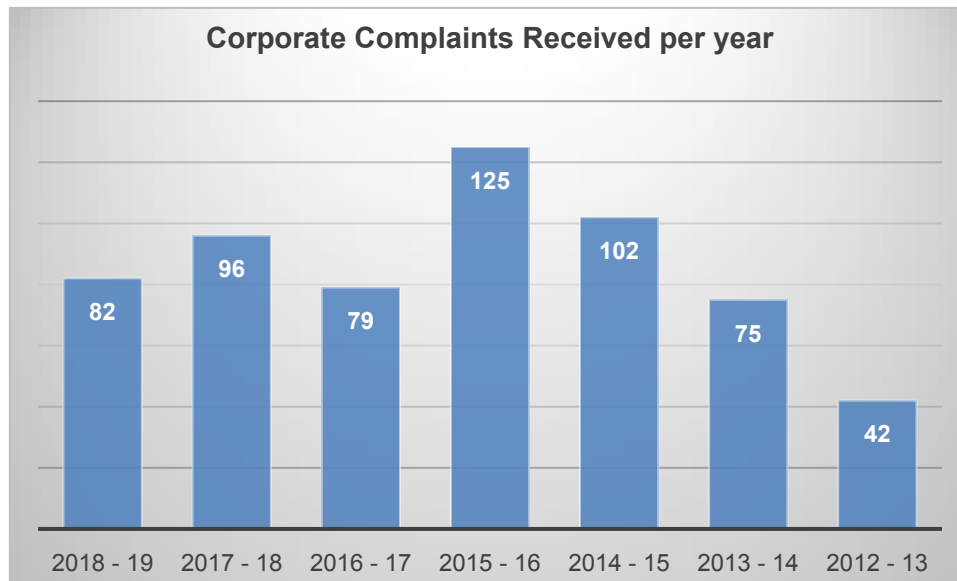
3.0 SUPPORTING INFORMATION

Context

- 3.1 The Council presently administers a 2 stage procedure to deal with corporate complaints whereby the public can seek redress if they believe Council departments have failed to deliver a satisfactory level of service.
- 3.2 When complaints are received that have not been raised previously, in the first instance they are normally directed to the relevant department for matters to be investigated and a response to be provided by a Senior Officer from the service.
- 3.4 Should the complainant remain dissatisfied with the Council's initial response to their complaint they may request an internal review of the Council's actions in relation to their complaint. Such reviews are undertaken independently of the service by an Investigating Officer from the Corporate Performance and Improvement Team.
- 3.5 If the Council cannot resolve matters to the complainant's satisfaction individuals can refer matters to the Local Government Ombudsman or, in the case of complaints relating to Freedom of information requests, the Information Commissioners Office.

4.0 CORPORATE COMPLAINTS TREND ANALYSIS 2018-19

- 4.1 The chart below provides a breakdown of the number of Corporate complaints received for each of the financial years from 2012 to 2019.



- 4.2 As the chart illustrates the number of complaints received rose markedly in 2015-16 but have now fallen back to the average levels over the preceding number of years. This may illustrate the effects of the approach to austerity by central government becoming more visible to service users during that particular period and a greater degree of familiarisation with the consequence of financial constraints since that time.
- 4.3 The table below shows the number of corporate complaints received and resolved during 2018 - 2019 and the success rate for replying to complainants within the target timeframe. Presently the Council aims to respond to complaints dealt with at stage 1 within 10 working days and those dealt with at stage 2 within 28 working days.

All complaints	82
Proportion replied to within target time	68 (83%)
Number of complaints resolved at Stage 1	73 (89%)
Complaints dealt with at Stage 2	10 (11%)

- 4.4 A number of complaints were dealt with outside of the target timeframe and this primarily related to staffing availability and in some cases resulted from the complexity of the issue and or the need to review preceding communications between the Council and the complainant. There was no specific service area that was subject to delays occurring and it remains standard practice that where possible complaints are advised in advance should it be likely that target timeframes will not be met.

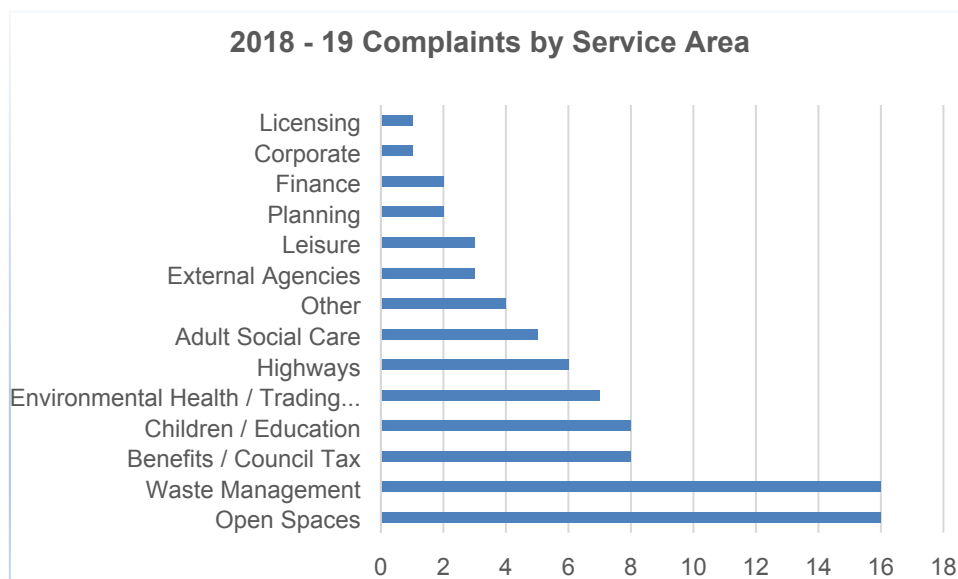
4.5 The following table illustrates the length of delay that occurred in working days for those complaints where a response was provided outside of target timeframes.

Response provided beyond target timeframe	
Period	Cases
0 – 5 days	7
5 – 10 days	5
10 days+	1

4.6 The following table provides an overview of the outcome of complaints that were received during 2018 – 19. It should be noted that in a number of cases an objective determination could not be made due to a lack of independent corroborative evidence or where the subject of the complaint involved external agencies such as local housing providers.

Outcome	Number
Complaints Upheld	16 (20%)
Complaints Partially Upheld	13 (16%)
Complaints Not Upheld	41 (50%)
Undetermined	12 (14%)

4.7 As would be expected the nature of those corporate complaints received covered a relatively wide range of Council services as illustrated within the chart below.



