

# **Minutes & Reports**

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

**Wednesday, 12 December  
2007**

# **Minutes & Reports**

For Presentation to the Council  
at the meeting to be held on  
**Wednesday, 12 December 2007**

<b>Committee/Board</b>	<b>Page Ref</b>
<b>Council Minutes</b>	353 – 360
<b>Executive Board</b>	
1st November 2007	361 - 368
15th November 2007	369 - 378
29th November 2007	379 – 386
<b>Executive Board Sub-Committee</b>	
1st November 2007	387 - 392
15th November 2007	393 - 398
29th November 2007	399 – 404
<b>3MG Executive Sub-Board</b>	
13th November 2007	405 – 408
<b>Mersey Gateway Executive Board</b>	
15th November 2007	409 - 412
<b>Policy and Performance Boards and the Business Efficiency Board</b>	
Employment, Learning and Skills - Yellow Pages	413 - 424
Children and Young People - Cream Pages	425 - 432
Healthy Halton - Grey Pages	433 - 438
Safer Halton - Pink Pages	439 - 446
Urban Renewal - Green Pages	447 - 454
Corporate Services - Salmon Pages	455 - 460
Business Efficiency Board - White Pages	461 - 464
<b>Committee Minutes</b>	
Development Control - Pink Pages	465 - 486
Standards - White Pages	487 - 490
Regulatory - Blue Pages	491 - 496

**COUNCIL**

*At a meeting of the Council on Wednesday, 31 October 2007 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Hodgkinson (Mayor), P. Blackmore, S. Blackmore, Bradshaw, D. Cargill, E. Cargill, Cross, Dennett, Drakeley, Edge, Findon, Fraser, Gerrard, Gilligan, Harris, Higginson, Hignett, Howard, C Inch, D Inch, Jones, Leadbetter, Lewis, Lloyd Jones, Loftus, A. Lowe, J. Lowe, Marlow, McDermott, McInerney, Morley, Nelson, Nolan, Norddahl, Osborne, Parker, Philbin, Polhill, E. Ratcliffe, M. Ratcliffe, Rowan, Rowe, Sly, Stockton, Swain, Swift, Thompson, Wainwright, Wallace, Wharton, Worrall and Wright

Apologies for Absence: Councillors Bryant, Horabin, Murray and Redhead

Absence declared on Council business: None

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

Also in attendance: 8 Members of the Public

*Action***COU28 COUNCIL MINUTES**

The minutes of the meeting held on 18<sup>th</sup> July 2007, having been printed and circulated, were taken as read and signed as a correct record.

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

**COU29 THE MAYOR'S ANNOUNCEMENTS**

The Mayor announced that he had been presented with the following items from three of the Council's Twin Towns on visits on 28<sup>th</sup>/29<sup>th</sup> August 2007 to celebrate the 800<sup>th</sup> birthday of Liverpool:

- a glass posey bowl had been presented by the Deputy Lord Mr Rericha Jan and the delegation from Usti nad Labem;
- a ceramic small bear, and a box wine set consisting of wine stopper, waiter's friend, wine pourer and napkin ring, had been presented by Frau Dagmar Pohle District Burgermeister and the delegation from

Marzahn-Hellersdorf; and

- a Porcelain vase with gold fish on it had been presented by Mr Li Jingming Senior Leader of Tongling City Council and the delegation from Tongling City, China.

#### COU30 LEADER'S REPORT

The Leader of the Council reported on the following issues:

- There had been a period of thorough consultation in respect of Building Schools for the Future. A cross-party working group had been set up to consider the issues and its recommendations were to be considered by the Executive Board the following day. A further period of consultation would then be triggered.
- A report regarding a Travellers' transit site was to be considered by the Executive Board the following day with the aim of preventing irregular incursions, which had previously resulted in costs to the Council of approximately £200,000 per annum. The Council had been commended by Police for taking the action it had in establishing a temporary site, which had alleviated the situation. A government grant, plus rents charged, were expected to pay for any costs incurred in relation to the site which, if approved by the Executive Board, would be subject to the normal planning process.
- The Council had been awarded £1.2m from the Lottery Fund for the refurbishment of Halton Lea Library.

In response to a question regarding the Travellers' transit site, the Leader confirmed that the issues raised by the Urban Renewal Policy and Performance Board, in relation to issues such as alternative sites and costs, had been taken into account in the report and recommendation to the Executive Board where a decision was to be taken the following day.

#### COU31 MINUTES OF THE EXECUTIVE BOARD

The Council considered the minutes of the Executive Board held on 19<sup>th</sup> July, 6<sup>th</sup> September, 20<sup>th</sup> September and 18<sup>th</sup> October 2007.

RESOLVED: That the minutes be received.

COU32 MINUTES OF THE EXECUTIVE BOARD SUB-COMMITTEE

The Council considered the minutes of the Executive Board Sub-Committee held on 19<sup>th</sup> July, 6<sup>th</sup> September, 20<sup>th</sup> September and 18<sup>th</sup> October 2007.

RESOLVED: That the minutes be received.

COU33 MINUTES OF THE 3MG EXECUTIVE SUB-BOARD

The Council considered the minutes of the 3MG Executive Sub-Board held on 16<sup>th</sup> July 2007.

RESOLVED: That the minutes be received.

COU34 QUESTIONS ASKED UNDER STANDING ORDER NO 8

It was noted that no questions had been submitted under Standing Order No. 8.

*(NB Councillor Loftus declared a personal interest in the following item of business in so far as it related to Belvedere as her husband worked for CIC. Councillor Hignett declared a personal and prejudicial interest in the following item of business due to being employed by CIC and left the room for the duration of its consideration.)*

COU35 EXECUTIVE BOARD 19TH JULY 2007 - HOUSING CAPITAL PROGRAMME (MINUTE NO. EXB 19 REFERS)

The Executive Board had considered a report of the Strategic Director – Health and Community outlining the financial outturn for the 2006/07 housing capital programme and seeking approval for an amended 2007/08 programme.

RESOLVED: That the amended programme for 2007/08, as set out in the appendix to the report, be approved.

*(NB Councillor Hignett declared a personal and prejudicial interest in the following item of business due to being employed by CIC and remained outside the room for the duration of its consideration.)*

COU36 EXECUTIVE BOARD 19TH JULY 2007 - CAPITAL PROGRAMME FOR ADULT SOCIAL CARE DIVISION WITHIN 2007/8 (MINUTE NO. EXB 23 REFERS)

The Executive Board had considered a report of the

Strategic Director – Health and Community providing detailed information in relation to the proposals to develop and improve services within Adult Social Care through the use of capital resources.

In response to a question raised regarding The Priory development, the Leader confirmed that there was no change in the situation to date; that is, the Council believed The Priory still required planning permission in respect of the site.

RESOLVED: That the Capital Programme for Adult Social Care within 2007/8 be approved as outlined in the report.

COU37 EXECUTIVE BOARD SUB-COMMITTEE 18TH OCTOBER 2007 - PRELIMINARY ESTIMATES FOR THE REPLACEMENT OF THE COUNCIL'S FLEET OF VEHICLES AND PLANT (MINUTE NO. ES 38 REFERS)

The Executive Board Sub-Committee had considered a report of the Strategic Director – Environment requesting agreement to the replacement of part of the Council's Fleet of Vehicles and Plant by various acquisition methods rather than through the current Contract Hire supply contract.

RESOLVED: That vehicle and plant replacement be included in the capital programme at a cost of £1.192m in 2007/8.

COU38 3MG EXECUTIVE SUB-BOARD 16TH JULY 2007 - DELIVERY STRATEGY REVIEW - 3MG (MERSEY MULTIMODAL GATEWAY) (MINUTE NO. ESB 5 REFERS)

The 3MG Executive Sub-Board had considered a report of the Strategic Director – Environment on 16<sup>th</sup> July 2007 providing an update on the Delivery Strategy from 2004 relating to the Mersey Multimodal Gateway.

The Council was advised that there had been considerable change since this time, for example Stobarts had taken over a substantial amount of assets and there was no longer a need to deliver an East/West link, so facilitating a £9m saving. It was therefore proposed that this matter be referred back to the Sub-Board for further consideration. In addition, the Leader undertook to set up a seminar for all Members to provide further information regarding the project.

RESOLVED: That, in light of the changes since July, Strategic Director

the 3MG Executive Sub-Board be requested to reconsider the Mersey Multimodal Gateway Delivery Strategy. - Environment

COU39 CHANGE TO MEMBERSHIP OF COMMITTEE

The Council was advised that Councillor Wainwright had filled the Labour Group vacancy on the Standards Committee. This change had been made in accordance with Standing Order No. 30(4).

*(NB Councillors Hodgkinson, Harris and Findon each declared a personal interest in respect of minute number CYP13 in the following item of business due to being governors of Halton High School, The Bankfield High School and Fairfield High School respectively. Councillor J. Lowe declared a personal interest in minute numbers CYP20 and CYP23 in the following item of business due to being on the YMCA Board and on the Trustee Management Committee of the West Runcorn Youth Club.)*

COU40 MINUTES OF POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

The Council considered the reports on the work of the following Boards in the period since the meeting of the Council on 18<sup>th</sup> July 2007:

Children and Young People  
Employment, Learning and Skills  
Healthy Halton  
Safer Halton  
Urban Renewal  
Corporate Services  
Business Efficiency Board

In receiving the minutes the following was noted:

- The Chairman of the Children and Young People Policy and Performance Board (PPB) thanked Councillors for their contribution to the Out of Borough School Admissions Scrutiny Topic (minute number CYP 19 refers), which had formed the basis of Building Schools for the Future. In addition, the Chairman, and the Portfolio Holder for Children and Young People, congratulated parents, teachers, staff and pupils on their work, which had resulted in significant improvements at Key Stage 2 and in the number of pupils achieving 5 A\* - C in GCSEs.
- Since the meeting of the Employment, Learning and Skills PPB on 10<sup>th</sup> September, the Brindley had won

the National Lottery Award for the Best Arts Project.

- A Members' seminar was to be held in the New Year regarding "Improving Healthcare Access in Halton - Consultation on: A Healthcare Campus Model" (minute number HEA 17 refers).
- The Chairman of the Safer Halton PPB advised that, since becoming a Unitary Authority, continuous investment had resulted in the Borough's roads being safer with 38 less deaths per year. This was due to the hard work of both Members and officers.

#### COU41 COMMITTEE MINUTES

The Council considered reports on the following Committees in the period since the meeting held on 18<sup>th</sup> July 2007:

Development Control  
Standards  
Regulatory

*Meeting ended at 7.30 p.m.*



**COUNCIL**

*At a special meeting of the Council on Wednesday, 31 October 2007 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Hodgkinson (Chairman), P. Blackmore, S. Blackmore, Bradshaw, D. Cargill, E. Cargill, Cross, Dennett, Drakeley, Edge, Findon, Fraser, Gerrard, Gilligan, Harris, Higginson, Hignett, Howard, C Inch, D Inch, Jones, Leadbetter, Lewis, Lloyd Jones, Loftus, A. Lowe, J. Lowe, Marlow, McDermott, McInerney, Morley, Nelson, Nolan, Norddahl, Osborne, Parker, Philbin, Polhill, E. Ratcliffe, M. Ratcliffe, Rowan, Rowe, Sly, Stockton, Swain, Swift, Thompson, Wainwright, Wallace, Wharton, Worrall and Wright

Apologies for Absence: Councillors Bryant, Horabin, Murray and Redhead

Absence declared on Council business: None

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

Also in attendance: 8 Members of Public

COU42 COMMONS REGISTRATION ACT 1965 - APPLICATION TO REGISTER LAND AS A TOWN GREEN -LOVEL FIELDS, HALEBANK, WIDNES

*Action*

The Council considered a report of the Operational Director (Legal, Organisational Development and Human Resources) and Monitoring Officer regarding an application for Town Green status for Lovel Fields, Halebank, Widnes, which had been submitted for decision under the Commons Registration Act 1965.

It was advised that, on 20<sup>th</sup> September 2006, an application had been made under s. 13 of the Commons Registration Act 1965 to register land known as Lovel Fields, Halebank, as a new town green. The application was made to Halton Borough Council as the Commons Registration Authority. The Council was also the owner of Lovel Fields and, in that capacity, had objected to the application on a number of grounds, which were outlined in the report.

Mr Vivian Chapman QC had been appointed by the Council as independent counsel to hold a non-statutory public inquiry into the application and his recommendations

were outlined to Council for consideration.

RESOLVED: That

- (1) the recommendation by Mr Vivian Chapman QC be accepted; and
- (2) for the reasons set out by Mr Chapman QC:
  - (a) the Clap Gate Amenity Land (DP826, appendix 1) be registered as a Town Green; and
  - (b) the application to register the remainder of the land (DP2908 and DP2909, appendix 1) be rejected.

*Meeting ended at 7.35 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 1 November 2007 in the Marketing Suite, Municipal Building*

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

Apologies for Absence: None.

Absence declared on Council business: Councillor Wharton

Officers present: D. Johnson, I. Leivesley, A. McIntyre, G Meehan, D. Parr, D Tregea, G. Cook, L. Cairns and C. Lawley

Also in attendance: 2 press and 6 public

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

EXB44 MINUTES

The Minutes of the meeting held on 18<sup>th</sup> October 2007 were taken as read and signed as correct record.

**LEADER'S PORTFOLIO**

EXB45 APPLICATION FOR TWINNING GRANT

The Board considered a report of the Strategic Director – Corporate and Policy outlining an application being made to the Twinning Grant Fund from the Halton Swimming Team requesting support for 25 members to visit Usti nad Labem between 10<sup>th</sup> and 13<sup>th</sup> November 2007. During the visit the members would compete in a swimming competition in the Ing. Vilem Protschke swimming pool in Usti nad Labem. A return visit from the swim team in Usti Nad Labem was being planned for August/September 2008.

The applicant had identified total costs of £6,825 and had requested £3,000 from the Town Twinning Budget; however, the Board noted that a grant of £2,500 would be in line with previous grant awards. If Members were to approve the project, the grant would be offered subject to a number

*Action*

of conditions as outlined in the report.

RESOLVED: That £2,500 be awarded to the Halton Swimming Club.

### **CHILDREN AND YOUNG PEOPLE PORTFOLIO**

*(NB Councillors Harris and Swain declared a personal interest in the following item of business due to being governors of The Bankfield School and Halton High School respectively. Councillor Nelson declared a personal interest in the following item of business due to being the Chair of Governors at The Grange School.)*

#### **EXB46 SECONDARY SCHOOL RE-ORGANISATION**

The Board considered a report of the Strategic Director – Children and Young People providing a summary of the detailed consultation process undertaken on the initial proposals for the reorganisation of secondary school and secondary special school provision. The report provided a summary of the outcome of the first phase of consultation; identified the key issues raised; and outlined how the Local Authority, through the next phase of school organisation proposals, was addressing these issues.

A Cross Party Members Advisory Working Group had been established to:

- (1) consider the key themes that emerged from the consultation and how these could be addressed; and
- (2) evaluate the initial proposals and the alternative proposals put forward.

The Working Group had recommended that the revised proposals be considered and a further pre-statutory stage of consultation be undertaken, which was to commence on 2<sup>nd</sup> November and run to 7<sup>th</sup> December 2007. The recommendations made in respect of the 11 – 16 provision were outlined in detail for the Board's consideration. The Board were also advised on which proposals a statutory notice would be required.

It was advised that the possibility of a similar arrangement to that proposed for The Grange had been considered for Fairfield High School; however, due to the numbers involved, this was not feasible. In addition, Members considered:

- zoning;

- the possibility of facilitating visits to schools in other areas where Academies had been completed; and
- consultation arrangements.

The Portfolio Holder for Children and Young People thanked everyone who had taken part in the consultation to date, and it was unanimously

RESOLVED: That

- (1) the revised set of school organisation proposals contained at paragraph 3 of the report be approved as the basis for the next stage of consultation on secondary and special school reorganisation;
- (2) a further stage of pre-statutory consultation on the revised school organisation proposals be approved; and
- (3) the outcome of the second phase of the consultation process be reported to the Executive Board and, after due consideration, recommendations for consideration be put before Council on the 12<sup>th</sup> December 2007.

*(NB Councillor Gerrard declared a personal interest in the following item of business due to being an associate governor of Simms Cross School.)*

#### EXB47 SCHOOLS CAUSING CONCERN

The Board considered a report of the Strategic Director – Children and Young People seeking agreement to a revised policy for Schools Causing Concern.

It was noted that Part 4 of the Education and Inspections Act 2006 outlined new powers for a local authority to intervene, take action and provide support to schools causing concern. The Local Authority was currently consulting with schools on revision to its procedures for identifying and intervening in schools causing concern, with a view to a revised policy being submitted to the Executive Board later in the calendar year. During the intervening period, it was important that the Strategic Director had delegated powers to act if schools were already presenting concerns and the Board was asked to approve the delegation of these powers with immediate effect.

Members were advised that a small number of primary schools presented concerns to the Local Authority.

In particular, Simms Cross was currently in Special Measures. It was considered that steps needed to be taken to consult the Governing Body with a view to replacing it with an Interim Executive Board (IEB) and approval was sought to enable the Strategic Director to take the appropriate steps. It was considered that the IEB would allow the newly appointed Head Teacher to focus on improving teaching and learning in the School.

Reason for Decision

Strengthened powers of intervention to prevent school failure and under-performance were a key component of the *Education and Inspections Act 2006*. Local Authorities were expected to demonstrate deployment of these powers where appropriate.

