

## **APPENDIX 1**

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

#### **EXECUTIVE BOARD MEETING HELD ON 14<sup>TH</sup> DECEMBER 2017**

##### **RESOURCES PORTFOLIO**

###### **EXB76 ANNUAL EXTERNAL AUDIT LETTER 2016/17**

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which presented the Annual Audit Letter 2016/17.

The Board was advised that the Annual Audit Letter (the Letter) summarised the findings from the 2016/17 external audit completed by Grant Thornton, the Council's external auditor. The Letter included messages arising from the audit of the financial statements and the results of the work undertaken in assessing the Council's arrangements to secure value for money in the use of its resources.

Mark Heap, Audit Lead and Georgia Jones, Audit Manager for the external auditor, Grant Thornton UK LLP, attended the meeting and reported that an unqualified opinion had been issued on the Council's financial statements. The Letter also provided an unqualified conclusion that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of its resources.

The Board wished to place on record their thanks to all Officers that had assisted in the preparation of the audit.

**RESOLVED:** That the Annual Audit Letter 2016/17 be approved.

###### **EXB77 AGENCY WORKER CONTRACT PROCUREMENT - 2018 TO 2022**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a contract for the supply of Agency Workers.

The Board was advised that in 2014, the Council accessed a contract through a framework for the supply of

agency workers. It was reported that the framework contained a number of suppliers, referred to as “Neutral Vendors” which offered a service to source agency workers from individual employment agencies covering the wide range of disciplines used by public sector bodies.

It was noted that the contract was due to end in February 2018; Halton had been the Lead Authority for the review of Agency provision on behalf of the Liverpool City Region authorities. The report set out details of the options appraisal that was conducted.

RESOLVED: That, in accordance with Procurement Standing Order 2.10.1, the Strategic Director, Enterprise, Community and Resources, be authorised to enter into a contract with the preferred supplier assessed as being the most economically advantageous and effective organisation to supply agency workers within the Liverpool City Region. The contract will be awarded for a period of four years.

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## **EXECUTIVE BOARD MEETING HELD ON 18<sup>TH</sup> JANUARY 2018**

### **RESOURCES PORTFOLIO**

#### **EXB96 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 2 2017 - 18**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key milestones/objectives and performance targets for the second quarter 2017/18.

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.

#### **EXB97 DISCRETIONARY NON-DOMESTIC RATE RELIEF**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, 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. Since 1 April 2017, the Council had been responsible for meeting the full cost of all mandatory and discretionary rate relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

The report set out details of an application received from a registered charity for rate relief. Members considered that, given the nature of the charity and the very short period of occupation of the premises, in this instance they would grant the full 20% rate relief on an exceptional basis.

RESOLVED: That the request for 20% discretionary business rate relief for Halton Christmas Toy Appeal for the period 15 November 2017 to 24 December 2017 be approved.

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**RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

**EXB100 LAND DISPOSAL OF EMPLOYMENT LAND AT JOHNSON'S LANE, WIDNES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of employment land at Johnson's Lane, Widnes.

The Board was advised that, following negotiations, heads of terms had been provisionally agreed for the sale of land at Johnsons Way, Widnes. It was noted that the disposal was subject to planning permission being forthcoming. The proposal would result in a capital receipt from the sale of land and generate future rates income from the occupation of the site.

RESOLVED: That

- 1) the disposal of land shown edged red on the plan attached to the report, to the company and for the value named in the recommendation, both subject

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to planning permission and subject to contract, be approved; and

- 2) the Operational Director, Economy, Enterprise and Property, be authorised to arrange all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

#### EXB101 LAKESIDE PHASE 3 CASTLEFIELDS LAND DISPOSAL

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of land known as Lakeside Phase 3, Castlefields, Runcorn.

The Board was advised that the Lakeside area in Castlefields had been identified for residential development within the Castlefields Masterplan since 2003. It was reported that the Authority had been approached with a proposal to acquire the final phase 3 site. It was noted that the proposal also supported, and was consistent with, Council policy to build more new homes in Halton and dispose of land assets in an economically effective way.