- 4.8 Both Open Spaces and Waste Management represented the highest number of complaints received by service area. However both of these service areas engage with the Halton population as a whole to a significant extent and therefore the receipt of complaints as a proportion of service users / recipients is not considered to be a cause of concern.
- 4.9 With regards to Waste Management almost all complaints related to household waste collection services, with one also relating to fly-tipping on non-Council owned land.
- 4.10 The introduction of on-board cameras in refuse vehicles has made complaints of missed bin collections much easier to deal with objectively as it can now be determined whether bins from individual properties were presented at the kerbside for collection as required and what actions were undertaken by operatives. However there were a small number of complaints that were upheld as the Council did not carry out appropriate corrective actions and in these instances an apology was provided and where necessary staff were given additional instruction.
- 4.11 With regards to Open Spaces complaints the majority of complaints related to the condition of trees and vegetation and the general maintenance of the Council's open spaces. In one instance the land in question was owned by a social housing provider and whilst the complainant was aware of this they felt that the Council should bear responsibility.
- 4.12 In the majority of cases the Council was carrying out works in accordance with its maintenance schedule and or policies relating to the management of trees and of Local Nature Reserves and this was explained to residents. In the absence of these complaints being escalated to stage 2 it would suggest that once complainants became aware of the Council's fiscal position, and associated policies, they understood the situation more fully and recognised the limitations of what could be delivered.
- 4.13 The majority of Benefits / Council Tax complaints concerned the processing of claims, an application to the Discretionary Award Scheme, the reissuing of amended Council Tax accounts and the collection of arrears.
- 4.14 In the majority of cases due process had been followed and complainants were advised of this and of what steps they may need to take to progress matters. In 2 instances corrective action was taken and apologies were provided to complainants.
- 4.15 Complaints relating to children's services involved a range of issues including Education and Health Care Plans, the provision of assisted transport, the withdrawal of free school meals and the transfer of nursery funding.

- 4.16 In regards to Environmental Health and Trading Standards complaints primarily involved various issues including noise nuisance, trading standards, infestation the delivery of the Councils out of hours stray dog service.
- 4.17 With regards to Adult Social Care complaints mainly focused upon the delivery of care packages or the issuing and payment of invoices. In most instances the Council's position was explained and one complaint was upheld and an apology provided to the complainant and the balance of an outstanding invoice cancelled.
- 4.18 Highways complaints included various matters related to the parking vehicles, property damage as a result of repair works and damage to vehicles using the highway.
- 4.19 The remainder of the complaints received during the year covered a wide variety of matters including dog breeders licence fees, the closure of Runcorn Pool, delays in services responding to enquiries and charges for services.
- 4.20 A number of complaints were also received during the year that related to external agencies and could not be progressed through the Council's procedures. These included complaints concerning the actions of the landlord of a local public house, the management of land by third parties and the provision of repairs by a local social housing provider. In all cases the Council provided an explanation of its position and further contact details of the agency concerned.
- 4.21 In all instances where complaints were upheld or partially upheld an explanation of the circumstances was provided to the complainant along with an apology. Action was also taken to remedy the situation.
- 4.22 In nine of the ten complaints dealt with at stage 2 of the complaints procedure the internal independent review did not identify fault on the part of the Council. Complainants were advised of the outcome of the investigation and that if they remained dissatisfied with the way in which their complaint had been dealt with they may seek independent advice from the Local Government Ombudsman.
- 4.23 The investigation of the complaint that was upheld at stage 2 led to the Council reviewing and amending existing documentation in order to improve the information provided to residents.
- 4.24 An analysis of the complaints received during the course of the year does not indicate that any one service is disproportionately represented and this provides assurance that there have been no systemic weaknesses within existing procedures and the ongoing delivery of services across the organisation.
- 4.25 It should also be noted that individual services will also receive complimentary feedback during the course of the year. Unfortunately as such information is directed to individuals and or specific service areas such information cannot be summarised within this report.

8.0 LOCAL GOVERNEMENT OMBUDSMAN COMPLAINTS

8.1 The following tables provide a summary of the numbers of complaints and enquiries that were received by the Local Government Ombudsman during 2018 - 19.

Service Area	Number
Adult and Care Services	5
Education and Children Services	8
Planning and Development	2
Corporate and other	2
Highways and Transportation	9
Benefits and Tax	2
Housing	3
Environment Services	5
Total	36

8.2 During the year the Ombudsman made a total of 40 decisions, including those made in relation to complaints from the preceding year not resolved in that year, and undertook 9 detailed investigations.

8.3 Of those investigations 4 of the complaints were upheld and 5 were not upheld.

8.3 Of the 4 cases upheld the Ombudsman considered that in 1 case a satisfactory remedy had been provided by the Council prior to their involvement and in a further 3 cases their recommendations had been implemented appropriately. In 1 case the Ombudsman considered that the Council had not complied with their recommendations.

8.4 These figures provide assurance that the Councils internal complaints procedures are robust and effective in resolving fault where it occurs at a local level.

9.0 POLICY IMPLICATIONS

9.1 Complaints provide essential information and inform the development of Halton Borough Council services and policies. The Corporate Complaints Procedure is regularly reviewed to ensure it continues to conform to best practice and remains fit for purpose.

10.0 OTHER IMPLICATIONS

- 10.1 Improvement and quality assessment agendas increasingly consider the robustness of complaints procedures and how they are demonstrably used to inform and drive change.

11.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 11.1 It is important for the Council to have robust complaint procedures in place to improve service delivery and ultimately help the achievement of all of its six strategic priority areas.

12.0 RISK ANALYSIS

- 12.1 An inefficient or ineffective complaints system will fail individuals who want to use it and prevent the organisation from learning from complaints. Whilst complaints can result in positive changes for individuals they are also a key source of intelligence which can be used to influence the design and delivery of services that the organisation provides and commissions.

13.0 EQUALITY AND DIVERSITY ISSUES

- 13.1 All complaint forms are issued with a separate form for monitoring diversity of complainants with regard to age, disability, ethnicity and gender. Unfortunately the majority of corporate complainants choose not to return the monitoring form with their complaint so information collected is extremely limited. However upon the basis of available evidence there is no indication that any specific social groups are over or under represented by age, gender, disability etc. which suggests that the complaints process remains accessible on an equitable basis.

REPORT TO: Corporate Policy and Performance Board

DATE: 3rd September 2019

REPORTING OFFICER: Strategic Director Enterprise, Community and Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2019/20

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the first quarter period to 30th June 2019.
- 1.2 Key priorities for development or improvement in 2019-20 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Finance
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

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

2.0 RECOMMENDED: That the Policy and Performance Board

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

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and

Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 1 – 1st April 2019 – 30th June 2019**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2019/20 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
 - Human Resources, Organisational Development, Policy, Performance and Efficiency
 - ICT Infrastructure
 - Legal and Democracy
 - Catering, Stadium and Registration Services
 - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

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

Financial Services

Final Accounts

- 2.2 Following closure of the 2018/19 year-end accounts, the draft Statement of Accounts was signed off as required by the Operational Director, Finance on Friday 31st May 2019 and passed to Grant Thornton UK LLP for them to start the audit of the accounts. An update report on the audit findings will be reported to the Business Efficiency Board on 24th July 2019.

2018/19 Financial Outturn

- 2.3 The 2018/19 outturn was reported to the Executive Board on 13th June 2019. Net expenditure for the year was £2.4m above the approved budget of £109.2m. The level of the general fund balance as at 31st March 2019 stands at £5.0m, considered a prudent balance following review of the Council's earmarked reserves. School balances at year-end total £4.6m which will carry forward into 2019/20. Capital expenditure for the year was £21.9m, which is 64.6% of the total capital programme of £33.9m (which assumes a 20% slippage between years).