Alternative Options Considered and Rejected

None.

Implementation Date

With immediate effect.

RESOLVED: That

- (1) the Strategic Director for Children and Young People be authorised to take all such actions as shall be necessary to give effect to the Council's powers and duties in relation to the education of children at Simms Cross Primary School;
- (2) steps be taken to consult on the replacement of the Governing Body of Simms Cross School with an Interim Executive Board, for a time period yet to be specified; and
- (3) the Strategic Director for Children and Young People be authorised generally to exercise the powers and duties provided to the Council under Part 4 of the Education and Inspections Act 2006, and the Council be recommended to amend the Constitution accordingly.

**CORPORATE SERVICES PORTFOLIO**

EXB48 POLLING DISTRICTS/POLLING STATION REVIEW -  
APPOINTMENT OF WORKING PARTY

The Board considered a report of the Chief Executive outlining the requirement of the Electoral Administration Act 2006 for all local authorities to review their polling districts, polling places and polling stations by the end of 2007.

It was noted that the last major review of polling districts/polling stations had taken place in 2003 with the Periodic Electoral Review. A further review was now required by 31<sup>st</sup> December 2007 and every four years following that. The main purpose of the review was to ensure that all residents had reasonable facilities for voting.

The consultation procedures were outlined for the Board's consideration. It was noted that, on completion of the consultation exercise, a report would be prepared for submission to a Member Working Party. The Working Party would make recommendations to Council where the final decision would be made.

RESOLVED: That a Working Party, consisting of 4 Labour, 2 Liberal Democrat and 1 Conservative Group Members, be established to undertake the review of polling districts and polling places, following consultation, as required by the Electoral Administration Act 2006.

## **HEALTH AND SOCIAL CARE PORTFOLIO**

### **EXB49 ADVANCING WELL STRATEGY**

The Board considered a report of the Strategic Director – Health and Community presenting both an Advancing Well Strategy and an action plan. These had been developed in consultation with a wide range of people and other key partners in order to support healthy ageing within the Borough.

The action plan identified a number of areas for development, responsibilities, consultation arrangements and resource implications, making it clearer about how the Authority could develop and fund the proposals. Subject to agreement, the Strategy would be launched at the future Alive and Kicking event planned for February 2008.

The Board noted the difficulties that could be experienced with health practitioners, which was an impediment to work such as this. However, it was advised that this was an over-arching Strategy that would feed into the Council's partners.

Members commended this excellent report, which

had a range of options to help reduce the potential for social inclusion, and had an emphasis on prevention.

RESOLVED: That the Strategy and action plan be agreed.

## **COMMUNITY PORTFOLIO**

### **EXB50 TRAVELLERS - PROVISION OF TRANSIT SITE**

The Board considered a report of the Strategic Directors of Environment, and Health and Community, providing an update on the provision of a transit site and outlining feedback following consultation.

Since the Executive Board's meeting on 19<sup>th</sup> July 2007, the Urban Renewal Policy and Performance Board had considered the matter and made a number of recommendations. As a result of this, the current position with adjacent and nearby councils had been appraised and was set out for the Board's consideration.

Work on establishing the capital and revenue costs for a transit site had been progressed and detailed plans had been produced. Information was provided in respect of capital costs for work on land and buildings, and work was ongoing in respect of the management and operational costs of the site with the aim of revenue costs breaking even. In addition, a draft protocol had been developed and shared with the Police articulating and reaffirming the working arrangements between the two organisations and the commitment of the Police to utilise their powers to move on unauthorised incursions.

The next steps were outlined for the Board's consideration. Subject to approval, formal tenders would be sought for development of the site and a planning application would be submitted in early November.

RESOLVED: That the strategy and process outlined in paragraphs 4.1 to 4.4 of the report be agreed.

## **QUALITY AND PERFORMANCE PORTFOLIO**

### **EXB51 CULTURE AND LEISURE EXTERNAL ASSESSMENTS**

The Board considered a report of the Strategic Director – Health and Community regarding the Halton Regional Cultural Stakeholder Commentary and the Improvement and Development Agency's (IdeA's) validation



of the self-assessment framework “Towards an Excellent Service” (TAES) of the Culture and Leisure Services Department, which was part of the Corporate Performance Assessment (CPA). The process was carried out against a standard benchmark and was intended to:

- (a) promote closer alignment of national, regional and local cultural objectives;
- (b) strengthen and extend relationships between cultural agencies and local authorities; and
- (c) achieve better, more effective cultural provision from a more unified approach to strategic and improvement planning.

The Regional Commentary, attached at Appendix 1 to the report, was produced after desktop research; consideration of relevant strategies, plans and reports; and in-depth meetings with relevant staff within Culture and Leisure Services and the Corporate Policy Unit. Members were advised that, in general, it was a very positive Commentary identifying key strengths and areas for development.

The Board noted that the TAES framework provided Culture and Leisure Services with an approach to assessing the quality of its services and was beginning to be used widely by local authorities across the country. The self assessment was carried out in June 2007 and was then validated by the IDeA. From this, an objective report and an Action Plan for Improvement had been produced, attached at Appendix 2 to the report. Again, this report had been very positive.

Members noted that both pieces of work had identified areas of good practice and improvement that was felt worthy of being shared with a wider audience. To that end, the IDeA/DCMS (Department for Culture, Media and Sport) had commissioned a case study of Halton’s Culture and Leisure Services and had asked the Operational Director – Culture and Leisure Services to sit on the DCMS’s Cultural Services Improvement Project – Sounding Board.

RESOLVED: That

- (1) the reports be received;
- (2) the Action Plan included in the TAES report be endorsed; and
- (3) implementation of the Action Plan be monitored by the Employment, Learning and Skills Policy and Performance Board.

**Minutes Issued: 9<sup>th</sup> November 2007**

**Call in: 16<sup>th</sup> November 2007**

**Any matter decided by the Executive Board may be called in no later than 16<sup>th</sup> November 2007**

*Meeting ended at 3.25 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 15 November 2007 in the Marketing Suite, Municipal Building*

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

Apologies for Absence: None

Absence declared on Council business: Councillor Harris

Officers present: M. Reaney, G. Cook, B. Dodd, D. Johnson, I. Leivesley, G. Meehan, D. Parr, D. Tregaea and C. Halpin

Also in attendance: Councillor Jones, S. Carr, E Davidson, E. Klieve, J Pickering and R. Warburton and four members of the public.

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

	<i>Action</i>
<p>EXB52 MINUTES</p> <p>The Minutes of the meeting held on 1<sup>st</sup> November 2007 were taken as read and signed as correct record.</p> <p><b>CHILDREN AND YOUNG PEOPLE PORTFOLIO</b></p> <p>EXB53 A PARTICIPATION STRATEGY FOR CHILDREN AND YOUNG PEOPLE: "HEAR BY RIGHT" UPDATE</p> <p>The Board received a report of the Strategic Director, Children and Young People which provided information on the involvement and VOICE of children and young people within organisations, schools and council services and how this linked into the drivers for Children and Young People's Services.</p> <p>A Participation Strategy had been accepted by the Children and Young People's Alliance Board in July 2006 which agreed the development of the involvement of children, young people and parents/carers using the Hear by Rights standards. A pilot led by the Cross Alliance Consultation, Participation &amp; Engagement Group, and supported by consultants from the Regional Youth Work</p>	

Unit took place from October 2006 to March 2007, it involved 8 organisations across sectors and ages and offered a set of recommendations for the development and roll out of a Halton-specific set of Hear by Rights standards.

The Board was advised of the principal findings of the pilots and of the principal recommendations from the pilot, which were detailed in the report.

The Board was further advised of the progress made since the pilot, in particular that:

- the Hear by Right standards had been reviewed and the format for a Halton specific version completed together with year one floor targets across all 7 Hear by Right areas, as detailed within the appendix to the report;
- The 1<sup>st</sup> draft of the Hear by Right Plan had been written and would deliver the full framework over a three year period;
- The “Shared Values” within the 2006-2009 C&YP Plan vision stated that “All providers of services were accountable to the children and young people they serve”. This remained the foundation stone of the development of the participation of children & young people agenda. This shared value would be enshrined in a proposed Hear by Right Pledge which organisations and departments/services would be asked to sign up to as part of the 3 year plan;
- The 2<sup>nd</sup> draft of Job Role document for the Elected Member Champion had been developed along with ones for Chief Officers and was detailed within the appendix to the report;
- The Consultation, Engagement and Participation Group (CPE) organised a multi agency planning workshop which took place on 20<sup>th</sup> June 2007 and developed the framework and timelines for the 3 year Hear by Right plan detailed within the report;
- Arrangements had been made for the workforce development pilots to embed Hear by Right workforce requirements in their planning;
- An Under 11s Participation worker was in the process of being seconded for 12 months from Brookvale Children’s Centre to the Youth Service Participation

Team via Barnados. This would bring capacity to support organisations working with under 11s to develop the Hear by Right standards within their organisations. The post was joint funded by the borough's Children's Fund and Barnados; and

- In July 2007 the Youth Cabinet, supported by the Youth Bank and Area Youth Fora, launched the Integrated Youth Support Services. 120 young people attended the all day conference where all workshops were facilitated by young people for young people. Young people looked at their needs, preferred outcomes, and their experiences of services. The full conference feedback was awaited, which would inform workforce development pilots, and the structure of future Integrated Youth Support Services. One resounding piece of immediate feedback was their demand to be involved in decisions that affect them now and would affect them in the future. Two examples were given: Building Schools for the Future programme and the proposed second crossing.

RESOLVED: That the three year 'Hear by Right' Delivery Plan is approved.

EXB54 YOUTH OPPORTUNITY AND YOUTH CAPITAL FUNDS;  
YOUTH BANK UPDATE

The Board received a report of the Strategic Director, Children and Young People in relation to the progress of the Youth Bank in appropriately distributing the Youth Opportunity Fund (YOF) and Youth Capital Fund (YCF) and of the Government's decision to continue these funding streams to at least 2011.

The Board was advised that in March 2006 the DfES announced the roll out of the Youth Opportunity Fund and Youth Capital Fund which had been described in the Youth Matters green paper published in July 2005. In Halton the combined fund totals £179, 914pa for two years. The main purpose of the funds was to "*...give a voice and influence to young people, particularly disadvantaged young people, in relation to things to do and places to go and to convey a powerful message to young people that their needs and aspirations were important*". (DfES guidance notes P3).

In July 2006 the Executive Members Board adopted the following statement:

*'Halton was committed to the continuing development of the voice and influence of young people on services, youth activities, and the structures within which decisions about communities were made. As a part of this commitment the Borough welcomed the introduction of the Youth Opportunity & Youth Capital fund and intended to ring fence these monies so that young people could make the key decisions around which places to go and things to do they wish to fund and have developed. This new initiative would involve the development of a Halton Youth Bank run for young people by young people. It would build on, and link into, the Boroughs recent success in supporting the introduction of the UK Youth Parliament, Borough Youth Forum Cabinet, and area based Youth Forums.'*

The Board was further advised that the Borough Youth Cabinet recruited young people to the Youth Bank through a publicity campaign in the media, in all schools and by talking to groups of young people throughout the Borough including in the more deprived areas. These young people went through a selection and training process assisted by their Youth Worker and trained through Youth Banks UK. By September 2006 the Youth Bank was established and registered with Youth Banks UK as an accredited Youth Bank.

In addition the Board was updated on the activities of the Halton Youth Bank between September 2006 and October 2007. In this respect, the Board received a presentation from Miss E. Davidson, Miss E. Klieve and Miss J. Pickering of Halton Youth Bank.

The Chairman thanked the Halton Youth Bank Members for attending the meeting and giving an informative presentation.

RESOLVED: That

- (1) the report be accepted and its contents noted;
- (2) the presentation on 15<sup>th</sup> November 2007 from the young people operating the Youth Bank about their work and achievements be accepted;
- (3) the government's intention to continue these funding streams and resolve they should continue to be administered by the Youth Bank be noted; and
- (4) the appropriateness of other funding focussed on delivering positive activities for young people being

channelled through the Youth Bank be considered.

**CORPORATE SERVICES PORTFOLIO**

EXB55 MEDIUM TERM FINANCIAL STRATEGY 2008/09 TO 2010/11

The Board received a report of the Operational Director, Financial Services which set out the Medium Term Financial Strategy (MTFS). The MTFS set out a three-year projection of resources and spending. It had been based on information that was currently available but there was information yet to be received and revisions would need to be made as new information became available. As a result, the projections must be treated with a considerable degree of caution, but they do provide initial guidance to the Council on its revenue position into the medium term.

The MTFS showed that the spending required to maintain existing policies and programmes was expected to increase at a faster rate than the resources available to support it. As a result, additional spending on new or improved services would have to be kept to a minimum. To balance the budget the forecast showed there was a requirement to make significant efficiency savings and cost savings. Given the financial challenge the Council was likely to face over the coming years, it was considered prudent to review the way it does its business. It was proposed that external support be engaged to work alongside the Authority to assist that process. Any support engaged could be funded from the Invest to Save Fund.

RESOLVED: That

- (1) the Medium Term Financial Strategy be noted;
- (2) the base budget be prepared on the basis of the underlying assumptions set out in the Forecast;
- (3) further reports be considered by the Executive Board on the areas for budget savings and spending pressures; and
- (4) the Strategic Director – Corporate and Policy in consultation with the Executive Board Member for Corporate Services, be authorised to take the appropriate steps to engage a partner to help support the Council's efficiency agenda.

EXB56 LICENSING ACT 2003 - STATEMENT OF LICENSING

## POLICY

The Licensing Act 2003 required the Council to adopt a Statement of Licensing Policy and to review the policy every three years. Prior to any review the Council must carry out a consultation exercise. The review of the Council's existing policy must be completed by January 2008. The Statement of Licensing Policy set out the broad approach of the Council in its approach to its licensing functions under the 2003 Act.

On 20 September 2007 the Council authorised a consultation exercise to be undertaken to review the Council's Statement of Licensing Policy. The consultation period ended on 19 October 2007.

Only one response was received to the consultation exercise and this was from the British Beer and Pub Association. They commented that they welcome the Council's positive approach to the licensing of the sale of alcohol and the provision of public entertainment and in particular its recognition of the cultural and social contribution that the trade had made and also its importance as a local employer. They further commented that the draft policy had also recognised one of the key principles of the Licensing Act 2003 namely that each application would be treated on its own merits.

RESOLVED: That the Council be recommended to adopt the Statement of Licensing Policy considered at the Executive Board meeting on 20<sup>th</sup> September 2007.

## **NEIGHBOURHOOD MANAGEMENT DEVELOPMENT PORTFOLIO**

### EXB57 COMMUNITY COHESION

The Board received a report of the Strategic Director, Corporate and Policy which detailed the recommendations of the Employment, Learning and Skills Policy and Performance Board (PPB) for addressing community cohesion in Halton.

Community Cohesion was a complex issue which touches on a range of inter related matters. It was identified as a scrutiny topic for the Employment, Learning and Skills PPB for its 2006/7 work programme. The Board set up a Community Cohesion Working Party to consider the issue and how it might be taken forward to fulfil the Council's responsibilities. The topic sought to examine and define the



concept in the Halton context and consider how cohesion could best be mainstreamed or exemplified in service delivery.

The Topic Groups recommendations, as set out in the report, were endorsed by the Employment, Learning and Skills PPB and commended to the Executive Board for consideration.

The Chairman of the Employment, Learning and Skills PPB attended the meeting and addressed the Board in support of the topic report and to endorse the recommendations of the Topic Group.

RESOLVED: That

- (1) The Executive Board welcome the work of the Employment, Learning and Skills PPB in respect of community cohesion;
- (2) The Local Strategic Partnership (LSP) be invited to consider the work undertaken by the Employment, Learning and Skills PPB and develop a community cohesion strategy and action plan for Halton having regard to the recommendations provided by the Employment, Learning and Skills PPB; and
- (3) Executive Board receive a further report on completion of the work of the LSP on the actions required of the Council arising out of the strategy and action plan.

EXB58 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.

### **LEADER'S PORTFOLIO**

#### **EXB59 WIDNES VIKINGS**

The Board received a report of the Chief Executive, which updated members on the circumstances of Widnes Vikings going into Administration, the support provided to Widnes Vikings by the Council, in the past and recently and which sought authority to enter into a partnership with Widnes Vikings and professional rugby league in Halton.

RESOLVED: That

- (1) the position of 'Widnes Vikings' in Administration be noted;
- (2) The Operational Director, Finance be authorised to recover such sums due to the Council as are available from the Administrator and former Directors of the company in Administration;
- (3) The Council support the new company 'Widnes Vikings'; and
- (4) The Chief Executive be authorised to negotiate a package of support with the new 'Widnes Vikings' company incorporating the matters incorporated in paragraph 3.8 of the report.

**Minutes Issued: 23<sup>rd</sup> November 2007**

**Call in: 30<sup>th</sup> November 2007**

**Any matter decided by the Executive Board may be called in no later than 30<sup>th</sup> November 2007**

*Meeting ended at 3.03 p.m.*

This page is intentionally left blank

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 29 November 2007 in the Marketing Suite, Municipal Building*

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

Apologies for Absence: None

Absence declared on Council business: Councillor Gerrard

Officers present: L. Butcher, B. Dodd, D. Johnson, I. Leivesley, G. Meehan, D. Parr, M. Reaney, D. Tregea, S. Williams, G. Cook and L. Cairns

Also in attendance: None

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

EXB60 MINUTES

*Action*

The Minutes of the meeting held on 15<sup>th</sup> November 2007 were taken as read and signed as correct record.

