

Minutes & Reports

**For Presentation to the Council
at the meeting to be held on**

Wednesday, 18 July 2007

Minutes & Reports

For Presentation on the Council
at the meeting to be held on
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COUNCIL

At a meeting of the Council on Friday, 18 May 2007 in the Council Chamber, Runcorn Town Hall

Present: Councillors Swain, Bradshaw, Blackmore, D. Cargill, E. Cargill, Cole, Cross, Dennett, Findon, Fraser, Gerrard, Gilligan, Harris, Higginson, Hignett, Hodgkinson, Horabin, Howard, C Inch, D Inch, Jones, Leadbetter, Lewis, Lloyd Jones, Loftus, A. Lowe, Marlow, Massey, McDermott, McInerney, Morley, Nelson, Nolan, Norddahl, Osborne, Parker, Pearsall, Philbin, Polhill, E Ratcliffe, M Ratcliffe, Redhead, Rowan, Rowe, Sly, Stockton, Swift, Wainwright, Wallace, Wharton, Whittaker, Worrall and Wright

Apologies for Absence: Councillors Drakeley, Edge and Thompson

Absence declared on Council business: None

Officers present: D. Parr, D. Johnson, I. Leivesley, G. Meehan, M. Noone, J. Whittaker, M. Winstanley and L. Cairns

Also in attendance: 36 Members of Public

Action

COU1 ELECTION OF MAYOR AND DEPUTY MAYOR

Moved by: Councillor M.Ratcliffe
and seconded by: Councillor Sly

RESOLVED: That Councillor Michael Hodgkinson be elected Mayor of the Borough for the Municipal Year 2007/2008.

Moved by: Councillor Gerrard
and seconded by: Councillor Stockton

RESOLVED: That Councillor Kathleen Loftus be elected Deputy Mayor of the Borough for the Municipal year 2007/2008.

THE MAYOR (COUNCILLOR HODGKINSON) IN THE CHAIR

COU2 MINUTES

The Minutes of the ordinary meeting of the Council held on 25th April 2007, having been printed and circulated,

were taken as read.

RESOLVED: That the Minutes of the meeting be confirmed and adopted.

COU3 THE MAYOR'S ANNOUNCEMENTS

The Mayor had no announcements to make at the present time.

COU4 BOROUGH COUNCIL ELECTION RESULTS - 3RD MAY 2007

Details of the elections results held on the 3rd May 2007 were submitted for information.

RESOLVED: That the elections results be noted.

COU5 EXECUTIVE BOARD (SELECTION COMMITTEE) - 16TH MAY 2007

The following recommendations of the Executive Board were moved by the Mayor and seconded by the Deputy Mayor.

COU6 - LEADER AND DEPUTY LEADER OF THE COUNCIL

RESOLVED: That

- (1) Councillor McDermott be appointed Leader of the Council for the Municipal Year 2007/2008; and
- (2) Councillor Polhill be appointed Deputy Leader of the Council for the Municipal Year 2007/2008.

COU7 - BOARDS, COMMITTEES, APPEAL PANEL AND WORKING PARTY

RESOLVED: That the following Boards, Committees, Appeals Panel and Working Party be constituted with the membership as shown for the Municipal Year 2007/2008:

Executive Board (10)

Councillors McDermott (Chairman), Cargill, Gerrard, Harris, McInerney, Nelson, Polhill, Swain, Wright and Wharton.

Executive Board Sub-Committee (3)

Councillors Wharton (Chairman), Harris and Nelson.

3MG Executive Sub-Board (3)

Councillors Polhill (Chairman), McDermott and Wright.

Mersey Gateway Executive Board (3)

Councillors McDermott (Chairman), Polhill and Wharton.

Corporate Services Policy and Performance Board (11)

Councillors Gilligan (Chairman), A. Lowe (Vice Chair), Bradshaw, Bryant, Dennett, Edge, C. Inch, Loftus, Nolan, Norddahl and Wainwright.

Healthy Halton Policy and Performance Board

Councillors E. Cargill (Chairman), Loftus (Vice Chair), Gilligan, Higginson, Horabin, C. Inch, Lloyd-Jones, J. Lowe, Marlow, Swift, and Wallace.

Urban Renewal Policy and Performance Board (11)

Councillors Hignett (Chairman), Morley (Vice Chair), P. Blackmore, Bradshaw, E. Cargill, Leadbetter, Murray, Nolan, Rowe, Sly and Thompson.

Employment, Learning and Skills and Policy Performance Board (11)

Councillors Jones (Chairman), Fraser (Vice Chair), P. Blackmore, Edge, Findon, Howard, Lewis, Parker, Rowe, Stockton and Worrall.

Children and Young People Policy and Performance Board (11)

Councillors Dennett (Chairman), Horabin (Vice Chair), Drakeley, Fraser, Gilligan, Higginson, D. inch, J. Lowe, Parker, M. Ratcliffe and Stockton.

Safer Halton Policy and Performance Board (11)

Councillors Osborne (Chairman), Stockton (Vice Chair), Edge, Lloyd Jones, Morley, Murray, E. Ratcliffe, M. Ratcliffe, Redhead, Swift and Thompson.

Development Control Committee (11)

Councillors Nolan (Chairman), Thompson (Vice Chair), P. Blackmore, S. Blackmore, Hignett, Leadbetter, Morley, Osborne, Polhill, Rowan and Sly.

Business Efficiency Board (11)

Councillors Leadbetter (Chairman), Lloyd-Jones (Vice Chair), Cross, Findon, Jones, A. Lowe, Norddahl, Osborne, Philbin, Sly and Worrall.

Standards Committee (8)

Mr W. Badrock (Chairman), Parish Councillor Crawford, Mr A. Luxton, and Councillors, Lewis, Parker, Redhead, Swain,

and Wharton.

Appeals Panel (20)

Councillors Wainwright (Chairman), Parker (Vice Chair), Bradshaw, E. Cargill, Dennett, Fraser, Gerrard, Horabin, Howard, C. Inch, Jones, Loftus, J. Lowe, Marlow, M. Ratcliffe, Redhead, Rowan, Swift, Wallace and Worrall.

Regulatory Committee (11)

Councillors Philbin (Chairman), Wallace (Vice Chair), Bryant, Cross, Drakeley, Howard, D. Inch, A. Lowe, Nelson, E. Ratcliffe and Wainwright.

Local Development Framework Working Party (15)

Councillors Polhill (Chairman), Harris, Hignett, M. Hodgkinson, C. Inch, McDermott, McInerney, Murray, Nolan, Parker, Redhead, Rowan, Sly, Wainwright and Wright.

COU8 - ANNUAL REVIEW OF CONSTITUTION

The Council's Constitution had been reviewed and the proposed changes recommended were outlined in the report of the Strategic Director – Corporate and Policy, which had been circulated with the Summons.

RESOLVED: That the Council's Constitution be amended as proposed.

Strategic Director
- Corporate and
Policy

COU9 EXECUTIVE BOARD PORTFOLIOS

The leader confirmed that the Executive Board would consist of the following portfolio holders in the forthcoming year:

Children and Young People – Councillor McInerney
Health and Social Care – Councillor Gerrard
Planning, Transportation, Regeneration and Renewal – Councillor Polhill
Environment, Leisure and Sport – Councillor Harris
Community – Councillor Wright
European Affairs – Councillor D. Cargill
Corporate Services – Councillor Wharton
Quality and Performance – Councillor Swain
Neighbourhood Management and Development – Councillor Nelson

RESOLVED: That the portfolios be noted.

COU10 APPOINTMENT OF SCRUTINY CO-ORDINATOR

RESOLVED: That Councillor S. Blackmore be appointed Scrutiny Co-ordinator for the 2007/2008 Municipal Year.

COU11 MEMBERS ALLOWANCES SCHEME 2007/08

Council considered the report of the Independent Members Remuneration Panel regarding the review of Halton Borough Council's Members' Allowance Scheme.

RESOLVED: That

- (1) having regard to the Report of the Independent Remuneration Panel, the current Members' Allowances Scheme be rolled forward for a further three years (or until amended sooner); and
- (2) the Constitution be amended accordingly at Chapter 6.

COU12 PERFORMANCE PLAN FOR 2007/08

Council considered a report of the Strategic Director – Corporate and Policy regarding the Council's Performance Plan, which the Authority was required to publish each year by the end of June in order to comply with the Local Government Act 1999.

The draft mandatory plan as it currently stood had been circulated with the Summons and it was proposed that the Council authorise the Chief Executive, in consultation with the Leader of the Council, to finalise the draft for publication.

RESOLVED: That

- (1) the draft 2007/08 Performance Plan be approved; and
- (2) the Chief Executive be authorised, in consultation with the Leader of the Council, to make any amendments to finalise the Performance Plan for publication.

Chief Executive

COU13 CIVIC SUNDAY

The Mayor announced his intention of attending Divine Service to be held on Sunday, 22nd July 2007 at St Edwards RC Church, Ivy Street, Runcorn at 9.30 am and

invited Members of the Council, employees, representatives of public bodies, organisations and associations within the Borough to join him.

Meeting ended at 7.15 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Wednesday, 16 May 2007 at the Marketing Suite, Municipal Building

Present: Councillors McDermott (Chairman), D. Cargill, Gerrard, Harris, McInerney, Polhill, Nelson, Wright and Wharton

Apologies for Absence: (none)

Absence declared on Council business: (none)

Officers present: L. Cairns, D. Johnson, D. Parr and M. Winstanley

Also in attendance: (none)

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

Action

EXB111 MINUTES

The minutes of the meeting held on 29th March 2007 were taken as read and signed as a correct record.

EXB112 APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL

RESOLVED: That the Council be recommended to

- (1) appoint Councillor McDermott as Leader of the Council for the 2007-2008 Municipal Year; and
- (2) appoint Councillor Polhill as Deputy Leader of the Council for the 2007-2008 Municipal Year.

EXB113 APPOINTMENT OF DEPUTY MAYOR

The Board considered a report of the Strategic Director – Corporate and Policy regarding the appointment of Deputy Mayor for the 2007-2008 Municipal Year that, following the results of the recent Local Government Elections, now needed to be reconsidered.

RESOLVED: That Council be recommended to

appoint Councillor Loftus to the post of Deputy Mayor for the 2007/08 Municipal Year.

EXB114 APPOINTMENT TO BOARDS, COMMITTEES, APPEAL PANEL AND WORKING PARTY

The Board considered a report of the Strategic Director – Corporate and Policy regarding appointments to the Council's Boards, Committees, Appeals Panel and Working Party for the forthcoming Municipal Year. A list of Committee Memberships put forward by each of the political groups was tabled for information.

RESOLVED: That Council be recommended to agree the following appointments to the Council's Boards, Committees, Appeals Panel and Working Party for the 2007/2008 Municipal Year:

Executive Board (10)

Executive Sub (3)

3MG Executive Sub-Board (3)

Mersey Gateway Executive Board (3)

Corporate Services Policy and Performance Board (11)

Councillors Gilligan (Chairman), Lowe (Vice Chair), Bradshaw, Bryant, Dennett, Edge, C. Inch, Loftus, Nolan, Norddahl and Wainwright.

Healthy Halton Policy and Performance Board (11)

Councillors E. Cargill (Chairman), Loftus (Vice Chair), Gilligan, Higginson, Horabin, C. Inch, Lloyd-Jones, J. Lowe, Marlow, Swift and Wallace.

Urban Renewal Policy and Performance Board (11)

Councillors Hignett (Chairman), Morley (Vice Chair), P. Blackmore, Bradshaw, E. Cargill, Leadbetter, Murray, Nolan, Rowe, Sly and Thompson.

Employment, Learning and Skills Policy and Performance Board (11)

Councillors Jones (Chairman), Fraser (Vice Chair), P. Blackmore, Edge, Findon, Howard, Lewis, Parker, Rowe, Stockton and Worrall.

Children and Young People Policy and Performance Board (11)

Councillors Dennett (Chairman), Horabin (Vice Chairman),

Drakeley, Fraser, Gilligan, Higginson, D. Inch, J. Lowe, Parker, M. Ratcliffe and Stockton.

Safer Halton Policy and Performance Board (11)

Councillors Osborne (Chairman), Stockton (Vice Chair), Edge, Lloyd-Jones, Morley, Murray, E. Ratcliffe, M. Ratcliffe, Redhead, Swift and Thompson.

Development Control Committee (11)

Councillors Nolan (Chairman), Thompson (Vice Chairman), P. Blackmore, S. Blackmore, Hignett, Leadbetter, Morley, Osborne, Polhill, Rowan and Sly.

Business Efficiency Board (11)

Councillors Leadbetter (Chairman), Lloyd-Jones (Vice Chair), Cross, Findon, Jones, A. Lowe, Norddahl, Osborne, Philbin, Sly and Worrall.

Standards Committee (8)

Mr. W. Badrock (Chairman), Parish Councillor Crawford, Mr A. Luxton, and Councillors, Lewis, Parker, L. Redhead, Swain and Wharton.

Appeals Panel (20)

Councillors Wainwright (Chairman), Parker (Vice Chairman), Bradshaw, E. Cargill, Dennett, Fraser, Gerrard, Horabin, Howard, C. Inch, Jones, Loftus, J. Lowe, Marlow, M. Ratcliffe, Redhead, Rowan, Swift, Wallace and Worrall.

Regulatory Committee (11)

Councillors Philbin (Chairman), Wallace (Vice-Chairman), B. Bryant, Cross, Drakeley, Howard, D. Inch, A. Lowe, Nelson, E. Ratcliffe and Wainwright.

Local Development Framework Working Party (15)

Councillors Polhill (Chairman), Harris, Hignett, M. Hodgkinson, C. Inch, McDermott, McInerney, Murray, Nolan, Parker, Redhead, Rowan, Sly, Wainwright and Wright.

Scrutiny Co-Ordinator

Councillor S. Blackmore

EXB115 ANNUAL REVIEW OF CONSTITUTION

The Board considered a report of the Strategic Director – Corporate and Policy outlining proposed changes to the Council's Constitution, which had resulted from the annual review.

It was noted that the revised version picked up the

changes to the Council's working arrangements that had taken place during the year as well as other changes which would hopefully assist the Council to operate more effectively. The proposed amendments that were considered to be of significance were listed in Appendix 1 to the report. Further information in respect of the revised Code of Conduct was also provided at Appendix 2.

In addition, the Board's attention was brought to the proposal to include within Chapter 8 a role profile for a "Member Without Portfolio" who would be appointed at the discretion of the Leader. If appointed, this Member would provide support to the Leader in a variety of ways and the Board noted the terms of reference. The Leader confirmed that there were no plans to appoint a Member to this role in the 2007/2008 Municipal Year.

RESOLVED: That Council be recommended to approve the changes to the Constitution as set out in the amended version of the Constitution circulated with the Council Summons.

MINUTES ISSUED: 17th May 2007

CALL IN: 24th May 2007

Any matter decided by the Executive Board may be called in no later than 24th May 2007

Meeting ended at 2.11 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 7 June 2007 at the Marketing Suite, Municipal Building

Present: Councillors McDermott (Chairman), D. Cargill, Harris, McInerney, Polhill, Nelson, Swain, Wright and Wharton

Apologies for Absence: Councillor Gerrard

Absence declared on Council business: Councillor (none)

Officers present: D. Johnson, I. Leivesley, G. Meehan, D. Parr, D. Tregoea, M. Winstanley and L. Cairns

Also in attendance: J. Farmer and C. Williams

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

EXB1 MINUTES

The Minutes of the meeting held on 16th May 2007 were taken as read and agreed as a correct record.

EXB2 AUDIT COMMISSION AUDIT AND INSPECTION PLAN FOR HALTON BOROUGH COUNCIL 2007-08

The Board received a presentation from Mr. J. Farmer and Ms. C. Williams on the Council's Audit and Inspection Plan 2007/2008: a copy of the Audit was included with the agenda.

In particular, the Board noted the "Initial Risk Assessment – Use of Resources" outlined at Appendix 1 of the report. This assessment gave a view of where the Council was at the moment, possible risks, mitigating action taken by the Council to minimise these risks and any subsequent actions required by the auditor. Ms Williams confirmed that a lot of mitigating action was already in place, indicating that the Council was a self-aware organisation.

In addition, the Board considered the following points:

Action

- funding streams, which were coming to an end beyond the local authority's control;
- health inequalities and the need to take into account that, in the transition to Comprehensive Area Assessment (CAA), this was a responsibility for organisations across the area;
- fees for joint projects and how these were to be calculated, ie based on the size of the audit fee, linked to expenditure, but excluding Comprehensive Performance Assessment (CPA);
- the ability to engage nationally with the Department of Health and Government Office in order to address the issue of targets that were based on managing illness rather than prevention; and
- partnership work undertaken in Manchester, which had had demonstrable benefits for that area with the outcomes recognised nationally.

The Chairman thanked Mr. Farmer and Miss Williams for attending the meeting.

EXB3 CPA 2007 TO CAA 2009

The Board considered a report of the Strategic Director – Corporate and Policy providing a summary of the Audit Commission's Consultation on the move from the current Comprehensive Performance Assessment regime (CPA) to the new Comprehensive Area Assessment (CAS) in 2009.

The consultation detailed the draft service assessment framework for the Environment, Housing in the Community, and the Culture Service Blocks in CPA 2007. It was apparent that a number of the Performance Indicators that were proposed for introduction or amendment for CPA 2007 would now not be included or amended.

The appendices to the report gave:

- (1) a summary of arrangements for the assessment of CPA 2007 and consultation questions;
- (2) a summary of the approach to CPA assessment for the transitional year 2008/09 and consultation questions;
- (3) a summary of principles for developing CAA to commence April 2009; and
- (4) CPA 2007 critical indicators update.

The Board was advised that the consultation closed on 14th June 2007. The Audit Commission stated that it believed CPA still had an important part to play in continuing to support improvement and the last set of CPA results would aid in making the first set of new CAA judgements in 2009/10.

RESOLVED: That the Council's response to the Audit Commission's Consultation be based on the suggestions in Annexes 1 – 3 of the report.

EXB4 ALLEY GATES AND GATING ORDERS

The Board considered a report of the Strategic Director – Health and Community proposing a procedure for managing all issues relating to Alley Gates.

Following a meeting of the Board on 7th December 2006, a working group had met on four occasions to establish a draft operational procedure. The working group felt that a simple approach should be adopted that was easily understandable by the public with the Halton Direct Link (HDL) being the “one stop shop” for alley gates.

Within the procedure, provisions were made for:

- repair and maintenance issues;
- lost keys;
- new gates; and
- neighbourhood issues.

The Board noted that all requests for new gates would be passed to the Community Safety Team by HDL in order that the viability of the proposals could be assessed. The findings of the team would be reported to the relevant Area Forum, which would consider the request in light of the Community Safety advice. The Forum would decide if funding was available and whether it wished to proceed. New gates would be funded by Area Forums as agreed by the Executive Board on 7th December unless alternative grant funding could be identified. In addition, £34,000 had been approved by full Council in the 2007/08 budget as a growth item to cover on-going maintenance costs.

The Board considered the following issues:

- the possibility of residents maintaining their own gates and the need for a process to ensure a standard of quality;

- that some publicity would be undertaken which highlighted the process surrounding alley gates; and
- the effectiveness of alley gates.

Councillor Nelson, Portfolio holder for Neighbourhood, Management and Development, thanked the members of the Working Group for their input.

RESOLVED: That the operational procedures, as outlined in paragraph 4 of the report, be approved.

EXB5 EXPANDING THE PROGRAMME OF REGENERATING HALTON'S EMPLOYMENT SITES

The Board considered a report of the Strategic Director – Environment outlining the recommendations of a Topic Team, endorsed by the Urban Renewal Policy and Performance Board on 21st March 2007, regarding the options for sustaining and expanding the current programme of regenerating Halton's employment sites.

The Business Parks Improvement Programme (BPIP) comprised the merger of the Business Improvement Scheme and Greening Employment Areas Project, both of which had operated for the last three years. The BPIP worked with business and property owners located on Astmoor, Halebank, and Riverview Industrial Estates to compliment other regeneration projects that were taking place in the Borough. Business-led Steering Groups had been established in each of the target areas and were implementing jointly agreed action plans aimed at addressing the local needs and priorities of the resident businesses. The focus of attention covered a range of initiatives, which were outlined for the Board's information.

It was advised that there was a danger that Halton's key employment sites could experience similar problems to those identified on these industrial estates and it was therefore considered prudent to explore the options for extending the BPIP to other industrial estates in the Borough as a preventative measure.

The methodology of the Scrutiny Topic Group was outlined together with an assessment of the BPIP. A bid survey had been conducted on Astmoor, Halebank and Riverview, and an assessment of need in other industrial areas had been carried out. Key recommendations had arisen from this, which were described in the report.

RESOLVED: That the key recommendations of the Scrutiny Topic Team, set out in paragraphs 7.4 to 7.7 and paragraph 8.4 of the report, be approved.

EXB6 FUTURE OF HALTON LEA POST OFFICE

The Board considered a report of the Strategic Director – Corporate and Policy regarding the consultation exercise being undertaken by the Post Office on the future arrangements for the provision of Post Office Services in Halton Lea Shopping Centre. The proposal was to transfer the existing Post Office Services from the existing location at 88 Forest Walk to the branch of WH Smith within Halton Lea. Attached as Appendix 1 to the report was a copy of a letter received from the National Consultation Manager from Post Office Limited which provided more details of the proposals.

The Urban Renewal Policy and Performance Board (PPB) had invited representatives from the Post Office to its next meeting on 20th June 2007 to provide more details on the proposed changes. Unfortunately, this would be after the date set by the Post Office for the receipt of comments: the deadline was 14th June 2007.

RESOLVED: That the Council:

- (1) submits an interim objection to the new arrangements until the meeting of the Urban Renewal PPB takes place;
- (2) requests to see the proposed layout of the new facilities; and
- (3) authorises the Strategic Director – Corporate and Policy, in consultation with the Executive Board Member for Corporate Services, to make further comments after the meeting of the Urban Renewal PPB.

Strategic Director
- Corporate and
Policy

EXB7 PROPOSALS FOR FUTURE UNITARY STRUCTURES IN CHESHIRE

The Board considered a report of the Strategic Director - Corporate and Policy outlining the current consultation exercise being undertaken by the Department for Communities and Local Government (DCLG) in relation to proposals for new Unitary Structures in England.

In January 2007, the Government received 26 proposals from Councils wishing to move to a single tier of local government. All proposals were assessed against criteria that the government had set out and the Secretary of State had decided that sixteen should proceed to consultation. Two of those proposals affected the neighbouring Cheshire and the Secretary of State was consulting stakeholders on the following two structures:

- a single unitary Council based on the boundary of the existing County Council; and
- two unitary authorities made up from the existing district boundaries as follows:
 - (i) Chester, Ellesmere Port and Neston, and Vale Royal; and
 - (ii) Macclesfield, Congleton and Crewe.