Council Tax and Business Rate Collections

- 2.4 Including major preceptors, the amount of council tax billed during 2019/20 annual billing was £62.7m. The cash collection rate for the period to 30th June 2019 is £17.6m (28%). A further £0.5m (6%) has been collected from previous year arrears.
- 2.5 Including preceptors, the amount of 2019/20 billed business rates as at 30th June 2019 is £58.8m. The cash collection rate for the period is £18.1m (30.7%)

Making Tax Digital

- 2.6 The Council is well positioned to meet HMRC's 1st October 2019 deadline for meeting phase one of the Making Tax Digital for VAT requirements. The Council has now procured software that will enable the monthly VAT Returns to be submitted by the new method from October onwards.

Annual Governance Statement

- 2.7 The Council's Annual Governance Statement (AGS) has been published on the Council's website. The AGS will be formally reviewed by the Business Efficiency Board at its meeting on 24th July 2019. The document explains the processes and procedures in place to enable the Council to carry out its functions effectively and includes an action plan to address any significant governance issues identified.

Fraud and Corruption

- 2.8 The number of identified frauds and attempted frauds in 2018/19 totalled £70k, which is a slight reduction from 2017/18 when the equivalent figure was £86k. In part, the reduction was due to the number of fraudulent Single Occupiers Discount claims continuing to fall. Since 2016 the Council's Fraud Investigator Officers have worked closely with the Council Tax team to target this type of fraud and irregularity. This has proved very successful and resulted in significant reductions in the level of this type of fraud year on year. The overall level of identified fraud in Halton continues to be low when compared to other local authorities of a similar size and profile

Human Resources, Organisational Development, Policy, Performance and Efficiency

Recruitment Demand

- 2.9 A high volume of recruitment work continues to be received by the service, with high demand for Adult Social Care resources in the People Directorate resulting in a continued stream of posts to be filled. The multi-disciplinary approach to such exercises, using the expertise of HR, Marketing, Social Care and Customer Intelligence colleagues proved to be very effective during 2018/19, and will be deployed again as required. This model of recruitment will be deployed into other areas during 2019/20 to tap into the local labour market and attract new applicants to advertised roles in other business disciplines, as required.

Level 3 Disability Confident Leadership Award

- 2.10 The Organisation Development Service, in conjunction with other services within the Council, has achieved the Level 3 Disability Confident Leadership Award. The Council has already undertaken and achieved the self-assessment at level 2 and is recognised as a Disability Confident Employer.

2.11 The Council will also be acting as a champion for the Disability Confident Scheme within our local and business communities. We will encourage and support other businesses in our supply chains and networks to become Disability Confident. In doing so, we will be showing disabled people that we are leading the way in getting every business to become Disability Confident and benefitting from being able to draw from the widest possible pool of talent and skill, and are securing, retaining and developing disabled staff.

ILM Leadership & Management Programmes

2.12 An ILM Level 5 Award in Leadership & Management is currently underway and a cohort of 12 started in April 2019 and are due to complete in July 2019. Further ILM 3 and 5 Leadership & Management programmes have also been planned and advertised for later in the year.

Staff Mental Health and Wellbeing

2.13 Learning and support is being strengthened to help employees to maintain good mental health, through the delivery of a range of learning opportunities focused on stress management, conflict management, and developing resilience. 1:1 Mindfulness and Group Sessions continue to be delivered to promote good mental health in the workplace. Collaborative work is underway with colleagues in the Health Improvement Team to develop approaches to wellbeing in line with the 'Time to Change' pledge.

Traded Service Update

2.14 Annual traded service level agreements with Halton schools for 2019/20 are now in place. Recruitment for the new academic year commencing September 2019 is in hand. As a result of the changing funding situation in schools, a surge in restructuring activity within schools is currently being experienced, meaning that resources in the HR Employment Relations Service are under significant pressure. Contingent resources have had to be engaged within the service to manage this demand.

ICT Infrastructure

Mobile Device Management

2.15 Mobile Device Management (MDM) that are now part of the M365 suite of products will also become part of the proposed developments moving forward. This will allow the authority to manage all mobile devices such as Mobile Phones, iPads, and Laptop's remotely increasing the levels of security across this extensive estate of devices.

SharePoint Development

2.16 SharePoint 2019 is now under development and this major upgrade is underway together with the creation of a clustered server solution based within the Halton Data Centre Locations allowing for greater resilience and uptime.

One Stop Shops / Contact Centre

2.17 The One Stop Shop staff continue to deliver council services through our location in Widnes and Runcorn and during this financial quarter handled 23,352 cases with average wait times at Halton Lea and Widnes within target:

2.18 The Contact Centre during the first quarter handled 21,252 calls. The average wait time for the third quarter was 5 minutes and 3 seconds. These calls resulted in 27,521 cases being logged relating to customers enquiries.

Legal and Democracy

2.19 During May the revised Constitution was approved by Executive Board and full Council, the Local and European elections were successfully carried out and the installation of the new Mayor and Deputy Mayor took place.

2.20 The Council's final submissions have now been made to the Boundary Commission in respect of the ongoing review.

Catering, Stadium and Registration Services

Crucial Crew

2.21 Crucial Crew is a multi-agency training programme which has been held at the Stadium for a number of years. Unfortunately the Police and Fire Service have found it necessary to remove their support and it is therefore likely that this event will move next year to the specialist centre in Warrington.

Karalius Suite

2.22 Work is now complete on the newly refurbished Karalius Suite this work has enabled the Stadium to release the Halton Suite to be used for staff accommodation for approximately 80 staff and this will contribute to the Council further reducing accommodations costs.

School Meals

2.23 School Meals has again been inspected by the Hospitality Assured, gaining great recognition of a service that has seen self- improvement over the past 9 years, this is a prestigious award and one this service can be rightly proud of achieving over the past 9 years, it is used to measure the quality of a service and the continued improvement of that service.

2.24 Due to the low take up of meals within a number of schools, Officers are visiting the Head Teachers and Finance Managers to discuss options with them and following visits to a number of schools are finding they are receptive to the plans being put forward..

Property Services

Belvedere - Proposed Care Home

2.25 The feasibility study carried out in respect of converting Belvedere, which is currently surplus to requirements, into a 30 bed care facility for older vulnerable people with complex needs, is to be refreshed following further discussions with the Adult Social Care team in order to better determine likely costs. Capital funding is currently being sought for the project as unfortunately the bid submitted to the One Public Estate fund to help develop the project was unsuccessful.

Oakmeadow - Refurbishment

2.26 Works to convert the first floor offices back into residential accommodation to create more bed space for the elderly are now complete, 11 bedrooms having been created, 4 with ensuite shower rooms.

Additional works are now also going to be carried out at ground floor level to further improve the facility which will mainly consist of redecoration and new floor coverings and is due for completion by August.

Millbrow Care Home - Proposed Refurbishment

2.27 A feasibility study has been completed in respect of upgrading the facilities at Millbrow. We are currently in the process of assessing and prioritising works as it is likely that they will have to be phased over the next couple of years, subject to funding and due to the complexity of carrying the works out in an operating care home.

Well Windmill Hill Project

2.28 The feasibility study has been developed over the past 12 months with regards the options for the Well Windmill Hill Integrated Hub. Following further discussion between all stakeholders the latest preferred option is to focus on developing the Church facility, as such that is now being explored further.

Education Maintenance Programme

2.29 The programme of work for 2019/20 has now been approved by Executive Board and full Council. 13 individual projects have been identified and all are being developed in order to ensure they are completed by year end. The majority of the works will be undertaken across the summer period.