**CHILDREN AND YOUNG PEOPLE PORTFOLIO**

EXB61 SCHOOL TRAVEL PATHFINDER BID AND SUSTAINABLE SCHOOL TRANSPORT POLICY

The Board considered a report of the Strategic Director - Environment, and Strategic Director - Children and Young People, seeking approval to enhance the Sustainable School Travel Policy for 2008/9 and subsequent academic years in line with statutory requirements, and seeking approval for the submission of a bid to the Department of Children, Schools and Families for new funding under the School Travel Pathfinder initiative.

Members noted that, from September 2008, under the Education and Inspections Act 2006, the Council would be required to provide free travel for pupils from low income households attending one of the three nearest qualifying schools, provided the school they attended was between 2

and 6 miles away. The Council would also be obliged to provide free travel arrangements for secondary school aged pupils from low income families to their nearest preferred school on the grounds of "religion and belief" where the school was between 2 and 15 miles from their home.

The Government had invited bids from local authorities for funding under the School Travel Pathfinder initiative with the aim of enabling local authorities to offer on a trial basis extended support for home to school travel beyond the thresholds set by the Education and Inspections Act 2006. The aim of Halton's bid for £803,370 was to provide greater travel choices and support for children and young people when travelling to a range of education and training facilities across the Borough. There was a strong emphasis within the bid on improving participation rates and attainment levels by children and young people living in the most deprived communities within Halton by providing free, readily accessible and easy to use transport choices.

Further details of the bid were outlined in the report for the Board's consideration. The Government had indicated that it may approve up to 20 Pathfinder schemes, with the first projects starting in September 2009. It was anticipated that, if successful, funding would be made available until the end of July 2012.

RESOLVED: That

- (1) the statutorily required enhancements to the Sustainable School Transport Policy, which allows for the provision of assistance with transport for families on low incomes, be approved; and
- (2) the submission of a bid by Halton Borough Council to the Department of Children, Schools and Families for School Travel Pathfinder funding at the end of November 2007 be confirmed.

## **COMMUNITY PORTFOLIO**

### **EXB62 YOUTH MATTERS/CONNEXIONS TRANSITION - KEY DECISION**

The Board considered a report of the Strategic Director – Children and Young People regarding the transition of Connexions funding and responsibilities to Local Authorities from April 2008. Local Authorities were expected to lead a genuinely collaborative approach and develop new arrangements for delivering Information, Advice and

Guidance (IAG) that clearly met the needs of Young People in the area. These arrangements would be planned and implemented in a way that not only supported the delivery of the 14-19 learning entitlement but were integrated into a wider set of youth support services for teenagers and their parents.

The Local Authority would be responsible for ensuring the implementation of the IAG national quality standards across all work with young people, including in schools and colleges. Further obligations, arising from the Education and Skills Bill to be introduced into Parliament in the autumn, were also outlined for consideration.

It was advised that a Transition Steering Group had been established with the agreement of the City Region Leaders group to review existing arrangements and develop future arrangements for the delivery and commissioning of the Connexions Service across Merseyside. A number of actions and intended outcomes from the Steering Group were outlined for the Board's consideration. Financial implications, including the Council's maximum potential liability, were also outlined.

#### Reason(s) for Decision

Arrangements for the future delivery of services to young people would effect all young people aged 13 to 19 in the Borough. It would also include the targeting of specialist services to vulnerable young people to enable them to access their universal entitlement.

#### Alternative Options Considered and Rejected

None.

#### Implementation Date

1<sup>st</sup> April 2008.

RESOLVED: That agreement be given in principle to:

- (1) commission Greater Merseyside Connexions Partnership, as a strategic and delivery partner in the Children and Young People's Partnership, to deliver Connexions services to all 13 –19 year olds for the period from April 2008 to March 2011, initially;
- (2) collaborate with partner Local Authorities in the City Region to jointly commission shared services that

Strategic Director-  
Children & Young  
People

underpin and provide additional value to local Connexions services for the same period, initially;

- (3) review the Local Authority's position as a member of Greater Merseyside Connexions Partnership Limited to ensure that accountability to the Local Authority is maintained avoiding conflicts of interest (NB Greater Merseyside Connexions Partnership Board is reviewing its structure and Governance in view of the impending changes);
- (4) consider, where appropriate, commissioning other services from Greater Merseyside Connexions Partnership or other providers to meet the needs of young people as identified in local plans;
- (5) confirm that the grant allocation for Connexions is passported to Greater Merseyside Connexions Partnership for the period 2008-2011 in line with a specified service requirement, and that the Local Authority will seek agreement from its Strategic Partnership to this undertaking; and
- (6) act as Guarantor to the Merseyside Pension Fund in respect of a share, based on population, of the Greater Merseyside Connexions Partnership Limited.

*(NB Councillors Nelson and Wright declared personal interests in the following item of business due to being Board Members of Halton Housing Trust.)*

EXB63 HOUSING ALLOCATIONS POLICY - LOCAL CONNECTION CRITERIA

The Board considered a report of the Strategic Director – Health and Community outlining the intention of the Board of Halton Housing Trust (HHT) to amend its housing allocations policy so that points were no longer awarded to reflect a residency connection with the Borough, setting out the implications of this decision for the Council in terms of HHT's management of the Council's waiting list and allocations policy.

It was noted that, on transfer of the Council's housing stock in December 2005, HHT adopted a housing allocations scheme almost identical to the Council's policy. This resulted in minimal IT/Cost implications in terms of HHT managing the Council/HHT joint waiting list and managing nominations to other Registered Social Landlords (RSLs) post transfer. During the course of a series of Housing



Corporation regulatory inspections, it was noted that HHT's policy included provision to award points to applicants that had lived in the Borough for any 5 year period. The Housing Corporation had deemed this criterion to be potentially discriminatory and had advised HHT to remove it from its policy by the end of this year.

HHT had written to the Council to advise of its intention to change the policy with effect from 1<sup>st</sup> January 2008. When this had happened, HHT would find it difficult to meet the Council's requirement for them to select applicants for nomination to RSLs in strict accordance with the Council's policy as HHT's Academy IT system was not capable of automatically short listing applicants for rehousing using two different allocations policies. However, the Executive Board noted that the problem could be overcome manually and considered that the criterion was an inclusive one, ensuring that the bulk of local housing provision went to local residents, or to those who needed to move to the area for support, employment or other pressing medical/social reasons.

RESOLVED: That the Council retain the local residency criterion within its own Housing Allocations Policy and Halton Housing Trust be advised that the Council does not support the proposed change to Halton Housing Trust's Housing Allocations Policy.

Strategic Director  
- Health and  
Community

## **CORPORATE SERVICES PORTFOLIO**

### **EXB64 DETERMINATION OF COUNCIL TAX BASE**

The Board considered a report of the Strategic Director – Corporate and Policy regarding the 'Tax Base' for the area and the tax base for each of the Parishes. The Council was required to notify Cheshire Fire Authority, the Cheshire Policy Authority, the Cheshire Magistrates' Courts Committee, the Cheshire Probation Committee and the National Rivers Authority of this figure by 31<sup>st</sup> January 2008. The Council was also required to calculate and advise, if requested, the Parish Councils of their relevant tax bases.

Members were advised that the 'Tax Base' was arrived at in accordance with a prescribed formula, representing the estimated full year number of chargeable dwellings in the Borough expressed in terms of the equivalent of Band 'D' dwellings, and was the measure used for calculating the council tax. Taking account of all the relevant information, and applying a 99% collection rate, the calculation for 2008/2009 gave a tax base figure of 37,762

for the Borough as a whole.

The Board noted that, this year, there had been the creation of two new parishes at Sandymoor and Halebank. The advice of the National Association of Local Councils had been sought on the process for setting their first precepts and this advice was now awaited.

RESOLVED: That

- (1) Council be recommended that the 2008/09 Council Tax Base be set at 37,762 for the Borough, and that the Cheshire Fire Authority, the Cheshire Policy Authority and the National Rivers Authority be so notified; and
- (2) Council be recommended that the Council Tax Base for each of the Parishes be set as follows:

Parish	Tax Base
Hale	724
Daresbury	140
Moore	349
Preston Brook	339
Sandymoor	816
Halebank	510

Strategic Director  
- Corporate and  
Policy

#### EXB65 EQUALITY AND DIVERSITY

The Board considered a report of the Strategic Director – Health and Community providing an update on the current position on the equalities agenda in Halton.

It was noted that, in December 2006, the Council produced a new corporate equalities scheme encompassing all legal duties in terms of promoting the race, gender and disability equality schemes. Public consultation took place on the scheme in May 2007 and no adverse comments were received; it was therefore proposed that the Corporate Equality Plan be fully adopted.

Members were advised that the Government had recently published a Green Paper setting out detailed proposals for a single equality bill, which would replace the existing complex array of primary and secondary legislation. A consultation had begun on this, to which the Council had responded. It was likely to be 2010 before the Bill was enacted and became law but there was much Halton could do to pick up on the spirit of the proposal and embed in how equality and diversity policy operated in the Borough.

The considerable progress made in understanding and addressing the equality and diversity agenda across all services was outlined for Members' information together with key issues and challenges. In particular, Members noted the need to address issues collaboratively with other partners in the Halton Local Strategic Partnership, having joint approaches to strategies and plans with very clear equalities outcomes and targets embedded in the Community Strategy and Local Area Agreement.

RESOLVED: That

- (1) the report be noted and the approach described in Section 4 be agreed;
- (2) a partnership with other key partners be established under the auspices of the Local Strategic Partnership and a wider review of investment be considered;
- (3) the community cohesion agenda be directly connected to the wider equality and diversity agenda; and
- (4) the Corporate Equality Plan be fully adopted.

Strategic Director  
- Health and  
Community

*(NB Councillor D. Cargill declared a personal interest in the following item of business due to being the communication workers' secretary.)*

#### EXB66 POST OFFICE CLOSURES IN HALTON

The Board considered a report of the Strategic Director – Corporate and Policy regarding the recent announcement from the Post Office proposing the closure of three Post Offices in Halton at:

- Appleton Village, Appleton, Widnes;
- Hale Road, Halebank, Widnes (near St Michael's Road); and
- Stenhills, Picton Avenue, Runcorn.

Local Members were actively working with their local communities in raising strong objections to the proposals and were part of the process of developing a strong case for their retention: a detailed case was being prepared for submission to the Post Office by 17<sup>th</sup> December 2007 focusing on a number of key areas, which were outlined for consideration.

The Board agreed that it was vital that people had

easy access to a Post Office, particularly those residents that were elderly or infirm, or who had young children.

RESOLVED: that

- (1) the Council raises strong objections to the proposed closure of Post Offices in Halton;
- (2) the Strategic Director – Corporate and Policy, in consultation with the Portfolio Holder for Corporate Services, produce a detailed response to the Post Office and local MPs by the 17<sup>th</sup> December 2007 deadline for submissions; and
- (3) the Urban Renewal Policy and Performance Board be requested to investigate this matter.

Strategic Director  
- Corporate and  
Policy

**Minutes Issued: 4<sup>th</sup> December 2007**

**Call in: 11<sup>th</sup> December 2007**

**Any matter decided by the Executive Board may be called in no later than 11<sup>th</sup> December 2007**

*Meeting ended at 2.32 p.m.*

**EXECUTIVE BOARD SUB-COMMITTEE**

*At a meeting of the Executive Board Sub-Committee on Thursday, 1 November 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: R. Barnett, E. Dawson, L. Derbyshire, J. Farmer, J. Goacher and D. Hall

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

*Action*

**Planning, Transportation, Regeneration And Renewal Portfolio**

ES41 **ADDISON SQUARE & SHELLEY ROAD, WIDNES ALLEYGATING ORDER**

The Sub-Committee considered a report which required a decision on whether or not to proceed with making a Gating Order for footpaths at Addison Square and Shelley Road, Widnes.

The Gating Order procedure had been adopted by the Executive Board on 21<sup>st</sup> June 2007 and stated that if any objections were received to any Order, following an advertising and notice procedure, it should be referred to the Executive Board Sub-Committee for a decision on whether to proceed or call a public enquiry.

Objections had been received from two local residents, the Open Spaces Society and the Merseyside Local Access Forum. The objections were set out in Appendix 2 of the report along with a response from the Strategic Director, Environment.

It was recognised that legitimate users of these paths could be disadvantaged. However, the recommendation was based on the need to address crime and anti-social

behaviour and the Council would be obliged to keep all Gating Orders under review. If it was felt that the gates were no longer needed, a recommendation to remove them could be considered. In this respect, the Members requested that the gate be reviewed in twelve months time. The cost of erecting the gates would be met by the Local Area Forum.

RESOLVED: That after careful consideration of the report objectives:-

- (1) the Order be made and gates erected;
- (2) the Objectors be notified accordingly; and
- (3) the Gating Order be reviewed in 12 months time.

Strategic Director  
– Environment

ES42 SPECIAL EDUCATION AND HEALTH & COMMUNITY  
TENDERED TRANSPORT CONTRACTS

The Sub-Committee considered a report outlining fifty new Special Education and Health & Community Transport contracts which were recently offered by tender. They had been awarded and certain decisions needed to be reported to the Sub-Committee for information.

Various tendered contracts had been awarded where it had not been possible to award to the lowest bid. In some cases, alternative arrangements had been made wherever possible in relation to the needs of the clients. The report outlined the background to each award decision.

The Sub-Committee was advised that further reports would be presented with the details of the contracts attached as appendices and a summary contained in the main report.

RESOLVED: That the report be noted.

Strategic Director  
– Environment

**Corporate Services Portfolio**

ES43 2007/08 HALF YEAR SPENDING

The Sub-Committee considered a report which outlined the overall half year revenue and capital spending position for 2007/08.

The Sub-Committee was advised that in overall terms, as of the 30<sup>th</sup> September 2007, revenue expenditure was below the budget profile. However, it was highlighted that the budget profile was only a guide to eventual spending. The 2007 Pay Award had not as yet been settled and the Pay and

Grading Review had also not been finalised. Furthermore, spending was historically higher in the latter part of the financial year. In this respect, it was important that budget managers continued to monitor and control spending closely to ensure that overall spending remained in line with budget by the year end.

It was noted that in respect of performance and timescales, there were practical differences between services which had not necessarily been reflected in the report.

In respect of the income for Market Rents and Industrial Estate rents, where a number of large units remained vacant and which continued to be below budget profile, it was agreed that this matter be referred to the Corporate Services Policy and Performance Board to be considered as an item for a future review.

RESOLVED: That

- (1) the report be noted: and
- (2) the Sub-Committee request that the Corporate Services Policy and Performance Board consider undertaking a review on the market rents and industrial rents to identify and address the issues relating to income continually being below the budget profile.

Strategic Director  
– Financial  
Services

#### ES44 ICT CAPITAL PROGRAMME

The Sub-Committee considered a report which sought approval to improvements to the IT infrastructure in line with the IT Strategy. The individual projects were as follows:-

- Local Area Networking;
- Hardware Replacement; and
- Infrastructure Software, MS Licences & Software Development.

The ICT capital programme was primarily focused upon the replacement and renewal of ageing network and server solutions and the installation of new hardware and software support solutions that were capable of delivering a sustainable technology platform over the next three years. This was essential given the reliance the Council placed on IT for the delivery of front-line services.

It was noted that the authority was always seeking opportunities to work in partnership with other authorities to deliver IT services. It was also noted that next year a storage facility would be available which would automatically archive documents that were not used on a regular basis.

RESOLVED: That

- (1) the planned spending profiles detailed in the report be approved and the Strategic Director, Corporate & Policy, in consultation with the Executive Portfolio Holder for IT, be authorised to implement those replacements; and
- (2) the Strategic Director, Corporate & Policy be authorised to place the contract for SAN / NAS data storage solution with Vistorm in a sum not exceeding £70,000.00 and that in accordance with Standing Order 1.6 Procurement Standing Orders 3.1 – 3.7 and 3.9 – 3.10 be waived on this occasion in light of the exceptional circumstances, namely that:
  - (i) compliance with these Standing Orders is not practicable for reasons of urgency which could not reasonably have been anticipated (1.6 (b)); and
  - (ii) because compliance would result in the Council foregoing clear commercial benefits, namely knowledge of the Halton installation and on estimate a saving of £20,000 against the other prices on the market.

Strategic Director  
– Corporate &  
Policy

ES45 FORMER KINGSWAY HEALTH CENTRE BUILDING

The Sub-Committee considered a report which sought approval, in principle, to the transfer of the former Kingsway Health Centre to Halton Voluntary Action (HVA) to enable a bid to be made to the Big Lottery Fund.

The reason for seeking the Sub-Committee's in principle, agreement to the transfer was because in September the Big Lottery Fund announced that the Government had asked that it administer £30m worth of 'Community Asset' funding which had been purposely set aside to offer grants for the refurbishment of Local Authority buildings in England, enabling their transfer to third sector



ownership for the use of the whole community. The programme made available capital grants of between £150,000 and £1m. The closing date for the receipt of applications was 15<sup>th</sup> November 2007, which meant a lot of work had to be done quickly.

The aim of the Community Assets fund was community empowerment. It was intended to achieve this by facilitating the transfer of genuine assets from the Local Authority to the third sector for their use as community resources. It was the belief that genuine assets would generate operational, financial and other benefits for third sector organisations without significant liabilities over a long time period.