Support for each of these options was outlined for the Board's consideration, as were the issues for Halton. In particular, Members noted that the granting of Unitary Status for Halton in 1996 had had a major positive impact on the Borough. In addition, the impact of each of the proposed changes on the sub-regional and regional structures in the North West was taken into account.

RESOLVED: That

- (1) the move to Unitary Status in Cheshire be supported on the basis of the clear benefits it had brought to Halton since 1998;
- (2) the two Unitary option be supported, given that it will enhance sub-regional working arrangements in the Liverpool City Region and the North West; and
- (3) all Cheshire Local Authorities, Merseyside Local Authorities, local MPs and the DCLG be informed of this decision.

Strategic Director
- Corporate and
Policy

EXB8 APPLICATION FOR TWINNING GRANT

The Board considered a report of the Strategic Director – Corporate and Policy outlining the details of an application being made to the Twinning Grant Fund from Fairfield High School requesting support for a visit of 10 GCSE Art Students and 2 adults to No. 1 High School in Tongling.

The students' coursework had been inspired by work donated to the school by Tongling pupils during their visit to Fairfield High School in May 2006. During the visit by the Tongling pupils, they visited local art galleries and enjoyed the British Arts. In Tongling, the Fairfield pupils would showcase their artwork and see the artwork produced by the Chinese pupils since that visit, and would enjoy a full experience of Chinese culture.

Details of the costs involved were outlined for the Board's consideration. It was noted that the school had been fundraising for the visit and had raised £2,000 so far. It had also received £500 in donations from local companies and a grant from the British Council of £5,000.

RESOLVED: That a grant of £3,000 be awarded to the Fairfield High School.

EXB9 LOCAL AREA AGREEMENTS

The Board considered a report of the Strategic Director – Corporate and Policy seeking formal approval to the final Local Area Agreement (LAA) document signed by Ministers, and alerting Members to some of the considerations of how Government intended to develop LAA's as a policy tool.

It was noted that a LAA was a three-year protocol that set out the priorities for a local area. This had to be agreed between central Government and the area itself, as represented by the lead local authority and other key partners through local strategic partnership.

At its meeting in December, the Executive Board had endorsed the final draft local agreement for Halton and its formal submission to Government. Following its submission, a number of comments were received from officials at Government Office North West (GONW): the LAA had been considered largely fit for purpose and the substantive comments made were outlined for the Board's consideration.

The Halton LAA, which included the changes outlined, had been signed off by Ministers the previous month and was now operational. The formal Grant Determination letter had been received setting out the special funding from Government in support of the LAA for 2007/08. This was in line with the expectations set out in the financial table of the LAA.

Implications of the Local Government White Paper “Strong and Prosperous Communities”, and the impact on LAAs, were outlined for the Board’s information. Funding implications were also considered together with an indicative timetable for 2007/08. The Government had informed the Council that new model LAAs would need to be ready by June 2008.

RESOLVED: That

- (1) the final agreement agreed with Government be adopted; and
- (2) the emerging requirements for “new model” LAAs contained in the Local Government Bill be noted.

EXB10 APPOINTMENT OF CONSULTING ENGINEER FOR DESIGN OF HIGHWAY INFRASTRUCTURE PROJECTS

The Board considered a report of the Strategic Director – Environment seeking approval for the waiver of Procurement Standing Orders for the award of highway infrastructure design work to appoint consulting engineers by the single tender contract procedure.

It was noted that design work for the new highway access to the Mersey Multi Modal Gateway (3MG) freight park had now progressed to the detailed design stage. In order to meet the tight timescales required for delivery of this project, and to keep to the programmed network railway possessions currently planned for the construction of the replacement Hale Road Bridge, it was necessary to proceed with detailed design work without delay. The implications of missing the critical railway possession date was that additional costs would be incurred in arranging for an additional possession, and the provision of highway access to the site would be delayed.

Atkins Highways and Transportation had been involved in the 3MG since its inception, producing a number of reports and outputs relating to the project, which were outlined for the Board’s consideration. This company was therefore considered to offer the most efficient and cost-effective means of delivering the next stage of design work.

The Board was advised that undertaking a competitive tendering process would delay the start of the detailed design and the use of Atkins had an added advantage for the management of the project in that its Rail Infrastructure Division was lead consultant for Network Rail

in the replacement of the Hale Road bridge. It was therefore considered that the appointment of Atkins for this work would provide the Council with a clear financial and commercial benefit in bringing the 3MG site to the market on-programme.

Value for money, transparency, proprietary and accountability issues would be managed through a number of measures, which were outlined in the report for the Board's consideration. In addition, it was confirmed that the fees levied by Atkins could be assessed against existing contracts for comparability.

RESOLVED: That

- (1) Procurement Standing Orders 3.1 to 3.6 be waived; and
- (2) Atkins Highways and Transportation be invited to submit a price under the single tender contract procedure in accordance with Procurement Standing Order 1.5.

MINUTES ISSUED: 20th June 2007

CALL IN: 27th June 2007

Any matter decided by the Executive Board may be called in no later than 27th June 2007

Meeting ended at 3.15 p.m.

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EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 21 June 2007 at the Marketing Suite, Municipal Building

Present: Councillors Polhill (Chairman), Gerrard, Harris, McInerney, Swain, Wright and Wharton

Apologies for Absence: Councillors McDermott, D. Cargill and Nelson

Absence declared on Council business: Councillor (none)

Officers present: D. Johnson, D. Parr, L. Derbyshire, G Meehan, D Tregaea and M. Winstanley

Also in attendance: (none)

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

EXB11 MINUTES

The minutes of 7th June 2007 were taken as read and signed as a correct record.

EXB12 IMPROVEMENT REVIEW, MENTAL HEALTH SERVICES

The Board considered a report of the Strategic Director, Health and Community which described the process and key findings of the Improvement Review of Community Mental Health Services, which took place in Halton in January/February 2007.

The Board was advised that a detailed action plan had been developed to implement service improvements as identified by the review. The action plan addressed all the issues raised as areas for improvement in the review.

The Board noted that services that were either provided or commissioned by the Authority had received some very positive comments. In addition, the areas for further development was also noted.

RESOLVED: That the Action Plan as set out in Strategic Director

Action

Appendix 2 to the report be endorsed.

- Health and
Community

EXB13 ALLEY GATES AND GATING ORDERS

The Board considered a report of the Strategic Director, Environment which advised of new powers now available to the Council to make Gating orders and proposed a policy to be adopted that would respond to all future requests for alley gates.

The Board noted that the installation of alley gates had successfully contributed to the overall reduction of crime in the Borough.

RESOLVED: That the policy that requires all future proposed alley gates on public highways (which can include Public Rights of Way) to be supported by a Gating Order, made under the provisions of Section 129A of the Highways Act 1980 be adopted.

Strategic Director
- Environment

EXB14 MERSEYSIDE WASTE DEVELOPMENT PLAN
DOCUMENT – ISSUES AND OPTIONS REPORT

The Board considered a report of the Strategic Director, Environment which represented the Council's recommended consultation response to the Waste DPD Issues and Options report (I and O report).

An amendment to Appendix 2 of the report had been circulated to reflect an amended answer to question five.

It was noted that a further report on the outcome of the consultation would be presented to the Board in due course.

RESOLVED: That the suggested responses to the key issue areas highlighted in the report and the proposed answers to the questionnaires accompanying the Full and Summary Issues and Options Report be submitted to Merseyside Environmental Advisory Service as the formal response from Halton Borough Council.

Strategic Director
- Environment

MINUTES ISSUED: 22nd June 2007

CALL IN: 29th June 2007

Any matter decided by the Executive Board may be called in no later than 29th June 2007

Meeting ended at 2.15 pm

EXECUTIVE BOARD SUB COMMITTEE

At a meeting of the Executive Board Sub Committee on Thursday, 19 April 2007 in the Marketing Suite, Municipal Building

Present: Councillors Harris (Chairman) and Nelson

Apologies for Absence: (none)

Absence declared on Council business: Councillor Wharton

Officers present: G. Ferguson, R. Barnett, M. Curtis, J. Goacher, A. McNamara, P. McWade and D Tregua

Also in attendance: (none)

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE SUB-COMMITTEE**

ES113 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS

The Committee was advised that a matter had arisen which required immediate attention by the Committee because in this case a decision was required before the date of the next meeting due to the need to maximise spend within a restricted time frame and the urgency to spend time-limited funding on vulnerable members of our community (Minute ES118 refers), therefore pursuant to Section 100B (4) and 100E Local Government Act 1972, the Chairman ruled that the item be considered as a matter of urgency.

PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO

ES114 HEALTH & COMMUNITY TRANSPORT CONTRACTS

The Sub-Committee was advised that six new Health and Community Transport Contracts were recently offered by tender.

Action

The Contracts had been awarded by the Operational Director – Highways and Transportation but in a number of cases, the circumstances needed to be reported for information.

RESOLVED: That the report be noted.

PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO

ES115 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A 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 outweighs the public interest 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 Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2, 3 and 4 of Schedule 12A of the Local Government Act 1972.

ES116 LAND EXCHANGE DITTON ROAD

The Sub-Committee considered a report which sought approval to carry out an exchange of land with a

private developer to bring land required for part of the proposed new Mersey Gateway into Council ownership in exchange for land which was currently part of the St. Michael's Golf Course. This would allow the developer to secure a development on this site.

RESOLVED: That

(1) approval be given to exchange the land as identified in the report; and

(2) authority be given to the Operational Director – Property Services in consultation with the Portfolio Holder for Corporate Services to conclude the deal.

Strategic Director
Corporate and
Policy

COMMUNITY PORTFOLIO

ES117 PROPOSALS FOR THE DEVELOPMENT OF SHORT TERM SUPPORTING PEOPLE (SP) SERVICES AND WELFARE SERVICES

The Sub-Committee were advised on the potential impact on Halton's future Supporting People Grant as set out in the Government Strategy "Creating Sustainable Communities: Supporting Independence" and the draft distribution formula.

In light of the potential impact on Halton's future Supporting People Grant, the Sub-Committee was requested to suspend the relevant Procurement Standing Orders 3.1 – 3.7, for the duration of the financial year 2007/08, to allow the Strategic Director, Health and Community in conjunction with the Portfolio Holder for Community, to consider and approve short term proposals for additional or expanded Supporting People and Welfare Services.

RESOLVED: That for the purpose of Standing Order 1.6b and 1.6d, that Procurement Standing Orders 3.1 – 3.7 be waived for the period up to 1st April 2008, with authority delegated to the Strategic Director Health and Community, in consultation with the Portfolio Holder for Community, to award new or extend existing Supporting People Contracts without competitive tendering, with the proviso that the cost of each single contract or contract amendment being awarded or extended not exceeding £100,000 and the resulting total expenditure on all contracts awarded or extended be met from within the existing Supporting People budget.

Strategic Director
Health and
Community

MINUTES ISSUED: 24th April 2007

CALL IN: 30th April 2007

**Any matter decided by the Executive Board Sub Committee may
be called in no later than 30th April 2007**

Meeting ended at 10.14 a.m.

EXECUTIVE BOARD SUB COMMITTEE

At a meeting of the Executive Board Sub Committee on Thursday, 7 June 2007 in the Marketing Suite, Municipal Building

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: (none)

Absence declared on Council business: (none)

Officers present: G. Ferguson, E. Dawson, D. Hall, P. Searing and M. Winstanley

Also in attendance: (none)

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE SUB-COMMITTEE**

		<i>Action</i>
ES1	<p>MINUTES</p> <p>The Minutes of the meetings held on 8th February, 22nd February, 15th March and 29th March 2007, having been printed and circulated, were taken as read and signed by the Chairman as a correct record.</p> <p>CORPORATE SERVICES PORTFOLIO</p>	
ES2	<p>LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS</p> <p>The Sub-Committee was advised that a matter had arisen which required immediate attention by the Sub-Committee because in this case a decision was required before the date of the next meeting due to the need to identify the area as a displacement site for businesses affected by Widnes Waterfront EDZ (Minute ES124 refers), therefore pursuant to Section 100B (4) and 100E Local Government Act 1972, the Chairman ruled that the item be considered as a matter of urgency.</p>	
ES3	<p>TREASURY MANAGEMENT 2006/07 4TH QUARTER: JANUARY TO MARCH</p>	

The Sub-Committee considered a report which reviewed activities in Treasury Management for 4th Quarter 2006/07.

It was noted that all policy guidelines including the prudential indicators had been complied with.

RESOLVED: That the report be noted.

ES4 CAPITAL RECEIPTS DETERMINATION

Since the introduction of the Local Government & Housing Act 1989, Local Authorities had not been able to spend 100% of their capital receipts received each year.

The legislation required that some of the receipt was set aside to be used to be transferred to central government under pooling arrangements.

The calculation for Halton for 2006/07 was detailed in the report. The minimum percentages had been set aside, as this left a maximum amount available to help finance the authority's capital programme.

RESOLVED: That the figures outlined in the report be set aside from the capital receipts for 2006/07.

Strategic Director
– Corporate and
Policy

N.B COUNCILLOR NELSON DECLARED A PERSONAL INTEREST IN THE ABOVE ITEM AS A BOARD MEMBER OF HALTON HOUSING TRUST.

PLANNING, TRANSPORTATION, REGENERATION & RENEWAL PORTFOLIO

ES5 PURCHASE OF NEW INTEGRATED PASSENGER BOOKING AND VEHICLE SCHEDULING SOFTWARE

The Sub-Committee was advised on five tenders received to provide a new Integrated Passenger Booking and Vehicle Scheduling Software System. The tenders were appraised using a pre-qualification questionnaire and a pre-determined assessment criteria (which was included with the tender documents – based on price and quality criteria), with each tenderer being assessed out of a maximum possible score of 270 points.

Following comprehensive checks which were carried out into the technical capabilities of the proposed new

system, full company credit checks of the chosen supplier, and good references from other organisations, it was proposed that the tender be awarded to Logical Transport Limited. Although the tender from Logical Transport Limited was not the lowest price they had a product that met the Council's demands and which could be integrated into the Halton Direct Link Call Centre software.

RESOLVED: That the Sub-Committee note the decision by the Operational Director (Highways and Transportation) to award the Contract for the supply of a new Integrated Passenger Booking and Vehicle Scheduling Software System to Logical Transport Limited for £107,370 (including a three year fully inclusive maintenance agreement).

Strategic Director
Environment

PLANNING, TRANSPORTATION, REGENERATION & RENEWAL PORTFOLIO

ES6 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A 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 outweighs the public interest 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 Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in

view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

ES7 DISPOSAL OF LAND AT JOHNSON'S LANE, WIDNES

The Sub-Committee considered a report which sought approval for the disposal of land at Johnsons Lane, Widnes to Widnes Regeneration Limited.

It was noted that a restrictive covenant would be included on the disposal of land preventing residential use. In addition, an update report would be brought back to the Sub Committee detailing the outcome of the District Valuer's findings on the value of the land.

RESOLVED: That

- (1) a restrictive covenant be included on the disposal of land preventing residential use;
- (2) an update report be brought back detailing the outcome of the District Valuer's findings on the value of the land; and
- (3) approval be given to dispose of the land as identified on the plan to Widnes Regeneration Limited.

Strategic Director
– Corporate and
Policy

MINUTES ISSUED: 15th June 2007

CALL IN: 21st June 2007

Any matter decided by the Executive Board Sub Committee may be called in no later than 21st June 2007

Meeting ended at 10.45 a.m.

EXECUTIVE BOARD SUB COMMITTEE

At a meeting of the Executive Board Sub Committee on Thursday, 21 June 2007 in the Marketing Suite, Municipal Building

Present: Councillors Wharton (Chairman) and Harris

Apologies for Absence: Councillor Nelson

Absence declared on Council business: (none)

Officers present: G. Ferguson, J Burgess, R. Dart, M. Murphy and M. Winstanley

Also in attendance: (none)

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE SUB-COMMITTEE**

Action

CORPORATE SERVICES PORTFOLIO

ES7 DISCRETIONARY NON-DOMESTIC RATE RELIEF

Under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority was allowed to grant Discretionary Rate Relief to organisations who were either a charity or a non-profit-making organisation.

The Sub-Committee considered a report which set out details of an application for Discretionary Non-Domestic Rate Relief from Runcorn War Memorial Club Limited.

The Club was not a profit organisation but was not a registered charity and consequently did not qualify for mandatory rate relief. The application was in respect of Discretionary Rate Relief only. Runcorn Golf Club Limited have previously been granted 10% in Discretionary Rate Relief in respect of the premises at Clifton Road.

RESOLVED: That

(1) under the provisions of Section 47, Local Government Finance Act 1988, Discretionary Rate Relief be granted to the following organisation at the percentage indicated, for the period 1st April 2007 or the commencement of liability,

Strategic Director
Corporate and
Policy

whichever is the latter, to 31st March 2009;

Runcorn War Memorial Club Limited 10%

(2) in respect of the following organisation, it was also recommended that they should be granted Discretionary Rate Relief for the backdated element of the charge:

Runcorn War Memorial Club Limited 10%

(from 1st April 2006)

ES8 SMOKE-FREE WORKPLACE POLICY

The Sub-Committee considered a copy of the Council's revised smoking policy to comply with the smoke-free workplace legislation coming into effect on 1st July 2007.

The Council had a statutory duty to comply with the introduction of the provisions of the Health Act 2006 by ensuring all premises were smoke-free if they were used as places of work, including vehicles, from 1st July 2007. Discussions had been taking place with the Trades Unions around the details of how such a policy should be implemented. Whilst the Trade Unions supported the long-term objectives, they had preferred a phased approach to the implementation of some of the provisions in the policy.

In view of the position, and given the key leadership role this council had taken in health issues over many years, it was recommended that the policy be brought in from 1st July 2007.

This would mean that employees would no longer be able to smoke or take smoking breaks within working hours and that smoking would not be permitted within the curtilage of Council owned buildings.

It was recognised that arrangements were being put in place to ensure that any existing smokers who wished to stop would be provided with help to do so. The PCT were providing financial support and putting arrangements in place to support cessation for the community. Employees would be signposted to these opportunities.

Arising from the discussion it was suggested that

- emphasis be placed on the policy applying to employees of the Council in their working

- hours only and not members of the public;
- the need to provide additional receptacles be reviewed after 1st July 2007; and
- the quality and design of no smoking signs needed to be considered.

RESOLVED: That the policy document be approved and adopted.

Strategic Director
Corporate and
Policy

ES9 2006/07 FINANCIAL OUTTURN

The Sub-Committee considered a report summarising the final revenue and capital spending position for each department for 2006/07. In overall terms, the revenue underspending of £765,000 had confirmed previous projections highlighted in the quarterly performance management reports. The Council's general balances now stood at £7,110,000.

Within the overall underspend, there had been a few significant variances which were outlined in the report.

It was reported that the Housing Revenue Account had now been formally closed following the housing stock transfer on 5th December 2005 and the resolution of all residual issues and final subsidy claims. The remaining surplus had reverted back to the general fund and had been used to create an investor save.

Capital spending totalled £29.2m which was £1.97m below the revised capital programme. This represented over 93% delivery of the revised capital programme, with the only significant areas of slippage being on housing shared appreciation loans and the major schemes that Widnes Waterfront and 3MG which by their nature and large amount of external partner involvement were particularly difficult to manage.

In respect of school balances, these had reduced to 6.9m. This was made up from balances from individual school budgets (4.2m), standards fund (2.4m) and devolved capital (0.3m). It represented an overall reduction in school balances of 0.8m from the previous year. In addition, there were 1.7m unspent Standards Fund Grant held by Education centrally, which along with the unspent school standards fund grant, must all be spent by 31st August 2007.

Arising from the discussion it was suggested that the

Corporate Services Policy and Performance Board be requested to consider developing a business plan for Halton's Markets' which could be submitted to a relevant Committee for approval.

RESOLVED: That the report be noted.

MINUTES ISSUED: 26th June 2007

CALL IN: 30th June 2007

Any matter decided by the Executive Board Sub Committee may be called in no later than 30th June 2007

Meeting ended at 10.30 a.m.

EXECUTIVE TRANSMODAL IMPLEMENTATION SUB BOARD

At a meeting of the Executive Transmodal Implementation Sub Board on Thursday, 19 April 2007 in the Marketing Suite, Municipal Building

Present: Councillors Polhill (Chairman) and Wright

Apologies for Absence: Councillor McDermott

Absence declared on Council business: (none)

Officers present: N. Martin, I. Munro, M. Winstanley, J. Gill and C. Halpin

Also in attendance: (none)

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

	<i>Action</i>
<p>ESB16 MINUTES</p> <p>The Minutes of the meeting held on 1st March 2007, having been printed and circulated, were taken as read and signed as a correct record.</p>	
<p>ESB17 REVISIONS TO PROPOSED STRUCTURAL LANDSCAPING ON HBC FIELDS</p> <p>The Board considered a report of the Strategic Director, Environment which gave Members an update on the revisions to the design, planning issues and implementation of the structural landscape around the area proposed for development on the 'Halton Fields' site.</p> <p>In addition it was noted that a revised landscape master plan, albeit only a variation to that approved earlier would be submitted for a further revised planning approval in May 2007.</p> <p>RESOLVED: That</p> <p>(1) the report be noted; and</p> <p>(2) the submission of the revision to the existing planning application be approved.</p>	<p>Strategic Director - Environment</p>

ESB18 RAIL RECEPTION SIDINGS FOR 3MG - MERSEY
MULTIMODAL GATEWAY

The Board considered a report of the Strategic Director, Environment which sought approval to submit a planning application for Phase 1 of the Rail Reception Sidings for 3MG – Mersey Multimodal Gateway.

A query was raised in relation to noise levels, particularly at night and in response it was noted that this would be considered as part of the environmental survey which would be carried out by MDS Transmodal and 3MG.

RESOLVED: That

- (1) the submission of the planning application as set out in the report be approved; and
- (2) delegated authority to develop and implement the scheme, be granted to the Strategic Director, Environment in consultation with the Executive Board Portfolio Holder for Planning, Transportation and Regeneration.

Strategic Director
- Environment

MINUTES ISSUED: 2nd May 2007

CALL IN: 10th May 2007

Any matter decided by the Executive Transmodal Implementation Sub-Board may be called in no later than 10th May 2007

Meeting ended at 2.15 p.m.

MERSEY GATEWAY EXECUTIVE BOARD

At a meeting of the Mersey Gateway Executive Board on Monday, 18 June 2007 in the Marketing Suite, Municipal Building

Present: Councillors: McDermott (Chairman), Polhill and Wharton.

Apologies for Absence: Councillor Redhead

Absence declared on Council business: (none)

Officers present: D Parr, S Eccles, M Noone, S Nicholson, D Tregea, S Eccles, M. Winstanley and L Derbyshire.

Also In Attendance: Councillor Findon

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

MGEB1 MINUTES

The Minutes of the meeting held on 19th October 2007, having been printed and circulated, were taken as read and signed as a correct record.