Corporate Maintenance Programme

2.30 The 2019/20 Corporate maintenance programme has been approved by the Asset Management Working Group (AMWG). The various projects are now being developed and will be implemented across the year to ensure the works are complete by year end although, some projects may have to be deferred to 2020/21 due to the accommodation works.

Orchard House - Refurbishment

2.31 Works to convert Orchard House, a large domestic bungalow, into 2 separate units for adults with substantial learning disabilities are due to go out to tender later this month, with a view to having works completed by year end.

Changing Places Facilities

2.32 Works to create a Changing Places toilet facility are almost complete at the Catalyst Museum. The facility when fully complete will enable people who cannot use standard accessible toilets, such as those with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis and cerebral palsy, to use the facilities. Additionally works have now commenced on site in respect of providing a Changing Places facility within the pavilion building at Phoenix Park, Runcorn which are due to be completed by late July 2019.

3.0 Emerging Issues

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

Financial Services

Online application for Council Tax Reduction and Housing Benefit

- 3.2 Later this year the Benefits Division will introduce an online system for making new claims and reporting changes in circumstances for Council Tax Reduction and Housing Benefit. Testing is currently being carried out and when implemented will make the service more accessible for customers.

Medium Term Financial Strategy

- 3.3 Work is underway in revising the Medium Term Financial Strategy (MTFS). The Budget Working Group (BWG) have had an initial meeting to start the process for identifying 2020/21 savings. The MTFS is based on a number of assumptions involving business rate retention, fair funding review and future public spending plans. Although much of this key information will not happen in time for the development of next year's budget, which is of real concern.

Cheque payments

- 3.4 The Council will cease making payments by cheque to its suppliers and other customers from 22nd July 2019. This will deliver cost savings to the Council and benefit suppliers and customers as they will in future receive payment directly into their bank accounts by BACS transfer.

National Fraud Initiative

- 3.5 The Council's Fraud Investigation Officers are currently in the process of reviewing the data matches received from the 2018/19 National Fraud Initiative (NFI) exercise and a Business Rates pilot run by the Cabinet Office. This has resulted in 8,500 being received and each match will be all assessed and investigated to determine if there is an indication that fraud has been committed. The summary results from the investigation work will be reported to the Business Efficiency Board.

Human Resources, Organisational Development, Policy, Performance and Efficiency

UK Employment Legislation

- 3.6 The impact upon UK employment legislation following a UK exit from the EU remains largely unknown, with significant changes unlikely. This continues to be monitored on a monthly basis, with recent monitoring revealing that two new EU employment directives have been finalised for a 2022 implementation; on work-life balance rights related to paternity, parental and carers' leave/pay and flexible working; and on transparent and predictable working conditions, including a change to written statements (contracts) and new minimum employment rights which are principally aimed at the casual workforce.
- 3.7 Both would lead to changes in the Councils HR policy to some degree, however depending on the UK's Brexit terms and Government policy, these directives may or may not apply in the UK. The first would introduce 5 days' unpaid carers' leave per year and some changes to UK family leave/pay rules, the second reflects many policy aims already contained in the UK Governments Good Work Plan, elements of which are expected to result in some policy changes in the coming year related to particularised terms for all workers; a 52 week reference period for statutory holiday pay, a lower threshold for setting up information and consultation arrangements with implementation in April 2020.

Voluntary Overtime Confirmation

- 3.8 The Court of Appeal has confirmed that voluntary overtime pay is likely to constitute "normal pay" which should be included in the calculation of holiday pay unless it is exceptional (*Flowers v East of England*

Ambulance Trust). Although an appeal seems likely, a further critical aspect of the law which remains unclear and is unlikely to be resolved for quite some time, is how far back any such claims for payments should go.

- 3.9 The law is not settled on this issue, which makes it difficult for the Council to take a view on implementing a change. Work is ongoing in the sub region, in conjunction with the Regional Employers Organisation, to establish a position.

Public Sector Exit Payment Cap and Recovery Regulations

- 3.10 As previously reported revised regulations and implementation guidelines in respect of the Public Sector Exit Payment Cap and Public Sector Exit Payment Recovery regulations were subject to a new consultation on a revised set of regulations aimed at capping Public Sector Exit payments. The consultation ends in July 2019 and a phased implementation is now envisaged, however the cap could apply to most public sector bodies as early as October 2019.
- 3.11 Planning for this is problematic because the enactment of the regulations (when finalised) will require the reworking of elements of the LGPS regulations via a statutory instrument. The timing of these regulatory changes does not appear to be aligned. A watching brief is being maintained on this matter.

Agency Worker Demand

- 3.12 The engagement of agency workers to meet increased service demand in areas such as adult social care continues, however the HR service is supporting operational areas to restructure services that were TUPE's inwards and have been areas of high usage, with a view to establishing a more stable permanent staff structure. Pay rate increases for lower graded posts linked to the NJC pay award 2018-20 have inevitably pushed costs upwards.

Cheshire Anti-Slavery Network

- 3.13 The service is coordinating partnership work to develop the next iteration of a plan for the Cheshire Anti-Slavery Network, designed to further embed knowledge and measures to prevent the trafficking of vulnerable individuals into activities that constitute modern day slavery. This work will bolster awareness and preventative measures in the Cheshire area, ensure that procurement procedures and business practice is compliant with the requirements of the Modern Slavery Act 2015.

ICT Infrastructure

Eclipse Social Care System

- 3.14 The programme has now started for the upgrade and implementation of the new Eclipse Social Care System, replacing the existing CareFirst 6 Application suite, it is intended that the Children's services aspect of the system will be developed ahead of the Adults aspect. It is also envisaged that the Children's systems will be live by April 2020, with the Adults Systems following within 3 - 4 months of this delivery.

Agresso Development

- 3.15 Ongoing developments within the Agresso suite to ensure PCI-DSS compliance for the acceptance of credit cards throughout the authority are underway. This relates to the Payment Card Industry Digital Security Standards, aimed at the reduction of fraud and the safeguarding of the clients data. These

stringent standards bring with them some considerable changes and limitations upon how the authority can manage such payment methods. The project is in place in line with continued developments of the authorities' financial management systems.

Virtual Desktop Infrastructure (VDi) Rollout

- 3.16 The VDi rollout now has over 1,600 corporate users leaving a small number to be brought into the new desktop facility over the next quarter. This project has been a great success enabling the centralisation of services and data assets across the desktop environment. The final number of users will be converted over together with some of the more complex needs of some of these service users.
- 3.17 Adult learning, a long standing programme driven by the authority, will also now benefit from the use of VDi. This development is now underway, the project is considerably larger than expected but will be integrated within the new Halton Learning platform currently under development and set for completion by the August.

Legal and Democracy

- 3.18 The Marketing & Communications, Legal and Customer Intelligence Unit teams will remain deeply involved in developments arising from the Boundary Review.
- 3.19 Ongoing Mersey Gateway and Major Projects issues continue to require extensive legal support.

Property Services

Minimum Energy Efficiency Standards (MEES)

- 3.20 The Minimum Energy Efficiency Standards (MEES) come into force in April 2018 which make it unlawful to let buildings in England and Wales which do not achieve a minimum EPC rating of 'E'. Whilst we have significantly reduced our investment property portfolio over recent years we have now identified the properties that require EPC's and we are currently in the process of ensuring these are in place by the due date.