RESOLVED: That

- (1) the granting of a 25 year lease at a peppercorn rent of the former Health Centre building to HVA be approved in principle, subject to:-
  - (i) formal terms being agreed and a detailed business case being presented; and
  - (ii) HVA being successful in the Big Lottery Funding Bid;
- (2) a former policy on asset transfer to the third sector be developed, and following consultation with the Corporate Services Policy & Performance Board, be presented to the Executive Board for consideration; and
- (3) this meeting be the subject of a further report indicating progress, and if necessary seeking detailed authorisation to enter into the lease.

Strategic Director  
– Corporate &  
Policy

**MINUTES ISSUED: 5<sup>th</sup> November 2007**

**CALL IN: 9<sup>th</sup> November 2007**

**Any matter decided by the Executive Board Sub-Committee may be called in no later than 9<sup>th</sup> November 2007**

*Meeting ended at 11.45 a.m.*

This page is intentionally left blank

**EXECUTIVE BOARD SUB COMMITTEE**

*At a meeting of the Executive Board Sub Committee on Thursday, 15 November 2007  
in the Marketing Suite, Municipal Building*

Present: Councillors Wharton (Chairman) and Nelson

Apologies for Absence: None

Absence declared on Council business: Councillor Harris

Officers present: M. Reaney, G. Ferguson, S. Baxter, J. Hughes, D. Tregoe and P. Wright

Also in attendance: None

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

ES47 MINUTES

The Minutes of the meeting held on 1<sup>st</sup> November 2007 were taken as read and signed as a correct record.

**CORPORATE SERVICES PORTFOLIO**

ES48 ACCEPTANCE OF TENDER RUNCORN TOWN HALL REFURBISHMENT

The Sub-Committee was advised that tenders had been invited from six contractors to carry out the refurbishment of Runcorn Town Hall. The first stage entailed the provision of a notionally priced document from each contractor based upon a pre-determined elemental cost analysis of the proposed project.

Following analysis of the stage one bids which were assessed on both price and quality, three contractors were chosen to progress to stage two. At stage two a detailed presentation and rigorous interview of each of these contractors was undertaken by an appointed panel to establish quality levels as part of the overall review. The aggregate of both price and quality from this two stage

*Action*

process resulted in a preferred contractor, Globe Management Services Limited, being chosen for this project and a contract had been entered into.

RESOLVED: That Members note that the tender submitted by Globe Management Services Limited had been accepted by the Operational Director Property Services, and a contract had been entered into, with a contract sum of £2,981,299.00.

Strategic Director  
Corporate  
Services

## **ENVIRONMENT, LEISURE AND SPORT PORTFOLIO**

### **ES49 THE PROVISION OF A NUISANCE & ABANDONED VEHICLE PREVENTION SERVICE**

As part of the Safer Halton Partnership Tasking and Co-ordination Group the Council's Waste Management Division was currently working in partnership with the local Fire Brigade, Police, Registered Social Landlords and Land Owners on a number of initiatives to reduce the number of nuisance and abandoned vehicles across the Borough. The Council had agreed to a Local Public Service Agreement (LPSA) target of reducing the number of incidents of vehicle arson and to support the current activities of the Waste Management Division to meet this target. Therefore, it was now proposed to provide a dedicated resource to deal with problems associated with nuisance and abandoned vehicles across Halton.

In order to provide this additional resource, which was to be funded from the LPSA "pump prime" money, the Waste Management Division had two options:

- to recruit a suitably qualified individual on a temporary basis, or; and
- to acquire the services of an external agency or organisation to provide this function to the Authority.

If the Authority was to create a new post within the establishment to provide the support, it would be a temporary appointment and it was likely that there would be difficulty in attracting a suitably qualified candidate with the required experience and environmental legislation background. Overall, the recruitment process could be lengthy and it was expected that there would be training and development issues associated with this role.

It was therefore proposed that the services of an external agency or organisation would be acquired to provide this function. The Sub Committee considered a

request that Standing Orders be waived and a Service Level Agreement be developed and agreed with the Environment Agency without seeking quotations from other organisations/agencies. At present the Environment Agency carry out a similar role as part of the Environmental Crime Team. It was unlikely that the above experiences could be provided by any other external organisation/body without incurring excessive costs and protracted arrangements. The estimated value of such service provision was £33,500 per annum.

RESOLVED: That

(1) the Operational Director for Environmental and Regulatory Services in consultation with the portfolio-holder for Environment be authorised to award the contract for vehicle regulation enforcement services to The Environment Agency in the sum of £33,500 starting immediately and continuing for an initial period expiring on 31<sup>st</sup> March 2008 with scope for extension at the Council's option for a period of up to a further two years;

Strategic Director  
Environment

(2) the Operational Director for Environmental and Regulatory Services, in consultation with the portfolio-holder for the Environment be authorised to enter into negotiations with the Environment Agency to agree a Service Level Agreement for dealing with Nuisance and Abandoned Vehicles. In light of the exceptional circumstances set out below, in accordance with Procurement Standing Order 1.6, Standing Orders 3.1 to 3.7 and 3.9 to 3.10 be waived on this occasion in view of the fact that compliance with these Standing Orders would be inconsistent with partnership/special external funding arrangements in that this service can only be prescribed by the amalgamation of internal and external stakeholders with specialist knowledge, skills and privileges that undertake similar environmental duties that is administered and enforced through local government to detect and deter vehicle crime; and

(3) the Operational Director for the Environmental and Regulatory Services be authorised to take whatever other action is necessary to give effect to this contract.

ES50 RSL JOINT PROCUREMENT PARTNERSHIP  
CONTRACTS FOR DELIVERY OF LANDSCAPE  
MAINTENANCE AND CLEANSING IN RUNCORN

The Sub-Committee was advised that at present Liverpool Housing Trust (LHT), Riverside Housing Trust (RHT), Corporative Development Services (CDS) and

Maritime Housing Registered Social Landlords (RSLs) who had properties mostly in the Runcorn New Town area had between them 14 contracts for the delivery of landscape maintenance and cleansing on their respective land holdings.

All four RSLs were acutely aware that this current arrangement did not provide a good level of service, often led to confusion of responsibility and did not offer the best value for money. The four RSLs led by the largest partner, LHT had, over the past year, worked together to develop a joined up approach to the issue of public realm maintenance. As a result of this Joint Procurement Partnership four distinct contract areas had been created based on geography, rather than land ownership. The areas were Castlefields, Murdishaw, Palacefields and Windmill Hill.

It was proposed that a single contractor would have responsibilities for all aspects of landscape maintenance and cleansing in a specific area in a similar way to how the Council had modelled its Streetscene operations. This approach had been supported by the Neighbourhood Boards.

It was reported that the RSL Joint Procurement Partnership had engaged with consultants to design contracts that offered more than just a basic maintenance service. Successful contractors would be expected to meet a high standard of environmental good practice, would have to facilitate the training and employment of local people through partnerships with the intermediate labour market and through the delivery of apprenticeships would have to demonstrate that they could form effective partnerships with other organisations. The RSL Joint Procurement Partnership had also made it clear that no single contractor would be allowed to hold more than two contracts at any one time. The total value of the contracts was approximately £670,000.

The Board was also advised that the Landscape Services Division had previously secured a two-year SLA contract with Halton Housing Trust (HHT) to deliver landscape maintenance. In September 2007 HHT notified the Council that they would be extending the contract until October 2008 after which they would be seeking to join the Joint Procurement Partnership with the other RSLs. The present HHT contract currently employed 8 full time and 6 seasonal staff. If the Council decided not to bid for the recently advised RSL contracts or if it failed to secure at

least one of the advertised contracts it was likely that it would not be invited to tender for the HHT contract in October 2008. This would put the current staff that delivered the present contract at risk as there would be no other work for them and no funding for their retention. The staff would have rights under TUPE legislation.

RESOLVED: That

(1) the Strategic Director, Environment, in consultation with the relevant portfolio holder, be given delegated authority to complete and prepare bids for the four separate contracts proposed; and

Strategic Director  
Environment

(2) the Strategic Director, Environment, in consultation with the relevant portfolio holder, be given delegated authority to bid for any further contracts that were advertised by the RSL Joint Procurement Partnership.

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

ES51 ADOPTION OF SECTION 120 SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT 2003 -REGULATION OF COSMETIC PIERCING AND SKIN COLOURING BUSINESSES

The Sub-Committee were advised of a single combined byelaw which allowed for the regulation of persons carrying on businesses of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis, and considered a report which sought adoption of new byelaws under the Local Government Act 2003 and set fees for registration. It was proposed that Halton would charge fees having benchmarked against other Merseyside local authorities as follows:

Premises Registration – a fee of £90;  
Additional Operators Registration – a fee of £30; and  
Additional Activities – a fee of £5.

RESOLVED: That

(1) it is recommended to the Council to resolve to apply to the whole of the Halton Borough Section 15 of the Local Government (Miscellaneous) Provisions Act 1982 adopting the new byelaw to cover: acupuncture, tattooing, semi permanent skin colouring, cosmetic piercing and electrolysis introduced by Section 120 and Schedule 6 of the Local

Strategic Director  
Environment

Government Act 2003;

(2) and in doing so;

a) authorising the affixing of the common seal to the byelaws;

b) authorising the Council Solicitor to carry out the necessary procedure and apply to the Secretary of State for confirmation;

c) upon adoption of the byelaws that the powers and duties within the byelaws necessary to effect regulation be delegated to the Council Solicitor and the Operational Director Environmental and Regulatory Services as appropriate;

d) new charges and costs are adopted and that these will reflect the administrative and officer costs involved in the process of registering a premises and a practitioner; and

e) the plan for updating registration certificates including the retrospective application of the process to existing businesses is accepted.

**MINUTES ISSUED: 20 November 2007**

**CALL IN: 26<sup>th</sup> November 2007**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 26<sup>th</sup> November 2007**

*Meeting ended at 10.35 a.m.*



**EXECUTIVE BOARD SUB COMMITTEE**

*At a meeting of the Executive Board Sub Committee on Thursday, 29 November 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: M. Reaney, G. Ferguson, M. Curtis, R. Dart, M. Noone,  
J. Unsworth and P. Watts

Also in attendance: N/A

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

**CORPORATE SERVICES PORTFOLIO**

*Action*

ES52 DISCRETIONARY NON-DOMESTIC RATE RELIEF

Under the provisions of Section 47 of the Local Government Finance Act, 1988, the Authority is 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 the Kingsway Bike Project, adjacent to 105 Kingsway, Widnes.

RESOLVED: That 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 from 1<sup>st</sup> April 2007 or the commencement of liability, whichever is the later, to 31<sup>st</sup> March 2009:

Kingsway Bike Project      100%.

Strategic Director  
Corporate and  
Policy

**PLANNING, TRANSPORTATION, REGENERATION AND  
RENEWAL PORTFOLIO**

ES53 HIGHWAY IMPROVEMENT SCHEME A56/A558  
DARESBUY EXPRESSWAY JUNCTION

The Sub-Committee was advised that the rapid development of the eastern Runcorn area was continuing to generate significant traffic growth, resulting in congestion at the junction of the A558 Daresbury Expressway and A56 Chester Road. Halton's Local Transport Plan described a highway improvement scheme that was designed to increase junction capacity through the introduction of traffic signal control and widening the Expressway, to dual carriageway standard, between this junction and the Daresbury Science Park roundabout. These measures were designed to accommodate the increase in traffic growth due to committed developments identified in the Unitary Development Plan and in particular, to improve access to the Daresbury Science and Innovation Centre in support of continuing business interest. The estimated cost of the scheme was £3.478m which included contract supervision and administration.

It was noted that when permission for the Daresbury Science and Innovation Centre was granted, it was subject to a Section 106 agreement. In order to satisfy the terms of the 106 agreement, the following scheme had to be implemented:

replacement of the roundabout at A56/Daresbury Expressway junction with traffic signals; the dualling of the carriageway between the A56 and the new roundabout on the Daresbury Expressway; and traffic movement restrictions on Keckwick Lane at the junction with A56.

It was reported that funding for the scheme had been secured from the following sources:

Local Transport Plan	£650,000
ERDF Objective 2	£658,500
NWDA Section 106 Contributions (Daresbury Innovation Centre)	£185,000
English Partnerships (EP) contributions	£250,000

**Total    £1,743,500**

Therefore balance of funding needed to deliver the full scheme was £1,734,500. The ERDF contribution was dependent upon works being completed by June 2008 in order that final payment claims could be processed under ERDF regulations. This would allow a first phase of the

scheme, the conversion of the junction to traffic signal control, to proceed.

Further funding from English Partnerships had been secured under a Section 106 planning agreement, tied into the future development of housing within the Sandymoor developments. The agreement contained a schedule of infrastructure and transport related works in the Sandymoor area together with estimated costs including the proposed highway improvements totalling £4.5m at 2005 prices. However, the payment of contributions was dependant upon housing plot completion being in line with an anticipated four to five year programme and it was noted that the initial contribution may not be available until 2008/09.

In order to meet the timetable for the construction of Phase 1 works, tenders had been invited on the basis of a phased approach, delaying the award of Phase 2 dualling scheme, until funding was confirmed in place. However, there were significant contractual, financial and operational advantages of awarding a contract for the full scheme.

It was therefore suggested that £1.735m be made available from the Council's Capital Programme in 2008/09 to enable implementation of the full scheme, until funding from the Section 106 agreement with English partnerships was available. The Council would be reimbursed from contributions paid under the Agreement.

RESOLVED: That

(1) the Council be recommended to include the scheme in the Capital Programme at a total cost of £3.478m; and

(2) the funding for the scheme, and the fact that it will be undertaken within one contract be noted.

Strategic Director  
Environment

ES54 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.

## **ENVIRONMENT, LEISURE AND SPORT PORTFOLIO**

### **ES55 WASTE MANAGEMENT RELATED CONTRACTS**

The Sub-Committee considered a report which sought approval to award contracts to successful tenderers for the following contracts:

- (i) Landfill Services; and
- (ii) Management and Operation of Recycling and Household Waste Centres (Civic Amenity Sites).

The report also sought approval for Halton's involvement in an exercise being carried out by the Merseyside Waste Disposal Authority (MWDA) to procure interim municipal waste treatment contractual arrangements to provide services to meet landfill division targets.

RESOLVED: That

(1) subject to completion of contract documents, the contract for Landfill Services, in the value estimated to be £13,264,949 over the contract period, up to an estimated £2.3m per annum, for the period of 1<sup>st</sup> February 2008 to 30<sup>th</sup> September 2013, be awarded to Waste Recycling Group Limited;

Strategic Director  
Environment

(2) subject to completion of contract documents, the contract for the Management and Operation of Recycling and Household Waste Centres in the value of up to £700,000 for the period of 1<sup>st</sup> February 2008 to 30<sup>th</sup> September 2008 be awarded to Mersey Waste Limited; and

(3) the Sub-Committee approve Halton Borough Council's involvement in the procurement of the Interim Municipal Waste Treatment Contract with the Merseyside Waste Disposal Authority, and a further report be presented to the Executive Board Sub-Committee at which the availability and cost of any Interim Municipal Waste Treatment Contract can be considered and compared with the cost and availability of Landfill Allowance Trading Scheme (LATS) allowances.

### **COMMUNITY PORTFOLIO**

#### **ES56 PROCUREMENT OF CONSTRUCTION OF TRAVELLERS TRANSIT SITE**

The Executive Board meeting on 1<sup>st</sup> November 2007 approved the proposal to build a transit site for travellers at Warrington Road, Runcorn. A full planning application was currently being prepared and would be submitted shortly.

The Sub-Committee considered a report which sought approval to waive standing orders to appoint a preferred contractor for the construction of the travellers transit site on Warrington Road, Runcorn. Quotes from two contractors currently working for the Council on similar projects had been received to give a guide price for the project. Transparency would be achieved by adopting an open-book approach to the project with the contractor, which would be subject to audit and the Freedom of Information Act. Property and security clauses would be built into the contract document.

**RESOLVED:** That

(1) the Strategic Director Health and Community be authorised to award the contract for the Travellers Transit Site, Warrington Road, Runcorn to the contractor D. Morgan PLC. This is in light of the exceptional circumstances, namely the short period of time to construct the facility. In accordance with Procurement Standing Order 1.6, Standing Orders 3.1 to 3.7 and 3.10 be waived on this occasion in view of Procurement Standing Order 1.6 reasons (b) (c) and (d). The current value of the Contract is approximately £300,000, based on the concept design, however, this figure

Strategic Director  
Health and  
Community

is likely to change as the detailed design is refined and finalised; and

(2) approval be given to enter into an ECC Options C form of contract with D. Morgan PLC on receipt of formal planning consent.

**MINUTES ISSUED: 4<sup>th</sup> December 2007**

**CALL IN: 11<sup>th</sup> December 2007**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 11<sup>th</sup> December 2007**

*Meeting ended at 10.35 a.m.*

**3MG EXECUTIVE SUB BOARD**

*At a meeting of the 3MG Executive Sub Board on Tuesday, 13 November 2007 in the Marketing Suite, Municipal Building*

Present: Councillors McDermott, Wright and Polhill

Apologies for Absence: None

Absence declared on Council business: None

Officers present: L. Bailey, M. Ledson, L. Derbyshire, S. McDonald, M. Reaney, D. Sutton, A. Scarisbrick and D. Tregua

Also in attendance: None

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

	<i>Action</i>
ESB7 MINUTES	
<p>The Minutes of the meeting held on 16<sup>th</sup> July 2007, having been printed and circulated, were taken as read and signed as a correct record.</p>	
ESB8 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
<p>The Sub-Board considered:</p>	
<p>(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 Part I of Schedule 12A of the Local Government Act 1972; and</p>	
<p>(2) whether the disclosure of information was in the public interest, whether any relevant exemptions</p>	

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 Part I of Schedule 12A of the Local Government Act 1972.