RESOLVED: That

- 1) disposal of the site to the company and for the value named in the recommendation, subject to contract, be approved; and
- 2) the Strategic Director, Enterprise, Community and Resources, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

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*(N.B. Councillor Harris left the room prior to consideration of the following item of business and took no part in the decision)*

#### RESOURCES PORTFOLIO

#### EXB102 PARKLANDS CLUB, CHAPEL LANE, WIDNES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on The

Parklands Club, Chapel Lane, Widnes.

The report referred to discussions with the existing tenants of the Club.

RESOLVED: That

- 1) the proposals and approach set out in the report be agreed;
- 2) authority be delegated to the Operational Director, Economy, Enterprise and Property and the Operational Director, Legal and Democratic Services, to present these proposals to the tenants of the Club; and
- 3) subject to the agreement of both parties, the actions outlined in the report be approved.

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## **EXECUTIVE BOARD MEETING HELD ON 22<sup>nd</sup> FEBRUARY 2018**

### **RESOURCES PORTFOLIO**

#### **EXB111 BUDGET 2018/19 - KEY DECISION**

The Board considered a report of the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2018/19.

It was noted that at the time of writing, the Cheshire Police and Crime Commissioner and the Cheshire Fire Authority had not set their budgets and Council Tax Precepts. However, final figures would be reported to Council when the information was available.

The Government announced the Final Local Government Finance Settlement figure for 2018/19, which was in line with the Provisional Settlement figure announced on 19 December 2017. The main change was the announcement of a one-off Adult Social Care Support Grant for 2018/19 to the value of £0.399m. As part of the Liverpool City Region (LCR), the Council would continue to participate in the pilot Business Rates Retention Scheme. Government had confirmed that the pilot scheme would operate under a "no detriment" policy in that no Council operating as part of

the pilot would see a reduction in their funding, in comparison to what would have been received previously.

The Board was advised that the Medium Term Financial Strategy, approved on 16 November 2017, had identified a funding gap of around £5.6m in 2018/19, £13.2m in 2019/20 and £3.3m in 2020/21. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's five priority areas;
- Avoid excessive Council Tax rises;
- Protect essential front line services; and
- Deliver improved procurement.

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

On 6 December 2017, the Council approved initial budget savings totalling £2.2m and further proposed savings were shown at Appendix B. The departmental analysis of the budget was shown at Appendix C, and the major reasons for change from the current budget were outlined for Members' information in Appendix D. It was noted that the proposed budget total was £109.227m.

The Board was advised that the proposed budget incorporated grant figures announced in the Provisional Grant Settlement and included £2.152m for the New Homes Bonus and £3.045m for Improved Better Care Funding, paid to councils for the second year.

Further information was provided on the budget outlook. As part of the Local Government Finance Settlement for 2016/17, the Government had published indicative Settlement Funding Allocations for the three years up to 2019/20. Local Authorities had been asked to produce and publish an efficiency plan setting out their forecast

budget position through to 2019/20, along with their proposed efficiency measures to achieve annual balanced budget positions. The Council's efficiency plan was published on 14 October 2016. The Medium Term Financial Strategy had been updated to take account of the 2018/19 finance settlement, multi-year allocations and saving measures already agreed or proposed.

Further information was provided in respect of Halton's Council Tax, Parish Precepts, Capital Programme, the Prudential Code and School Budgets.

Members wished to place on record their thanks to all members of the Budget Working Group, Policy and Performance Board Chairs and staff for their hard work in producing this year's budget.

#### Reason(s) for Decision

To seek approval for the Council's revenue budget, capital programme and council tax for 2018/19.

#### Alternative Options Considered and Rejected

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

#### Implementation Date

7 March 2018.

RESOLVED: That Council be recommended to adopt the resolution set out in Appendix A attached to the report, which includes setting the budget at £109.227m, the Council Tax requirement of £47.447m (before Parish, Police and Fire precepts) and the Band D Council Tax for Halton of £1,377.88.