Emissions Reduction Pledge 2020

- 3.21 Following on from the publication of the Government's Clean Growth Strategy in October 2017 further guidance has been published in July 2018 in respect of the new voluntary target of 30% reduction in carbon emissions by 2020/21, based on a baseline year of 2009/10. The guidance also outlines the new 'Emissions Reduction Pledge 2020' which has been introduced, which local authorities as well as the wider public sector are encouraged to sign up to and report against the new targets.

Climate Emergency Declaration

- 3.22 Liverpool City Region, along with numerous other Local Authority areas have declared a climate emergency and information will be progressed through Executive Board in due course for ratification of the Councils approach.

4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and Performance Monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2019 – 20 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the Board will be reported at Quarter 2.

5.0 High Priority Equality Actions

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.
- 5.2 The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:






<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>


6.0 Performance Overview

- 6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.
- 6.2 It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.
- 6.3 Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Financial Management

Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01a	Report 2020-23 Medium Term Financial Strategy to Executive Board - November 2019.	
FS 01b	Report 2020/21 revenue budget, capital programme and council tax to Council - March 2020.	
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	
FS 03a	Publish the Statement of Accounts following external audit by 31st July 2019.	
FS 04a	Establish Treasury Management Policy and report to Council - March 2019.	

Ref	Milestones	Q1 Progress
FS 05a	Establish and report prudential indicators to Council - March 2019.	

Supporting Commentary

The **Medium Term Financial Strategy** is on target to be reported to Executive Board in November 2019 and the **financial forecast** is being regularly updated.









Work has commenced with Management Team and Budget Working Group to develop budget proposals for 2020/21 and the Quarter 1 monitoring report on the **overall budget** will go to Executive Board on 19th September 2019.

It is uncertain at this stage if the **Statement of Accounts** will be published on time due to a potential delay in receiving an external audit opinion.

The 2018/19 **Treasury Management Policy** was approved by Council on 06th March 2019 and the half-year report scheduled to be reported to Executive Board on 14th November 2019.

2019/20 **prudential indicators** reported to Council on 06th March 2019 as part of Treasury Management Policy and the monitoring report on track to be reported to Executive Board on 14th November 2019.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	N / A	N / A	N / A
FS LI 02	Receive positive comment (annually) from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	N / A	N / A	N / A
FS LI 03	Proportion of Council Tax that was due that was collected	94.75%	94.25%	27.98%		
FS LI 04	The percentage of Business Rates which should have been received during the year that were received	98.32%	97.50%	30.71%		
FS LI 05	Average time for processing new claims (Housing Benefit & Council Tax Reduction)	16.90 (Days)	20 (Days)	14.6 (Days)		
FS LI 06	Average time for processing notifications of changes in circumstances	7.5 (Days)	9.0 (Days)	7.9 (Days)		

Supporting Commentary

External audit expected to provide **audit opinion** before the end of September. The Council's **external auditor commented** in the 2017/18 Audit Findings report that it was satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The external auditor also concluded that it was satisfied with management's assessment that the Council will continue for the foreseeable future and that the going concern basis was appropriate for the 2017/18 financial statements. The Audit Findings report relating to the 2018/19 financial statements should be received before the end of September.

Council Tax collection rates is down by 0.08% compared with the same point last year. The impact of the council tax reduction scheme is continuing to be felt on collection levels although the budgeted level of Council Tax for 2019/20 is expected to be achieved.

The collection of Business Rates is presently showing an increase in collection of 0.37% compared to the same point last year although this will be subject to some fluctuation as we move through the year.

New claims and changes of circumstances processing times remain positive when compared to this time last year which were 18.79 days and 8.54 days respectively.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q1 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2019	
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions April, September, December 2019, and March 2020.	
PPPE 01d	Implement Leadership and Management Development Programme September 2019.	
PPPE 02a	Establish 10 new apprentice placements within Council services, compliant with the requirements of apprenticeship legislation March 2020	
PPPE 02b	Establish 20 new existing employee apprenticeships to enable up-skilling in a range of business areas, compliant with the requirements of apprenticeship legislation March 2020	
PPPE 04b	Implement resourcing plans with service management in appropriate areas September 2019.	
PPPE 04c	Ongoing monitoring of agency usage and spend April, September, December 2019, and March 2020.	

Supporting Commentary

Work regarding the delivery of the **Organisational Development Plan** is referenced within the Key Developments section of the report.








Engagement with Service Managers has continued during Quarter 1 with a successful range of different departmental interventions delivered or in progress, to meet operational requirements.



The **ILM Development Programme** is being delivered with 10 delegates due to commence sponsored MBA / MSc programme, in conjunction with Liverpool John Moores University, in September 2019. This has been funded via the Apprenticeship Levy.

3 new **Apprenticeship Placements** were established in Quarter 1 and although no new '**conversion**' apprenticeships were established during Quarter 1, 45 are currently in the pipeline, many of which will activate during quarters 2 and 3.

Information concerning Agency usage and spend is included within the preceding Key Developments and Emerging Issues sections and within the following section of this report.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	11.36 (Days)	10 (Days)	2.68 (Days)		
PPPE LI 03	Percentage of Employees without sickness	N / A	TBC	80%	Refer to comment	Refer to comment
PPPE LI 04	Total Full Time Equivalent Staffing Establishment (Indicator for information only)	3,470	For information Only	3,426	For information Only	For information Only
PPPE LI 05	Total Staff (head count) (Indicator for information only)	4,648		4,549		
PPPE LI 06	Total Agency Worker Usage (number of placements – year to date)	1,411	650	196		
PPPE LI 07	Total Agency Worker Cost (cumulative cost – year to date)	£1.96m (Gross Cost)	£1.5m (Gross Cost)	£409K (Gross Cost)		
PPPE LI 08	Number of apprenticeship placements established in the Council. (Cumulative – year to date)	15	20 (Government target is 55)	3		
PPPE LI 10	The percentage of top 5% of earners that are: ¹					
	a) Women	57.74%	50.00%	60.63%		
	b) from BME communities	2.53%	1.50%	3.45%		

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
	c) with a disability	0.93%	8.00%	0.88%		
PPPE LI 13	Average time to recruit (Applicant Tracking System reported figure)	N / A	19 (Days)	12 (Days)	Refer to comment	Refer to comment
PPPE LI 14	Staff turnover rate (Permanent & temporary staff. Excludes casual)	N / A	N / A	0.79%	Refer to comment	Refer to comment

Supporting Commentary

Sickness absence is showing a positive outturn when compared to same period last year although this measure is subject to seasonal variation.

As new processes bed in the number of agency worker placements, and the associated costs, are expected to show a reduction over time. However it has to be recognised that service continuity and the provision of statutory obligations will unavoidably have some impact in this area of operations. At this point costs have decreased by £10,000 when compared to the same period last year.






1 apprentice has begun in the Registration Service and 2 within Logistics during the period. Number of current New Apprentices within HBC: 18

Average time to recruit is a new indicator for 2019/20. This is the average length of time from the date a Notice of Conditional Offer is received from recruiting manager, to the date that a Written Statement of Particulars is issued to the individual employee being appointed.