ESB9 NEWSTEAD FARM, LOWER ROAD, KNOWSLEY

The Sub-Board considered a report of the Strategic Director, Corporate and Policy which sought approval to acquire Cheshire County's freehold interest subject to an existing agricultural tenancy in Newstead Farm, Lower Road, Knowsley.

RESOLVED That:

- (1) delegated authority be granted to the Strategic Director, Corporate & Policy and the Strategic Director, Environment, in consultation with the Executive Member for Corporate & Policy and the Executive Member for Planning Transportation and Renewal, to take such action as necessary to acquire the land from Cheshire County Council;
- (2) subject to the Council agreeing the terms and completing the legal formalities with Cheshire County Council, authority be granted to the Operational Director of Property Services to open up negotiations with the tenant of Newstead Farm with a view to securing vacant possession of the land required to deliver the 3MG proposals; and
- (3) delegated authority be granted to the Strategic Director, Corporate & Policy and the Strategic Director, Environment, in consultation with the Executive Member for Planning, Transportation Regeneration and Renewal, to take such action as necessary to secure

Strategic Director  
– Corporate &  
Policy



vacant possession of the land required from the tenant at Newstead Farm to deliver the 3MG proposals.

**MINUTES ISSUED: 14<sup>th</sup> November 2007**

**CALL IN: 20<sup>th</sup> November 2007**

**Any matter decided by the Executive Board may be called in no later than 20<sup>th</sup> November 2007**

*Meeting ended at 5.15 p.m.*

This page is intentionally left blank

**MERSEY GATEWAY EXECUTIVE BOARD**

*At a meeting of the Mersey Gateway Executive Board on Thursday, 15 November 2007  
in the Marketing Suite, Municipal Building*

Present: Councillors McDermott (Chairman), Wharton and Polhill

Apologies for Absence: None

Absence declared on Council business: None

Officers present: B. Dodd, Eccles S, S. Nicholson, M Noone, D. Parr, D. Sutton,  
D. Tregear and L. Derbyshire

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

	<i>Action</i>
<p>MGEB7 MINUTES</p> <p>The Minutes of the meeting held on 18<sup>th</sup> June 2007, having been printed and circulated, were taken as read and signed as a correct record.</p>	
<p>MGEB8 RESULTS OF PUBLIC CONSULTATION</p> <p>The Board considered a report of the Strategic Director, Environment which outlined the substantive issues raised in the comments received in the recent pre-planning application public consultation exercise. The report also sought advice on how the project team intended to respond to the issues as the agreed response would form part of the published report on the result of public consultation.</p> <p>RESOLVED: That</p> <p>(1) the contents of the report be noted; and</p> <p>(2) the report on the results of Public Consultation be published at the earliest opportunity.</p>	<p>Strategic Director – Environment</p>
<p>MGEB9 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985</p>	

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 Part I 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 Part I of Schedule 12A of the Local Government Act 1972.

#### MGEB10FINANCING ADVANCED LAND PURCHASE

The Board considered a report of the Strategic Director, Environment which proposed funding arrangements to enable advance purchase of land required for Mersey Gateway and sought authority to commence negotiations with affected landowners, subject to specific qualifying conditions, that could lead to the acquisition of land and property by agreement in advance of Compulsory Purchase Order (CPO) procedure.

RESOLVED: That

- (1) the Mersey Gateway Project Director be authorised to commence negotiations with affected landowners which, subject to affordability constraints set by the approved project budget could lead to the Council

Strategic Director  
- Environment

acquiring land in advance of the CPO process based on following policy:-

- a) cases that would qualify for Statutory Blight;
  - b) circumstances where a market sale was not available and failure to sell the business is resulting in severe hardship for the vendor; and
  - c) where advanced purchase presents a favourable opportunity for the Council to save money, where the case has been approved by the Chief Finance Officer;
- (2) where possible the Council would negotiate an option to purchase land interest instead of agreeing to an outright purchase of property;
- (3) the Mersey Gateway Project Director be authorised to enter into negotiations with the administrators for the Greater Manchester Pension Fund with the aim of establishing an acceptable agreement where the fund would acquire property affected by the project prior to transferring the interest to the Council at a later date; and
- (4) the prudential borrowing required to support a programme of advanced land purchase, as a contingency should the arrangements with Greater Merseyside Pension Fund fail to come to fruition be referred to the Council for agreement and that such agreement will establish the affordability limits referred to in recommendation (1) above.

**MINUTES ISSUED: 21<sup>st</sup> November 2007**

**CALL IN: 28<sup>th</sup> November 2007**

**Any matter decided by the Executive Board may be called in no later than 28<sup>th</sup> November 2007**

*Meeting ended at 3.25 p.m.*

This page is intentionally left blank

**EMPLOYMENT, LEARNING AND SKILLS POLICY AND PERFORMANCE BOARD**

*At a meeting of the Employment, Learning and Skills Policy and Performance Board on Monday, 12 November 2007 in the Civic Suite, Town Hall, Runcorn*

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

Apologies for Absence: Councillor Wright (under Standing Order No. 33)

Absence declared on Council business: None

Officers present: H. Cockcroft, L. Derbyshire, J. Hatton, L. Holland, S. Saunders and A. Villiers

Also in attendance: None

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

ELS25 MINUTES

The minutes of the meeting held on 10<sup>th</sup> September 2007, having been printed and circulated, were signed as a correct record subject to Minute No: ELS22, Community Cohesion, Resolution 2 (v) being amended so that the references to "Corporate Services PPB" read "Business Efficiency Board".

ELS26 PUBLIC QUESTION TIME

It was noted that no questions had been received.

ELS27 EXECUTIVE BOARD MINUTES

The minutes of the Executive Board relating to the work of the Employment, Learning and Skills Policy Performance Board were submitted for information.

In respect of Minute EXB40 – Business Improvement District Ballots – Members requested an update on the progress.

RESOLVED: That

*Action*

- (1) the minutes be noted; and
- (2) an update on the progress of the Business Improvement District Ballots be circulated to Members of the Board.

Strategic Director  
- Environment

#### ELS28 JOINT STRATEGIC NEEDS ASSESSMENT (JSNA)

The Board considered a report of the Strategic Director - Health and Community and the Strategic Director - Children and Young People, which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of Health guidance. The process and subsequent JSNA documentation was to be managed jointly by the Local Authority and the Primary Care Trust (PCT) and would describe the future health, care and well-being needs of local populations, and the strategic direction of service delivery to meet those needs, over 3 – 5 years.

A strong and effective JSNA would:-

- show the health status of the local community;
- define what inequalities existed;
- contain social and healthcare data that was well analysed and presented effectively;
- define improvements and equality for the community;
- send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- support better health and well-being outcomes; and
- aid decision-making and stages of the commissioning cycle, especially to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering; Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for



completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence. Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership (SSP) would thereafter be the responsible and accountable group to ensure that the JSNA was produced. As the Health SSP already had key people on its membership, it was suggested that a small working group would be tasked with producing a draft JSNA in the timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and Healthy Halton Policy and Performance Board (PPB) would be produced which appraised individuals and groups of progress. The Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure that they were aware of this matter and to provide them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

The following comments arose from the discussion:-

- It was noted that it was anticipated that the initial document would go out for consultation in January in order that the Plan could be in place in April 2008. The Board requested that an update report on the Plan be presented to a future meeting.
- It was noted that the JSNA would enable the Local Authority and the PCT to establish improved commissioning relationships and provide the economy with progressive unity on commissioning and contracting priorities.
- In relation to Phase 1 of the Assessment – Information Gathering – it was suggested that this exercise had already been undertaken by Lancaster University on behalf of Halton at a significant cost. The Board was advised that a lot of positive work had

Strategic Director  
- Health and  
Community /  
Strategic Director  
– Children and  
Young People

already been undertaken by the Authority and the Council was already working closely with the PCT. However, this was now an ongoing duty and it would need to be reviewed annually.

- It was noted that the Health Strategic Partnership would oversee the process.
- It was noted that the development of the JSNA would improve outputs and create an opportunity for improved regional commissioning of services. It was also noted that, as there was no additional funding available for the new duty and with improved commissioning services, there would be a likelihood of a re-direction of existing resources.
- Concern was raised at the possible implications of commissioned services and the impact this could have on employees within Halton Borough Council and the Primary Care Trust. The Board requested that they be informed at the earliest opportunity of any re-deployment/unemployment arising from the process.
- The Board requested that priority be given to addressing the shortage of General Practitioners and dentistry provision in the Borough.

RESOLVED: That

- (1) the Board support the process as outlined in the proposed co-ordination section of the report;
- (2) the Board receive a draft JSNA in 2008;
- (3) Halton Borough Council has already made great strides to meet the Health Improvement Agenda, as identified by the Lancaster University Report and would ask that on completion of the JSNA that additional funds be made available to address the outstanding priorities identified in the assessment;
- (4) the Board be informed at the earliest opportunity of any potential re-deployment or unemployment arising from the JSNA process; and
- (5) the document should be user friendly and enable members of the public to clearly identify the targets and performance of services in their community.

Strategic Director  
- Health and  
Community /  
Strategic Director  
- Children and  
Young People

ELS29 BUSINESS PERCEPTION SURVEY 2007

The Board considered a report of the Strategic Director – Environment, which provided the final draft Business Perceptions Survey 2007 for discussion and final comments prior to the survey being undertaken between November 2007 and February 2008. This was to build on the initial survey carried out in 2006 to begin to evaluate some of the training provision undertaken since that time. In addition, it was intended that the interviews to be carried out 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 levels.

The Board discussed the following issues:

- The total number surveyed represented 8/9% of the business database: a cross section of the database had been taken.
- There was concern about the potential lack of interest by employers in developing the skills of their workforce, as demonstrated by over 130 employers who declined to be interviewed by telephone. It was noted that the survey did not specifically ask if employers were committed to developing employees' skills; however, this could be picked up from the interviews. The Board considered that there was a need to specifically ask businesses if they were committed to training.
- A mix of small and large companies had been contacted. Throughout, there were employers who stated that they were not trainers, possibly demonstrating a lack of awareness or capability.
- There was pressure from Government on businesses for them to train their workforces.
- New companies had not been approached; however, there was a "welcome pack" available outlining assistance available. In particular, it was noted that a pre-employment course had been held locally from which five people had subsequently gained employment at O2. A second course was now to be held.
- The options for liaising with other Local Authorities and sharing information was being examined in the Topic Group together with issues such as people moving/travelling in and out of the Borough.

RESOLVED: That

Strategic Director  
- Environment

- (1) a list of definitions for the acronyms be attached to the survey;
- (2) employers who are contacted and decline to be interviewed be asked if they are committed to training;
- (3) new companies also be surveyed; and
- (4) the results of the survey be returned to the Board for consideration as soon as possible.

ELS30 ANNUAL REPORT FOR VOLUNTARY SECTOR FUNDING 2006-07

The Board considered a report of the Strategic Director - Health and Community, which outlined the Annual Report for Voluntary Sector Funding 2006-07.

In this respect the Board received a presentation from Ms L Holland, Voluntary Sector Co-ordinator, which:

- highlighted the benefits to Halton from funding from the Voluntary Sector;
- explained the government approach – Sustaining Grants - and the expression of support for the leaflet, a copy of which was tabled for Members' information;
- set out the differences between core funding and commissioning;
- outlined the impact beyond the initial investment by Halton Borough Council and Organisations;
- detailed the benefits of funding the Voluntary Sector ;
- outlined the Business Continuity Plan;
- explained the exploration of new frontiers of funding; and
- highlighted the Halton 4 Community funding finding website.

The Board discussed the following issues:

- extra money attracted by core funding had remained much the same as the previous year;
- Halton Disability Advice and Appeals Centre had not received funding this financial year: the Council currently funded the Citizens' Advice Bureau to provide advice to residents of Halton;
- comparability of funding across organisations – it was advised that some organisations were able to apply for other funding streams dependent on the nature of advice or services they were delivering, and the grant

received from Halton Borough Council assisted voluntary organisations to lever in this funding;

- Ms Holland assisted organisations in accessing alternative funding, for example by providing training and assisting in the completion of forms; and
- although it could appear that organisations were carrying out the same role, this was not the case and those that worked with the same client group liaised closely with each other with formal referral protocols in place. In addition, a feasibility study to look at shared resources for voluntary sector organisations was underway to provide increased efficiency in voluntary sector funding.

The Chairman thanked Ms Holland for attending the meeting.

RESOLVED: That

- (1) the report be received; and
- (2) the delivery of voluntary sector services in receipt of core grant support from the Council be noted.

#### ELS31 PERFORMANCE REPORT ON THE LEISURE MANAGEMENT CONTRACT

The Board considered a report of the Strategic Director - Health and Community giving an update on the performance of the Leisure Management Contract. It was noted that, in October 2003, DC Leisure Management Ltd was awarded a 10 year contract to operate Kingsway Leisure Centre, Runcorn Swimming Pool and Brookvale Recreation Centre. Under the contract, DC Leisure was required to invest £1.53M in the centres. The work carried out to date was outlined for the Board's consideration. In addition, in October 2007, the Main Board of the company approved a further £60K to upgrade and extend the fitness suite at Kingsway Leisure Centre.

Members were advised that, in 2006, all three centres in Halton were assessed by an independent external assessor and had all achieved the QUEST Sport and Leisure Industry quality mark. Kingsway Leisure Centre received a score of 78%, which was the highest score of any of the 118 centres run by DC Leisure.

The Board discussed the following issues:

- there was a need for user information relating to

school usage of the leisure centres, which would be picked up in future reports;

- DC Leisure had renewed its IT and booking and information systems in order that different usages could be analysed;
- unfortunately, no analysis by age group was available as personal details from all users would have to be sought and this was not considered to be a feasible option; however, analysis of broad groups, such as “junior” or “senior” could be carried out, as could memberships;
- if the centres were closed permanently, the Council would be liable under the 10 year contract for loss of profit in that centre, unless the centre was replaced rather than closed;
- the surveys were only applicable to local authority centres and did not carry out comparisons with private facilities, eg JJB;
- quality of equipment and a number of other issues highlighted as concerns by the survey had been raised with DC Leisure; and
- the replacement costs of the leisure centres were considered to be approximately £7/8M – no Council reserves were currently available for their replacement in the sudden event that this was required.

RESOLVED: That

- (1) the report be noted;
- (2) the data held be analysed to try and provide some information on usage by age bands; and
- (3) the PPB carry out a visit to the centres in the Borough.

Strategic Director  
- Health and  
Community

#### ELS32 COMMUNITY LIBRARIES LOTTERY AWARD

The Board considered a report of the Strategic Director - Health and Community, which presented a briefing on the successful bid for Big Lottery Community Libraries funding for the project ‘CORE – Community Opportunities through Reading and Engagement’ at Halton Lea Library.

The Bid for £1,271,993 (excluding VAT) had been made in March 2007 to upgrade the facilities at the library. As Big Lottery specified that VAT must be included in the total cost of the project, some elements of the original scheme had to be dropped. However, the process of

accepting the grant was now underway, which would enable the services at Halton Lea Library to be completely transformed.

It was advised that Big Lottery was very prescriptive in the way in which the funding should be spent; that is, on facilities identified by the community. Therefore, an extensive consultation process would now take place with local people.

The following issues were discussed:

- there was expertise within the Authority to carry out the physical improvements;
- the consultation would ask what facilities users would like to see at the library that were not already there;
- some research had already been carried out into best practice by contemporaries and in-house expertise would be utilised; for example, Kingsway Library was recognised nationally as best practice;
- results from a survey would be used;
- there was the opportunity to discuss the potential for a new Runcorn library as part of the Urban Splash development;
- issues around access to the library was to be included in the survey – the location could not be changed;
- a good security element should be built into the scheme; and
- learning opportunities in the Borough could be increased.

RESOLVED: That

- (1) the report be received;
- (2) information on the consultation survey and best practice research be submitted to the March meeting of the Board for consideration; and
- (3) an analysis of transport access to the library be carried out together with where users of the library resided.

Strategic Director  
- Health and  
Community

ELS33 STANDING ORDER 51

The Board was reminded that Standing Order 51 of the Council's Constitution stated that meetings should not continue beyond 9.00 pm.

RESOLVED: That Standing Order 51 be waived.

ELS34 PERFORMANCE MONITORING REPORTS

The Board considered a report of the Chief Executive on progress against service plan objectives and performance targets, performance trends/comparisons and factors affecting the services for Economic Regeneration, and Culture and Leisure for the second quarter.

The following points arose from the discussion:

- a visit had been made to Lane Tennis Club to discuss how its facilities could be promoted to the widest possible audience – it was agreed that this should be pursued;
- wider promotion of sport in the Borough was required in order to obtain recognition and funding – for example, the Mayor had included the Valiant Sports and Gym Club as one of his charities and the Club was using the money to prepare for the next Special Olympics;
- the red light on page 92 of the agenda related to Social Services;
- the red light on page 93 related to a delay in an appointment that had now been made;
- figures on page 97 were comparable to the same quarter the previous year;
- the red lights on pages 99 and 103 were reliant on third parties to improve the figures; that is, arrangements with the police; and
- the policy of selling books after they had been withdrawn from the library service was questioned as it was considered that they should be made available to those children who did not have access to books at home.