MGEB2 MERSEY GATEWAY

The Board considered a report of the Mersey Gateway Project Director which outlined the progress made in the delivery of Mersey Gateway since the meeting of the Mersey Gateway Executive Board in October 2006.

The report gave an update on the delivery and resources and project structure and the liaison with the Department for Transport.

The Board was advised that the project plan had been adjusted to include an extensive public consultation exercise (Agenda item two). The additional activity, combined with the increased costs associated with the greater workload required to deliver the traffic model, would require an increase in the budget profile for the current financial year. The increase was being managed by recovering cost from later years and more details on this matter were outlined in Agenda item five.

Action

RESOLVED: That the progress made towards delivering the Mersey Gateway be noted.

MGEB3 MERSEY GATEWAY PUBLIC CONSULTATION

The Board considered a report of the Strategic Director, Environment which sought approval to proceed with the proposed public consultation exercise for Mersey Gateway based on the draft Reference Design.

The Board was advised that subject to approval, consultation would commence immediately. The consultation period would be three months and would involve the following:-

- The notification of all directly affected landowners;
- The provision of a scheme consultation leaflet (a draft attached at Appendix 1 to the report);
- A series of manned exhibitions at various locations during early to mid July 2007; and
- A virtual model of the Mersey Gateway Bridge and surrounding areas would be shared with the public and partners as part of the consultation process.

Arising from the discussions, the following comments were noted:-

- The numerous benefits that Mersey Gateway would provide to the Borough such as new job and business opportunities, fewer traffic jams, safer routes for cyclists and pedestrians, reduced air pollution and a chance to build new homes, shops offices and leisure facilities;
- The timescale and benefits of the public consultation process. It was also noted that a newsletter would be circulated throughout the Borough in the near future outlining the consultation process; and
- It was suggested that a programme outlining the project's key milestones be circulated to all Members of the Board.

Strategic Director
-Environment

Strategic Director
- Environment

RESOLVED: That the Mersey Gateway Executive Board agree that the proposed public consultation exercise, based on the draft Reference Design for the Mersey

Gateway scheme, commence as planned.

MGEB4 PROJECT MANAGEMENT AND PROCUREMENT

The Board considered a report of the Mersey Gateway Project Director which sought the authority to modify the project management arrangements by establishing an Officer Project Board (OPB) with specific delegated authority to oversee the delivery of the project to:

- 1) authorise the continuing liaison with the Mersey Crossing Group as a principle means for engaging with key local authority partners, government institutions and private sector interests; and
- 2) to note that the project team resources had been extended with the appointment of GVA Grimley, as planning consultants and with the re-appointment of DTW/Politics International as communications consultants.

Arising from the discussion, the following comments were noted:-

- the significant role and value of the Mersey Crossing Group was noted. The importance of continued stakeholder engagement and support was also noted;
- that a report on the project be presented to the Council meeting on 18th July 2007 for consideration; and
- that progress on the project could be circulated in the Members Information Bulletin and the Leaders Briefing on a monthly basis.

Chief Executive

Strategic Director
-Environment

RESOLVED: That

Strategic Director
- Environment

- (1) the scheme of delegation for the Mersey Gateway Officer Project Board be approved;
- (2) the partnering arrangements with the Mersey Gateway Officer Group be maintained throughout the project delivery be approved;
- (3) the project team has been bolstered with the appointment of GVA Grimley as planning consultants for Mersey Gateway and as

planning policy advisor on matters connected with Mersey Gateway, and with the re-appointment of DTW/Politics International as communication consultants be noted; and

- (4) a report on the project be presented to the 18th July 2007 meeting of the Council for consideration.

MGEB5 GOVERNMENT POLICY ISSUES

The Board considered a report of the Strategic Director, Environment which provided a summary of the recent land-use planning and local transport policy statements by Government that may impact on the delivery of Mersey Gateway.

RESOLVED: That the developments with Government Policy and the potential impact on the delivery of Mersey Gateway be noted.

MGEB6 FINANCE AND PROGRAMME

The Board considered a report of the Strategic Director, Environment which sought agreement to the revised expenditure profile and the adjusted programme for Mersey Gateway. The changes were necessary to accommodate the decision to undertake public consultation and the outcome of discussions with the Department of Transport (DfT) confirming that the method of procurement is likely to be based on a conventional Private Finance Initiative Procedure.

The Board was advised that the project's budget forecast had been estimated at £14m being the median of a range of £12m - £17m. The Board was further advised that on present estimates, it was anticipated that the project can be delivered within this budget range, although it may be challenging to bring the budget in at £14m. Further budget reports would be provided periodically, advising on the budget and where appropriate measures were required to keep the budget within the identified range.

Strategic Director
- Environment

RESOLVED: That

- (1) the revised project expenditure profile for development cost be approved;
- (2) the adjusted programme of key milestone events be approved; and

- (3) the work required to develop spatial policy in the Mersey Gateway corridor is not covered in the current Environment Department budget, and the spending priorities within the department were under review be noted.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest 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 Sub-Section 4 of section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business to be considered, exempt information will be disclosed, being information defined in Section 100(1) and paragraph 3 and Part 1 of Schedule 12A of the Local Government Act 1972.

MGEB7 INVESTIGATION: LAND ACQUISITION

The Board considered a report of the Strategic Director, Environment which sought authority to commence an investigation into how to secure the resources required to finance the acquisition of land by negotiation, where land interests could be purchased in advance of the Mersey Gateway Compulsory Order (CPC) procedure.

RESOLVED: That

- (1) the proposed investigation be undertaken into financial risk and best value options for acquiring land in advance of the compulsory purchase procedure; and
- (2) the results emerging from this investigation be reported to the Council' Executive Sub Committee for consideration, including the granting of authority to implement any advanced land acquisition recommendations.

Strategic Director
- Environment

MINUTES ISSUED: 20th June 2007

CALL IN: 27th June 2007

Any matter decided by the Mersey Gateway Executive Board may be called in no later that 27th June 2007

Meeting ended at 10.45 am

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CHILDREN AND YOUNG PEOPLE POLICY AND PERFORMANCE BOARD

At a meeting of the Children and Young People Policy and Performance Board on Monday, 4 June 2007 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Dennett (Chairman), Horabin (Vice-Chairman), Higginson, J. Lowe, Parker and Stockton

Apologies for Absence: Councillors Drakeley, Fraser, Gilligan, D Inch and M Ratcliffe

Absence declared on Council business: (none)

Officers present: R. Bannigan, A. McIntyre, Scott S, Lynn Derbyshire and A. Villiers

Also in attendance: Councillor McInerney (in accordance with Standing Order No. 33).

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

	<i>Action</i>
<p>CYP1 MINUTES</p> <p>The minutes of the meeting held on 26th February 2007 having been printed and circulated were signed as a correct record subject to the following amendment:-</p> <p>Minute No: 50, Fourth bullet point to be recorded as “it was acknowledged that there was a small number of young people who would not participate in youth activities and some of which would subsequently become involved in anti-social behaviour.”</p>	
<p>CYP2 PUBLIC QUESTION TIME</p> <p>The Board received a video presentation from a meeting with parents, carers and young people which took place on 23rd May 2007 and 31st May 2007 at the Grange City Learning Centre.</p> <p>The parent and carer representative and young people had raised a number of questions and concerns in relation to various items on the agenda and it was agreed that these</p>	

questions would be addressed during the relevant agenda item.

CYP3 CHAIRMAN'S WELCOME

The Chairman, Councillor M Dennet welcomed all the Members to the first meeting in the municipal year. He also took the opportunity to welcome the new Member Councillor J Lowe to the meeting.

The Chairman also took the opportunity to thank Councillors Philbin and Marlowe for their contributions to the Board during the previous year.

CYP4 EXECUTIVE BOARD MINUTES

The minutes of the Executive Board relating to the work of the Children and Young People's Policy Performance Board were submitted for information.

RESOLVED: That the minutes be noted.

CYP5 REVIEW OF THE CHILDREN & YOUNG PEOPLE'S PLAN

The Board considered a report of the Strategic Director – Children and Young People which gave Members information regarding the Review of the 2006/08 Children & Young People's Plan.

In this respect, a list of the revised priorities within the Children & Young People's Plan for 2007 – 2009 was circulated at the meeting.

The Board was advised that the Children & Young People's Plan had been published in April 2006 and there was a statutory duty to review the plan on an annual basis.

Arising from the discussion, the following comments were noted:-

- The significance of the colour coding and how in the future they would be incorporated throughout the children and young people's agenda;
- The actions that were being taken in respect of the priorities, how the Board would monitor their progress, the role of the members group and how they fitted into the service plans and the performance indicators. It was suggested that the Council priorities could be colour coded and the

specific service plan identified and be presented to the members group for consideration. It was also noted that partners were linked to this process and closely monitored via the LAA's and through the LSP's;

- In respect of target EA3 – the importance of early intervention and young people being targeted for that intervention at a very early age was noted. It was also noted that the authority were seeking to reduce the number of young people on statements;
- How partner organisations had been involved in the Plan and the shared targets was noted; and
- It was suggested that a structure diagram be established outlining how the various Boards relate to each other.

RESOLVED: That

- (1) the contents of the report be noted;
- (2) update monitoring reports on the actions taken on the priorities be presented to the Board on a regular basis;
- (3) the Members group be provided with a colour coded list of Council priorities which would also identify the relevant service plan; and
- (4) Members be provided with a structured diagram of how the various Boards relate to each other.

Strategic Director-
Children & Young
People

N.B. Councillor Horabin declared a Personal Interest in the following item as a Member of the Governing Body of Simms Cross Primary School.

CYP6 SCHOOLS FACING CHALLENGING CIRCUMSTANCES

The Board considered a report of the Strategic Director – Children & Young People which gave information on the schools that had been identified by the School Improvement and Targets Unit of the DfES as being 'schools facing challenging circumstances'. The report also outlined the key actions that would be taken to secure improvements in each school's performance by 2008. The following schools were identified:-

- Hallwood Park Primary School;
- Oakfield Community Primary School;
- Palace Fields Primary Schools;
- Simms Cross Primary School; and
- Woodside Primary School.

The following questions were raised by the young people:-

- 1) What is the criteria for identifying schools facing challenging circumstances? and
- 2) What is the criteria for school closure?

In response the following answers were given:-

- 1) There is a base target that schools were expected to achieve at different key stages. In Key Stage 2 young people in any school should have reached Level 4 at the age of 11. The five schools that had been identified had not met their targets for three or more years; and
- 2) When a school is in special measures, it has twelve months to improve before closure is considered. Very intensive intervention strategies are provided to the school during that period. All schools have to provide a Raising Achievement Plan which has to be approved by the National Strategy Board. If the schools did not improve during that time, then closure would be considered.

Arising from the discussion, the following comments were noted:-

- That the five identified schools were receiving very heavy intervention strategies to raise achievement and attainment;
- Simms Cross Primary school had now gone into 'Special Measures';
- Woodside has had their Raising Achievement Plan approved, the other schools plans were still under discussion;
- The authority had developed a trigger system and were constantly gathering data which was colour

coded and would identify when early intervention strategies were required before a major problem arose;

- It was noted that there could be a risk of pupils moving from schools that had been identified as having problems or were in special measures;
- It was suggested that good practice in schools could be shared and head teachers from outstanding schools could be twinned with head teachers of schools facing challenging circumstances to allow this to happen. It was noted that this was taking place currently in the authority and that some of the staff were also participating in sharing good practice;
- The importance of good leadership in schools was noted; and
- It was noted that the situation was not as bad as it seemed as the schools in Halton facing challenging circumstances were no worse than those in other authorities. It was also noted that a lot of dialogue and intervention was taking place to rectify the situation and all the schools shared a vision to improve. The funding to schools in Halton had also been better than in other authorities.

RESOLVED: That the report and comments raised be noted.

CYP7 SCRUTINY ANNUAL REPORT

The Board considered a report which represented a draft annual report of the activities of the Board during 2006/07 for comment/amendment. The report, subject to endorsement, would be presented with reports of other PPB's to a forthcoming meeting of the Council for adoption.

In this respect, a revised report had been circulated.

The Chairman, thanked all the Members of the Board and officers for their contributions during the last year. He also took the opportunity to thank the Portfolio Holder for Children and Young People, Councillor McInerney for his contributions and attendance at the meetings.

RESOLVED: That the Board endorse the Annual

Report for the purpose of its adoption at a forthcoming meeting of the full Council.

CYP8 RACIST INCIDENT ANNUAL MONITORING REPORT

The Board considered a report of the Strategic Director, Children & Young People which detailed how the Local Authority and its schools would meet the requirements arising from the Macpherson Report (the Stephen Lawrence Inquiry). It had been previously agreed that progress reports would be presented to the Board each year.

The following questions were raised by the young people:-

- 1) What do schools do when there are a range of issues including racist incidents within a school?
- 2) Will people be encouraged to report incidents in schools or will they be afraid to do so? and
- 3) How do schools share good practice in terms of bullying and racist reporting?

In response the following answers were given:-

- 1) Schools were required to produce anti-bullying strategies and ensure all pupils are aware of what behaviour was appropriate within the school. Schools should encourage young people to report all incidents of bullying;
- 2) The authority promote a positive and diverse culture in schools and would encourage more schools to report incidents. However, work was required to publicise to young people that there would be a positive response if they reported incidents; and
- 3) Schools could be linked in order to share good practice.

Arising from the discussion, the following comments were noted:-

- That a meeting would take place with the young people before the next Board meeting in order to give them feedback on their questions;

Strategic Director-
Children & Young
People

- It was noted that the nature of all racial incidents were categorised, analysed and appropriate action taken wherever necessary. It was also noted that the action taken would depend on the nature of the incident;
- It was noted that there had been a slight increase in the number of incidents. However, it was unclear as to whether this was as a result of publicity and improved reporting procedures; and
- It was noted that during the last 12 months the population had become more diverse and the need to provide a service for English as a second language had increased significantly.

RESOLVED: That the report and comments raised be noted.

CYP9 ANNUAL REPORT AND BUSINESS PLAN FOR SAFEGUARDING

The Board considered a report of the Strategic Director, Children & Young People which outlined the Halton Safeguarding Children Board's Annual Report and Business Plan for 2007/08.

The following questions were raised by the young people:-

- 1) What information and guidance is available for young people on safeguarding issues?

In response the following answer was given:-

- 1) During the first year of the Board it had made significant progress and had set out an agenda for the forthcoming year. In this respect the following had been provided/would be available in the near future:-
 - Bookmarks to all Year 5's with a message relating to safety and containing relevant contact numbers;
 - Mouse Mats which had been designed by the young people in the Borough via a competition and had been issued to Year 6 with a message relating to safety and containing relevant contact numbers;

- An event had taken place at Halton Stadium for all 9 and 10 year old children and over 1500 young people had attended over a period of two weeks. The young people were able to meet people from various agencies who were responsible for safeguarding issues;
- A leaflet would be produced in the summer targeted at older children and would highlight how to deal with abuse;
- A website was planned for the future which would be accessible to the young people, carers and parents;
- A newsletter is produced on a six monthly basis relating to safeguarding issues; and
- Consultation was currently taking place on the possibility of holding an event to give young people the opportunity to 'have their say' with a focus on safety. This event would be targeted at young people from the ages of 11 – 18 and it was proposed that two representatives from each school across the borough attend the event. This would help to improve the authorities services against the five Every Child Matters outcomes.

Arising from the discussion, the following comments were noted:-

- It was noted that officers should be congratulated on the comprehensive report and the progress on the key objectives to date. It was suggested that an update on the objectives that did not contain comments on the progress in the report would be circulated to Members;
- It was suggested that the authority could consider using text messages to raise awareness on safeguarding issues;
- It was noted that the Membership of the Halton Safeguarding Children's Board did not include elected Members as guidance precluded them from having a seat on the Board. However, Councillor

Strategic Director-
Children & Young
People

McInerney met with the Chair of the Safeguarding Board and the Strategic Director for a briefing and clarification regarding issues raised at the meeting; and

- It was noted that a lot more was being done in Halton to safeguard the young people than in other authorities.

RESOLVED: That

- (1) the contents of the Annual Report and Business Plan be noted; and
- (2) an update on the objectives that did not contain comments on the progress would be circulated to Members.

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Children & Young
People

CYP10 ANNUAL REPORT FOR PRIVATE FOSTERING

The Board considered a report of the Strategic Director, Children & Young People which outlined the Private Fostering Annual Report 2006-2007 and action plans.

The following questions were raised by the young people:-

- 1) Why would people currently privately fostering want to register? and
- 2) Is this being promoted through schools and the Youth Service?

In response the following answers were given:-

- 1) Private Fostering usually involved young people, normally teenagers who move in with a friend. There is a legal requirement that these arrangements are monitored. It is important that these young people are able to access advice and support and be assured that the authority is adequately monitoring their placement in order that they remain safe and protected and all their needs are met; and
- 2) The Annual report addressed some of the multi agency training available about private fostering and the youth service, schools were invited to attend. Leaflets are also distributed

to venues where young people congregate such as youth clubs, schools and nurseries. There are also presentations undertaken to the head teachers of primary and secondary schools, radio and press releases and a safeguarding parenting handbook had been circulated widely around the borough, which included information about private fostering.

RESOLVED: That the contents of the Annual Report and Action Plans be noted.

N.B. Councillor J Lowe declared a personal interest in the following item as Trustee and Management Committee of West Runcorn Youth Club; and

Councillor Horabin declared a Personal Interest in the following item as a Member of the Governing Body of Simms Cross Primary School.

CYP11 PERFORMANCE MONITORING - QUARTER 4

The Board considered a report of the Strategic Director, Children and Young People which gave Members the opportunity to examine progress towards achieving the service objectives, milestones and performance targets contained in the 2006/07 service plans within the Boards remit.

The following points arose from the discussion:-

Children's Services (Social Care)

- The progress on BVP161 (Employment, education and training for care leavers ratio) was noted;
- The verbal update given on the proportion of looked after children in family placements was noted; and
- The stability of Looked After Children was considered and actions noted to support placements. It was also noted that this target would be abandoned next year and be replaced with the percentage of looked after children under 16 looked after for more than 2.5 years and in the same placement for two years.

School Support and Advisory Service

- The progress made against the key objectives and

milestones in relation to Building Schools for the Future and the verbal update was noted;

- The progress relating to each of the schools having a nominated EVC governor was noted; and
- The progress relating to how the Local Authority was proceeding to review how it undertakes its School Improvement Team was noted.

Student Services & Lifelong Learning

- The progress made against the key objectives/milestones relating to young people Not in Education, Employment or Training (NEET) was noted; and
- The key role of the SEN Team formed in January 2007 to support and challenge school's to improve their capacity to support pupils with a wider range of special educational needs was noted.

RESOLVED: That the report and comments raised be noted.

CYP12 CHAIRMAN'S ANNOUNCEMENT

The Chairman reported that Kath O'Dwyer (Operational Director, Children & Young People) would shortly be leaving the authority and he took the opportunity to pay tribute to her work during her time with Halton and in particular her contribution to the Board.

RESOLVED: That the Board place on record its thanks to Kath O'Dwyer and extend its best wishes to her for the future.

Meeting ended at 9.45 pm

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EMPLOYMENT, LEARNING AND SKILLS POLICY AND PERFORMANCE BOARD

At a meeting of the Employment, Learning and Skills Policy and Performance Board on Wednesday, 13 June 2007 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Jones (Chairman), Fraser (Vice-Chairman), P Blackmore, Edge, Findon, Howard, Parker, Rowe and Stockton

Apologies for Absence: Councillor Lewis and Worrall

Absence declared on Council business: None

Officers present: G. Collins, Cooke, N. Goodwin, S. Saunders, A. Villiers and L. Derbyshire

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

	<i>Action</i>
<p>ELS1 MINUTES</p> <p>The minutes of the meeting held on 12th March 2007, having been printed and circulated were signed as a correct record.</p> <p style="text-align: center;">COUNCILLOR FRASER IN THE CHAIR</p>	
<p>ELS2 PUBLIC QUESTION TIME</p> <p>It was noted that no questions had been received.</p>	
<p>ELS3 EXECUTIVE BOARD MINUTES</p> <p>The minutes of the Executive Board relating to the work of the Employment, Learning and Skills Policy Performance Board were submitted for information.</p> <p style="text-align: center;">RESOLVED: That the minutes be noted.</p> <p style="text-align: center;">COUNCILLOR JONES IN THE CHAIR</p>	
<p>ELS4 CHAIRMAN'S WELCOME</p>	

The Chairman, Councillor Jones welcomed all the Members to the first meeting in the municipal year. He also took the opportunity to welcome the new Members to the Board, Councillors P Blackmore, Rowe and Worrall and thanked Councillors E Cargill, Hodgkinson and Ratcliffe, for their contributions to the Board during the previous year.

ELS5 COMMUNITY COHESION UPDATE

The Board considered a report of the Strategic Director, Corporate & Policy which provided an advanced interim summary of progress of the Cohesion Working Topic Working Group, with an indication of an emerging series of recommendations on how best Halton should discharge its duties in respect of Community Cohesion. The report also sought the views of Members on further issues which may need to be considered to complete the review.

In addition, the Board discussed the following points:-

- That the final report should contain a summary and the recommendations be set out at the beginning of the report;
- The complexity of community cohesion and the range of inter related matters was discussed and noted;
- The potential role of Parish Council's to further develop community cohesion was noted; and
- The positive impact that building on existing links within smaller communities could have on community cohesion was noted.

Strategic Director
- Corporate and
Policy

RESOLVED: That

- (1) the following key recommendations be noted and actioned:-
 - i) the "Vision Story" developed during the scrutiny process be adopted as the community cohesion statement for Halton and form part of the overall corporate equalities statement used in service planning;
 - ii) the Equality Impact Assessments be extended in scope, in line with LGA guidance, to cover the potential

Strategic Director
- Corporate and
Policy

community cohesion impacts of all council policies and programmes. This should be carried out as part of the established service planning process;

- iii) an Officer Working Group be established, as a sub-group of the Corporate Equalities Group, to specifically look at the needs of new migrants in the Borough and to monitor the joint delivery of services to them;
- iv) the Officer Working Group above report back to the Board on a regular basis;
- v) the cohesion implications of council activities be monitored and reported to the various Policy and Performance Boards as part of the normal service planning monitoring process. In addition a data set of cohesion indicators should be set up and populated. These should form an annual progress report on cohesion, which would be monitored by the Employment, Learning & Skills PPB;
- vi) the Corporate Services PPB be alerted to emerging concerns about perceived barriers to accessing services. These include opening hours, disabled access, transport, difficult locations, information and communication, bureaucracy, quality of response and perceived attitudes to certain client groups. Corporate Services PPB may wish to consider whether it is worthy of further investigation or scrutiny;
- vii) that the Council and its partners be informed of the results of this scrutiny topic and recognise that anti-social behaviour has profound implications for cohesion in Halton. It is one of its defining issues. The anti-social behaviour scrutiny topic team and Halton's Community Safety Team should take note of the impact of their work on community cohesion and be aware that this will form part of the cohesion monitoring system in Halton; and

- viii) inter-generational myths and conflicts were identified as a key defining feature of cohesion in Halton. It is recommended that the appropriate teams within the Children's Services and Health and Communities Directorates collaborate on joining up activity to specifically address inter-generational issues within Halton.