Staff turnover is also a new indicator for 2019/20, to report level of staff turnover across whole Council workforce and track trends over medium to long term.

ICT and Administrative Support Services

Key Objectives / milestones















Ref	Milestones	Q1 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2020.	
ICT 01b	Further development of Cloud Services Platform - March 2020.	
ICT 01c	SharePoint and Records Management enhancements - March 2020.	
ICT 01d	Interactive Web Services Enhancement and further SharePoint Integration - March 2020.	
ICT 02a	Continuing improvements, enhancements and commercial use of Cloud system - March 2020.	

Supporting Commentary

Roll-out of the new desktop facilities is underway with over 1600 Virtual Desktop Users utilising the Remote Desktop Session Host (RDSH) platform for desktop access – roll-out to continue over the coming months to cover all users and technical upgrades to the underlying server infrastructure of the cloud platform are planned.

Many of the authorities' internal and external clients are now successfully utilising the cloud solution which is delivering HBC services to partners, clients and internal users.

Key Performance Indicators




Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI01	Average availability of the Council's operational servers (%).	99.5%	99.00%	99.99%		
ICT LI02	Average availability of the Councils WAN infrastructure (%).	100%	99.00%	99.99%		
ICT LI03	School Support SLA: % of calls responded to within <u>agreed</u> target*:					
	a) Priority 1	100%	85.00%	100%		
	b) Priority 2	99%	90.00%	100%		
	c) Priority 3	100%	95.00%	100%		
	d) Priority 4	100%	95.00%	100%		
ICT LI04	Average working days from delivery to completion of a new PC.	10 (Days)	10 (Days)	10 (Days)		

Supporting Commentary

All measures are presently in line with expectations.

Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
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Ref	Milestones	Q1 Progress
LD 01	Review constitution - May 2019 .	
LD 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
LD 02b	To induct all new members by October 2019 .	

Supporting Commentary

The revised Constitution was approved at Annual Council in May.

All Members are given the opportunity to have a MAP meeting although this remains a matter of personal choice. The recently elected Member took part in an induction programme which reflected the fact that she had previously been a Councillor for some time. The induction of any further new members is programmed throughout the year.

Key Performance Indicators


Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10 (Days)	10 (Days)	10 (Days)		
LD LI 04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	3 (Days)	3 (Days)	3 (Days)		
LD LI 05	% of Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

All measures are presently in line with expectations.

Community & Environment









Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE 0 1a	Deliver a promotion and educational campaign (school meals) - September 2019 and January 2020 .	

Supporting Commentary

A full programme has been pulled together that will see all schools visited during September 2019 to continue the work around increasing the number of Pupils having a school lunch and to raise awareness of the benefits of healthy eating.

Key Performance Indicators


Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	76.26%	TBC	80.37%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	84.14%	TBC	79.05%		
CE LI 03	Take up of school lunches (%) – primary schools.	59.61%	TBC	60.63%		
CE LI 04	Take up of school lunches (%) – secondary schools.	74.68%	TBC	102.9%		





Supporting Commentary

All measures are presently showing positive results with the take up of secondary school lunches indicating that more is being purchased than was originally prepared.

Property Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
EEP 07a	Complete the handback process for all the Mersey Gateway Temporary Use Areas (TUA's) by December 2019	

EEP 07b	Vacate Kingsway House, and relocate all staff to other Council buildings by October 2019	
EEP 07c	Deliver all annual programmed maintenance projects by March 2020	
EEP 07d	Deliver Social, Emotional and Mental Health (SEMH) projects at Halton Lodge & Beechwood Primary schools by September 2019	
EEP 07e	Deliver Crow Wood Park pavilion by June 2019	

Supporting Commentary

Based on projections by Merseyflow the handback for Temporary Use Areas may be achieved earlier than originally anticipated and this situation will be monitored as we move forward throughout the remainder of the year.





The accommodation works at Halton Stadium are on programme, the completion of these will allow staff to vacate Kingsway House by October 2019.

Programmed Maintenance works are progressing as planned although some projects may have to be deferred until 2020/21 as a result of expenditure on the accommodation works referred to above.

Whilst the project at Beechwood Primary is due to complete for September 2019, the project at Halton Lodge has taken longer to get on site and will not now be complete until December.

Similarly works in relation to the park pavilion has been delayed on site and is now due to complete in late August.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e).	14,811 tonnes CO ₂ e (actual 17/18)	14,663 tonnes CO ₂ e (target 18/19)	11,730 tonnes CO ₂ e (actual 18/19)		
EEP LI 05	Occupancy of Widnes Market Hall.	84%	84%	87%		
EEP LI 06	Unit Costs – office accommodation (reported annually).	£1,054	£1028	N / A	N / A	N / A

Supporting Commentary

The reporting requirements for emissions were amended last year whereby the figures for academies are no longer included. 2 schools have converted to Academy status in the reporting period as such the figures reflect this change.

The overall emissions for 2017/18 amounted to 14,811 tonnes. The emissions for 2018/19 are 11,730 tonnes which equates to a 20% overall reduction. Energy consumption has reduced slightly, however as the kw/h-CO₂ conversion factor has been amended to reflect the greater mix of renewable energy being generated the overall CO₂ emissions have reduced significantly.

The breakdown is as follows:- School Buildings 3531t, Corporate buildings 4624t, Unmetered supply 2173t, Fleet Transport 1088t, & Business Mileage 314t. The target for 2019/20 has been set at 11,612 tonnes CO₂e, a 1% reduction. The annual figure for this indicator is a year behind and therefore only reported in the following year.

The market has taken on a number of new tenants in the past few months hence the occupancy figures have risen.

Unit costs can only be completed at year end, there are no interim figures available.

7.0 Financial Statements

FINANCE DEPARTMENT**Revenue Budget as at 30 June 2019**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
Expenditure					
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
Total Expenditure	54,921	9,570	9,591	(21)	(111)
Income					
Clerical Error Recovery	-400	-32	-32	0	0
Rent Allowances fees & Charges	-42,500	-8,048	-8,048	0	0
Non HRA Rent Rebate	-227	-33	-36	3	13
Burdens Grant	-65	-20	-20	0	0
Dedicated Schools 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
Total Income	-48,349	-9,838	-9,908	70	66
Net Operational Expenditure	6,572	-268	-317	49	(45)
Recharges					
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
Net Total Recharges	-2,136	-534	-534	0	0
Net Department Expenditure	4,436	-802	-851	49	(45)

Comments on the above figures

In overall terms revenue spending at the end of quarter 1 is under the profiled budget to date.

Spend on employees is currently above the budget profile. There is low staff turnover across all divisions with a minimum number of vacancies hence the staff turnover saving target is not being achieved.

Budgeted employee spend is based on full time equivalent staffing numbers of 152.

Supplies and services are currently underspent due to tighter control of spending from managers across the whole Finance Department.

Concessionary travel costs for the year are forecast to exceed budget provision. This is as result of the introduction of a new bus service operating within the borough attracting a high level of concessionary passengers. If passenger numbers continue at current rates it will cause an increase in projectable costs. Further analysis of passenger numbers in coming months will confirm this increase.

Burdens Grant are received in respect of legislative changes and the Department has received more than initial allocation.