RESOLVED: That

- (1) the report and comments raised be noted;
- (2) primary and secondary schools be requested to identify pupils who are talented at tennis in order that a selection and development programme may be produced; and
- (3) a report be brought to the next meeting of the Board setting out how many books are bought from the library service, how many are withdrawn, how many could be distributed, readability levels of the books

Strategic Director  
- Health and  
Community



and age groups that could be targeted, and whether families best suited to these books could be identified by schools.

*Meeting ended at 9.35 p.m.*

This page is intentionally left blank

**CHILDREN AND YOUNG PEOPLE POLICY AND PERFORMANCE BOARD**

*At a meeting of the Children and Young People Policy and Performance Board on Tuesday, 27 November 2007 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Dennett (Chairman), Drakeley, Horabin (Vice-Chairman), Fraser, Gilligan, Higginson, D Inch, J. Lowe, Parker and Stockton

Apologies for Absence: Councillor M. Ratcliffe

Absence declared on Council business: None

Officers present: L. Butcher, C. Halpin, J. Kirk, A. McNamara, A. Villiers, J. Pearce and I. Grady

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>CYP24 MINUTES</p> <p>The minutes of the meeting held on 3<sup>rd</sup> September 2007 having been printed and circulated were signed as a correct record, with one amendment to CYP21 to amend the title to read Key Stage 1 - 4 Results.</p>	
<p>CYP25 PUBLIC QUESTION TIME</p> <p>It was confirmed that no public questions had been received.</p> <p><i>(NB: Councillors Fraser and Horabin declared a personal and prejudicial interest in the following item and left the room during the discussion, due to being Governors at Simms Cross Primary School)</i></p>	
<p>CYP26 EXECUTIVE BOARD MINUTES</p> <p>The minutes of the Executive Board and the Executive Board Sub Committee relating to the work of the Children and Young People's Policy and Performance Board were submitted for information.</p>	

The Board discussed EXB47: Schools Causing Concern in particular it was noted that there had been a need for urgent action in relation Simms Cross Primary School.

RESOLVED: That

- (1) the minutes be noted; and
- (2) a report on Schools Causing Concern be submitted to the January meeting of the Board.

Strategic Director,  
Children and  
Young People

#### CYP27 PERFORMANCE MONITORING - QUARTER 2

The Board considered a report regarding the progress against service plan objectives and performance targets, performance trends/comparisons and factors affecting the services during the second quarter for:

- Specialist Services;
- Universal & Learning Services;
- Community Services; and
- Business Planning & Resources.

It was noted that a Members Seminar was taking place on Monday 3<sup>rd</sup> December 2007 in relation to Corporate Parenting.

Arising from the discussion reference was made to the need for careful budget monitoring, how the foundation stage profile would feed through to primary schools and issues surrounding the first point of contact for the foster care service.

RESOLVED: That

- (1) the report be noted; and
- (2) a report on Corporate Parenting be submitted to the January meeting of the Board.

Strategic Director,  
Children and  
Young People

#### CYP28 EDUCATIONAL ATTAINMENT 2007

The Board received a report of the Strategic Director, Children & Young People which outlined the 2007 performance data for Foundation Stage Profile and Key Stages 1 to 4. The report referred to attainment only and did not indicate the effectiveness of service delivery. It was highlighted that caution was required when interpreting the data and a more detailed report highlighting the story behind the figures would be prepared when a fuller picture was available.

It was noted that there had been some areas of significant improvement that were cause for celebration, particularly at Key Stage 2 and Key Stage 4. An 8.5% increase in the number of children attaining 5 A\* to C at GCSE in Halton, the most improved local authority in the country and took the authority up to 61.2% above the national average of 59.3%. Halton also topped the national league table for most improved results for 5 A\* to C including English and Maths and achieved an extremely challenging LPSA stretch target.

The Board was advised of the foundation stage profile and updated on the key issues within each of the Key Stages 1, 2, 3 & 4.

Arising from the discussion reference was made to the possible reasons for the Key Stage 1 results and congratulations were extended for the Key Stage 4 results.

A request was made for further information on the breakdown of the levels achieved at individual schools.

RESOLVED: That

- (1) the attainment of children in Halton schools for the 2006-07 academic year be noted; and
- (2) information on the breakdown of the levels achieved at individual schools be provided to the Board.

Strategic Director,  
Children and  
Young People

## CYP29 EQUALITY AND DIVERSITY

The Board considered a report of the Strategic Director, Children & Young People which outlined the Children & Young People's Equality Strategy 2007-10.

It was noted that a comprehensive legal framework had been implemented in recent years that required Local Authorities to promote equalities between and across groups

by recognising the diversity of need across of any given locality.

It was further noted that the Equalities Strategy 2007-10 was a major step in meeting these legal requirements for Children and Young People in Halton.

The strategy would also support the corporate aim of Halton being:

*“a place where no-one experiences discrimination or disadvantaged because of race, nationality, ethnic or national origin, religion or belief, marital status, sexuality, disability, age or any other unjustifiable reason”.*

RESOLVED: That report be noted and the implementation of the Equality Strategy be supported.

#### CYP30 SCRUTINY WORK PROGRAMME

The Board considered a report of the Strategic Director, Children & Young People which provided an update on the topics for the 2007/08 Work Programme.

Following the recent Annual Performance Assessment it was proposed that the following items were subject to inform future policy development:

- Oral Health;
- First time entrants to the criminal justice system; and
- Access to services by young people (this item was raised by the Youth Forum).

RESOLVED: That

(1) the following be established as topic groups for 2007/08:

- Oral Health,
- First Time entrants to the criminal justice system; and
- Access to services by young people; and

(2) Members inform the Chairman of the Board of which topic group/s they wished to be a member of.

Strategic Director,  
Children and  
Young People

#### CYP31 JOINT STRATEGIC NEEDS ASSESSMENT

The Board considered a report of the Strategic Director, Health & Community and the Strategic Director,

Children & Young People which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of Health guidance. The process and subsequent JSNA documentation would be managed jointly by the Local Authority and the PCT and would describe the future health, care and well-being needs of local populations and the strategic direction of service delivery to meet those needs, over 3 – 5 years. A strong and effective JSNA would:-

- Show health status of the local community;
- Define what inequalities exist;
- Contain social and healthcare data that was well analysed and presented effectively;
- Define improvements and equality for the community;
- Send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- Supporting better health and well-being outcomes; and
- Aid decision-making and stages of the commissioning cycle, esp. to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering, Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence. Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership would thereafter be the responsible and accountable group to ensure that the JSNA was produced.

As the Health SSP already had key people on its membership, it was suggested that a small working group would be tasked with producing a draft JSNA in the timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and Healthy Halton Policy and Performance Board would be produced which appraised individuals and groups of progress. The Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure they were aware of this matter and provided them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

RESOLVED: That the process as outlined in the proposed co-ordination section be supported and a draft Joint Strategic Needs Assessment be received in 2008.

Strategic Director,  
Corporate and  
Policy

#### CYP32 THE STRATEGIC PROGRESS OF THE COUNCIL'S CORPORATE PLAN

The Board received a presentation from Mr I. Grady which outlined the strategic progress of implementing the Council's Corporate Plan (2006-11), in particular it focused on the state of Halton, the scale of the task, performance at various educational attainment levels, from Key Stage 2 to GCSE, along with NEET's performance, the impact of new style LAA's and key issues.

It was noted that the overall policy direction for the Borough was captured in the Corporate Plan and Community Strategy. These were adopted by Council in May 2006 and have a timeframe of five years. The Corporate Plan set out the Council contribution towards achieving social, economic and environmental well being for the people of Halton. It set out the Council's priorities, 40 key areas of focus and 70 indicators through which strategic progress could be monitored.

Since the plan was adopted, the Council had also set in place a Local Area Agreement (LAA). This was an agreement with Central Government that spells out the priorities and targets for local well being, based on outcomes which reflect local and national priorities. It was an important



part of the delivery chain for the Community Strategy and Corporate Plan. Arising out of the new Local Government Act all local authorities were required to develop with their partners a new LAA for next year. The new LAAs would be part of a whole performance system for local government. It included LAAs, a new Comprehensive Area Assessment (CAA) to replace Comprehensive Performance Assessment (CPA) as well as sweeping away most existing performance indicators and reporting systems and replacing them with a new, single set of performance indicators. It was vital that members play a key part in developing the new Agreement which would need to be agreed with Government by June 2008.

It was further reported that a part of the changes that would be wrought by the new local Government Bill was the need for any Council to develop new relationships with partners and partnerships in its area. Local authorities were expected to take a leading role on LSPs with involvement of Members on both LSPs and thematic partnerships. In advance of this Halton had already taken steps to increase representation of members from the Executive and PPBs on the Halton Strategic Partnership Board and the Specialist Strategic Partnerships. Council's must prepare a LAA as the delivery plan for the community strategy and partners (named in the Bill) would have a duty to cooperate. The Council's overview and scrutiny role would be extended to cover the partners with a duty to cooperate in the delivery of the LAA. Hence the nature of relationships between members and the LSP in Halton becomes of ever increasing significance.

RESOLVED: That the report be noted.

*Meeting ended at 9.12 p.m.*

This page is intentionally left blank

**HEALTHY HALTON POLICY AND PERFORMANCE BOARD**

*At a meeting of the Healthy Halton Policy and Performance Board on Tuesday, 13 November 2007 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors E. Cargill (Chairman), Loftus, Gilligan, Higginson, Horabin, C. Inch, Lloyd Jones and Wallace

Apologies for Absence: Councillors J. Lowe, Swift and Gerrard (in accordance with Standing Order No. 33)

Absence declared on Council business: None

Officers present: M. Loughna, A. Villiers, A. Williamson, C. Halpin and J. Gibbon

Also in attendance: Mr D. Kitchin, Ms A. Jelani and Ms. J. Harvey from North West Ambulance Service and 1 Member of the Public.

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

	<i>Action</i>
HEA23 MINUTES	
<p>The minutes of the meeting held on 11<sup>th</sup> September 2007 having been circulated were taken as read and signed as a correct record.</p>	
HEA24 PUBLIC QUESTION TIME	
<p>It was confirmed that no public questions had been received.</p>	
HEA25 EXECUTIVE BOARD MINUTES	
<p>The Board considered the Minutes of the meetings of the Executive Board and the Executive Board Sub Committee relevant to the Healthy Halton Policy and Performance Board.</p> <p>RESOLVED: That the minutes be noted.</p>	
HEA26 NORTH WEST AMBULANCE SERVICE	
<p>The Board received a presentation from Mr. D.</p>	

Kitchin and Ms. J. Harvey of the North West Ambulance Service (NWAS), which set out;

- the NWAS Service Profile;
- Performance;
- Improvement Plans;
- National Strategy; and
- NWAS Service Strategy and Vision.

Arising from the discussion reference was made to the increase in Category A8 calls, problems with the numbering of houses in the new town area, the reasons for age limits for the administering of medications and what had been implemented to ensure the protection of staff from violent incidents.

The Chairman thanked the officers from NWAS for attending the meeting and giving an informative presentation.

RESOLVED: That the presentation be received.

#### HEA27 PROCUREMENT OF HOST BODY FOR LOCAL INVOLVEMENT NETWORKS (LINKS)

The Board received a report of the Strategic Director, Health and Community which informed Members of the main activities that needed to be undertaken to ensure effective and appropriate procurement of a host body for LINKs.

The report set out the history to LINKs, how LINKs would operate and when they were expected to come into effect. It also detailed the expected level of funding, the need to change the structures for patient and public involvement and what LINKs would do. It also detailed the differences between LINKs and Patient and Public Involvement forum's (PPIFs), the issues that would need further examination and the key actions required.

Members were informed of changes to the Bill, which had occurred since publication of the report, namely that responsibility for the LINKs would pass to Local Authorities for a temporary 6-month period and that each LINK would receive a basic sum of £60,000 for running costs, topped up with additional funding for areas with a high index of deprivation.

Arising from the discussion reference was made to how LINKs would fit with the Council's existing scrutiny arrangements, whether the level of funding was adequate

and the need for more innovative ways to engage with hard to reach groups.

RESOLVED: That the proposals, principles and actions to be undertaken be noted.

HEA28 ADULT SOCIAL CARE COMMENTS, COMPLIMENTS & COMPLAINTS

The Board received a report of the Strategic Director, Health and Community which provided an analysis on complaints processed under the statutory Social Services Complaints Procedure for Adults during 2006/7.

The report set out the context of the New Social Care complaints regulations, the stages and timescales, improving the process and types of complaint and outcomes, along with what has been learnt from complaints and satisfaction with complaints handling.

Arising from the discussion reference was made to there being a small percentage of complaints from service users who had sight or hearing impairments and the steps that had been put in place to ensure equal access to the complaints procedure.

The Board requested that information relating to the number of cases completed at each stage of the process be included in future reports.

RESOLVED: That

(1) the report be accepted; and

(2) the proposals for the development of the complaints procedures (nationally and locally) be noted.

HEA29 STRATEGIC HEALTH NEEDS ASSESSMENT

The Board considered a report which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of Health guidance. The process and subsequent JSNA documentation would be managed jointly by the Local Authority and the PCT and would describe the future health, care and well-being needs of local populations and the strategic direction of service delivery to meet those needs, over 3 – 5 years. A strong and effective JSNA would:-

- Show health status of the local community;
- Define what inequalities exist;
- Contain social and healthcare data that was well analysed and presented effectively;
- Define improvements and equality for the community;
- Send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- Supporting better health and well-being outcomes; and
- Aid decision-making and stages of the commissioning cycle, esp. to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering, Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence.

Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership would thereafter be the responsible and accountable group to ensure that the JSNA was produced. As the Health Specialised Strategic Partnership (SSP) already had key people on its membership, it was suggested that a small working group would be tasked with producing a draft JSNA in the timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and the Healthy Halton Policy and Performance Board (PPB) would be produced which appraised individuals and groups of progress. The

Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure they were aware of this matter and provided them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

RESOLVED: That the process as outlined in the proposed co-ordination section be supported and a draft Joint Strategic Needs Assessment be received in 2008.

Strategic Director,  
Health and  
Community

### HEA30 QUARTERLY MONITORING REPORTS

The Board considered a report which outlined the progress of performance management second quarter against the service plan objectives, performance targets, performance trends/comparisons, factors affecting the services etc. for:

- Older People's Services
- Adults of Working Age
- Health and Partnerships

Arising from the discussion reference was made to the process for tendering for services where there was a lack of suitable services available from the private sector and the need to continually assess services for possible efficiency savings.

RESOLVED: That the second quarter performance management reports be received.

*Meeting ended at 8.28 p.m.*

This page is intentionally left blank



**SAFER HALTON POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Halton Policy and Performance Board held on Tuesday, 20 November 2007 at the Council Chamber, Runcorn Town Hall*

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

Apologies for Absence: Councillor Edge

Absence declared on Council business: Councillor Peter Murray

Officers present: I Bisset, H. Cockcroft, A. McNamara, M. Noone, J. Unsworth, M. Simpson and A. Villiers

Also in attendance: Councillor Wright in accordance with Standing Order 33.

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

SAF28 MINUTES

The Minutes of the meeting held on 18<sup>th</sup> September 2007, having been printed and circulated, were taken as read and signed as a correct record.

SAF29 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

SAF30 PERFORMANCE MONITORING REPORTS

The Chairman agreed that this item be moved to the start of the agenda.

The Board considered a report regarding the second quarter monitoring reports for the Highways, Transportation and Logistics, Environmental and Regulatory Services, Health Partnerships and Culture and Leisure.

Members raised concerns in relation to various issues within the reports and further information was required in respect of the following:

*Action*

- Performance Indicators not yet fully developed – page 32.
- What were the police doing in relation to the target for domestic burglaries and the increase in thefts from vehicles?
- Were there any reasons why the participation in drug treatments programmes was set so low?

In response it was noted that a written answer from the relevant officers would be forwarded to all Members of the Board.

RESOLVED: That

- (1) the quarterly monitoring reports be received; and
- (2) a written response to the points noted above be circulated to the Board Members.

Strategic Director  
- Health and  
Community

SAF31 PRESENTATION - YOUTH INCLUSION AND SUPPORT PANEL

The Board received a presentation from Kate Fisher and Jan Dryhurst of the Halton's Youth Inclusion Support Panel (YISP). It was reported that the service supported young people aged 8 – 17 who were at risk of offending or anti-social behaviour. The service was voluntary and consent was required. Members were informed that the referrals (from professionals only) took part in 12 week intervention with a review after 6 weeks. It was also reported that the support panel operated in line with the five Every Child Matters outcomes.

The Board was advised of the outcomes, which were the prevention of further offending and anti-social behaviour, reduction of the "risk" factors assessment scores, re-integration of children back into full time education, access to relevant services and the reduction in number of Anti-Social Behaviour Orders (ASBOs) in Halton.

The presentation also provided performance details and a breakdown of ten months of statistics as follows:

- gender;
- ethnicity;
- age;
- source of referral;
- status of need;
- areas of the borough;

- re-offending rate; and
- quarterly onset scores.