ELS6 IMPLEMENTATION OF REVISED MOBILE LIBRARY SERVICE

The Board considered a report of the Strategic Director, Health and Community which gave Members an update on the Mobile Library Service following its review and subsequent implementation of a new timetable in March/April 2007.

In this respect, an update on the statistics and a full list of mobile library stops were available at the meeting.

In addition, the Board discussed and considered the following points:-

- The role the library service provided to education and the opportunities for the service, within the Building Schools for the Future Programme was discussed and noted;
- That officers be congratulated on the improvements to the mobile library service and the success of implementing the changes that had been suggested through the consultation process including at the Area Forums;
- That a further report be presented to the Board at a later date detailing the results of longer term monitoring of the impacts of the changes;
- The potential benefits of acquiring another mobile library vehicle was noted; and
- It was agreed that the Board receive regular reports on the library service, which would outline any possible implementation changes within the service.

RESOLVED: That

- (1) the report be noted;

Strategic Director
- Health and
Community

- (2) before the changes in the review are implemented, a report be presented to the Board which would consider further deposit collections in community buildings, evaluate the three weekly rota and the feasibility and financial costs of acquiring another mobile library vehicle;
- (3) the three weekly rota for the mobile library service be evaluated in the future; and
- (4) the Board receive regular reports which would outline any possible implementation changes within the service

(NB: Councillor Stockton declared a Personal Interest in the following item of business as a Director of Murdishaw Community Centre)

ELS7 COMMUNITY CENTRES

The Board considered a report of the Strategic Director, Health and Community which provided information on the Community Centre's and detailed the variances across the five Council facilities.

In addition, the Board discussed and considered the following points:-

- That the figures outlined in the report were related to group attendance figures not individual attendance at the centres; and
- In discussions relating to the availability of public transport services to the centres, it was agreed that this information be circulated to Members of the Board. In this respect, it was also suggested that a simple survey could be undertaken across the community centres asking users what form of transport they had taken to the centres.

RESOLVED: That the Board support the continuation and development of the community centre provision.

ELS8 BUSINESS PERCEPTIONS SURVEY

The Board considered a report of the Strategic Director, Environment which provided information on the scope of the follow up Business Perceptions Survey commission through the Employment, Learning & Skills SSP

Strategic Director
- Health and
Community

as part of the 2007/08 commissioning process.

The Board was advised that a further more comprehensive survey is to be commissioned to build on the initial survey and to begin to evaluate some of the training provision undertaken since the first survey (including Train to Gain). In addition the survey would explore some of the skills and employment issues within the key growth sectors in the Borough as well as considering the implications the new Mersey Gateway would have on skills and Employment.

The Board was further advised that the tendering process was scheduled to take place in August and the process of undertaking the survey would commence in September/October 2007. The findings of the survey would be reported back to the Board during Quarter 4.

In this respect, the Members were requested to consider the scope of the project.

In addition, the Board discussed and considered the following points:-

- 1) The funding mechanisms in relation to Level 1 and Level 2 NQV's and the differences in the levels was noted;
- 2) The differences between academic achievements and NVQ's was discussed and noted;
- 3) It was suggested that more details were required on how the data set out in the survey had been completed. It was also acknowledged that some of the results seemed to be contradictory;
- 4) That the authority was in a good position to take the lead and provide tailor made training packages to local employers;
- 5) That an A4 sheet containing the National Skills Curriculum Framework could be attached to the proposed survey;
- 6) In relation to funding, it was suggested that employers could be encouraged to put procedures in place to enable people to have the opportunity to claim a grant for training;
- 7) It was agreed that the commissioned survey

before it was sent out to employers for completion, be presented to the next meeting of the Board for consideration;

- 8) It was noted that 96% of employers had indicated that they would be willing to pay for all or part of the employees training;
- 9) The Council's apprenticeship scheme could be reviewed over the next few months with a view to maximising the scheme in the Borough;
- 10) Concern was raised re the safety of trainees that could be placed with inexperienced trainers;
- 11) That a set of questions related to apprenticeships be established; and
- 12) A revised report be circulated to Members of the Board for comments before it is presented to the next meeting on 10th September 2007.

The Chairman asked for nominations for the two new topic groups that would be commencing in the near future, Creating Local Jobs Through Procurement and Skills Identifying the Needs of Businesses. He indicated that the meetings would take place in the early evening and dates would be circulated shortly.

RESOLVED: That

- (1) The comments raised above be noted / actioned as appropriate;
- (2) The survey be presented to the next meeting of the Board for consideration before it is sent to employers;
- (3) A report regarding apprenticeships be presented to a future meeting;
- (4) a revised report, that takes account of the points set out in 1 – 12 above, be circulated to Members of the Board for comment before it is presented to the next meeting on 10th September 2007; and
- (5) the following Members be nominated on the new topic groups as follows:-

Strategic Director
- Environment

i) Creating Local Jobs Through Procurement

Councillors: Jones, Blackmore, Findon, Fraser and Howard; and

ii) Skills Identifying the Needs of Business

Councillors: Jones, Findon, Fraser, Howard, Rowe and Stockton.

ELS9 DARESBUY SCIENCE AND INNOVATION CAMPUS VISIT

The Board considered a report of the Strategic Director, Environment which reviewed the recent Board visit to the Daresbury Science and Innovation Campus.

The report advised that the Board had been given an extensive presentation regarding the future of the Campus and also a tour of the Innovation Centre. There had been a lengthy debate on the long term impact it would have on the area, particularly in relation to future jobs and the skills that would be required. It had been agreed that whilst many high level skills would be required, the campus would offer a range of employment opportunities.

In addition, the Board discussed and considered the following points:-

- That the visit had been very successful and it was suggested that Members undertook further visits to alternative sites. It was also agreed that the Board undertake a visit to the site annually;
- In relation to public transport being improved to help people from the most deprived areas gain employment on the campus, it was suggested that this matter be investigated;
- It was suggested that the Industrial Forum be invited to a meeting of the topic group;
- It was suggested that Mr B Badrock, The Chamber of Commerce be invited to a future meeting of the Board;
- The benefits of senior people within local companies becoming governors at local schools was noted; and

- A linkage could be devised between the schools and the Daresbury catalyst that gave the young people an incentive to undertake in employment opportunities.

RESOLVED: That

Strategic Director
- Environment

- (1) the following issues be approved for further investigation:-
 - i) Access in the longer term to employment opportunities. How could public transport be improved to help people from the most deprived areas gain employment on the campus?
 - ii) what level of skills would be needed?
 - iii) What types of science skills would be needed?
 - iv) Where will the businesses presently located in the Innovation Centre go once they were ready to move on? How do we keep such businesses in Halton?
 - v) How well does the Campus work with local schools?
 - vi) How would local residents aspire to work on the campus? and
 - vii) There would need to be a link to the Business Survey and to work in the schools.
- (2) the Board undertake visits to:-
 - i) Astmoor
 - ii) Halebank;
 - iii) The Heath; and
 - iv) Daresbury Park;
- (3) Prior to a visit, a pre meeting be arranged to identify the aims and objectives of the visit and a consensus on potential questions be established;
- (4) the Council, if necessary, write to local

employers to encourage their senior employees to become governors at local schools; and

- (5) Members of the Board undertake an annual visit to the Campus.

ELS10 SCRUTINY TOPIC GROUP - ADULT LEARNING AND SKILLS DEVELOPMENT

The Board considered a report of the Adult Learning & Skills Development Topic Group which outlined the findings of the group.

Arising from the discussion, the following comments were noted:-

- The issues relating to LSC funding were noted;
- It was agreed that an additional recommendation be added to the issues and next steps as 3.15 of the report which would provide support in a career change for the over 40's. This would need to link specifically to the Government's drive to fund a first Level 2 and the fact that many adults would already have a Level 2 and attempting to make a career change would mean self funding any new training; and
- The verbal update on the Government proposals relating to English as a second language which would be effective from September 2007 was noted.

RESOLVED: That

- (1) the following recommendations of the Topic Group be endorsed:-
- (i) Halton Borough Council re-commence provision of core funding to the Adult Learning & Skills Development Team;
 - (ii) An 'invest to save' approach is adopted within Halton Borough Council in terms of providing IT and Skills for Life training to employees;
 - (iii) more formal mechanisms are put in place whereby other services/teams within HBC can access Adult Learning & Skills

Strategic Director
- Environment

Development provision;

- (iv) full time tutors are employed, wherever possible, to ensure opportunities for developing and diversifying the service are enhanced;
 - (v) the Adult Learning & Skills Development Team expands its languages provision to enhance and improve the delivery of English and other language skills in the borough, including supporting local schools (particularly primary) in offering a wider range of language choice; and
 - (vi) the Adult Learning & Skills Development Team liaises with the Learning & Skills Council and Job Centre Plus in supporting a Career Change Service for the over 40's, given the perceived lack of support for this age group in terms of making a decision to follow an new career path;
- (2) an action plan be prepared; and
- (3) the Board endorse the continuation of the Adult Learning Team remaining within the remit of Economic Regeneration.

ELS11 SCRUTINY TOPIC GROUP - HALTON PEOPLE IN JOBS

The Board considered a report of the Halton People into Jobs Scrutiny Topic Group which outlined the programme of work that had been undertaken as part of the Board's scrutiny programme. The report also explored the options for increasing employment opportunities for local residents.

The Board was advised that the Authority has recently been successful in a tender bid with a service value of £183,000 to help unemployed people gain employment in the public sector.

RESOLVED: That

- (1) the following recommendations of the Topic Group be approved and forwarded to the next available Executive Board for consideration:-

Strategic Director
- Environment

- (i) funding be secured to continue to deliver HPiJ services beyond 31 March 2008 be recommended as a key priority;
- (ii) the identification of alternative, more accessible and suitable premises for HPiJ in Halton Lea, preferably a shop front and an additional HPiJ base in Widnes Town centre should be pursued;
- (iii) HPiJ should apply for the Matrix Excellence Award and use this as the basis of securing further external income, particularly from Jobcentre Plus and the Learning and Skills Council;
- (iv) The promotion of HPiJ as the preferred recruitment supplier to employing organisations in Halton should be championed by the Council and Halton Strategic Partnership;
- (v) Funding be secured to continue the Enterprising Halton programme to stimulate Entrepreneurship and Business Start-up beyond 31 March 2008 be a priority;
- (vi) The potential of creating local jobs through the Council Procurement Strategy should be explored and a Topic Group to address this issue be established;
- (vii) Further employment opportunities for young people aged 16-19 years of age, particularly those 'not engaged in education, employment or training (NEET)' should continue to be developed i.e. Council Apprenticeship Programme, Care Leavers Pre-employment programme;
- (viii) The feasibility and costs associated with the Council introducing the Princes Trust Team Challenge, a personal development programme for young people aged 16-25 years provided by Cheshire Fire and Rescue Service should be explored; and

- (ix) The Government should re-cycle a set percentage of the first year savings when unemployed people find work back into employment schemes. This would enable such schemes to continue and would reward success as opposed to just paying for process.

ELS12 SCRUTINY TOPIC GROUP ANNUAL REPORT

The Board considered a report which represented a draft annual report of the activities of the Board during 2006/07. The report, subject to endorsement, would be presented with reports of other PPB's to a forthcoming meeting of the Council for adoption. The report outlined the Membership and responsibilities, the main initiatives the Board had considered during the year and the work programme for 2007/08.

The Chairman, Councillor Jones indicated that the report did not represent the final document as some aspects of the report would need to be highlighted and expanded upon. During the discussion, it was suggested that the paragraph relating to disability sports could be expanded and highlighted as a priority.

Councillor Jones, took the opportunity to thank the Members of the Board for all the work they have undertaken during the past year. He highlighted that the Board had a very challenging programme of monitoring, scrutiny, visits and policy development and had made a substantial contribution to improving the way the Council and its partners work together.

RESOLVED: That the Board endorse the Annual Report for the purpose of its adoption at a forthcoming meeting of the full Council.

Strategic Director
- Environment

Meeting ended at 9.45 p.m.

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HEALTHY HALTON POLICY AND PERFORMANCE BOARD

At a meeting of the Healthy Halton Policy and Performance Board on Tuesday, 12 June 2007 at the Civic Suite, Town Hall, Runcorn

Present: Councillors E. Cargill (Chairman), Loftus (Vice-Chairman), Higginson, Horabin, C Inch, Lloyd Jones, J. Lowe, Swift and Wallace

Apologies for Absence: Councillor Gilligan

Absence declared on Council business: None

Officers present: M. Loughna, P. Barron and M. Simpson

Also in attendance: Councillor Gerrard (in accordance with Standing Order 33), Councillor B. Bryant and 2 members of the public

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

	<i>Action</i>
HEA1 MINUTES	
<p>The Minutes of the meetings held on 13 March and 3 April 2007 having been printed and circulated were signed as a correct record.</p>	
HEA2 PUBLIC QUESTION TIME	
<p>It was confirmed that no public questions had been received.</p>	
HEA3 EXECUTIVE BOARD MINUTES	
<p>The Board considered the Minutes of the meetings of the Executive Board Sub Committee relevant to the Healthy Halton Policy and Performance Board.</p> <p>RESOLVED: That the minutes be noted.</p> <p>(N.B COUNCILLOR WALLACE DECLARED A PERSONAL INTEREST IN THE FOLLOWING ITEM AS SHE ATTENDED A MEETING REGARDING APPRAISAL FOR FUNDING FOR THIS PROJECT.)</p>	

HEA4 MENS HEALTH

The Board received a presentation from Anna Nygaard, Health Improvement Manager from Halton & St Helens PCT, regarding the development of a targeted campaign to support a Men's Health Programme across Neighbourhood Management Areas in Halton. The presentation outlined the following:

- The need for a men's health campaign;
- Current recommendations;
- National and Halton picture;
- The campaign approach;
- Evaluation;
- Timeline; and
- Summary.

The Board was provided with the data sources that had informed the Halton profile and statistics of Halton Lifestyles. The objective was to increase men's access to services, prevention, lifestyles and referrals, the defining characteristics of the target group, segmentation, the process and its content plus details of the external evaluation from the University of Liverpool was also provided.

Arising from the presentation Members discussed various issues such as the amount of funding, the need for a focus group of men in order to carry out research, the need for an exit strategy and the source of funding once the Neighbourhood Management monies had ran out. The Board was advised that the Assistant Director of Public Health had confirmed that the whole costs of this project would be picked up if the programme was still successful in three years time.

The Chairman thanked Ms Nygaard for an informative presentation.

RESOLVED: That the presentation be noted.

(N.B COUNCILLOR LLOYD JONES DECLARED A PERSONAL INTEREST IN THE FOLLOWING ITEM PLUS 5A, 5C AND 5F AS HER HUSBAND IS A NON-EXECUTIVE DIRECTOR OF THE PCT.)

HEA5 WIDNES ESTATES STRATEGY

The Board considered a report from Alan Rice – Operational Director, Primary Care Trust (PCT) – which

provided an update of the progress that followed the consultation carried out by Halton and St Helens PCT in 2006.

It was reported that the building of new premises to locate Beaconsfield Road Surgery to the new site on Peelhouse Lane was expected to commence in August 2007. Ditton Medical Centre on Blundell Road had relocated to the Health Care Resource Centre (HCRC). It was noted that a service specification had been developed to encompass the delivery of service for Upton Rocks and Hale Village and Hale Bank surgery by one provider. Therefore there could be one combined service for all three areas. Tenders had been received and the bids were being considered. The Board was informed of other surgeries that were looking to be developed which were Appleton and Beechers.

Members raised queries regarding the number of residents that the new combined surgery would cover. In reply it was noted that it would depend on the preferred bidder. One option being to have a full time doctor at Upton Rocks and a full time / full and half time doctor at Hale Village and Hale Bank over five days a week. In addition Members discussed the need for a patient panel to be aligned with each surgery.

RESOLVED: That the report be noted.

(N.B COUNCILLOR HIGGINSON DECLARED A PERSONAL INTEREST IN THE FOLLOWING ITEM AS HE WOULD BE ACCESSING THIS SERVICE IN THE NEAR FUTURE.)

HEA6 JOINT COMMISSIONING STRATEGY FOR ADULTS WITH PHYSICAL AND/OR SENSORY DISABILITIES 2007-2011

The Board received a presentation from Liz Gladwyn – Joint Commissioning Manager from Health and Partnerships on the draft joint Commissioning Strategy for Adults with Physical and/or Sensory Disabilities. The presentation detailed the following:

- What is commissioning?
- Joint Commissioning Strategy;
- What it will deliver;
- Outcomes for individuals; and
- Implementation.

It was reported that the strategy was written as a practical document to assist the services to move towards a more focussed way of commissioning services for adults in the 18-64 range over a four year period. This was the first strategy to be produced for this group of people.

The Board raised a number of issues such as whether there would be any independent advocacy involved, the development of support networks and the number of people waiting for service. In reply it was noted that people would be able to contact SHAP for an advocacy service and a report would be brought back to a future meeting in relation to waiting times.

The Chairman thanked Ms Gladwyn for an informative presentation.

RESOLVED: That the draft Strategy be supported and endorsed.

HEA7 WORK TOPIC : ADULTS WITH LEARNING DISABILITIES
DAY SERVICE REDESIGN

The Board considered a report which provided an update on the work topic entitled Adults with Learning Disabilities Day Service Redesign undertaken by the Board in September 2006 – June 2007.

It was reported that three Members participated in a small working group and worked with officers to examine the significant changes that had taken place in Day Services for Adults with Learning Disabilities.

The report detailed findings of the work and included views of carers and adults who currently accessed these services. The report also included the scrutiny review of the re-design of the learning disability day services which set out the national and local context, the challenges, the nature of service provision post redesign of day services, the conclusion, recommendations and the results of an activity feedback questionnaire.

It was reported that a number of recommendations had been made including further work on services for people with profound and multiple disabilities. Continued involvement of service users and carers in development of services and consideration of the development of a “one-stop-shop”.

The Board was informed of two awards that day

Strategic Director
– Health and
Community

services had been awarded, one for the initiative itself and the other for cleanliness and hygiene in the kitchen. Members made positive comments in relation to the adults with learning disabilities day service redesign.

RESOLVED: That the Members agree the recommendations of the report.

Strategic Director
– Health and
Community

HEA8 WORKING ARRANGEMENTS AND LIAISON BETWEEN LOCAL AUTHORITY OVERVIEW & SCRUTINY COMMITTEES AND 5BOROUGH PARTNERSHIP TRUST

The Board received a report on the working arrangements and liaison between Local Authority Overview & Scrutiny committees and 5Boroughs Partnership Trust. The report noted that the 5Boroughs Partnership sought to formalise arrangements, using national guidance, on its work with Overview and Scrutiny Committees across the 5Boroughs.

It was noted that this would allow a consistency across the five local authorities and was based on the principle openness and dialogue to ensure that Members were sufficiently well informed of the work of the Trust.

The Board was informed of an amendment to paragraph 2.2.1 on page 7 of appendix 1, as it was felt the foot note was not clear therefore this had been altered. In addition it was reported that there were two additional references in terms of the legislation.

The policy identified who should attend the Overview and Scrutiny Committees, the writing of any relevant reports and the timelines of consultation.

RESOLVED: That the Members note and agree the proposals and forward any comments to Martin Loughna by 16th July 2007.

Strategic Director
– Health and
Community

HEA9 NORTH WEST AMBULANCE SERVICE NHS TRUST

The Board was informed of the proposed reconfiguration of the North West Ambulance NHS Trust Strategy. The report detailed the reconfiguration of the Ambulance Control Room Service, which was required to deliver the government initiatives; "Taking health care to the patient" and "call to connect". The Appendix set out the technical requirements to deliver services through a single

virtual call handling arrangement. It was noted that residents would experience a difference in the way the ambulance service would work after the implementation of the significant change.

Members queried various issues such as the area of the North West that would be covered by the whole service. In response it was noted that it would be a large area including Cumbria and Lancashire. The Board felt it would be beneficial to invite a representative from North West Ambulance NHS Trust to expand on future services to Halton residents.

RESOLVED: That

- 1) Members note the proposed changes; and
- 2) Members agree a presentation by North West Ambulance NHS Trust on future service to Halton residents be brought to the next meeting.

HEA10 WORK TOPICS TO BE UNDERTAKEN BY HEALTHY HALTON POLICY & PERFORMANCE BOARD

The Board considered a report which outlined the terms of reference for two work topics for the coming year which were as follows: Health of Carers and Contracted Services for People with Physical and Sensory Disabilities. In addition the Board was informed of another work topic group that would scrutinise "protection of vulnerable adults" that would have Members from the Safer Halton Policy and Performance Board as well as Healthy Halton. Members were requested to contact Peter Barron should they wish to take part in this topic group.

RESOLVED: That:

1. Members agree the topics and the Terms of Reference;
2. Members wishing to take part in the Protection of Vulnerable Adults work topic inform Peter Barron.

Strategic Director
– Health and
Community

HEA11 ANNUAL REPORT

The Board considered the Annual Report for the Health Halton Policy and Performance Board. The report outlined the membership and responsibilities, the review of the year, work topics, performance issues and the work programme for 2007/2008. The Chairman thanked all the officers and Members involved throughout the year for all

the hard work and effort that was given to produce an incredible amount of work.

RESOLVED: That the PPB agree and endorse the Annual Report for the purpose of its adoption at a forthcoming meeting of the full Council.

Strategic Director
– Health and
Community

HEA12 QUARTERLY MONITORING REPORTS

The Board considered a report of the Strategic Director – Healthy Halton Policy and Performance Board regarding the Fourth Quarter Monitoring Report for the Older People's and Physical and Sensory Impairment Services, Adults of Working Age and Health and Partnerships.

RESOLVED: That the fourth quarter year-end performance monitoring reports be received.

Strategic Director
Health and
Community.

Meeting ended at 8.55 p.m.

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SAFER HALTON POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Halton Policy and Performance Board on Tuesday, 19 June 2007 at the Council Chamber, Runcorn Town Hall

Present: Councillors Osborne (Chairman), Stockton (Vice-Chairman), Lloyd Jones, Murray, E Ratcliffe, Swift and Thompson

Apologies for Absence: Councillors Edge, Morley, M Ratcliffe and Redhead

Absence declared on Council business: None

Officers present: S. Clarke, H. Cockcroft, J. Downes, M Noone, Y. Sung, J. Unsworth, A. Villiers, P. Watts, G. Hazlehurst, J. Pope and C. Halpin

Also in attendance: Councillor Wright (in accordance with Standing Order No. 33)

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

SAF1 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS

The Board was advised that a matter had arisen which required immediate attention by the Board because in each case a decision was required before the date of the next meeting (Minute SAF11 refers), therefore pursuant to Section 100 B (4) and 100 E Local Government Act 1972, the Chairman ruled that the items be considered as a matter of urgency.