Operational  
Director - Finance

### EXB112 TREASURY MANAGEMENT STRATEGY STATEMENT 2018/19

The Board considered a report of the Operational Director, Finance, proposing the Treasury Management Strategy Statement (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue

## Provision (MRP) Strategy for 2018/19.

The TMSS was attached to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2018/19).

The Local Government Act 2003 required the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years, to ensure that the Council’s capital investment plans were affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing as well as an Annual Investment Strategy, which set out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments. However, Government guidance stated that authorities could combine the statement and the strategy into one report, and the Council had adopted this approach.

It was noted that on 10 November 2017, the Ministry of Housing Communities and Local Government had issued a consultation on “Proposed Changes to the Prudential Framework of Capital Finance”, which suggested future changes to the Prudential Code. However, nothing further had been issued and therefore the Treasury management Statement had been written in line with the previous year’s Prudential Code.

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

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

Operational  
Director - Finance

## EXB113 2017/18 QUARTER 3 SPENDING

The Board considered a report of the Operational Director, Finance, which reported on the 2017/18 Quarter 3 Spending as at 31 December 2017.

A summary of spending against revenue budget up to 31 December 2017 was attached to the report at Appendix 1. This provided individual statements for each department. The Board was advised that, in overall terms, revenue



expenditure was £1.990m above the budget profile. It was noted that the position for the past three months in certain departments had slowed measurably, in other departments, increased pressures had developed.

The report contained details of the main budget pressure within the Children and Families Department, with Out-of-Borough Residential Placements and Fostering dominating the overspend position. However, the 2018/19 budget to be presented to Council on 7 March 2018, will include an additional £3.0m of budget provision for the Department, to help alleviate the overspend position and to bring about ongoing reductions in costs.

The report also provided details of other services which had experienced overspent budget profiles, including Complex Care Pooled Budget; Residential and Nursing Care; Domiciliary Services and Supported Living; Community and Environment; and Education, Inclusion and Provision. Also, details of an underspend in Corporate and Democracy; spending on employees; staff turnover targets; expenditure on general supplies and services; and the Council Tax collection rate for the third quarter of 2017/18.

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

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors continue to take appropriate action to contain overall spending within their operational budget by year-end;
- 3) for those Services experiencing net overspends, Strategic Directors take action to bring net spend back in line with budget as soon as possible during the next financial year; and
- 4) Council be recommended to approve the revised Capital Programme as set out in Appendix 3, attached to the report.

Operational  
Director - Finance

EXB114 CALENDAR OF MEETINGS 2018/19

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which set out the proposed Calendar of Meetings for the 2018/19 Municipal Year, which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2018/19 Municipal Year, as appended to the report.

*(N.B. Councillor Wharton declared a Disclosable Other Interest in the following item of business as he was Treasurer of Hale Youth Club)*

EXB115 DISCRETIONARY NON-DOMESTIC RATE RELIEF - RENEWALS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which detailed renewal requests for discretionary business rate relief for organisations that continued to satisfy the appropriate criteria.

The Board was advised that the Council had previously granted discretionary business rate relief to a number of organisations which were Registered Charities or Community Amateur Sports Clubs (CASC). It was noted that the organisations currently received a mandatory 80% business rate relief and the Council funded the full cost of such relief as part of the 100% Business Rates Retention Pilot Scheme. Not for profit organisations were not entitled to mandatory rate relief and therefore, the full cost of any discretionary rate relief granted was funded by the Council.

Details of the organisations currently in receipt of discretionary rate relief and the costs were listed in the appendix attached to the report. The Board noted that regulations required that twelve months' notice of any changes to provision must be given and therefore organisations must be so notified by 31 March 2018.

RESOLVED: That

- 1) Discretionary Business Rate Relief of 15% be granted for those registered charities and CASC

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organisations currently in receipt of such relief, for the period of three years commencing 1 April 2019; and

- 2) Discretionary Business Rate Relief of 90% be granted for the not-for-profit organisations currently in receipt of such relief (with lower amounts as indicated in the Appendix attached to the report), for the period of three years commencing 1 April 2019.