Schools SLA Income is above budget profile due to Insurance Balance of Risks income. It should be noted however that this income level could possibly drop in the next financial year as schools drop out of scheme.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £0.05m if no corrective action is taken.

POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT**Revenue Budget as at 30 June 2019**

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

Comments on the above figures

At the end of the first quarter net spend to date is over the profiled budget.

The employee staffing costs are expected to exceed the budget due to not being able to achieve the staff turnover saving target. Also it is expected the cost of the occupational health support contract will continue to increase beyond the budget provision if the need for referrals continues.

Budgeted employee spend is based on full time equivalent staffing numbers of 43.

The schools SLA income has underachieved against the budget as the existing SLA's charges are based on staffing numbers so a reduction in staffing has resulted in reduced income. The charging calculation is under review but the underachievement in maintained schools SLA income has been offset by an overachievement in fees and charges income in relation to SLA Academy charges for HR and payroll services.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £33k if no corrective action is taken.

ICT AND ADMINISTRATION

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
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)
Total Expenditure	9,466	2,801	2,942	(141)	(563)
<u>Income</u>					
Fees & Charges	-1,107	-126	-9	(117)	(469)
Schools SLA Income	-532	-499	-507	8	32
Total Income	-1,639	-625	-516	(109)	(437)
Net Operational Expenditure	7,827	2,176	2,426	(250)	(1,000)
<u>Recharges</u>					
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
Net Total Recharges	-7,819	-2,328	-2,328	0	0
Net Department Expenditure	8	-152	98	(250)	(1,000)

Comments on the above figures

In overall terms spending is above the budget profile at the end of the first quarter. The main areas for this outturn position are as follows:

The negative variance on employee costs is primarily due to an under-achievement against an efficiency staff restructure saving originally actioned in the budget set for the 2017-18 financial year. Staff turnover saving targets are also not being met. Turnover in Admin posts and vacancies held within the ICT Department if not filled for full year could offset some of these costs.

Budgeted employee spend is based on full time equivalent staffing numbers of 250.

Computer repairs and software is above budget profile due to Microsoft Licence Agreement increases and network costs which are linked to service requirements.

The fees and charges income relates to the traded services agreement with Mersey Travel and Sefton MBC for ICT support in relation to ongoing system support for Agresso. It was also proposed for Agresso implementation and ongoing system support for another Local authority .This Authority has pursued a client procurement process in which Halton Borough Council has put in an expression of interest and at this point in time awaiting a decision. The result of this could have an impact on the current projections for income generation.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £1.0m if no corrective action is taken.

ICT AND ADMINISTRATION

Capital Projects as at 30 June 2019

Capital Expenditure	2019/20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
ICT Rolling Capital Programme	700	60	60	640
Total Capital Expenditure	700	60	60	640

Comments on the above figures.

It is expected that this capital programme will fully spend by year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT**Revenue Budget as at 30 June 2019**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
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
Total Expenditure	2,311	722	725	(3)	(7)
<u>Income</u>					
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)
Total Income	-466	-185	-187	2	26
Net Operational Expenditure	1,845	537	538	(1)	19
<u>Recharges</u>					
Premises Support	64	16	16	0	0
Central Support	363	91	91	0	0
Support Service Income	-1,727	-432	-432	0	0
Net Total Recharges	-1,300	-325	-325	0	0
Net Department Expenditure	545	212	213	(1)	19

Comments on the above figures

In overall terms, spending is marginally above the budget profile at the end of first quarter.

With regards to expenditure, employee expenditure is exceeding the profiled budget at quarter one, primarily due to not meeting the staff turnover saving target.

Budgeted employee spend is based on full time equivalent staffing numbers of 39.

Legal expenses are dependent on number of cases, so cannot be projected accurately. This can only be confirmed further into the financial year.

Land and license Income is dependent on demand for property searches and license applications, so variable and difficult to project

Overall it is expected that the department will be within budget at end of financial year.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
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
Total Expenditure	28,010	5,431	5,447	(16)	(150)
<u>Income</u>					
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
Total Income	-14,236	-4,236	-3,958	(278)	(1,328)
Net Operational Expenditure	13,774	1,195	1,489	(294)	(1,478)
<u>Recharges</u>					
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
Net Total Recharges	7,476	1,822	1,783	39	155
Net Department Expenditure	21,250	3,017	3,272	(255)	(1,323)

Comments on the above figures

The net Department spend is £0.255m over budget at the end of Quarter 1 and the estimated outturn overspend for 2019/20 is £1.323 million.

Employee spend is over budget, primarily due to staff turnover saving targets which are not being achieved in many areas due to the need to maintain front line services. This is a particular issue for Schools Catering due to the service operating over a large number of sites, with a small number of permanent staff at each site, meaning cover for staff absence is essential.

There has been a staffing restructure at the Stadium which came into effect in mid-June and should result in a reduction in spend on permanent salaries compared to last year. Spend on casual staff has decreased by £35k compared to Quarter 1 in 2018/19, despite an increase in casual pay rates. The increase in casual pay rates continues to have a significant effect on The Brindley and the Stadium which rely on large numbers of casual staff due to the uncertain nature and timing of events.

Budgeted employee spend is based on full time equivalent staffing numbers of 481.

Hired & contracted services spend is currently £0.024m over budget, mostly due to spend on acts at The Brindley. Artists performing at The Brindley are paid based on a percentage split of ticket sales. Ticket sales have been increasing year on year, and are forecast to increase again in 2019/20, therefore payments made to artists have had to increase due to the contract terms.

No invoices relating to the main waste disposal and recycling contracts have been received for 2019/20 which makes this area extremely difficult to project for. Projections based on similar tonnages to 2018/19 would lead to an overspend of approximately £138k on the contracts once reconciliations have been carried out by Merseyside Recycling and Waste Authority.

Sales income has underachieved by £108k in Quarter 1. The main issues are with catering sales at the Stadium and in the Commercial Catering division. Low Commercial Catering sales have been an issue for several years and the situation has not improved so far in 2019/20. There are plans to relaunch the Stadium Café once staff have migrated from Kingsway House to the Stadium, which may improve sales in the second half of the year. Registrar's income appears to be recovering after a poor year in 2018/19 which was caused by a nationwide reduction in marriage rates. The General Register Office has increased statutory registration fees this year which is likely to lead to increased income for the service.

Fees and charges income is once again the main area of budgetary pressure within the Department. Challenges at the Stadium are mentioned above. Fees income at the leisure centres is likely to underachieve in 2019/20. A major reason for this is due to difficulties in the recruitment and retention of swimming and fitness instructors, leading to cancelled swimming lessons and a lack of fitness classes, and should therefore be considered alongside a significant staffing underspend across the three centres.

Although some areas are struggling to achieve their budgeted fees and charges income, there are other areas within the Department that are performing well. Crematorium fees are up on their Quarter 1 position last year assisted by the new resident's funeral package. The Brindley's lettings and promotions income is significantly higher than at the same point in 2018/19 due to an increase in ticket sales. The green waste collection licence fee was increased for 2019/20 which has led to £74k more income being achieved in Quarter 1 this year in comparison to last year.

Government grant income is projected to underachieve in 2019/20 due to a shortfall in the Universal Infants Free School Meals Grant due to more schools converting to academy status. This is likely to have a significant impact on the Schools Catering budget. Other school meals income is currently £18k short of budget and is projected to be £72k short of budget at year end.