SAF2 MINUTES

The Minutes of the meeting held on 20th March 2007 having been printed and circulated were taken as read and signed by the Chairman as a correct record.

SAF3 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

Action

SAF4 EXECUTIVE BOARD MINUTES

The Board considered the Minutes of the Executive Board and the Executive Sub-Committee relating to the Safer Halton Policy and Performance Board.

RESOLVED: That the Minutes be received.

SAF5 PERFORMANCE MONITORING REPORTS

The Board considered a report regarding the Fourth Quarter Monitoring Report for the Highways & Transportation, Environment & Regulatory Services, Health & Partnerships, and Cultural & Leisure Services.

The Board discussed areas of concern arising from the Quarterly Monitoring Reports, in particular BV90a – Satisfaction with Waste Management. The Board requested more information in relation to this Best Value Performance Indicator, as the result did not match other surveys which have been undertaken.

In addition it was noted that areas shaded grey within the reports were not relevant to this Board. Following a discussion the Board requested that for future meetings the quarterly monitoring reports include only information relevant to this Board and that salient points be clearly identified.

RESOLVED: That

- (1) the quarterly monitoring reports be noted;
- (2) more information in relation to BV90a be distributed to Members of the Board; and
- (3) the request made by the Board that for future meetings the quarterly monitoring reports include only information relevant to the Board with the salient points be clearly identified, be relayed to the Best Value & Performance Section.

Strategic Director,
Environment

SAF6 ANNUAL REPORT

The Board was presented with the Annual Report, which detailed the activities of the Safer Halton Policy and Performance Board (PPB) during 2006/07.

The Chairman gave an update on the topics chosen by the Board, which would form the basis of the Working Groups for the Municipal Year 2007/08;

- Bereavement Services

- Waste and Recycling;
- Anti-Social Behaviour and Community Safety, including Domestic Violence;
- Adult and Elderly Abuse; and
- Environmental Health and Risk Assessment

In order to establish membership of the Working Groups, Members of the Board were asked to contact the Committee Administrator indicating which working parties they wished to sit on.

RESOLVED: That

- (1) the Annual Report be noted; and
- (2) Members of the Board contact the Committee Administrator indicating which working party they wished to sit on.

SAF7 PROGRESS ON IMPLEMENTING THE SMOKE FREE LEGISLATION

The Board received a presentation from the Environmental Health Manager on the progress made in implementing the Smoke Free Legislation. The presentation set out:

- the rationale of the legislation;
- health affects of Second Hand Smoke (SHS);
- impact of SHS;
- smoke free legislation;
- requirements of the legislation; and
- compliance, best practice and enforcement.

In addition the report gave details of the appointment of Smoke Free Enforcement Officers and the Communities for Health Smokefree Project.

The Board discussed the implications of the legislation and possible problems in enforcing it, in particular in relation to communal areas in blocks of flats, holding cells in police stations and in public houses/bars.

RESOLVED: That the report be noted and further update reports be bought to the Board as the project progresses.

Strategic Director,
Environment

SAF8 SEXUAL VIOLENCE

The Board received a report of in respect of sexual violence/violent crime, which had previously been submitted

to the Safer Halton Partnership on 15th May 2007 detailing new initiatives relating to sexual violence.

The report outlined that the emphasis on domestic abuse within the Government's agenda was rising and over recent months there had been increasing links to the issue of sexual violence. Within the Government action plan there were sections throughout that detail ongoing commitments for 2007/8. These included:

- a new performance management framework for criminal justice agencies on the investigation and prosecution of serious sexual offences;
- supporting the sexual violence and childhood sexual abuse voluntary sector through grants totalling £1.25m;
- encouraging Crime and Disorder Reduction Partnerships to assist in the local sexual abuse sector in building up capacity, and involve them in the development of strategies on sexual violence;
- further developing the network of SARCs through additional funding worth £1.1m and practical support.

Arising from the discussion reference was made to the high costs associated with domestic violence and how much funding would be needed to ensure continuity of services in the future.

RESOLVED: That

- 1) the report be noted;
- 2) the Domestic Abuse Forum be supported in developing a system of services for victims of sexual violence.

SAF9 ALLEYGATES

The Board received a report regarding the management of alleygates. The Executive Board had previously requested the Board to setup a working party to investigate the management of current and future alleygates and this was made available to the Board as Appendix 1 and detailed the proposed operational procedure.

It was noted that a report on Alleygates and Gating Orders (for public highways) was to be considered by the Executive Board on 21 June 2007, seeking approval of the adoption of the policy for the management of alleygates in particular that all proposed alleygates on public highways be supported by a gating order. It was agreed by the Board that

this particular recommendation also be contained within the recommendations of the report considered this evening and that the procedures applying to alleygates be the subject of scrutiny later in the Municipal year.

RESOLVED: That the report be noted.

SAF10 NOTES OF WORKING PARTY MEETINGS

The Board received the minutes of the meetings of the Anti-Social Behaviour Topic Group from 14 February 2007 and 28 February 2007. It was noted that a further meeting had taken place and the minutes of this would be circulated to the Board for information.

RESOLVED: That the minutes be noted.

SAF11 PETITION: MEDIUM SECURE FACILITY, BENNETTS LANE, WIDNES

The Board was informed of the receipt of a petition containing 4,090 signatures objecting to the opening of a medium secure facility on Bennetts Lane, Widnes. It was affirmed that the position of Halton Borough Council was that the necessary planning permission for this type of use had not been received and that as such the unit could not be open legally.

The Board requested that a further report be submitted to the next meeting of the Board.

RESOLVED: That

- (1) the report be noted; and
- (2) a further report be submitted to the next meeting of the Board.

Strategic Director,
Environment

Meeting ended at 8.07 p.m.

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URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Urban Renewal Policy and Performance Board held on Wednesday, 20 June 2007 at Civic Suite, Town Hall, Runcorn

Present: Councillors Hignett (Chairman), Morley (Vice-Chairman), P. Blackmore, Bradshaw, Murray, Nolan, Sly and Thompson

Apologies for Absence: Councillor E. Cargill and Leadbetter

Absence declared on Council business: None

Officers present: G. Collins, M. Curtis, T. Leather, M Noone, M. Simpson, A. Villiers and P. Audoire

Also in attendance: Councillor Polhill (in accordance with Standing Order 33) and two members of the public.

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

	<i>Action</i>
<p>URB1 MINUTES</p> <p style="padding-left: 40px;">The Minutes of the meeting held on 21 March 2007 having been printed and circulated were signed as a correct record.</p>	
<p>URB2 PUBLIC QUESTION TIME</p> <p style="padding-left: 40px;">It was confirmed that no public questions had been received.</p>	
<p>URB3 EXECUTIVE BOARD MINUTES</p> <p style="padding-left: 40px;">The Board considered the Minutes of the meetings of the Executive Board and Executive Board Sub Committee relevant to the Urban Renewal Policy and Performance Board.</p> <p style="padding-left: 40px;">RESOLVED: That the Minutes be received.</p>	
URB4 POST OFFICE CLOSURE - HALTON LEA	

The Board considered a report from the Strategic Director Environment, which briefed Members on the consultation exercise being undertaken by the Post Office regarding future arrangements for the provision of Post Office Services in Halton Lea Shopping Centre.

Mr Peter Millcrest from Post Office explained the proposals to transfer the existing Post Office services from their existing location at 88 Forest Walk to the Branch of W. H, Smith within Halton Lea. The Board was informed of the size of the Post Office network and the figures of the management type of Post Offices as follows: 302 Post Offices were managed by company franchises such as Tesco, Co-op and Asda, 55 were franchised by independent businesses and 458 were currently Crown Post Offices.

The Board heard of the need for the move due to increasing financial pressure the Post Office was under caused by habitual changes of customers in the way that they bank, shop and receive benefits. Post Offices were taking only 20% of the business it was taking four years ago, with a loss of four million customer visits within one year.

The Board discussed various issues such as customers queuing outside the store, whether the workers would remain with the same conditions once they had transferred, the consultation and whether the Post Office in Halton Lea did make a loss. In response it was noted that opening times for the Post Office in W.H. Smith would be extended to 5.30 on a Saturday, which may help reduce queuing times and customers would be queuing in the store, the staff would have the choice to move to W.H. Smith or be moved within the Post Office and conditions would remain the same and at present the Post Office in Halton Lea was not making a profit.

RESOLVED: That Members of the Board forward comments to the Strategic Director, Corporate and Policy who, in consultation with the Executive Board Member for Corporate Services, has been authorised by the Executive Board to make further comments to the Post Office.

Strategic Director
- Corporate and
Policy

URB5 ANNUAL REPORT

The Board received the draft Annual report of the activities of the Urban Renewal Policy and Performance Board during 2006/2007 for endorsement for the purpose of its adoption at a forthcoming meeting of the full Council.

The report outlined membership and responsibilities, review of the year, work programme for 2006/2007 and the work programme for 2007/2008 which detailed the following topic ideas for consideration in the forthcoming year:

- Future of Town Centre Management;
- Housing Strategy; and
- Income Regeneration.

RESOLVED: That the Members endorse the Annual Report for the purpose of its adoption at a forthcoming meeting of the full Council.

URB6 WIDNES WATERFRONT 3D ANIMATION

The Board received a Widnes Waterfront 3D animation which was presented in the context of the wider Widnes Waterfront Marketing and Communications Strategy. The animation detailed a virtual flight along the New Mersey Crossing to the Widnes Waterfront programme area, the new key developments ie: Venture Fields leisure development and the Langtree development, new roads, junctions landscaping area and public green space.

The Board were advised that the digital asset of the Borough would benefit many other regeneration projects which could, for example be dropped into the animation. It would also help the New Mersey Crossing Team to analyse different road configurations associated with the new bridge.

It was reported that the animation would be available to individual developers and agents for marketing purposes who could for example choose to introduce a greater degree of interactivity to their individual buildings. A memory stick, branded with the Widnes Waterfront log and contained the animation, was distributed to Members which would also be used for marketing purposes.

RESOLVED: That the Widnes Waterfront 3D animation in the context of the wider Widnes Waterfront Marketing and Communications Strategy together with the potential of utilising the animation for other, major regeneration projects in the Borough be noted.

URB7 BIRCHFIELD ROAD / HALTON VILLAGE CONSULTATION REVIEW

The Board was advised of the outcome to two

Strategic Director
- Environment

Consultation Review Panel (CRP) meetings over the 2006/2007 financial year for Halton Village and Birchfield Road, Widnes.

It was reported that written complaints were received from residents of Norton Lane and Stockham Lane, Halton Village, requesting traffic calming measures to reduce vehicle speeds in the area. A Local Transport Plan funded traffic calming scheme was designed to address immediate issues, and the project was extended to offer calming over the whole of Stockham Lane, Norton Lane and Norton View. Resulting from the consultation, less support had been received for calming on part of Stockham Lane and the majority were against it on Norton View. Therefore it was agreed that the section for Norton View be discarded along with part of Stockham Lane. Implementation of the calming measures would take place in July and August 2007.

The Board was advised of the consultation exercise that was carried out for the Birchfield Road Widnes. The pre consultation meeting was held 27th November 2006 with Councillors from the affected Wards and public consultation took place on 5th December 2006 with surrounding residents and businesses being invited. Questionnaires were issued to all who attended then questionnaires received were analysed and report to a CRP held on 15th January 2007. Revisions to the scheme that were recommended by the CRP were detailed in the report.

It was reported that there would be a meeting held on 21st June 2007 in order to discuss the concerns raised from a resident of Birchfield Road who did not attend the consultation.

RESOLVED: That the report be noted.

Strategic Director
- Environment

URB8 URBAN RENEWAL STRATEGIC REVIEW & ACTION PLAN
2007-10

The Board received the draft Urban Renewal Strategic Review and Action Plan for 2007-2010. The Urban Renewal SSP Co-ordinator provided Members with details of the plan and a copy of the draft Strategic Review and Action Plan was distributed to the Board. It was reported that this was a working document and included activities, which would impact on and were impacted upon by activities that were the responsibilities of the Safer Halton, and Employment Learning and Skills Policy and Performance Board.

Members felt that there was a need to add the issue of car parking as this was a positive aspect of shopping and visiting the Borough. In response it was noted that this would be taken into account.

RESOLVED: That

1. the Board review the report with a view to setting priorities and creating an Action Plan;
2. the Board refer the report to the Safer Halton and the Employment, Learning and Skills Policy and Performance Boards for consideration of how their activities complement and support the Urban Renewal activities described within it; and
3. the 'Urban Renewal Strategic Review and Action Plan 2007-10', together with comments be referred to the Executive Board for approval.

Strategic Director
- Environment

URB9 HALTON PUBLIC TRANSPORT ADVISORY PANEL AND TRANSPORT / ACCESSIBILITY BEST VALUE IMPROVEMENT PLAN UPDATE

The Board considered a report which informed Members of the agreed membership arrangements for the forthcoming Municipal Year of the Halton Public Transport Advisory Panel (PTAP). The report detailed an update on progress that had been made to implement recommendations as set out in the recently completed Transport and Accessibility Best Value Improvement Plan.

It was noted that the Halton PTAP would comprise of the following Members for the Municipal Year 2007/2008:

- Cllr Hignett (Chair);
- Cllr Morley;
- Cllr Polhill; and
- Cllr Sly.

RESOLVED: That

1. Membership of the Public Transport Advisory Panel be noted; and
2. Members note the progress being made to implement the recommendations as set out in the Transport and Accessibility Improvement Plan.

Strategic Director
- Environment

URB10 QUARTERLY MONITORING REPORTS

The Board considered a report regarding the Fourth Quarter Monitoring Report for the Highways & Transportation, Environment & Regulatory Services, Cultural & Leisure, Major Projects, Economic Regeneration and Health and Partnerships Services.

The Board discussed areas of concern in relation to the absence of financial information. It was noted that options for improving this would be explored.

RESOLVED: That the quarterly monitoring reports be received.

Strategic Director
- Environment

Meeting ended at 7.43 p.m.

CORPORATE SERVICES POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Services Policy and Performance Board on Tuesday, 5 June 2007 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Gilligan (Chairman), A. Lowe (Vice-Chairman), Bradshaw, Bryant, Dennett, Edge, Loftus, Nolan, Norddahl and Wainwright

Apologies for Absence: Councillor C Inch

Absence declared on Council business: (none)

Officers present: G. Ferguson, E. Dawson, J. Goacher, R. Mackenzie; S. Riley and M Winstanley.

Also in attendance: Councillor Cargill (in accordance with Standing Order 33)

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

	<i>Action</i>
CS1 MINUTES	
<p>The Minutes of the meeting held on 27th February 2007, having been printed and circulated, were taken as read and signed by the Chairman as a correct record.</p>	
CS2 PUBLIC QUESTION TIME	
<p>It was noted that no public questions were received.</p>	
CS3 MINUTES OF EXECUTIVE BOARD	
<p>The Minutes of the Executive Board and the Executive Board Sub-Committee relating to the work of the Corporate Services Policy and Performance Board since its last meeting were submitted for information.</p> <p>Under Minute EXB99 the Board requested that its concerns be noted regarding the proposal to relocate Halton Lea Post Office to within the branch of WH Smith at Halton Lea.</p>	
CS4 ANNUAL REPORT	

The Board considered a copy of the Annual Report for the Corporate Services Policy & Performance Board for 2006/07.

RESOLVED: That the report be noted.

CS5 WORK PROGRAMME 2007-08

The Board considered the draft work programme for the coming year, which included the proposed method of working, timetable and anticipated outcomes.

The draft topic briefs for learning for complaints, disabled access and Performance Management were also circulated. A topic brief for the development of web-based service delivery would follow shortly.

At its previous meeting, the Board had agreed the lead member for each topic group. However, the Membership of the Board had subsequently changed and the following lead members were proposed:

Topic	Lead Officer	Lead Member	Membership
Learning from Complaints	Rob McKenzie	Cllr. Lowe	Cllrs. Norddahl, Bradshaw, Edge Wainwright, & Gilligan
Development of web based service delivery	S.Riley/R.Dart	Cllr. Wainwright	Cllrs Gilligan and Bradshaw
Disabled access to Council Buildings and services	J. Goacher	Cllr. Loftus	Cllrs. Wainwright, Gilligan and Bryant
Performance Management	R. Mackenzie	Cllr. Dennett	Cllrs. Gilligan, Nolan & C Inch

RESOLVED: That

- (1) the work programme as outlined above be agreed;
- (2) the membership of the Topic Teams is confirmed; and
- (3) the Topic Briefs be approved.

CS6 REVIEW OF AREA FORUMS

The Sub-Committee was advised that the Topic Group of Board Members had conducted a review of Area Forums, involving surveys, Focus Groups, interviews, and

visits to other local authorities. The review looked at how Forums had evolved in Halton and identified recommendations for further improvement.

The report proposed that the current forum arrangements be retained, but their role be developed to increase participation by residents and partners. Once the three neighbourhood management pilots had become established and some lessons began to emerge, the process would be evaluated to see whether there were any improvements which could be rolled out across the whole Borough.

Members considered a number of recommendations to improve the current forum arrangements and discussed the following issues:

- under 5.3 'Involving Young People' it was proposed that the invitation to attend Area Forum meetings apply to all young people including representatives of the Youth Forum, Schools Forum and the member of the Youth Parliament;
- under 5.11 'Publicity and Promotion' it was requested that the communications strategy including costs be brought back to the Board for consideration; and
- it was agreed that recommendation 5.13 be deleted

RESOLVED: That

- (1) the Board agreed the recommendations set out in Appendix A to these Minutes;
- (2) the Executive Board be requested to approve the recommendations set out in Appendix A;
- (3) a further report be submitted to the Board summarising the response of the Executive Board; and
- (4) subject to the decision of the Executive Board regular progress reports be made to the Board.

CS7 PERFORMANCE MANAGEMENT REPORTS

The Board considered a report which outlined the progress of the Performance Management – 4th Quarter – against the service plan objectives, the performance targets, the performance trends/comparison and factors affecting the service etc for the following areas:

- Exchequer and Customer Services;
- Financial Services;
- ICT Services;
- Legal Services;
- Personnel Services;
- Policy and Performance;
- Property Services; and
- Stadium and Hospitality.

Arising from the discussion the Board requested that representatives from Corporate Communications Division be invited to attend a future meeting to provide an outline of the service.

As part of the report, the Board discussed the following issues:

- the investment income earned was 0.05% below benchmark for the year;
- the recruitment and retention problems with regard to surveyor posts within Property Services; and
- the difficulties faced by traders at Runcorn Market.

RESOLVED: That the Board

(1) receive the 4th Quarter Year end Performance Management Reports;

(2) request that representatives from the Corporate Communications Division attend a future meeting to provide an outline of the service.

N.B COUNCILLOR NELSON DECLARED A PERSONAL INTEREST IN THE ABOVE ITEM AS A FAMILY MEMBER HAS A BUSINESS ON WIDNES MARKET

CS8 COUNCIL-WIDE TRAINING PROVISION

The Board had previously been provided with information on the nature and type of training provided to Council staff and Members within three directorates, Corporate & Policy; Health and Community and Children and Young People.

The Board had recognised the importance to the Council of having staff who were appropriately trained and the positive impact that had on the provision of services.

The Board was satisfied from the information

provided that there was no duplication taking place in actual training provision, but questioned the need to have three separate training sections carrying out the administrative functions in organising training activity, which, by and large, would be of a similar nature irrespective of the type of training being provided. The Board considered the potential strengths and weaknesses of bringing these activities together.

In addition, it considered the administration costs of providing this training in each of the settings.

RESOLVED: That the Executive Board be requested to consider combining the administrative sections of the training departments within Corporate & Policy, Health and Community and Children and Young People Directorates

CS9 INDUSTRIAL ESTATES PERFORMANCE REPORT

The Board had previously requested information on the performance of the Council's Industrial Estates.

The Council's Industrial Estate comprised 69 units across 5 estates, with a total asset value of £7.3m. As at 31st March 2007 the units were 81% let producing a monthly income of £56,701. Over the preceeding 12 month period occupancy averaged at 78% and the actual income received was £539,064. This gave an overall return of 7%. At this general level, the income was greater than could be achieved from the financial market, and therefore any disposal would have a detrimental effect on the Council's revenue.

The Board received a breakdown of the 5 estates which included Seymour Court, Runcorn, Dewar Court, Runcorn, Astmoor Industrial Estate, St. Michaels Industrial Estate, Widnes, Black Cat Industrial Estate, Widnes.

RESOLVED: That the report be noted.

CS10 FACILITIES LET TO COMMUNITY ORGANISATIONS

At the previous meeting of the Board held on 27th February 2007, further information was requested on the buildings leased to voluntary organisations. The Board also asked for information on their location, the type of organisation and the rent charged.

The Board considered a report which outlined the number, nature and lease terms of community lettings within

Council property.

RESOLVED: That the report be noted.



5. CONCLUSIONS AND RECOMMENDATIONS

There is government encouragement to develop neighbourhood engagement, and neighbourhood management. Area Forums may not provide the best geography for that, but have the advantage of being established, and service delivery has been designed around them. Three strategic options are available:

Option 1 - map out neighbourhoods which residents would identify with and reconfigure area forums onto these boundaries. This could lead to a large number of smaller forums. It would only be worth doing if we could resource it and had a clear vision of how to operate on a neighbourhood basis.

Option 2 - move towards a neighbourhood management model in each area forum area, with a partnership board replacing the area forum. Forums could be convened as a consultation mechanism for the partnership board. This approach would imply significant investment and the reconfiguration of services (the concept knowsley model).

Option 3 - retain current forum arrangements, but develop their role to increase participation by residents and partners.

Given our current arrangements, it would make most sense to follow option 3 for the time being. Once the three neighbourhood management pilots have become established and some lessons begin to emerge, we could then evaluate whether there were any improvements which could be rolled out across the whole borough.

The remainder of this section is based on option 3 - that is improving current forum arrangements.

5.1 The Role of Area Forums

In the course of its research, no single view of the purpose of Area Forums emerged. It is important that residents know what to expect, and that Officers and Members are clear about the purpose of Forums.

It is **recommended** that

- i. *the following Statement of Purpose be agreed for Area Forums, and that this statement be incorporated into the Constitution, displayed at meetings, and publicised through other appropriate means:*

“the role and purpose of the Area Forum is:

- ***to listen** to the concerns and problems of residents and to engage in joint problem solving*
- ***to inform** residents about what is going on in their area, and about decisions of the Council and its partners*

- *to enable residents to influence the planning and delivery of services*
- *to commission improvements using the Area Forum budget.*

5.2 Involvement of Partners

In discussion with partners, some expressed willingness to become more involved in Area Forums. Some partners hold their own local meetings (for example residents forums organised by landlords, PADS and CAMS organised by the Police). There has been mixed experience of linking Area Forums to PADS and the Cheshire Constabulary are in the process of reviewing their approach to neighbourhood Working.