The Chairman thanked Ms Fisher and Ms Dryhurst for an informative presentation.

Members queried how long it took for the first interaction with the child. In response it was noted that telephone contact would be made within 7 working days from the referral in order to arrange a visit. The Board commended the YISP for the progress made so far.

Members noted that funding would run out in March 2008. It was decided that a letter be sent to the Strategic Director - Children and Young People requesting future funding after 2008.

RESOLVED: That

- (1) the presentation be received; and
- (2) a letter be written to the Strategic Director – Children and Young People seeking future funding for the YISP from March 2008.

Strategic Director  
- Health and  
Community

SAF32 PRESENTATION CHESHIRE FIRE & RESCUE SERVICE -  
UPDATE OF PERFORMANCE OVER LAST 12 MONTHS

Members received a presentation from Alex Waller, Phil Kilgore and Pete Howard from Cheshire Fire and Rescue Service, which provided an overview of progress made during the year and the overall aims of the service.

The presentation outlined the following:

- youth activities such as Kooldown, Respect, the Princes Trust and Fire Cadets;
- bonfire initiative;
- Arson Committed Together (ACT) initiative that visited schools in order to educate children;
- statistics of various types of fires in the Borough;
- Halton Safer Homes Group;
- prevention schemes for road deaths and injury;
- Megadrive scheme – educated children in all aspects of road safety; and
- anti-social behaviour attacks against fire fighters in the past year.

Members held a wide ranging discussion and raised concerns that there may be down grading of vehicles or

reduction of vehicles in the future. In response it was noted that a Target Response Unit, which was staffed by retained fire fighters, was in place as an additional vehicle to tackle small fires alone, therefore there would not be a reduction of vehicles from Halton at this time.

Furthermore it was noted that there was no future funding for the ACT initiative which was a very beneficial project that visited schools in order to educate thousands of children of the dangers of arson, hoax calls and other dangerous fire related issues. The Fire Service was looking for part funding with education and any other source available for the next financial year.

The Chairman suggested that all members of the Board should try to attend the Megadrive presentation and that an invitation should be sent to Members by the Environment Directorate's Road Safety Team at the appropriate time.

The Board commended the work carried out by Cheshire Fire and Rescue Service and were in support of all schemes and initiatives.

RESOLVED: That

- (1) the presentation be received; and
- (2) the Board support and seek to source additional funding to contribute towards the ACT initiative in the new financial year.

Strategic Director  
- Health and  
Community

### SAF33 LONG TERM IMPLICATIONS OF ALLEYGATING

The Board considered a report of the Strategic Director – Environment advising Members of a report that had been submitted to the Executive Board in June 2007 which detailed the new legislation for obtaining a Gating Order to be used when erecting alley gates on public highways. In addition, it proposed a policy and procedure to be adopted for all future requests for alley gates.

The report outlined the benefits and the potential implications of erecting alley gates, the financial long term implications of maintenance of gates, the financial cost of the legal gating order process and the social inclusion implications and crime and disorder.

Members raised concerns in relation to the high cost of advertising in the local press and queried whether it could

be determined that the Council's publication "Inside Halton" could technically be considered a newspaper to advertise the gating orders in one large block to avoid paying the large advertising fees. Members felt that housing associations should fund schemes on their land and suggested that consideration be given to using other materials that would prolong the life of gates and reduce maintenance costs as long as such methods were cost effective.

Members felt that in order to determine their effectiveness a "before" and "after" review of gating schemes should be undertaken in line with recommendation (2) below.

RESOLVED: That

- (1) the potential benefits and other implications of alley gating schemes be noted;
- (2) the proposal that a multidisciplinary team monitor these implications over the next three years and review each scheme and the gating order procedure as necessary prior to the expiry of that period be noted; and
- (3) alley gating schemes be kept under review so that their effectiveness can be monitored, and the ability to utilise less expensive methods of advertising Gating Orders be explored and implemented where legal procedures permit.

Strategic Director  
- Environment

#### SAF34 FIREWORKS FESTIVAL

The Board received a report of the Strategic Director - Environment which set out proposals to relocate Halton's Fireworks Festival from its current site, adjacent to the Silver Jubilee Bridge, to Heath Park football fields in Runcorn, commencing in November 2008.

It was noted that a number of years ago, the two fireworks displays in Halton were merged on efficiency grounds. They were originally held in the Runcorn Town Hall grounds and at Spike Island, Widnes. A new venue was chosen on the River Mersey gantry wall, which enabled viewing from both sides of the river.

Over the past five years there had been a steady increase in the popularity of the event, and it now attracted some 45,000 people who took up vantage points on either side of the river and from various other points, including

Weston Road, Pickerings Pasture, Wigg Island and the Catalyst Science Discovery centre.

The increase in numbers attending had given rise to concerns about traffic congestion, crowd control and health and safety and it was now considered appropriate to review the current arrangements.

The Board was updated on the main issues, in particular focusing on car parking and crowd safety and on the options available, namely to keep the event as it was, to split the event over two sites or to move the event to an alternative single site.

It was further noted that having considered the alternatives it was proposed that the Fireworks Festival be transferred to The Heath Park Football Fields site from November 2008, as it was felt that this option was cost effective and would solve most, if not all, of the concerns regarding crowd safety and traffic congestion at the event.

Members held a wide ranging discussion. It was noted that the event was extremely successful and should remain at its current location and that work be undertaken to find alternatives to resolve the issues raised in the report, along with trying to attract sponsors to offset the additional costs.

Furthermore Members discussed likely issues that would arise from having a different site for the festival, such as the impact of the additional traffic crossing the Bridge, remedial works after the event at the football fields and the fact that moving to the Heath Park Football Fields site may only offer a temporary solution, due to the expansion of the Heath Business Park which would mean the loss of car parking spaces. It was also noted that the appeal of the site was significant for the Borough in terms of joining Runcorn and Widnes residents to one event. Members also discussed other options such as limiting the publicity of the event and looking at other forms of funding from investors such as Widnes Waterfront and 3MG.

The Board agreed that the event should remain on the present site.

RESOLVED: That

- (1) the report be received; and
- (2) the comments made by the Board that the Fireworks

Festival remain at its current location and that work be undertaken to find alternatives to resolve the crowd control, health and safety and car parking issues, along with trying to attract sponsors to offset the additional costs, be referred to the Executive Board.

Strategic Director  
- Environment

SAF35 STANDING ORDER 51

The Board was reminded that Standing Order 51 of the Council's Constitution stated that meetings should not continue beyond 9.00 pm.

RESOLVED: That Standing Order 51 be waived for ten minutes.

SAF36 STRATEGIC NEEDS ASSESSMENT

The Board considered a report which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of Health guidance. The process and subsequent JSNA documentation would be managed jointly by the Local Authority and the PCT and would describe the future health, care and well-being needs of local populations and the strategic direction of service delivery to meet those needs, over 3 – 5 years.

A strong and effective JSNA would:-

- show the health status of the local community;
- define what inequalities existed;
- contain social and healthcare data that was well analysed and presented effectively;
- define improvements and equality for the community;
- send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- support better health and well-being outcomes; and
- aid decision-making and stages of the commissioning cycle, especially to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering; Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence.

Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership (SSP) would thereafter be the responsible and accountable group to ensure that the JSNA was produced. As the Health SSP already had key people on its membership, it was suggested that a small working group be tasked with producing a draft JSNA in the timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and Healthy Halton Policy and Performance Board (PPB) would be produced which appraised individuals and groups of progress. The Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure they were aware of this matter, providing them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

RESOLVED: That the process as outlined in the proposed co-ordination section be supported and a draft Joint Strategic Needs Assessment be received in 2008.

Strategic Director  
- Health and  
Community/  
Strategic Director-  
Children & Young  
People

*Meeting ended at 21.03*



**URBAN RENEWAL POLICY AND PERFORMANCE BOARD**

*At a meeting of the Urban Renewal Policy and Performance Board held on Wednesday, 21 November 2007 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Hignett (Chairman), Morley, P. Blackmore, E. Cargill, Leadbetter, Murray, Nolan, Rowe, Sly and Thompson

Apologies for Absence: Councillor Bradshaw

Absence declared on Council business:

Officers present: C. Halpin, D. Sutton, I. Bisset, G. Collins, A. McNamara, M. Noone and A. Villiers

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

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

	<i>Action</i>
<p>URB19 MINUTES</p> <p>The Minutes of the meeting held on 19<sup>th</sup> September 2007 having been printed and circulated were signed as a correct record.</p>	
<p>URB20 PUBLIC QUESTION TIME</p> <p>It was confirmed that no public questions had been received.</p>	
<p>URB21 EXECUTIVE BOARD MINUTES</p> <p>The Board considered the Minutes of the meetings of the Executive Board, Executive Board Sub Committee and 3MG Executive Sub Board relevant to the Urban Renewal Policy and Performance Board.</p> <p>RESOLVED: That the Minutes be received.</p>	
<p>URB22 QUARTERLY MONITORING REPORTS</p> <p>The Board considered a report regarding the Second Quarter Monitoring Reports for the Highways &amp;</p>	

Transportation, Environment & Regulatory Services, Cultural & Leisure, Major Projects, Economic Regeneration and Health and Partnerships Services.

RESOLVED: That the quarterly monitoring reports be received.

#### URB23 FIREWORKS FESTIVAL 2008

The Board received a report of the Strategic Director, Environment which set out proposals to relocate Halton's Fireworks Festival from its current site, adjacent to the Silver Jubilee Bridge, to Heath Park football fields in Runcorn, commencing in November 2008.

It was noted that a number of years ago, the two fireworks displays in Halton were merged on efficiency grounds. They were originally held in the Runcorn Town Hall grounds and at Spike Island, Widnes. A new venue was chosen on the River Mersey gantry wall, which enabled viewing from both sides of the river.

Over the past five years there had been a steady increase in the popularity of the event, and it now attracted some 45,000 people who took up vantage points on either side of the river and from various other points, including Weston Road, Pickerings Pasture, Wigg Island and the Catalyst Science Discovery centre.

The increase in numbers attending had given rise to concerns about traffic congestion, crowd control and health and safety and it was now considered appropriate to review the current arrangements.

The Board was updated on the main issues, in particular focusing on car parking and crowd safety and on the options available, namely to keep the event as it was, to split the event over two sites or move the event to an alternative single site.

It was further noted that having considered the alternatives it was proposed that the Fireworks Festival be transferred to The Heath Park Football Fields site from November 2008, as it was felt that this option was cost effective and would solve most, if not all, of the concerns regarding crowd safety and traffic congestion at the event.

Arising from the discussion reference was made to the comments made the previous evening at the Safer Halton Policy and Performance Board (PPB), in particular

that the event was extremely successful and should remain at its current location and that work be undertaken to find alternatives to resolve the issues raised in the report, along with trying to attract sponsors to offset the additional costs.

Furthermore Members discussed likely issues that would arise from having a single site for the festival, such as the impact of the additional traffic crossing the Bridge, remedial works after the event at the football fields and that moving to the Heath Park Football Fields site may only offer a temporary solution, due to the expansion of the Heath Business Park which would mean the loss of car parking spaces.

The Board agreed with and endorsed the comments of the Safer Halton PPB, as detailed above.

RESOLVED: That

- (1) the report be received; and
- (2) the comments made by the Board that the Fireworks Festival remain at its current location and that work be undertaken to find alternatives to resolve the crowd control, health and safety and car parking issues, along with trying to attract sponsors to offset the additional costs be referred to the Executive Board.

Strategic Director,  
Environment

#### URB24 MERSEYSIDE ACTION PLAN

The Board received a report of the Strategic Director, Corporate and Policy which gave details of the production of the Action Plan for the Liverpool City Region 2008-2011 (formerly the Merseyside Action Plan).

Members were advised of the purpose of the Action Plan, the strategic linkages and the key priorities.

Arising from the discussion reference was made to how projects could be prioritised within the Action Plan and at what stage risk analysis would need to be undertaken.

RESOLVED: That the report be noted.

#### URB25 STRATEGIC JOINT NEEDS ASSESSMENT

The Board considered a report which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of

Health guidance. The process and subsequent JSNA documentation would be managed jointly by the Local Authority and the PCT and would describe the future health, care and well-being needs of local populations and the strategic direction of service delivery to meet those needs, over 3 – 5 years. A strong and effective JSNA would:-

- Show health status of the local community;
- Define what inequalities exist;
- Contain social and healthcare data that was well analysed and presented effectively;
- Define improvements and equality for the community;
- Send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- Supporting better health and well-being outcomes; and
- Aid decision-making and stages of the commissioning cycle, esp. to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering, Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence.

Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership would thereafter be the responsible and accountable group to ensure that the JSNA was produced. As the Health SSP already had key people on its membership, it was suggested that a small working group

would be tasked with producing a draft JSNA in the timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and Healthy Halton Policy and Performance Board would be produced which appraised individuals and groups of progress. The Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure they were aware of this matter and provided them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

RESOLVED: That the process as outlined in the proposed co-ordination section be supported and a draft Joint Strategic Needs Assessment be received in 2008.

Strategic Director,  
Health and  
Community

URB26 THE STRATEGIC PROGRESS OF THE COUNCIL'S CORPORATE PLAN

The Board received a report of the Strategic Director, Corporate and Policy on the strategic progress of implementing the Council's Corporate Plan (2006-11).

It was noted that the overall policy direction for the Borough was captured in the Corporate Plan and Community Strategy. These were adopted by Council in May 2006 and have a timeframe of five years. The Corporate Plan set out the Council contribution towards achieving social, economic and environmental well being for the people of Halton. It set out the Council's priorities, 40 key areas of focus and 70 indicators through which strategic progress could be monitored.

Since the plan was adopted, the Council had also set in place a Local Area Agreement (LAA). This was an agreement with Central Government that spells out the priorities and targets for local well being, based on outcomes which reflect local and national priorities. It was an important part of the delivery chain for the Community Strategy and Corporate Plan. Arising out of the new Local Government Act all local authorities were required to develop with their partners a new Local Area Agreement for next year. The new LAAs would be part of a whole performance system for local government. It included LAAs, a new Comprehensive Area Assessment (CAA) to replace Comprehensive

Performance Assessment (CPA) as well as sweeping away most existing performance indicators and reporting systems and replacing them with a new, single set of performance indicators. It was vital that members play a key part in developing the new Agreement which would need to be agreed with Government by June 2008.

It was further reported that a part of the changes that would be wrought by the new local Government Bill was the need for any Council to develop new relationships with partners and partnerships in its area. Local authorities were expected to take a leading role on LSPs with involvement of Members on both LSPs and thematic partnerships. In advance of this Halton had already taken steps to increase representation of members from the Executive and PPBs on the Halton Strategic Partnership Board and the Specialist Strategic Partnerships. Council's must prepare a LAA as the delivery plan for the community strategy and partners (named in the Bill) would have a duty to cooperate. The Council's overview and scrutiny role would be extended to cover the partners with a duty to cooperate in the delivery of the LAA. Hence the nature of relationships between members and the LSP in Halton becomes of ever increasing significance.

The Halton Mid Term Local Area Agreement Performance Review April 2007 – September 2007 in relation to urban renewal was circulated to Members of the Board for information.

RESOLVED: That the report be noted.

*(NB: Councillor Murray declared a personal interest in the following item due to him being a resident in the area being discussed).*

URB27 PETITION RELATING TO TRAFFIC CALMING STRATTON PARK, WIDNES

The Board received a report of the Strategic Director, Environment which gave details of a 25 signature petition which had been received requesting the installation of traffic calming on Stratton Park, Widnes.

It was noted that a petition carrying 25 signatures had been received from residents of Stratton Park, Widnes requesting the installation of 'speed bumps' on the highway with the work being funded through the local Area Forum. The petition was based on addressing a number of alleged risks to highway users and was critical of established Council policy relating to the retrospective provision of

physical traffic calming.

The Board was advised that the current Council policy relating to the installation of physical traffic calming was established primarily in June 2000 when the Executive Board adopted a prioritisation and qualification process with two central requirements for any location at which traffic calming was requested: the route must not be a cul-de-sac and it must have hosted a road traffic accident resulting in personal injuries, in the previous five years.

Furthermore at the Executive Board meeting of 29<sup>th</sup> July 2004, this qualification approach was again considered. The Board resolved that the current policy of traffic calming schemes being focused on reducing accident and casualty numbers in the Borough should be endorsed and requests be subject to each scheme addressing an identified casualty problem.

Requests for physical traffic calming measures on Stratton Park had been received over a two year period. However, these requests had always been declined because the route does not meet the established qualification criteria due to it being a cul-de-sac with no injury accident record in the last five years.

It was noted that police records showed only one injury accident on Stratton Park going back as far as 1990, and this involved a car/car collision at the junction with Cronton Lane due to a driver reversing into Stratton Park off the main road.

All new housing areas were constructed with integral traffic calming to allow a 20mph speed limit to be introduced on adoption. The possible methods of calming were many - geometry, surface finishes, gateways, mild humps etc. Stratton Park was constructed with speed reducing features incorporated through its alignment and the use of speed tables and speed readings when taken on the longest straight part were an average of 19mph. It was intended that a 20mph speed limit would be introduced at this location in the near future. However, given current recorded speeds it was extremely unlikely that driver behaviour would be significantly affected by this measure.

However, in order to enhance road safety and encourage drivers to further restrict their speeds, a scheme had been designed using extra signing and road markings, as shown in the Appendix to the report, which could be implemented at short notice utilising Area Forum funding.