*(N.B. Councillor Ron Hignett declared a Disclosable Other Interest in the following item of business as he was a member of the Public Sector Joint Venture Board)*

EXB116 SCI-TECH DARESBURY IMPLEMENTATION  
PROGRAMME - PHASE 2

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the developments at Sci-Tech Daresbury.

The report provided an update on the next phase of developments and proposed funding arrangements. The Implementation Programme, attached to the report, outlined how the Joint Venture would deliver the masterplan vision to provide world class science and technology, innovation and business enterprise. The next development phases agreed were Enabling Works; Project Violet; and Skillspace, as detailed in the report.

The Funding Strategy outlined the funding options available to facilitate future development of the campus; it reflected the designation of Sci-Tech Daresbury as an Enterprise Zone.

RESOLVED: That

- 1) the proposals outlined in the Sci-Tech Daresbury Implementation Programme which comprises Project Violet and Skillspace be approved;
- 2) the Council enters into the necessary legal and funding agreements to deliver 'Skillspace' and

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associated enabling works; and

- 3) authority be given to the Operational Director, Finance, and the Operational Director, Legal and Democratic Services, in consultation with the Portfolio holder for Resources, to conclude the legal and funding arrangements.

#### **EXB117 FEES AND CHARGES 2018/19 – TRAVELLER SITES**

The Board considered a report of the Strategic Director, People, regarding fees and charges for Traveller Sites for 2018/19.

The Board was advised that the Council was required to give 28 days' notice of a change in rent, under the Mobile Homes Act 2013. In order for any increase in rent to apply from 1 April 2018, details of proposed increases in pitch and water fee charges were attached to the report at Appendix A, for Members' consideration. It was noted that the effects of the proposed charges had been incorporated into budgets for 2018/19.

**RESOLVED:** That the 2018/19 proposed fees and charges for Traveller Sites, as set out in Appendix A attached to the report, be approved.

Strategic Director  
- People

#### **EXECUTIVE BOARD MEETING HELD ON 15<sup>TH</sup> MARCH 2018**

##### **RESOURCES PORTFOLIO**

#### **EXB132 ANNUAL REVIEW OF THE CONSTITUTION 2018/19**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought the approval of Council to a number of changes to the Constitution.

Members were advised that the revised version picked up the changes to the Council's working arrangements that had taken place throughout the year, as well as other changes which were intended to assist the Council to operate more effectively.

The proposals for change had been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02 of the

Constitution. It was reported that, apart from the purely technical changes, the proposed amendments that were considered to be of particular significance were listed as an appendix to the report.

RESOLVED: That Council be recommended to approve the revised Constitution, including the matters set out in Appendix 1 attached to the report.

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#### EXB133 REVIEW OF COUNCIL WIDE FEES AND CHARGES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposed fees and charges for Council services for 2018/19.

The Board was advised that, as part of the budget preparations for 2018/19, a review of fees and charges had been carried out. It was proposed that generally, fees and charges be increased in line with inflation, although some had been reviewed with consideration to the impact of the price change.

Attached at Appendix A was a schedule of statutory fees which may increase during the financial year. Chargeable rates for The Brindley and the Registrar's Service were attached at Appendix B and C respectively.

RESOLVED: That the proposed fees and charges for 2018/19 as set out in Appendix A and for 2019/20 as set out in Appendix B and C, attached to the report, be approved.

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#### **RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

#### EXB135 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be

considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and

- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

#### EXB136 FRESENIUS KABI DEVELOPMENT, MANOR PARK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a proposed development at Manor Park, Runcorn.

The report set out details of potential clawback of land receipt, should adjacent land at Manor Park be developed in the future.

RESOLVED: That Executive Board

- 1) agrees in principle to indemnify the current developers, should any clawback in respect of future development on adjacent land in the ownership of the Council be payable, as outlined in the report; and
- 2) delegates final signoff of any clawback agreements to the Chief Executive in consultation with the Leader, and Portfolio holders for Physical Environment and for Resources.

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