It is **recommended** that the Borough Council:

- i. formally invites the Police, Fire Service, registered social landlords, and Youth Service to attend Area Forum meetings regularly*
- ii. provides space on the agenda for updates from each of the key partners subject to advance notice being given of issues that they wish to cover*
- iii. regularly invites partners to put forward suggestions for future agenda items*

and that:

- iv. members and the lead officer from each Forum identify meetings organised by other partners in their area and explore the scope for combined meetings, but the joint meetings with the Police be not pursued at this stage pending their review of their own neighbourhood arrangements.*

5.3 Involving Young People

With the support of the Youth Service, Youth Area Forums have been established mirroring the Council's Area Forums. Two representatives from the Youth Forum attend Area Forum meetings. The extent and manner in which they are encouraged to contribute varies from Forum to Forum. It is important that the voice of young people is heard at Forum meetings.

It is **recommended** that:

- i. the attendance and participation of young people including the member of the Youth Parliament, representatives from school forums and from all school councils at all Area Forum meetings be welcomed and encouraged*
- ii. that once a year, a joint meeting of the Area Forum and the Youth Forum be held*
- iii. the Youth Forum to be invited to put forward items for inclusion in future forum agendas*

5.4 Governance

Area Forums are established in the Council's constitution (Article 11 2006/07). Their activities are reported to Corporate Services Policy & Performance Board to provide accountability. However, there is a lack of clarity about how decisions are made (particularly with respect to Area Forum expenditure). To clarify this, it is **recommended that**

- i. the Constitution be amended to clarify that whilst Area Forums are not decision making bodies, the Lead Officer has delegated authority to authorise expenditure of Area Forum funds in consultation with Members.*

Practice varies between Forums as to where and when funding commitments are made, and how such decisions are publicised. Whilst it is appropriate for Forums to adopt their own way of working, in order to ensure transparency, it is **recommended** for the avoidance of doubt that:

- ii. any decisions made outside of a public meeting of the Forum about the allocation of forum funds should be reported to the next public meeting*

It is important that if members are unable to resolve issues raised at an Area Forum, they can, when it is a matter of sufficient significance, refer it to Executive Board or the appropriate Policy & Performance Board. This clarifies current custom and practice. It is **recommended** that

- iii. the Constitution be amended to make it clear that Area Forums may refer matters of significance which they are unable to resolve to the Executive Board or to the appropriate Policy & Performance Board.*

5.5 Neighbourhood Charters

The Topic Group considered the merit of producing area plans as seen in Tameside. Area Renewal Plans were produced in Halton in 2003, but it proved difficult to encourage "bottom up" engagement from residents. Given the resources required to do this properly, the Group concluded it was not appropriate at this stage to revive this process. However, some value was seen in producing a Neighbourhood Charter setting out what levels of service residents could expect in each Area Forum area. It is **recommended** that:

- i. the production of Neighbourhood Charters be investigated and a further report made to Corporate Services Policy & Performance Board about the feasibility of this proposal.*

5.6 Frequency of Meetings

Area Forums currently meet three times a year. For Forums which rotate meetings around wards, this typically means one meeting in each venue per year. The gaps between meetings generate discontinuity. It was felt desirable to increase the frequency of meetings. However, the Topic Group is aware of the already heavy workload of members, and so it is **recommended** that:

- i. the frequency of Area Forum meetings be increased to four a year from the 2008/09 municipal year, including joint meeting with the Area Youth Forum.*

5.7 Area Forum Budgets

The Area Forums have a total budget of £600,000 per year, divided between the Forums on a per capita basis. Of this total, £300,000 is funded by the Council, and £300k is contributed by the Halton Strategic Partnership from the Neighbourhood Renewal Fund (NRF). The Government's commitment to NRF ends in March 2008 resulting in a potential 50% reduction in funding to Area Forums. The Topic Group felt that the Area Forum funding is a valuable tool for forums to address local problems, and **recommends**:

- i. that consideration be given in the 2008/09 Medium Term Financial Strategy and budget to replacing any loss of NRF from the Council's own resources.*

5.8 Time and Place of Meetings

The review clearly revealed that there is no time of day which suits everyone. Overall, there is a clear preference for continuing with the current practice of evening meetings. However, this does present difficulties for some groups of residents (for example, the elderly and those reliant on public transport). To help residents to access meetings, a dial-a-ride service could be provided, although costs would have to be met from Area Forum budgets. It is also possible to engage with groups of residents who find it hard to attend forum meetings by other means. It is **recommended** that:

- i. the normal time for forum meetings continues to be 7.00pm*
- ii. the cost and effectiveness of a dial-a-ride service to transport residents to meetings be investigated*
- iii. the existing practice of some forums in holding additional meetings with particular sections of the community at suitable venues and times be commended to all Forums*

The location of meetings was also covered in the review. Some Forums hold all meetings in one place, other rotate around venues in different wards. During the review, the option to use a central venue more easily reached by public transport was investigated. There is a clear preference that Forum meetings should take place in the area, and it is **recommended** that:

- iv. no change be made to the current choice of venues*

5.9 Format and conduct of meetings

Whilst each Area Forum has its own style, the majority adopt a "top table" layout with some or all of the elected members sitting at a table facing the audience. Meetings tend to be conducted in a formal manner. Some Forums

only take questions submitted in advance. The general feedback from residents during the review was that this could be a little intimidating and a more informal approach would be preferred. In some venues, it can be difficult to hear what is said. As each venue is different, it is not appropriate to be prescriptive, but the following approach is **recommended**:

- i. a less formal room layout be adopted with as few barriers as possible between residents and Councillors*
- ii. partners and youth representatives be invited to sit with Councillors*
- iii. investigate the provision of microphones and amplification where necessary;*
- iv. questions can be accepted on the night up to the start of the meeting, provided that they are in writing with the questioner's name and address provided*
- v. where feasible, tea and coffee should be provided to help to create a more relaxed atmosphere*

5.10 Agenda Setting

The agenda for meetings clearly influences attendance, and the effectiveness of the Forum. Residents would like the opportunity to influence agendas, and would like updates on progress from earlier meetings. They would also be interested to hear from partner organisations. It is **recommended** that every agenda should include:

- i. feedback on progress with items raised at the last meeting and on progress with projects funded by the Forum*
- ii. updates from key partners (eg Police and Fire Service) on their activities in the area*
- iii. an opportunity for the Youth Forum to bring items to the Area Forum*
- iv. an opportunity for the residents to put forward suggested items for the next meeting*

To assist with public understanding of proceedings, and to emphasise the importance of resident's contributions it is **recommended** that:

- v. agendas be split into:*
 - questions from residents*
 - items and presentations for information*
 - feedback and progress reports*

There was a mixed response to the practice of formal presentations to Forums, but the consensus was to keep them brief and to the (local) point. It is **recommended** that:

- vi. presentations be kept brief (normally not more than 10 minutes) and made relevant to the particular Area being addressed.*

Area Forums vary considerably in length. In the interest of maximising attendance and participation, the aim should be to avoid running on too late. It is **recommended**:

- vii. that meetings should finish by 9.00pm*

It has been suggested that if there is a pattern of service requests or complaints in an area, this might be included on the Forum's agenda. It is **recommended** that

- viii. the possibility of identifying particular local issues being dealt with by Halton Direct Link be investigated*

5.11 Publicity and Promotion

One of the most frequently raised issues during the review was the lack of public awareness of Forums. It is vital that this is addressed so that residents can at least choose whether to attend or not. Some promotional activities will have resource implications, and funding will need to be provided from the Area Forum budgets. It is **recommended** that

- i. a Communications Strategy for Area Forums be developed with costs and brought back to the Board for consideration to include:*
 - *promotion of Forums in Inside Halton and the Council website*
 - *publicity for the achievements of Area Forums*
 - *a leaflet distributed to all households in each Forum area once a year with an annual report and calendar of future meetings*
 - *the use of press releases and paid for advertisements*
 - *suitable acknowledgement by projects funded by the Area Forum (“badging”)*
 - *promoting the involvement of young people in conjunction with the Youth Forum, possibly through schools*
 - *the use of other Council publications such as the Council Tax leaflet and the refuse collection calendar*
 - *the use of prepaid envelopes to encourage questions and funding suggestions to be returned*
- ii. the random mail out of agendas to 45 residents adopted by Appleton, Kingsway and Riverside Area Forum be trialled with other Forums and the results monitored*
- iii. feedback on progress be available to residents between meetings via the website and the early production and circulation of minutes*
- iv. scope for joint promotion with partners (and joint funding) be investigated*

5.12 Information About Council Services

One of the main reasons given for attending Area Forums is to “find out what is going on in my area”. It is therefore **recommended** that:

- i. a selection of leaflets about forthcoming activities and key Council services be displayed at Forum meetings*

5.13 How will we know if it works?

We need to be able to judge the success (or otherwise) of these changes. The most obvious measure is attendance and the numbers of questions asked. However, there are two weaknesses in this.

- i. There are many reasons why residents may not attend, not everyone wants to go to a public meeting, and there are other ways of engaging with the Council.
- ii. Attendance on its own is not sufficient to say we are successful - residents must feel it was a worthwhile experience.

Other indicators we could use are the extent to which residents believe they can influence decisions, and satisfaction with opportunities for local participation in decisions.

We could also survey the satisfaction of the residents attending the meetings.

As part of the development of these proposals, a clear set of measures and baselines needs to be established and members might like to consider setting targets.

It is **recommended** that

- i. *a performance framework be brought back to Corporate Service Policy & Performance Board for approval.*

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BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Thursday, 28 June 2007 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Leadbetter (Chairman), Lloyd Jones (Vice-Chairman), Cross, Findon, Jones, A. Lowe, Sly and Worrall

Apologies for Absence: Councillor Norddahl

Absence declared on Council business: None

Officers present: C. Halpin, E. Dawson, R. Mackenzie, M. Murphy and J. Viggers

Also in attendance: None

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

BEB1 MINUTES

Action

The minutes of the meeting held on 28th February 2007, having been printed and circulated, were signed as a correct record.

In relation to BEB28 the Board considered possible efficiency topics which could be investigated as part of the workstream programme.

RESOLVED: That

- (1) the minutes be noted; and
- (2) authority be delegated to the Chairman, in consultation with the Strategic Director, Corporate and Policy, to agree efficiency topics and membership of any topic groups that are established.

BEB2 STATEMENT ON INTERNAL CONTROL 2006/7

The Board considered a report seeking approval for the Council's draft 2006/7 Statement on Internal Control (SIC), which had been prepared in accordance with Regulation 4 of the Accounts and Audit Regulations 2003.

Internal Control was the means of providing assurance that:

- the Council's policies were put into place;
- Laws and regulations were complied with;
- the Council's values were met;
- published information is accurate and reliable
- agreed procedures were followed;
- human, financial and other resources were managed efficiently and effectively; and
- high quality services were delivered.

The SIC for 2006/7 was attached and was based on the best practice format as determined by CIPFA. The compilation of the SIC involved the Council:

- reviewing the adequacy of its governance arrangements;
- knowing where it needs to improve these arrangements;
- communicating to users and stakeholders how better governance leads to better quality public services.

The SIC approved by the Board in 2006 identified four areas where further work was required to strengthen control. Section 5 of the 2006/7 SIC provided a summary of the action that had been taken to strengthen control in these areas.

It was noted that the Council's overall system of control was considered to be robust. No further significant control weaknesses had been identified through this year's review.

RESOLVED: That the 2006/7 Statement of Internal Control be approved.

BEB3 ABSTRACT OF ACCOUNTS

The Board considered a report seeking approval of the Council's 2006/7 Draft Abstract of Accounts. It was noted that the Abstract set out the Council's financial performance for the year in terms of revenue spending and presented the year-end financial position as reflected in the balance sheet. The format of the Abstract was heavily prescribed by the Accounts and Audit Regulations, which made it a very technical document and not particularly easy to understand. The regulations had required several significant changes to the content and layout of the Abstract this year. The key

elements were, therefore, outlined in the report for Members consideration. These included:

- the Council's financial performance for 2006/7, including capital expenditure and borrowing;
- general balances;
- school balances;
- HRA balances;
- the Income and Expenditure Account (previously called the Consolidated Revenue Account);
- total net cost of services, the adjustment made by appropriations and how this was met;
- the significant general fund balances, provisions and reserves;
- the total recognised gains and losses;
- the cashflow statements;
- the Collection Fund and associated notes;
- the Group Accounts presenting the consolidating of the Council's accounts with those of its related companies;
- the Statement of Responsibilities;
- the Cashflow Statement and associated notes which provided an overall analysis of the movements in cash and cash equivalents during the year;

The Board considered these highlighted areas and then went through the draft Abstract of Accounts in detail, robustly scrutinising its contents. In particular, the following points were raised:

- overall, the Council's finances were in a sound condition, which was a helpful starting point given the uncertain position of the Revenue Support Grant (RSG) funding due to the Comprehensive Spending Review;
- how spending in departments was monitored through the quarterly monitoring reports;
- that the ALD budget, which was overspent by £1m last year, was now in balance, and that this was partly due to a one off payment from the PCT;
- the capital expenditure was over 90% of the total programme, with the only significant underspends being on the major projects being undertaken by the Council and that this was to be expected on schemes of this size and complexity;
- the difference in net expenditure between 2005/6 and 2006/7 on the Income and

Expenditure Account being primarily due to the introduction of the Direct Schools Grant;

- that the 'Invest to Save' fund had been established to generate revenue savings and would provide pump priming for schemes which could demonstrate such savings.

RESOLVED: That the 2006/7 Draft Abstract of Accounts be approved.

BEB4 INTERNAL AUDIT PLAN 2007/08

The Board received a report which provided details of the proposed Internal Audit Annual Plan for 2007/8, outlining the programme of work to be completed by Internal Audit during the year.

The Code of Practice for Internal Audit in Local Government required that the annual Internal Audit plan be considered and approved by the Council's Audit Committee.

RESOLVED: That the proposed Internal Audit plan for 2007/8 be approved.

BEB5 ANNUAL EFFICIENCY STATEMENT 2007/8 FORWARD LOOK

The Board was provided with details of the Annual Efficiency Statement – Forward Look 2007/8, which was submitted to the Government in April 2007.

A target of £6.45bn in efficiency gains had been set by Central Government for the local government sector. This had to be achieved over a three year period to 31 March 2008. Each local authority was required to make 2.5% efficiency gains each year. For Halton, the target equated to annual gains of £2.5m and a total of £7.5m over three years.

The report detailed guidance from Government explaining how efficiency gains could be achieved, the percentage of cashable gains needed and how this would be achieved. It was noted that there was requirement to complete an Annual Efficiency Statement including the three parts it would comprise of, namely;

- the Forward Look;
- the Mid-Year Update; and
- the Backward Look.

RESOLVED: That the Annual Efficiency Statement –

Forward Look 2007/8 be noted.

BEB6 CPA 2007 TO CAA 2009

The Board was provided with a summary of the Audit Commission's consultation on the move from the current Comprehensive Performance Assessment (CPA) regime to the new Comprehensive Area Assessment (CAA) in 2009.

The recent Local Government White Paper announced that from 1 April 2009 the current CPA would be replaced with a new performance framework, the CAA. The Audit Commission believed that CPA still had an important part to play in continuing to support improvement, and that the last set of CPA results in 2008/9 would aid in making the first set of new CAA judgements in 2009/10.

The Audit Commission published a consultation document on 4th April 2007, which covered the arrangements for CPA in 2007/8, outlined the proposals for CAA in 2009/10 and proposals for the transitional year 2008/9. The consultation also gave details of the draft service assessment framework for the Environment, Housing and Culture Service Blocks in CPA 2007.

It was noted that the consultation closed on 14 June 2007 and that on 7 June 2007 the Executive Board agreed a response to the consultation. The consultation and the Council's response were described in more detail in the report. Of particular importance was Annex 4 to the report which gave details of performance indicators that were judged to be a high risk for Halton in 2007 under the service assessment which the consultation proposed.

RESOLVED: That the report and the consultation response submitted by the authority be noted.

BEB7 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 Sub-Section 4 of Section 100A 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 outweighs the public interest 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 Sub-Section 4 of section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100(1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

BEB8 ANNUAL INTERNAL AUDIT REPORT FOR 2006/7

The Board received a report relating to the Internal Audit Annual Report, which gave details of;

- performance against the 2006/7 Internal Audit Plan;
- an audit opinion on the adequacy of internal controls;
- Internal Audit performance against its performance indicators; and
- the results of an Internal Audit self-assessment against the revised CIPFA Code of Practice for Internal Audit in Local Government in the UK.

RESOLVED: That

- (1) the Internal Audit Annual Report for 2006/7 be accepted; and
- (2) the internal audit opinion that the Council's internal control arrangements are considered generally sound be noted.

BEB9 2006/07 INTERNAL AUDIT PLAN – QUARTER 4 PROGRESS REPORT

The Board received a report which gave a summary

of the work undertaken by Internal Audit for the period January to March 2007.

RESOLVED: That

- (1) the Internal Audit Quarter 4 progress report be noted; and
- (2) the Board note that there are no outstanding issues identified through the audit work completed in Quarter 4 where further support is required by the Board.

Meeting ended at 8.25 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 16 April 2007 at Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Blackmore, Hignett, Leadbetter, Morley, Osborne, Polhill, Rowan, Sly and Whittaker

Apologies for Absence: (none)

Absence declared on Council business: (none)

Officers present: P. Watts, A Farrell, P Baragwanath, R. Cooper, J. Farmer, A. Pannell, A. Plant, N Renison, J. Tully and L. Cairns

Also in attendance: Councillors Findon and Swift, and 10 Members of Public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

DEV71 MINUTES

The Minutes of the meeting held on 14th March 2007, having been printed and circulated, were taken as read and signed as a correct record.

DEV72 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described.

DEV73 - PLAN NO. 06/00950/HBCFUL - PROPOSED ERECTION OF GATES AT ENTRANCE TO ALLEYS AT LAND ADJOINING 40/48 HIGHFIELD ROAD, 2/4/32/34 ADDISON SQUARE AND 128/130 LEIGH AVENUE, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that five letters of representation had been received, details of which were outlined in the report.

Action

The Committee was advised that Cheshire Fire Authority and United Utilities had confirmed that they raised no objections in principle to the proposal.

RESOLVED: That the application be approved subject to conditions relating to:

1. Specifying amended plans; and
2. Requiring colour coating Dark Green (BE22).

DEV74 - PLAN NO. 07/00072/FUL - DEMOLITION OF EXISTING BUILDINGS AND RE-DEVELOPMENT TO FORM MIXED-USE DEVELOPMENT COMPRISING 400 SQUARE METRES OF COMMERCIAL SPACE (A1/A2/B1 USE CLASSES) TOGETHER WITH 77 NO. ONE AND TWO BED APARTMENTS WITH CAR PARKING AND LANDSCAPING TO 79-83 HIGH STREET, RUNCORN

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that the Environment Agency had no objections, in principle to the proposed development and recommended conditions relating to

- a) contaminated land desk survey;
- b) drainage (two conditions); and
- c) demolition.

United Utilities had confirmed that they raised no objections to the proposals.

A letter of objection had been received from a neighbour, details of which were outlined in the report. In addition, it was advised that the Theatre Trust; Cinemas Association; and the Manchester Ship Canal Co. had also objected. Mr Diggle, the applicant's agent, attended the meeting and spoke in favour of the proposal.

Mr Renison, Senior Planning Officer, confirmed that the Manchester Ship Canal Co's concerns had been addressed by the proposed condition 15. In addition, it was advised that the developer had undertaken a survey of the façade and it had been concluded that to maintain it would be complex and could not be guaranteed. Although some Members expressed their disappointment in this, it was noted that the previous proposal was no longer before the Committee and it was considered that the current proposal would continue the renovation of the canal side.

(NB Councillor Morley requested that it be minuted that he

was a Member of the Bridgewater Canal Trust. Councillor Morley was advised by the Legal Officer present that he did not need to declare a personal interest in this respect.)

RESOLVED: That the application be approved subject to the following:

A) The applicant entering into a legal agreement in relation to the payment of a commuted sum for the:

1. Provision and improvement of off-site open space;
2. Provision of Bridgewater Way towpath improvement scheme;
3. Provision of an off-site local tree planting scheme; and
4. Provision of off-site highway and streetscape works.

B) Conditions relating to the following:

1. Condition specifying amended plans (BE1);
2. Materials condition, requiring submission and approval of materials to be used (BE2);
3. Provision of appropriate waste and recycling bins for use by the occupiers and facilitation of recycling through the provision of recycling separation bins within every kitchen (BE1);
4. Submission and agreement of both a hard and soft landscaping scheme including replacement trees (BE2);
5. Submission and agreement of an external lighting scheme (BE2);
6. Prior to commencement a noise survey shall be submitted with appropriate remediation measures and approved by the Council (BE1);
7. No installation of satellite dishes or other antenna without further approval (BE2);
8. Vehicular entrance gates must be set back at least 5.5 metres from the carriageway edge and electrically operated by remote control (TP17);
9. Construction traffic wheel cleansing facilities to be submitted and approved in writing (BE1);
10. Reconstruction of main highway following drainage and utilities connection to satisfaction of the Council (TP17);
11. Dropped crossings with tactile paving should be installed at all appropriate desire line points to the satisfaction of the Council (TP17);
12. Submission and agreement of shop front façade, including standardised advertisement design, and

- incorporation of internal see-through lath shutters (BE2);
13. Boundary Treatments will be submitted and approved in writing (BE22);
 14. Prior to commencement structural elements of the scheme which may have an implication for the integrity of the Highway is subject to HBC's formal process for the technical approval of highways structures (TP17);
 15. Prior to commencement the Council requires that they have sight of, and opportunities to comment on, the protective measures to be undertaken by the developer in respect of the canal and its towpath during demolition and construction and in the longer term (GE29);
 16. Restriction of Retail (A1) to sale of non-food goods only (TC10 and TP17);
 17. Restriction of Business (B1) to B1a only (BE1);
 18. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 19. Submission and approval of a sustainable design and construction method statement demonstrating how the Sustainability Statement set out with Appendix A of the Design and Access Statement has been incorporated at the detailed design stage (BE2);
 20. Prior to commencement construction and delivery route to be agreed with the Local Planning Authority (BE1);
 21. Prior to commencement a scheme of building recording of 79 High Street is undertaken to the satisfaction of the Local Planning Authority (BE1);
 22. Site investigation for contamination, including mitigation, to be submitted and approved in writing by the Council (PR14);
 23. Surface water drainage from car park areas shall pass through a suitable oil interceptor - roof water shall not pass through the interceptor (GE29);
 24. Prior to commencement submission and approval of a scheme for the disposal of foul and surface water (BE1);

C) That if the legal agreement is not executed within a reasonable period of time, authority is delegated to the Operational Director - Environmental and Regulatory Services, in consultation with the Chairman or Vice Chairman, to refuse the application on the grounds that it fails to comply with UDP Policy S25 Planning Obligations; and

D) Extra conditions relating to:

- secure cycle spaces;
- provision of vehicle access;
- site level;
- opening hours;
- delivery hours;
- residential car parking - to be provided on an allocated basis, one per dwelling, and the dwellings marketed as such – to be included as part of the S106 agreement; and
- a Grampian condition regarding scheme/forecourt improvement.