Transport recharges are currently lower than expected in Open Spaces and Waste and Environmental Improvement leading to an underspend of £39k in Quarter 1.

The outturn forecast is currently projecting an overspend at 31 March 2020 in the region of £1.3m.

COMMUNITY & ENVIRONMENT DEPARTMENT

Capital Projects as at 30th June 2019

	2019/20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	39	10	0	39
Stadium Pitch	21	0	0	21
Children's Playground Equipment	149	3	3	146
Landfill Tax Credits Scheme	20	2	2	18
Upton Improvements	13	0	0	13
Crow Wood Park Play Area	250	166	166	84
Open Spaces Schemes	143	100	66	77
Peelhouse Lane Cemetery	900	4	0	900
Peelhouse Lane Cemetery – Enabling Works	11	4	4	7
Phoenix Park	3	0	0	3
Victoria Park Glass House	305	13	13	292
Sandymoor Playing Fields	40	26	26	14
Bowling Greens	32	5	1	31
Widnes & Runcorn Cemeteries – Garage & Storage	190	60	45	145
Town Park	200	5	2	198
Litter Bins	20	0	0	20
Community Shop	50	0	0	50
Libraries IT Equipment	94	0	0	94
Total	2,480	398	328	2,152

Comments on the above figures.

Stadium Pitch - It was necessary to replace the iPitch last year as the previous pitch did not meet FIFA standards for football matches. The work is mostly complete and the pitch is now in use by Widnes Vikings and Widnes FC. The contractor needs to come back on site to complete some follow up works later this year.

Children's Playground Equipment - This is an ongoing project which includes spend on maintenance and improvements within the borough's playgrounds.

Crow Wood Park – This project comprises a replacement park building, upgrades to paths and entrances and further play provision, and is now more than 50% complete.

Open Spaces Schemes – This covers spending on a variety of externally funded projects, including works to Runcorn Locks, Sunnybank Park, Phoenix Park BMX Track, Runcorn Station Quarter, Hale Lighthouse Approach and Runcorn Hill Bowling Green.

Peelhouse Lane Cemetery – Work on the drainage at the site has now been completed. The main cemetery infrastructure works have now commenced and should be largely completed by the end of 2019/20.

Phoenix Park – Work at the site has been completed with a retention payment due later in 2019.

Victoria Park Glass House – A contractor has been appointed and it is anticipated that work will begin on site soon.

Sandymoor Playing Fields – The all-weather pitches and courts have now been completed and the grass pitches and planting are now in the establishment phase.

Widnes & Runcorn Cemeteries - Garage & Storage – Work on the storage areas is under way and is due to be completed in late July.

Town Park – Work on the Southern Pathways at the Town Park is in an early phase and it is hoped that this will start later in the summer.

Community Shop – Planning permission for change of use is due to be submitted by the end of July. It is anticipated that the Council will release the funding to Community Shop in Quarter 3.

Libraries IT Equipment – The equipment has recently been installed in the libraries and is now in use. It is expected that payment will be made in Quarter 2.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
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
Total Expenditure	9,933	2,927	2,903	24	69
<u>Income</u>					
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
Total Income	-5,487	-1,116	-1,088	(28)	(91)
Net Operational Expenditure	4,446	1,811	1,815	(4)	(22)
<u>Recharges</u>					
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
Net Total Recharges	-2,907	-727	-727	0	0
Net Department Expenditure	1,539	1,084	1,088	(4)	(22)

Comments on the above figures

Finance has worked closely with Departmental colleagues to update the projections to try and achieve a balanced budget. The department continues to identify financial resources available to support the delivery of the service and allocate resources where needed most, whilst ensuring budget pressures are met.

Whilst the department can maintain effective control over expenditure, income still remains a budget pressure as majority of the income is externally funded and difficult to project.

Budgeted employee spend is based on full time equivalent staffing numbers of 127.

Due to a number of properties becoming vacant and some subsequently being disposed of, the rental income has reduced this financial year, causing budget pressures. Operating costs continue to be incurred where commercial properties become vacant.

School SLA income will not be achieved again this financial year. Although the department has increased the SLA charges for 19/20, 100% of the costs are not being recovered because of the need to use causal/agency staff to cover sickness/leave in delivering the service. A review of SLA charges will be undertaken ahead of the next financial year.

The Department has put a hold on all vacancies within the various service areas to ensure the staff saving targets are met and also help reduce the negative variance within the income budgets.

The 19/20 savings target put forward by the Department will be achieved in year and every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year.

The outturn forecast is currently projecting an overspend at 31 March 2020 in the region of £0.022m.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 30 June 2019

	2019-20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	126	23	23	103
Sci Tech Daresbury – EZ Grant	96	40	40	56
Solar Panel Golf Course	709	16	16	693
Murdishaw Redevelopment	38	0	0	38
Widnes Waterfront (inc Bayer)	1,000	0	0	1,000
Venture Fields	41	20	20	21
Former Crossville Depot	331	0	0	331
Linnets Club House	140	2	2	138
Advertising Screen at The Hive	100	0	0	100
Equality Act Improvement Works	300	77	77	223
Widnes Market Refurbishment	100	32	32	68
Broseley House	461	7	7	454
Stadium changes to Karalius Suite	14	0	0	14
The Croft	30	0	0	30
Total	3,486	217	217	3,269

Comments on the above figures.

Sci Tech Daresbury EZ Grant – The remaining draw down for the project is being progressed by the Joint Venture. The project is currently out to tender with a contract award expected in September. Final draw down is expected in Quarter 2.

Solar Panel Golf Course – The department is in the process of awarding a contractor to design, build and install the solar farm.

Linnets Club House – New power and water supplies have been installed in the junior changing building. Quotes requested for making good works to be carried out prior to switching over to new power supply and removal of generator. New Linnets changing pavilion remedial works to the ventilation system are now complete. Final account for the snagging has been agreed.

Widnes Market Refurb – The re-roofing works (incl. internal decorations) are complete. Extension of Time and Loss and Expenses claim agreed; the remaining Widnes Market projects to be reviewed and prioritised in line with the remaining budget.

Murdishaw Regeneration – The department is exploring options for Council investment into projects which will further the masterplan way. Currently costing up bus stops on Barnfield Way, new signage and improvement to the community centre. Will also cost further highways improvements to local centre.

Equality Act Improvement Works – Work on Catalyst Museum and Bredon is now complete, awaiting final invoices. Work is continuing on site on Phoenix Park changing places facility and Crow Wood Park Pavilion

Karalius Suite – Works are now complete on the Karalius Suite and the enlarged venue is now in full use.

Broseley House- Demolition works cannot commence until all the ground floor tenants have vacated. Only 2 tenants now remain, the final lease expiring in July 2021. The oil tank store building has now been demolished and the security measures enhanced to the upper floors.

3MG – Alstom are in the process of approving and confirming their land take. HBC Field will be marketed in the autumn, with an aim to have all land subject to option or sale by June 2020.




Former Crossville Depot – Awaiting confirmation of retention invoices over the next quarter.

Widnes Waterfront – Budget set aside for remedial land works. Scope of timing of works still to be set out.





8.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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