DEV75 - PLAN NO. 07/00109/FUL - DEMOLITION OF EXISTING OFFICES AND ERECTION OF 1 NO. 3 STOREY AND 1 NO. 2 STOREY RESIDENTIAL BLOCK CONTAINING 38 NO. DWELLINGS TO THE LAND AT APPLETON VILLAGE, WIDNES

The Committee was advised that this application had been withdrawn.

DEV76 - PLAN NO. 07/00111/OUT - OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR THE DEVELOPMENT OF UP TO 320 RESIDENTIAL DWELLINGS TO THE LAND AT SANDYMOOR SOUTH, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that comments had been received from residents, details of which were outlined in the report. In addition, it was reported that the Environment Agency had withdrawn its objection.

The Committee was advised that the application had to be referred to Government Office: subject to it not being called in, a decision notice would be issued.

RESOLVED: That the application be approved subject to conditions relating to the following:

1. Reserved matters condition for the submission of and approval prior to the commencement of development (in accordance with the Town & Country Planning Act 1990);
2. Time limit for the submission of reserved matters (in accordance with the Town & Country Planning Act 1990);

3. Time limit for the commencement of development (in accordance with the Town & Country Planning Act 1990);
4. Reserved matters to be submitted and carried out as approved (in accordance with the Town & Country Planning Act 1990);
5. The number of final dwelling dependant upon the scheme satisfying all the conditions and restrictions imposed on the outline permission (H2, BE1 and BE2 – New Residential Guidance and Sandymoor Masterplan SPD);
6. Prior to commencement the provision of an agreed traffic calming system to be provided along Walsingham Drive (BE1 and TP17);
7. Prior to commencement the details of vehicle access to be agreed (including off site works) (BE1 and BE2);
8. Prior to commencement written details and agreement of construction vehicle access routes and construction car parking (BE1);
9. Development to be in accordance with the approved design guide where this does not conflict with Council policy (H2, BE1 and BE2, New Residential Guidance and Sandymoor Masterplan SPD);
10. Suitable provision of car parking including disabled parking in accordance with Council policy (BE1 and BE2);
11. Prior to commencement provision of pre-development site levels and proposed finished floor levels (BE1);
12. Existing tree survey and measures for protection during construction (BE1 and GE27);
13. Prior to commencement detailed landscaping scheme to be submitted and approved (BE1 and GE27);
14. Prevention of any tree felling without consent (BE1 and GE27);
15. Prior to commencement terrestrial habitats survey and necessary mitigation measures (BE1, GE21 and GE25);
16. Prior to commencement a scheme of protective measures for wildlife during the course of construction to be submitted and approved (BE1, GE21 and GE25);
17. Prior to commencement a survey for ground nesting birds to be submitted and approved (BE1 and GE21);
18. Prior to commencement provision of a scheme showing 6m wide strip between the proposed

development and Sandymoor Main Ditch to be approved and implemented prior to commencement (BE1 and GE21);

19. Prior to commencement provision of scheme of boundary treatment and landscaping scheme to Sandymoor Main Ditch to be approved and installed prior to commencement on site (BE1 and GE21);
20. Prior to commencement provision of mitigation scheme for great crested newts to be implemented prior to commencement on site (BE1 and GE21);
21. Prior to commencement ground investigations for potential pollutants and remediation scheme where necessary (BE1 and PR6);
22. Prior to commencement provision of a drainage scheme to be submitted and approved (BE1);
23. Prior to commencement details of protection during development of adjacent woodland to be submitted and approved (BE1, GE21 and GE27);
24. Prior to commencement provision and use of wheel cleansing facilities during course of construction to be submitted and approved (BE1);
25. Restricted hours of development and deliveries related to development during construction period (BE1);
26. Provision of required bin storage facilities for all individual dwellings at developer's expense (BE1).

DEV77 - PLAN NO. 07/00132/FUL - PROPOSED ERECTION OF 3 NO. TWO STOREY UNITS MIXED USE (B1, B2 AND B8) HYBRID UNITS AND 7 NO. TWO STOREY UNITS (B1) OFFICE UNITS TO THE LAND TO THE SOUTH OF DENNIS ROAD AT JUNCTION WITH EARLE ROAD, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

RESOLVED: That the application be approved subject to the following conditions:

1. Standard commencement condition;
2. Submission of good quality materials (Policy BE2);
3. Car parking and layout (Policy BE1);
4. Boundary treatment (Policy BE2);
5. Landscape details (Policy BE2);
6. Remediation plan following site investigation (PR14);

7. Provision of green travel plan (TP16);
8. Provision of bin storage/waste disposal (BE1);
9. Restriction on external storage (BE2);
10. Use restrictions (BE1);
11. Restriction on HGV's using certain areas of the site (BE1);
12. Use of wheelwash during construction (BE1).

DEV78 - PLAN NO. 07/00133/FUL - PROPOSED INSTALLATION OF 2 NO. (3M X 3M) JUMBRELLAS WITH EXTERNAL SMOKING AREA AND INSTALLATION OF NEW UP/DOWN LIGHTS TO THE MAIN FACADE AT THE UPTON TAVERN, UPTON LANE, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that 10 letters of objection had been received, details of which were outlined in the report. Since then, 3 further objections had been received, as well as a letter of objection from a Ward Councillor. Ms Wynne and Councillor Findon addressed the Committee against the proposal.

The Planning Officer advised that the use outside the building would not change: the application related to permanent structures. Therefore, although there were reservations over the noise this proposal would create, it was not considered to be more than would be caused if the application was refused. In addition, the Legal Officer confirmed that the licensed area was the footprint of the building, which meant that patrons could drink anywhere in that area within the licensed hours subject to the landlord/owner's consent.

The Committee noted that the officer recommendation was to grant conditional permission for a period of three years. It was confirmed that this timeframe was not dictated by planning law and could be amended by the Committee if so desired.

RESOLVED: That the application be approved subject to the following conditions:

1. The floodlights shall at no time exceed the Institution of Lighting Engineers guidance (PR4);
2. The floodlights shall be removed within one month of them no longer being required (BE1); and
3. The structure shall be removed after a period of 12 months.

DEV79 MISCELLANEOUS ITEMS

It was reported that the following applications had been withdrawn:

06/00455/HBCFUL	Proposed single storey modular office building (canteen/showers/kitchen), single storey maintenance garage and outside storage bays at Landscape Services New Depot, Ditton Road, Widnes, Cheshire, WA8 0TH
06/00693/COU	Proposed change of use of first floor to 1 No. bedsit accommodation and 1 No. flat and alterations to shop front at 71 - 71A Albert Road, Widnes, Cheshire, WA8 6JS
06/00700/FUL	Proposed installation of 2 No. air conditioning units at Holiday Inn, Wood Lane, Beechwood, Runcorn, Cheshire, WA7 3HA
06/00707/FUL	Proposed first floor rear extension at 149 Birchfield Road, Widnes, Cheshire, WA8 9EG
06/00850/S73	Application to remove condition No.2 on original planning permission to include A5 (i.e from A3 to A5) at 8 Church Street, Runcorn, Cheshire, WA7 1LT
06/00959/HBCFUL	Proposed new multi use games area with fencing and hardstanding at Castle Rise Park, Castle Rise, Runcorn, Cheshire
07/00009/COU	Proposed change of use and alteration to mixed use (offices and residential) at Former Job Centre, 5 Widnes Road, Widnes, Cheshire, WA8 6AB
07/00015/FUL	Proposed two storey side extension/single storey garage

and demolition of existing garage
at 33 Regency Park, Widnes,
Cheshire, WA8 9PH

07/00075/FUL

Proposed single storey side/rear
extension at 62 Holloway,
Runcorn, Cheshire, WA7 4TQ

(NB At the close of the meeting, the Chairman reported that this was to be Councillor Whittaker's last meeting and thanked him for his work on the Committee.)

Meeting ended at 7.23 p.m.

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 21 May 2007 at Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Blackmore, Hignett, Morley, Leadbetter, Osborne, Polhill, Rowan, Sly and Blackmore

Apologies for Absence: Councillors (none)

Absence declared on Council business: (none)

Officers present: P. Watts, M. Simpson, L. Beard, J. Farmer and J. Tully

Also in attendance: Cllr Wright and Hodgkinson and 33 Members of the public.

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

		<i>Action</i>
DEV1	MINUTES The Minutes of the meeting held on 16 th April 2007, having been printed and circulated, were taken as read and signed as a correct record.	
DEV2	PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described.	
DEV3	- PLAN NO. 06/00972/FUL - PROPOSED RESIDENTIAL DEVELOPMENT CONSISTING OF 43 NO. DWELLINGS TO THE LAND AT THE FORMER FIRE STATION, HEATH ROAD, RUNCORN. It was agreed that after the receipt of amended plans and consultation that this application be deferred in order Members to visit the site. RESOLVED: The application be deferred in order for Members to visit the site.	

DEV4 - PLAN NO 07/00086/COU - FULL APPLICATION FOR CHANGE OF USE TO PARENT SUPERVISED CHILDREN'S PLAY CENTRE TO UNIT 2, ARAGON COURT, MANOR PARK, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. No comments had been received from local residents.

Ms S Hoey spoke against the application and Mr P Ross addressed the Committee in favour of the application.

The Committee held a wide ranging discussion regarding the use of the area and the location of the unit in respect of industrial traffic and possible danger to pedestrians. In addition it was noted that this application would raise policy inconsistencies and serious highway issues where young children would be involved.

RESOLVED: That the application be refused due to the unsuitability of the use and location within a Primarily Employment Area and the likely adverse impact on the existing and potential town centre indoor children's play facilities; the undesirable potential conflict with existing uses and unacceptable highway safety implications. The proposal therefore conflicts with policies BE1, LTC3, E3, 34, TP1, TP12, TP16 and TP17 of the Halton UDP and PPS6.

DEV5 - PLAN NO. 07/00093/FUL - PROPOSED SINGLE STOREY TRUCK SERVICING FACILITY AND ASSOCIATED SITE INFRASTRUCTURE TO THE LAND OFF BROWN STREET, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

RESOLVED: That the application be approved subject to the following conditions:

- 1) Standard commencement condition,
- 2) Amended Plans condition,
- 3) Submission of materials (BE2 Quality of Design)
- 4) Site investigation, remediation plan (PR14 Contaminated Land)
- 5) Cycle parking details (TP6 Cycling provision as Part of New Development)

- 6) Car parking layout maintained as part of this scheme (BE1 General Requirements for New Development)
- 7) Provision of bin storage/waste (BE1 General Requirements for New Development)
- 8) No outside storage (BE1 General Requirements for New Development)
- 9) Wheelwash during construction (BE1 General Requirements for New Development)
- 10) Visibility Splay (BE1 General Requirements for New Development).

The Committee were recommended to impose a further condition requiring the provision of a 10 metre radius / visibility splay.

DEV6 - PLAN NO. 07/00102/FUL - PROPOSED ERECTION OF 4 NO. TWO STOREY DWELLINGS WITH ADDITIONAL ATTIC ACCOMMODATION AND DEMOLITION OF EXISTING BUILDINGS TO THE LAND AT 5 HOLT LANE, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that United Utilities raised no objections to the proposal. The Council's Environmental Health Officer had no objections, however, would require a ground investigation and remediation condition.

Mr Maylan addressed the Committee and spoke in favour of the application.

RESOLVED: That the application be refused on the grounds that the proposal in contrary to Policy BE1, BE2, BE12, H2, the Council's Supplementary Planning Guidance on New Residential Development and PPS3. In particular:

1. The layout of the proposed scheme is out of character for the surrounding area and the proposal does not take account of the adjacent Conservation Area
2. The layout of the properties does not provide garden areas that are in proportion with the size of the 4 bedroom dwellings proposed. As such the layout of the private gardens give the appearance of over development and are out of character with the surrounding area.
3. In addition there is insufficient information relating to the effect the development on neighbouring trees

4. Inadequate junction visibility and would be detrimental to highway safety.

DEV7 - PLAN NO. 07/00126/FUL - PROPOSED B1, B2 AND B8 INDUSTRIAL DEVELOPMENT WITH ASSOCIATED SERVICING AND PARKING TO THE LAND OFF DENNIS ROAD, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. The Health and Safety Executive, Environment Agency and United Utilities no objections were raised. However, the Environment Agency suggested that condition be added about the discharge of water and the submission of the site investigation report.

RESOLVED: That the application be approved subject to the following conditions:

- 1) Standard commencement condition,
- 2) Amended Plans condition,
- 3) Submission of materials (BE2 Quality of Design)
- 4) Site investigation, remediation plan (PR14 Contaminated Land)
- 5) Cycle parking details (TP6 Cycling provision as Part of New Development)
- 6) Car parking layout maintained as part of this scheme (BE1 General Requirements for New Development)
- 7) Provision of Green Travel Plan (TP16 Green Travel Plans)
- 8) Provision of bin storage/waste (BE1 General Requirements for New Development)
- 9) No outside storage (BE1 General Requirements for New Development)
- 10) Wheelwash during construction (BE1 General Requirements for New Development)
- 11) Environment Agency conditions (BE1 General Requirements for New Development)

DEV8 - PLAN NO. 07/00154/FUL - FULL APPLICATION FOR ERECTION OF 35 DWELLINGS OF UP TO 2 1/2 STOREYS IN HEIGHT INCLUDING ACCESS AND PARKING TO THE LAND AT NICOLFORD HALL, NORLANDS LANE, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect

of the site. Comments had been received from three local residents details of which were outlined in the report. In addition a further objection to 2 and half storeys and living rooms at first floor (outline planning permission for 42 dwellings. Interface distances in most areas acceptable other than those indicated in the report i.e. no.s 1-3 St Aiden's Drive) had been received, along with an continued objection from the Environment Agency following assessment of the Flood Risk Assessment submitted by applicant in response to their earlier objection. The Committee were also advised of receipt of an objection to the demolition of the hall (which did not require permission).

The Committee heard from Mr Sedgewick who spoke in favour of the application.

RESOLVED: That the application be refused as the poorly designed layout results in the provision of insufficient provision of private and communal amenity space failing to comply with polices BE1 and BE2 of the Halton Unitary Development Plan, the New Residential Supplementary Planning Guidance and the principles of PPS1 and PPS3.

DEV9 - PLAN NO. 07/00271/FUL - PROPOSED DEMOLITION OF EXISTING OFFICES AND ERECTION OF 1 NO. 3 STOREY AND 1 NO. 2 STOREY RESIDENTIAL BLOCK CONTAINING 36 NO. DWELLINGS TO THE LAND AT APPLETON VILLAGE, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

It was reported that two letters representing two adjacent residents had been received which detailed the following:

- the proximity of the two storey side elevation of the building to the rear to the boundary wall of 20 Regent Road. (The Council's interface standards of 13m would be achieved;
- provision of car parking. (Highways were satisfied with the provision shown);
- consideration of increase in local traffic volume. (Highways were satisfied that increase in movements could be accommodated satisfactorily on the existing highways network);
- landscape considerations. (A quality landscaping scheme would be provided though the required

- conditions);
- light pollution concerns.

One letter from and adjacent commercial property relating to potential for disturbance from existing commercial use, proposed boundary treatment inadequate, views of commercial skips had also been received. In response it was noted that the boundary treatment would be covered by a planning condition and the proximity of the commercial uses would be considered fully when the submissions were made.

Replacement tree planting necessary would be achieved though the landscaping condition.

RESOLVED: That the application be approved subject to the following:

(A) The applicant entering into a Section 106 planning agreement in relation to the provision of a financial contribution towards off-site open space and the following conditions; -

(B) The following conditions,

- 1 Prior to commencement provision of pre-development site levels and proposed finished floor levels; (BE1)
- 2 Prior to commencement all materials to be submitted and approved; (BE2)
- 3 Prior to commencement details of all boundary treatment to be submitted and approved; (BE22)
- 4 Prior to commencement detailed landscaping scheme to be submitted and approved; (BE1)
x 3
- 5 Prior to commencement details of tree protection to be approved and implemented prior to commencement; (BE1)
- 6 Prior to commencement ground investigations for potential pollutants and remediation scheme where necessary; (BE1 and PR6)
- 7 Prior to commencement provision of a drainage scheme to be submitted and approved; (BE1)
- 8 Prior to commencement of development details of secure cycle storage and bin storage to be submitted and approved; (BE1 and BE2)
- 9 Prior to commencement provision and use of wheel cleansing facilities during course of

- construction to be submitted and approved;
(BE1)
- 10 Prior to commencement of development details of lighting for the site to be submitted and approved; (BE1 and BE2)
 - 11 Prior to commencement of development details of the security gates to the site entrance to be submitted and approved; (BE1 and BE2)
 - 12 Restricted hours of development and deliveries related to development during construction period; (BE1)
 - 13 No damage to trees to be retained during course of construction; (BE1) x 3
 - 14 Access, car parking including disabled car parking, servicing areas shall be laid out in accordance with approved amended plans; (BE1)
 - 15 Insertion of windows pd removed; (BE1)
 - 16 Provision of required bin storage facilities for all individual dwellings at developer's expense. (BE1)

DEV10 MISCELLANEOUS ITEMS

It was reported that appeals had been received following the Council's refusal of the following applications: -

06/00651/FUL Proposed two storey detached dwelling with turning space for service vehicles on Land Adjoining Casa Castana, The Common, Runcorn, Cheshire

06/00666/FUL Proposed first floor extension to rear and alteration of existing front dormer roof from flat to pitched at 2 Malin Close, Hale, Liverpool, L24 5RU

The Committee were advised that the following appeals were lodged following the Council's refusal of the following applications:

Decisions had been received as follows:

06/00561/FUL Proposed two storey extension to front at 5 Wilsden Road, Widnes, Cheshire WA8 7XS

The following appeal was dismissed:

06/00281/FUL Application for retention of boundary wall and gates at Penrhyn Crescent, Runcorn, Cheshire, WA7 4XJ

This appeal was allowed.

The inspector stated that the wall with its piers is not obtrusive or incongruous, and is not in a prominent location. It is also a location where it does not stand out in comparison with neighbouring low walls. It therefore does not seriously harm the appearance and character of this part of Penrhyn Crescent. In most other parts of this road, this type of wall, plus wrought iron fencing, would be inappropriate.

A key factor is that these piers and parts of the wall do not intrude into the street scene in a harmful way. Another factor is that there is some justification for a higher wall in this location for this corner plot with its very limited private rear garden. The higher wall would provide some privacy for additional garden and amenity space.

It was reported that the following applications had been withdrawn:

07/00095/FUL Proposed erection of 7 No. three storey townhouses on Land Opposite Lanark Gardens, Widnes, Cheshire

07/00109/FUL Proposed demolition of existing office/storage buildings and erection of 2 No. three storey residential blocks at Whitfield & Brown, Appleton Village, Widnes, Cheshire

07/00152/FUL Proposed two storey extension to rear of 5 Herons Way, Runcorn, Cheshire, WA7 1UH

07/00167/HBCFUL Proposed erection of gates at entrance to alleyway on Land Between 41 And 52 Levens Way, Widnes, Cheshire, WA8 8EY

Meeting ended at 7.00 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 11 June 2007 at Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Blackmore, Blackmore, Hignett, Morley, Osborne, Polhill and Sly

Apologies for Absence: Councillors Leadbetter and Rowan

Absence declared on Council business: (none)

Officers present: P. Watts, M. Simpson, L. Beard, J. Tully and R. Cooper

Also in attendance: Cllr Murray and 1 member of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

DEV11 MINUTES

The Minutes of the meeting held on 21st May 2007, having been printed and circulated, were taken as read and signed as a correct record.

DEV12 PLANNING APPLICATION TO BE DETERMINED BY THE COMMITTEE

DEV13 - PLAN NO. 06/00972/FUL - PROPOSAL FOR RESIDENTIAL DEVELOPMENT CONSISTING OF 40 NO. DWELLINGS TO THE LAND AT THE FORMER FIRE STATION, HEATH ROAD, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that 59 letters of representation had been received from 47 properties, details of which were outlined in the report. An additional 11 letters had been received following consultation on the amended plans details of which were also outlined in the report. Representations had been received from Ward Councillors and the local MP.

The Committee was advised that a letter had been

received by email today stating that the applicants had lodged an appeal against non-determination due to the length of time taken to reach a decision. Therefore this matter would now be dealt with by the planning inspectorate.

DEV14 APPLICATION TO BE DETERMINED BY ADJACENT AUTHORITIES

PLAN NO. 03/00034/ADJ - Adjoining authority consultation on the amended description of development for planning application P/2003/0005 (St. Helens MBC): Extraction of 2.43 million cubic metres of sand/sandstone to a depth of 15 metres above ordnance datum (AOD) (previously 2.6m cubic metres to 13m AOD). Progressive backfilling with construction, demolition and excavation materials. Restoration of the landscape to original topography for use in agricultural including implementation of a 5 year aftercare plan to the land at Bold Health Quarry, Mill Green Lane, Bold Health St Helens.

This recent consultation related to an amendment to the description originally submitted in 2003 and further information that had been received by St Helens Council.

It was reported that details of this application were provided through a standard neighbour notification exercise. Nine individual letters and emails objecting to the planning application had been received, details of which were outlined in the report. The Committee heard how a further 33 letters of objection had been received. The issues related to the previous enforcement action taken by St Helens, restoration, noise and dust on roads, contaminated waste, impact of HGVs on roads and the access on to Derby Road.

The Committee was advised of the main aspects of the application and were given the reasons given for the Councils objections to the application as follows:

- It was felt that the applicant had not fully justified why the inert materials proposed should be disposed of by land filling;
- The proposal would be contrary to national Planning Policy Statement 10;
- Whether the site would be completed within the stated timescales;
- The potential for the type and amount of inert waste to run out due to increased technology for re-use and recycling; and
- The increase in traffic

Cllr Peter Murray made representations against the application on behalf of Farnworth Ward.

RESOLVED: That the Borough Council objects to the proposal for the reasons outlined in the report.

DEV15 MISCELLANEOUS ITEMS

It was reported that the following applications had been withdrawn:

07/00157/FUL Proposed demolition of existing factory unit and erection of three storey block containing 14 No. apartments at 5 Thomas Street Street Widnes.

07/00175/FUL Proposed demolition of four storey hotel and erection of 16 No. self contained flats in a four storey block at Panorama Hotel Castle Road Runcorn.

07/00188/FUL Proposed subdivision and conversion of existing dwelling house swimming pool and landscape to form two residential dwellings at Castle View 54 The Underway Runcorn.

Meeting ended at 6.45 p.m.

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STANDARDS COMMITTEE

At a meeting of the Standards Committee Wednesday, 13 June 2007 Committee Room 2, Runcorn Town Hall

Present: Councillors B. Badrock (Chairman), T. Luxton, Parish Councillor R. Crawford and Councillors Parker and Wharton

Apologies for Absence: Councillors Lewis and Redhead

Absence declared on Council business: None

Officers present: R. Barnett, L. Cairns and M. Winstanley

Also in attendance: None

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

(Prior to the start of the meeting the Chairman welcomed Mark Winstanley, the Interim Head of Legal Services, to the meeting. It was advised that Mark Reaney had been appointed to the post of Operational Director and Monitoring Officer (Legal, Organisation Development and Human Resources) and was expected to join the Council in mid September 2007.)

STC1 MINUTES

The minutes of the meeting held on 10th January 2007, having been printed and circulated, were signed as a correct record.

STC2 STANDARDS BOARD FOR ENGLAND ROADSHOW 2007

The Board considered a report of the Strategic Director – Corporate and Policy regarding the Standards Board for England Roadshow 2007, which had been attended by the Chairman, the Interim Head of Legal Services and Councillor Parker.

It was advised that the main focus of discussion at the event had been the newly published Code of Conduct. Although the courts were moving towards allowing councillors to taking part in decision making rather than

excluding them, issues around pre-determination and bias still had to be taken into account. This would need consideration in a number of forthcoming decisions to be made and the Interim Head of Legal Services agreed to produce some guidance in this respect.

In addition to the above, the Committee also considered the implications of interests of Members of the Standards Committee with regards to hearing complaints.

RESOLVED: That

- (1) the report be noted; and
- (2) guidance be produced on pre-determination and bias, and on Standard Committee Member interests.

Interim Head of
Legal Services

STC3 NEW MEMBERS' CODE OF CONDUCT

The Committee considered a report of the Strategic Director – Corporate and Policy regarding the recent adoption of the newly published Code of Conduct by the Council and its main implications.

It was noted that training was being arranged for all Members, due to take place on 11 July 2007. In the interim, all Councillors had been supplied with the Standard Board's written Guidance on the way in which the new Code operated. In addition, the Parish Councils were to be visited in the forthcoming months to provide them with guidance on the new Code.

RESOLVED: That

- (1) it be noted that the Council has complied with its statutory obligation to adopt the new Code of Conduct by 2 October 2007; and
- (2) the Chairman and Mr Luxton be included on the mailing list in respect of the training event to take place on 11 July 2007.

Interim Head of
Legal Services

STC4 ACTION PLAN

The Committee considered a report of the Strategic Director – Corporate and Policy containing a draft action list, which had been prepared following the Away Day on 8 December 2006 and the further training session and role play with Graeme Creer on 28 February 2007.

Members discussed adopting the Action Plan as the basis of a work programme to be included with each agenda and considered how individual actions should be prioritised. It was agreed that training was paramount and items 1 and 2 on the list needed to be merged. In addition, the Interim Head of Legal Services undertook to examine how a network could be established to share information on a regional and sub-regional basis.

RESOLVED: That the action plan be agreed and used as a work programme, to be updated and included with each agenda.

Interim Head of
Legal Services

STC5 STANDARDS BOARD INFORMATION ROUND UP

The Committee considered a report of the Strategic Director – Corporate and Policy highlighting the latest news from the Standards Board: Bulletin numbers 32 and 33 were included with the agenda.

In particular, it was noted that the Annual Assembly was to be held in Birmingham in October and the Committee agreed that an officer and two Members, one of whom should be the Chairman, would attend.

RESOLVED: That

- (1) the report be noted; and
- (2) three places be booked on the Annual Assembly in October 2007.

Interim Head of
Legal Services

Meeting ended at 4.20 p.m.

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REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Friday, 1 June 2007 in the Council Chamber, Runcorn Town Hall

Present: Councillors Philbin (Chairman), Wallace (Vice-Chairman), Bryant, Drakeley, Howard, A. Lowe and Nelson

Apologies for Absence: Councillors Cross, D Inch, E Ratcliffe and Wainwright

Absence declared on Council business: (none)

Officers present: S. Baxter, L. Capper, K. Cleary, J. Findlow, W. Salisbury, J. Tully and P. Watts

Also in attendance: 12 members of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

REG1 APPLICATION FOR A PREMISES LICENCE ON LAND AT DARESBUY

Action

At the hearing James Edward King confirmed that he had full authority to deal with the application on behalf of the applicant C I (Events) Limited.

In addition Mr King confirmed acceptance that if the Committee were to approve the application the Committee would be entitled to limit the licence to a one year period

The Committee heard representations in person on behalf of:

- 1 the applicant;
- 2 Warrington Borough Council, Cheshire Constabulary and Halton Borough Councils Environment Enforcement and Building Control Division. (as responsible authorities); and
- 3 Mrs Harris of Higher Walton (as an interested party).

The committee also considered all written relevant representations.

Warrington Borough Council and Halton Borough Councils Environmental Health and Building Control Division advised the Committee that several of the conditions requested by both authorities dealt with the same issues and were effectively duplications of each other with the exception of conditions 8 and 9 set out at Appendix 3 (Warrington Borough Council proposed conditions) in the Committee Item. Both authorities agreed that a consolidated set of conditions as tabled at the meeting represented the same positions as set out in the agenda but avoided duplication. The consolidated conditions were accepted by the applicant.

As part of their presentation Cheshire Constabulary outlined a number of conditions which they requested to be attached to the premises licence should the application be granted. The applicant accepted the proposed conditions.

At the conclusion of the hearing the Committee retired to consider the application

RESOLVED:

Having considered the application in accordance with section 4 Licensing Act 2003 and all other relevant considerations the committee decided that the application be granted subject to the conditions set out below:

Strategic Director
Corporate and
Policy

The reason for the determination was that the Committee felt that the application was consistent with the Licensing Objectives.

The conditions to be imposed on the premises licence are as follows;

1 All activities, structures, stages and facilities shall be positioned in accordance with the application plan. No changes shall be made to the plan without prior permission in writing from the Operational Director (Environment & Regulatory Services).

2 The Music Noise Level (MNL) shall not exceed 65dBLAeq (15 min) 1 metre from the façade of any noise sensitive premises prior to 23:00 hours.

3 After 23:00 hours music noise levels 10m from the mixer desk in each marquee including any concessionary (marquees) shall not exceed 95dB (15 min).

4 The noise levels at the monitoring position shall not

exceed 103dB(A) measured over any one minute period.

5 The sound systems associated with each ride on the fairground shall not be operated after 23:00 hours.

6 Music noise levels from the main stage shall not exceed 98dB LAeq at a position 40 metres from the main speakers.

7 The use of main stage shall finish at 23:00 hours.

8 The licence holder shall ensure that the appointed noise consultant shall regularly undertake tests of noise levels at the sound mixer positions to ensure compliance with the licence conditions. A written record of these assessments shall be kept and available to any Environmental Health Officer appointed or authorised by the Environmental Health, Enforcement & Building Control Division of Halton Borough Council upon request. This shall include any remedial action taken.

9 The licence holder shall ensure that the appointed noise consultant shall carry out one or more noise propagation tests prior to the event. Any such test shall be carried out between 11:00 and 16:00 hours on the day prior to the event and after 10:00 hours on the day of the event. Halton Borough Council's Environmental Health Officers shall be informed of the tests at least one hour prior to commencement.

10 The licence holder shall submit a noise management plan to the Divisional Manager (Enforcement & Building Control) no later than 28 days before the commencement of the event.

11 There shall be no construction of the set or any other structure associated with the event within the hours of 20.00 – 08.00 unless otherwise agreed in writing by the Divisional Manager (Enforcement & Building Control).

12 If in the opinion of the Environmental Health Officer appointed or authorised by the Environmental Health, Enforcement & Building Control Division of Halton Borough Council the noise levels become unacceptable notwithstanding compliance with any other noise condition, the licence holder shall reduce the noise levels as directed by such Environmental Health Officer.

13 The licence holder shall take all reasonable steps to ensure that excessive noise is not generated by patrons of the event e.g. loud car stereos and/or horns from patrons

entering or leaving the event.

The reason for conditions 1 – 13 - **the prevention of public nuisance.**

Health and Safety Issues

14 All stage and tower structures shall be supplied by competent contractors who shall issue full structural plans and calculations to Halton's Borough Council Building Control Manager.

15 The licence holder shall ensure that a nominated council representative the Environmental Health Manager (Food and Health & Safety), the Divisional Manager (Environmental Health, Building & Enforcement Control) or the Principal Environmental Health Officer (Food Safety, Health & Safety) is kept informed of the progress of the notified at key stages, namely (i) of designated contractors on site to prepare for the event, (ii) start of event set up, (iii) final safety checks prior to opening, (iv) at any other key stages in the executing and operating of the event.

16 The licence holder shall furnish the Environmental Health Manager (Food Health & Safety), the Divisional Manager (Environmental Health, Building & Enforcement Control) or the Principal Environmental Health Officer (Food Safety, Health & Safety) with a list of all contractors who will be operating at the event at the earliest available time but within a minimum of 48 hours prior to the opening of the event to the public. In particular the list of food concessions should be reported to the Division a minimum of 3 weeks prior to the event.

17 A representative of Halton Council's Environmental Health, Building Control & Enforcement Control Division shall be advised in reasonable time when the main arena is deemed by the licence holder to be ready to be opened to the public.

18 The licence holder shall advise the Environmental Health Manager (Food and Health & Safety), the Divisional Manager (Environmental Health, Building & Enforcement Control) or the Principal Environmental Health Officer (Food Safety, Health & Safety) a minimum of 48 hours prior to the event opening to the public, all activities to be carried out by sponsors with particular attention to those involving public participation.

19 The licence holder shall ensure the Environmental Health

Manager (Food and Health & Safety), the Divisional Manager (Environmental Health, Building & Enforcement Control) or the Principal Environmental Health Officer (Food Safety, Health & Safety) shall always have an up to date copy of the event risk assessment.

20 The event shall be managed and operated in accordance with the health & safety policy and procedures statement included in the application. The Division shall be kept informed by the licence holder of all key activities relating to public safety. In particular, any activities that require specific individual risk assessments to ensure safe operation such as the use of lasers, strobes, pyrotechnics, bomb tanks, smoke machines and fireworks etc must be reported to the division with suitable supporting evidence within reasonable time, prior to the event.

The reason for conditions 14 – 20 - Public safety. With regard to condition 16 the information concerning food concessions is required in the interest of public safety as their presence may affect the circulation of people on site.

21 The licence be granted for a single year only

The reason for condition 20 – Prevention of Crime and Disorder, Prevention of Public Nuisance

22. There shall be Age Checking Points situated no further than 20 yards from BOTH entrance points. Anyone attempting to gain entry who does not appear to be aged 21 or over will be directed to these points by Gate Staff. Once there they will be required to produce satisfactory proof of age. Having done so a non-removable wrist band will be issued which must be put in place before the person is allowed to leave the Checking Point. If proof of age cannot be produced that person will be escorted from the site.

The reason for condition 22 - Protection of Children from Harm

23. The event shall not take place if all public footpaths running across the site are not closed for the duration of the event and suitable alternative routes identified and displayed.

The reason for condition 23 – Prevention of Public Nuisance and Prevention of Crime and Disorder

24. The Organisers shall appoint a nominated CCTV Liaison

Officer who will have continual access to all material both during and after the event. That person's contact details are to be made available to the Police, who will direct all requests for CCTV material through that person.

The reason for condition 24 - Prevention of crime and disorder

25.The 'Safety Sign Off' time is to be no later than 1600hrs on Friday, the 24th of August 2007.

The reason for condition 25 - Public safety

26.The minimum number of stewards/security staff shall not be reduced below the supplied figure of 410.

27.The organisers shall appoint a senior member of the security staff, not later than 8 June 2007 who will be required to liaise with both the Police and the SIA in the matter of what level of SIA accreditation is required for any given security task. That person shall attend meetings as required with these parties and ensure any post that requires accreditation is staffed by an appropriately qualified person.

The reason for conditions 26 and 27 - Prevention of crime and disorder

28.An Adversarial Meeting will take place between Police Gold and Silver Command Staff just prior to the event taking place. The organiser, or his representative, will be required to attend this meeting.

Time that the licence shall take effect

Saturday 25 August 2007 and Sunday 26 August 2007 (detail timings of licensable activities as per application).

Meeting ended at 8.17 p.m.

REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Monday, 18 June 2007 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Philbin (Chairman), Wallace (Vice-Chairman), Howard, A. Lowe and D Inch

Apologies for Absence: Councillors Bryant, Cross, Drakeley, Nelson, E Ratcliffe and Wainwright

Absence declared on Council business: None

Officers present: G. Ferguson, L. Capper, K. Cleary and J. Findlow

Also in attendance: 2 members of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

REG2 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS

Action

The Committee was advised that a matter had arisen which required immediate attention by the Committee because a decision was required before the date of the next meeting (Minute REG8 refers), therefore pursuant to Section 100 B (4) and 100 E Local Government Act 1972, the Chairman ruled that the items be considered as a matter of urgency.

REG3 MINUTES

The Minutes of the meeting held on 19th March 2007 having been printed and circulated were taken as read and signed by the Chairman as a correct record.

REG4 GAMBLING ACT 2005 – PREMISES LICENCE FEES

At a previous meeting of the Committee held on 22nd January 2007, it was resolved to introduce a scheme of delegations to comply with the Gambling Act 2005 and in

addition to request the Council to delegate powers to set fees under Section 212 of the Gambling Act 2005.

The Council had subsequently endorsed the request made by the Committee.

Therefore the decision as to the level of fees to be determined by the Council could be undertaken either by the Committee or by officers acting under delegated powers.

The Gambling Act 2005 had two basic categories of fees (in so far as relevant to the Council).

The first category related to premises licence applications. Regulations specified the maximum amount which may be charged by the licensing authorities. The second category related to fees for various kinds of permit and registration under the Gambling Act 2005. These fees were prescribed by Regulations and the Council had no discretion in the matter. The Department of Culture, Media and Sports issued a circular letter in early May 2007 requesting local authorities to publish the fees to apply in their area by 21st May 2007. The fees to apply for at least the first 12 months of the new system were therefore determined under delegated powers and circulated to Members for information.

RESOLVED: That the fees regime outlined in the report in relation to the Gambling Act 2005 be endorsed.

Strategic Director
Corporate and
Policy

REG5 TAXI LICENSING MATTER

In view of the continuing delay in receiving Criminal Record Bureau (CRB) reports for licensed Single Status Drivers, (SSD) the Committee were requested to consider alternative ways of ensuring drivers remain working whilst awaiting the reports.

At present, all new and renewal applications for SSD require a CRB check in addition to other documentation before the licence was issued. An SSD Licence would not be issued to a new applicant until such time as a CRB Form had been received. Renewal applications forms were sent to all SSD Holders approximately two months before the expiry of their current licence. Until recently, CRB checks were returned within 4 – 6 weeks. However, on average CRB checks were now taking in excess of 12 weeks to be processed and the delay appeared to be at the Police

checking stage. Drivers who did not submit their application four weeks prior to the expiry of the licence could find themselves unable to work as a taxi driver until the CRB and other relevant documents were received by the Licensing Section.

RESOLVED:

(1) that cover notes be issued to Single Status Drivers who submit renewal applications six weeks prior to the expiry of their licence to enable them to continue driving provided all other documentation is received; and

(2) authority be delegated to officers within Legal Services in consultation with the Chair of Regulatory Committee to apply discretion for Single Status Drivers renewal applications.

Strategic Director
Corporate and
Policy

REG6 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

(1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A 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 outweighs the public interest 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 Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will

be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

REG7 TAXI LICENSING MATTER

The Committee considered a request from a holder of a Hackney Carriage Vehicle Licence to be allowed to complete a late renewal of the licence.

Before reaching a decision, the Committee considered representations from the applicant and they also heard from K Cleary and J. Findlow.

The Committee also considered a copy of the agenda and copies of additional paperwork submitted by the applicant at the hearing.

The applicant and J. Findlow left the room whilst the Committee made a decision.

Following consideration of all the information presented, the applicant and J. Findlow returned and the decision was provided to them.

RESOLVED: That Hackney Carriage Vehicle Licence is reissued to the applicant subject to the following conditions:

- For 12 months the vehicle will undergo three compliance tests during the period of the licence;
- failure to attend for the prearranged tests or the vehicle failing the test will result in the immediate suspension of the vehicle licence and the matter being referred back to the Regulatory Committee; and
- the applicant is required to attend before the Regulatory Committee at a meeting in 12 months time.

Strategic Director
Corporate and
Policy

Meeting ended at 8.20 p.m.

APPOINTMENTS COMMITTEE

At a meeting of the Appointments Committee held on Tuesday, 17 April 2007 at the Tetley Suite, Halton Stadium, Widnes

Present: Councillors Polhill (Vice-Chair, in the Chair), Findon, Gilligan, Redhead and Wharton

Apologies for Absence: None

Absence declared on Council business: Councillor McDermott

Officers present: D. Parr and I. Leivesley

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

APC22 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A 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 1, 2 and 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

outweighs the public interest 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 Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

APC23 APPOINTMENT OF OPERATIONAL DIRECTOR AND MONITORING OFFICER (LEGAL, ORGANISATION DEVELOPMENT AND HUMAN RESOURCES)

The Committee interviewed three candidates for the post of Operational Director and Monitoring Officer (Legal, Organisation Development and Human Resources).

RESOLVED: That Mr Mark Reaney be appointed to the post of Operational Director and Monitoring Officer (Legal, Organisation Development and Human Resources) and authority be delegated to the Strategic Director – Corporate and Policy to agree a start date.

Strategic Director
– Corporate and
Policy

Meeting ended at 2.00 p.m.

APPOINTMENTS COMMITTEE

At a meeting of the Appointments Committee held on Wednesday, 27 June 2007 at the Council Box, Halton Stadium

Present: Councillors Polhill (Vice-Chair, in the Chair), Dennett, Findon, Gilligan, McInerney and Redhead

Apologies for Absence: None

Absence declared on Council business: Councillor McDermott

Officers present: G. Meehan and J. McCollom

In attendance: D. Charnock of Gatenby Sanderson

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

APC1 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Action

The Committee considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A 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 1, 2 and 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 outweighs the public interest 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 Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

APC2 APPOINTMENT OF OPERATIONAL DIRECTOR -
SPECIALIST SERVICES

The Committee interviewed two candidates for the post of Operational Director (Specialist Services) in the Children and Young People Directorate.

RESOLVED: That Mr Paul Boyce be appointed to the post of Operational Director (Specialist Services), on Spinal Point 150, from a date to be agreed.

APC3 APPOINTMENT OF OPERATIONAL DIRECTOR -
UNIVERSAL AND LEARNING SERVICES

The Committee interviewed one candidate for the post of Operational Director (Universal and Learning Services) in the Children and Young People Directorate.

RESOLVED: That Ms Judith Kirk be appointed to the post of Operational Director (Universal and Learning Services), on Spinal Point 151, from a date to be agreed.

Meeting ended at 3.10 p.m.

5 BOROUGH PARTNERSHIP NHS TRUST PROPOSALS RELATING TO IMPROVING
SERVICES FOR ADULTS WITH MENTAL HEALTH NEEDS IN
HALTON, ST. HELENS AND WARRINGTON

Minutes of the meeting of this Committee held on
19 April 2007

(Members Present) Halton Council

Councillors Cargill (Chairman), Inch and Loftus

St. Helens Council

**Councillors Bowden (Vice Chairman), Sheldon and
Stephanie Topping
Sheldon (substitute for Councillor McGuire)**

Warrington Council

Councillors Hoyle and Johnson

(Also Present) Halton Council

Audrey Williamson, Operational Director, Adults of a Working Age

St. Helens Council

Ian Blythin, Corporate Manager

Carole Swift, Service Manager Carers and Scrutiny

Mike Wyatt, Assistant Director, Performance and Business Support

Warrington Council

Helen Sumner, Strategic Director, Community Services

Alison Williams, Overview and Scrutiny Officer

Rob Vickers, Halton and St. Helens Primary Care Trust

Tina Molyneux, (Clerk to the Committee),
Senior Democratic Services Officer, St. Helens Council

41 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Banner and McGuire.

Councillor Loftus here entered the meeting.

42 **MINUTES**

- * **Resolved that the minutes of the meeting held on 16 November, 2006 be approved and signed.**

43 **DECLARATIONS OF INTEREST FROM MEMBERS**

No Declarations of Interest from Members were made.

44 **PRESENTATION FROM 5 BOROUGH PARTNERSHIP NHS TRUST -
PROGRESS REPORT ON THE COMMITTEES RECOMMENDATIONS**

A Presentation was made to the Committee by John Kelly, Director of Adult Services 5 Boroughs Partnership NHS Trust on the progress made on the Committee's recommendations.

Jan East, Assistant Chief Executive, 5 Boroughs Partnership NHS Trust was also present.

*** Resolved that**

- (1) the Presentation be noted; and**
- (2) John Kelly, Director of Adult Services and Jan East, Assistant Chief Executive, 5 Boroughs Partnership NHS Trust were thanked for their attendance.**

45 **REVIEW OF THE TERMS OF REFERENCE**

A report was submitted to enable Members to review the Terms of Reference for the Committee that had been agreed at a meeting of the Committee held on 20 July 2006 and were as follows:

1. To establish a statutory joint committee to scrutinise proposals from the 5 Boroughs Partnership NHS Trust to improve services for people with mental health needs in the Boroughs of Halton, St Helens and Warrington.
2. To undertake the scrutiny of the proposals in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, and the Directions to Local Authorities (Overview and Scrutiny Committees, Health Scrutiny Functions) July 2003.
3. To complete a report outlining the statutory committees views of the proposals and to make recommendations to the 5 Boroughs Partnership NHS Trust where relevant.
4. To monitor the Trust's responses to the report and agree mechanisms for the ongoing monitoring of future changes to mental health services.

*** Resolved that the Terms of Reference of the Committee had now been completed.**

46 **FURTHER ACTION**

A verbal report was given to the Committee which advised Members of further action to be taken.

*** Resolved that:**

- (1) the Statutory Joint Scrutiny Committee end;**
- (2) issues be dealt with on a local basis;**
- (3) if any authority or the 5 Boroughs Partnership NHS Trust believe there is an issue which affects the three Boroughs then a Joint Scrutiny Committee could be formed;**

STATUTORY JOINT SCRUTINY COMMITTEE

- (4) Officers from the three authorities continue to develop protocols for joint working and the establishment of Joint Scrutiny Committees; and**
- (5) a letter be sent by the Chairman to the 5 Boroughs Partnership NHS Trust informing them of the Committees decisions.**

The Chairman thanked Members and individually thanked Officers for their contribution and commitment which had resulted in the success of the Review.

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