Arising from the discussion reference was made to the operation of the Council's Traffic Calming Policy being effective in reducing casualties, whether there was a need to review the current policy and that the need to retain the policy in its current form in order to prioritise the limited resources available to be most effective in reducing casualties.

Furthermore it was noted that as with all Council's policies the Traffic Calming Policy would be reviewed in due course, as and when this was felt necessary.

RESOLVED: That

- (1) the report be noted;
- (2) the request for traffic calming on Stratton Park be declined due to it being contrary to the Council's policy on Traffic Calming;
- (3) an alternative scheme of enhanced signing and road markings be passed to the local Area Forum for consideration; and
- (4) the petitioners be informed accordingly.

Strategic Director,  
Environment

*Meeting ended at 7.37 p.m.*



**CORPORATE SERVICES POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Services Policy and Performance Board on Tuesday, 6 November 2007 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chairman), Bradshaw, Dennett, Edge, C Inch, Loftus, Nolan, Norddahl and Wainwright

Apologies for Absence: Councillors A. Lowe and Bryant

Absence declared on Council business: None

Officers present: G. Ferguson, M. Baker, I. Leivesley, R. Mackenzie, P. McCann, S. Riley and A. Villiers

Also in attendance: Councillor Wharton in accordance with Standing Order 33

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

	<i>Action</i>
CS20 MINUTES	
<p>The Minutes of the meeting held on 4<sup>th</sup> September 2007 having been printed and circulated, were taken as read and signed by the Chairman as a correct record.</p>	
CS21 PUBLIC QUESTION TIME	
<p>It was noted that no public questions were received.</p>	
CS22 EXECUTIVE BOARD MINUTES	
<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 style="text-align: center;">RESOLVED: That the Minutes be received.</p>	
CS23 JOINT STRATEGIC NEEDS ASSESSMENT	
<p>The Board considered a report which provided an overview of the requirement to produce a Joint Strategic Needs Assessment (JSNA) in line with Department of</p>	

Health guidance. The process and subsequent JSNA documentation would be managed jointly by the Local Authority and the PCT and would describe the future health, care and well-being needs of local populations and the strategic direction of service delivery to meet those needs, over 3 – 5 years. A strong and effective JSNA would:-

- Show health status of the local community;
- Define what inequalities exist;
- Contain social and healthcare data that was well analysed and presented effectively;
- Define improvements and equality for the community;
- Send signals to current or potential providers, who could have other relevant information or proposals for meeting needs;
- Supporting better health and well-being outcomes; and
- Aid decision-making and stages of the commissioning cycle, esp. to use resources to maximise outcomes at minimum cost.

The process of producing and subsequently utilising the JSNA was a systematic one and was outlined in the report. A three phase process was proposed with Phase 1 – Information Gathering, Phase 2 – Secondary Analysis and JSNA Production; and Phase 3 – Outputs and Commissioning Improvement.

The guidance from the Department of Health stipulated that the Director of Adult Social Services, Director of Children and Young People Services, Director of Public Health and Director of Commissioning from the PCT had a responsibility for co-ordinating the production of the document. Discussions had already commenced with a range of key stakeholders and the timetable and process for completion was outlined in the report.

In addition, the Department of Health had stressed the importance of the direct links with Elected Members, Local Strategic Partnerships and key people including Local Authority Chief Executives, Environmental Health staff and staff involved in Research and Intelligence. Consequently, the Local Strategic Partnership had already received a similar report to own and understand the requirement to produce a JSNA. The Health Specialist Strategic Partnership would thereafter be the responsible and accountable group to ensure that the JSNA was produced. As the Health SSP already had key people on its membership, it was suggested that a small working group would be tasked with producing a draft JSNA in the

timescales identified.

Regular update reports to the Executive Board, Local Strategic Partnership, PCT Board and Healthy Halton Policy and Performance Board would be produced which appraised individuals and groups of progress. The Healthy Halton PPB would scrutinise the process and ensure that effective community consultation was undertaken. However, a similar report to every PPB would be presented to ensure they were aware of this matter and provided them with an opportunity to be engaged.

It was noted that some financial costs to cover public consultation may be required and these would be determined at a later date.

RESOLVED: That the process as outlined in the proposed co-ordination section be supported and a draft Joint Strategic Needs Assessment be received in 2008.

Strategic Director  
Health and  
Community

#### CS24 CORPORATE SERVICES PORTFOLIO

Councillor Wharton, the portfolio holder for Corporate Services, attended the meeting to provide a brief update on current issues within his portfolio and answered questions from members on the following topics:

- budget 07/08;
- budget 08/09;
- governance;
- magistrate court, Widnes;
- post office closures;
- equal pay review;
- Halton Stadium/Brindley; and
- consolidating training sections.

Arising from the discussion Councillor Wharton suggested that the Board consider reviewing working policies as a work topic.

RESOLVED: That the report be noted.

#### CS25 LOCAL HOUSING ALLOWANCE

The Board received an update on the planned introduction of the Local Housing Association (LHA), which would be introduced for all new private tenant claims and private tenant change of address claims from 7<sup>th</sup> April 2008. The LHA was a new way of determining rent payments for tenants in receipt of Housing Benefit. It would not replace

Housing Benefit.

It was reported that the LHA used a flat rate allowance based on the size of the tenant's household and the area in which they rent property to determine the amount of benefit payable. This amount was not directly related to the rent charged so the benefit the tenant received may be higher or lower than the contractual rent. Other circumstances, such as the money that the tenant has coming in or other people living in the household, would still affect the amount of benefit paid so the tenant may not always received the full rate of LHA. The new scheme enabled tenants to be able to chose between paying more to stay in a property that is larger or keeping the difference if they moved to a cheaper property (to a maximum of £15 per week).

The new scheme would apply to Housing Benefit claimants in the deregulated private sector and the mainstream private tenancies only and would apply to new tenancies.

RESOLVED: That

- (1) the report be noted; and
- (2) information contained in this report be circulated to all Members through the Information Bulletin.

Strategic Director  
Corporate and  
Policy

CS26 RATING (EMPTY PROPERTIES) ACT 2007

The Board was advised on changes to Empty Property Relief from 1<sup>st</sup> April 2008 as introduced by the Rating (Empty Properties) Act 2007. In response to the recommendations of the Barker Review and the Lyons Inquiry, the Chancellor of the Exchequer announced in his Budget report of 21<sup>st</sup> March 2007 the Government's intention to modernise the existing system of relief from business rates for owners of unoccupied property.

The proposed reforms increased liability to business rates for unoccupied properties to the same basic level of liability as for occupied properties (although the Bill provided for liability for unoccupied properties to be reduced by order). Although liability of empty property that was held by a charity and appeared likely to be next used for charitable purposes or that was held by a community amateur sports club and appeared likely to be used for the purposes of the club qualified for an exemption from rates under the NNDR (Unoccupied Property) Regulations. This was still subject to discussion.

RESOLVED: That

- (1) the report be noted; and
- (2) the information contained in the report be circulated to all Members through the Information Bulletin.

Strategic Director  
Corporate and  
Policy

CS27 REVIEW OF AREA FORUMS

The Board had previously made recommendations for improving the operation of Area Forums, these were considered by the Executive Board at its meeting on the 6<sup>th</sup> September 2007. The Executive Board made various recommendations which included that the "Strategic Director Corporate and Policy prepare an action plan for the implementation of the Board's decision in the 2008/9 Municipal Year and regular progress reports be made to the Corporate Services PPB." In accordance with this resolution an Action Plan was submitted to the Board for approval.

The following recommendations required further work or investigation:-

- Communications Strategy;
- Transport to Meetings;
- Microphones/Amplification;
- Hot Topics from HDL; and
- Neighbourhood Charters.

In order to monitor progress of the Action Plan several factors may be used as a measure of success. For example -

- i. attendance at meetings
- ii. awareness of Area Forums;
- iii. proportion of people who feel they can influence decisions in their locality; and
- iv. satisfaction amongst those attending forums.

RESOLVED: That

- (1) the action plan be endorsed;
- (2) a further on progress and impact be submitted towards the end of the 2008/09 year; and
- (3) the transport arrangements proposed be endorsed and reviewed after 12 months.

Strategic Director  
Corporate and  
Policy

CS28 AREA FORUMS' COMMUNICATION STRATEGY

One of the recommendations of the review of Area

Forums was to develop a Communications Strategy. A draft Strategy was circulated to the Board for consideration. It recommended developing a basic communications toolkit to enable each Forum to develop its own communications. The estimated cost of this was £2,000 which could be funded from existing corporate budgets. It would then be for each Forum to decide how it wanted to make use of this toolkit and whether it wished to fund some of the other options in the report.

RESOLVED: That

- (1) the Board considered the proposals for an Area Forum Communication Strategy;
- (2) Officers develop the toolkit outlined in the Strategy; and
- (3) each Area Forum be recommended to consider how best to use the toolkit and whether to adopt the other options outlined in the report.

Strategic Director  
Corporate and  
Policy

CS29 QTR 2 PERFORMANCE

The Board considered a report which outlined the progress of performance management second quarter against the service plan objectives, performance targets, performance trends/comparisons, factors affecting the services etc. for:

- Exchequer and Customer Services;
- Financial Services;
- ICT Services;
- Legal and member Services;
- Personnel Services;
- Policy and Performance; and
- Halton Stadium.

RESOLVED: That the second quarter performance management reports be received.

***Councillor Wainwright declared a personal interest in the above item as a member of the stadium fitness suite. Councillor Edge declared a personal interest in the above item as a family member is employed at stadium fitness.***

*Meeting ended at 7.55 p.m.*

**BUSINESS EFFICIENCY BOARD**

*At a meeting of the Business Efficiency Board held on Wednesday, 7 November 2007 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Leadbetter (Chairman), Lloyd Jones, Findon, Jones, Norddahl, Osborne, Philbin and Worrall

Apologies for Absence: Councillors Cross, A. Lowe and Sly

Absence declared on Council business: None

Officers present: I. Leivesley, C. Halpin, M. Murphy and D. Parr

Also in attendance: None

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

	<i>Action</i>
BEB17 MINUTES	
<p>The Minutes of the meeting held on 5<sup>th</sup> September 2007 were taken as read and signed as a correct record.</p>	
BEB18 DELIVERING VALUE FOR MONEY IN LOCAL GOVERNMENT: MEETING THE CHALLENGE OF CSR07	
<p>The Board received a report from the Strategic Director, Corporate and Policy which gave details of a recent publication by the Department for Communities and Local Government (DCLG) following the Governments announcement on the Comprehensive Spending Review.</p> <p>The Council was required to report on its efficiency gains to the DCLG on a regular basis. For the past three years the Council has been required to reach an annual target of 2.5% efficiency savings on its 2004/5 revenue budget position. It was required through an Annual Efficiency Statement to report these formally to Government.</p> <p>The publication outlined changes to those arrangements, and these was detailed within the report along with highlighting that there was a need for the Council and the Board to consider the implications of this report in terms of its future strategy around the efficiency agenda.</p>	

RESOLVED: That

(1) the report be noted; and

(2) the Efficiency Strategy document agreed by the Board last year be reviewed in the light of the new documents.

Strategic Director,  
Corporate and  
Policy

#### BEB19 MANAGEMENT STRUCTURES TOPIC GROUP

At the last meeting of the Board it had been agreed that a topic group be established to examine the principles applied to the development of the Authority's management structures in relation to its overall impact on the efficiency of the Council.

The Chief Executive briefed the Board on the approach that had and was currently being taken on such matters, in particular focusing on;

- the current climate of change within Local Government;
- the changes of the nature of posts due to the introduction of different working arrangements, such as partnership working;
- the changes to the balance between permanent and temporary posts;
- the need to continue to organise the workforce to match the Council's current priorities;
- updating the Workforce Development Strategy, which sets out the context, statistics and future vision;
- the streamlining of the senior management levels and the impact this had and would have in the future; and
- the major projects being undertaken by the Council and the need to have the right officers in place to deliver these.

RESOLVED: That

(1) the comments of the Chief Executive be considered in deciding the way forward for any topic work;

(2) a terms of reference and methodology for the group to follow be formulated; and

(3) the following members be appointed to the topic group;

Strategic Director,  
Corporate and  
Policy



Councillors Leadbetter (Chair), Jones, Philbin, Cross and Sly.

BEB20 PROCUREMENT TOPIC GROUP

The Board received a report of the Strategic Director, Corporate and Policy which sought agreement of the outline terms of reference for the Procurement Topic Group.

At its last meeting the Board asked that a topic group be formed to examine the Council's current procurement arrangements. The proposed terms of reference and methodology for the group to follow were outlined within the report.

RESOLVED: That

- (1) the outline terms of reference and methodology be agreed;
- (2) a representative from the Procurement Group be invited to the first meeting of the topic group; and
- (3) the actions of the Chairman in appointing the following members to the topic group be endorsed;

Councillors Lloyd Jones (Chairperson), Findon, Lowe, Norddahl and Osborne.

Strategic Director,  
Corporate and  
Policy

BEB21 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.

BEB22 INTERNAL AUDIT PROGRESS REPORT - QUARTER 2

The Board received a report which gave a summary of the work undertaken by Internal Audit for the period July to September 2007.

RESOLVED: That

- (1) the findings from the internal audit reports issued in quarter 2 be noted;
- (2) the progress made in implementing previous internal audit recommendations be noted;
- (3) the progress made against the 2007/8 Internal Audit Plan be noted; and
- (4) that there are no outstanding issues identified through the work of Internal Audit that have implications for the Council's annual governance statement be noted.

Strategic Director,  
Corporate and  
Policy

BEB23 AGENCY STAFF

The Board was provided with further details on the work that had been undertaken to develop a more robust approach to securing agency staff.

RESOLVED: That the Council make use of the framework agreed that exists between Liverpool City Council and Reed Managed Services.

Strategic Director,  
Corporate and  
Policy

*Meeting ended at 8.18 p.m.*

**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 22 October 2007 at Civic Suite, Town Hall, Runcorn*

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

Apologies for Absence: Councillor Osborne

Absence declared on Council business: None

Officers present: P. Watts, G. Ferguson, G. Henry, A. Pannell and J. Tully

Also in attendance: 3 Members of the public

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

	<i>Action</i>
DEV44 MINUTES	
<p>The Minutes of the meetings held on 26<sup>th</sup> September 2007, having been printed and circulated, were taken as read and signed as a correct record.</p>	
DEV45 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE	
<p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties made the decisions described.</p>	
DEV46 - PLAN NO. 07/00550/FUL - PROPOSED TWO STOREY CARE RESIDENTIAL CARE HOME FOR THE ELDERLY TO THE LAND AT ETHEL HANLEY HOUSE, CORONATION DRIVE, DITTON, WIDNES	
<p>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 objection to the proposal and there had been no comments received from local residents as a result of the consultation. However several residents had expressed concern details of which were outlined in the report.</p>	

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

1. Provision of amended plans reworking car parking layout.
2. Submission of material samples prior to commencement.
3. Tree protection measures to be agreed prior to commencement and implemented x 6.
4. Provision of landscaping scheme including replacement tree planting to western boundary conditions x 3.
5. Reduction of boundary hedging.
6. Approval of additional boundary treatment.
7. Approval of secure bin store details prior to commencement and provision of bins.
8. Approval of secure cycle store details prior to commencement.
9. Approval of any additional lighting to the external building elevations.
10. Obscure window details on north elevations to be submitted and approved prior to commencement.
11. Vehicle, car parking and servicing to be laid out prior to occupation.
12. Restriction of use to a care home for the elderly.
13. Wheel cleansing details and implementation.
14. Hours of construction and deliveries.

*(NB: Councillor Polhill declared a personal and prejudicial interest in the following item of business due to being a board member of Widnes Regeneration Limited and left the room during its consideration.)*

DEV47 - PLAN NO. 07/00611/REM - PROPOSED LEISURE FACILITY CONSISTING OF CINEMA, BOWLING ALLEY, ICE RINK AND LASER ZONE AND ANCILLARY A1/A3 USES TO THE LAND ADJOINING EARLE ROAD, ASHLEY WAY, WIDNES.

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 provided comments on the Flood Risk Assessment, which accompanied the outline application. United Utilities did not object to the proposal but expressed concern over water supply at the outline planning application stage due to the overall development requiring a significant amount of water

and the existing network would not support the total demand. However United Utilities had since reviewed the scheme and suggested that Venture Fields could be supplied with suitable supplies to allow development.

On behalf of the applicant Mr Richard Bakes attended the meeting and addressed the Committee.

RESOLVED: That the application be approved subject to the appropriate condition: -

1. Grampian style condition with regards to pedestrian links that the link into Ashley Way is not implemented until the pedestrian and cycle links are completed as part of the Gyrotory scheme; and
2. authority be delegated to the Operational Director Environmental and Regulatory Services to add any additional conditions required as a result of changes to the scheme and in consideration of public transport matters.

DEV48 - PLAN NO. 07/00615/FUL - PROPOSED DEMOLITION OF EXISTING SHOPPING CENTRE AND COMMUNITY CENTRE AND CONSTRUCTION OF NEW COMMUNITY CENTRE AND NEW VILLAGE SQUARE WITH RETAIL AND COMMERCIAL UNITS AND 39 NO. RESIDENTIAL APARTMENTS AT CASTLEFIELDS SHOPPING PARADE AND ADJACENT LAND, RUNCORN

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that two neighbours / local residents had made representations, the grounds of which were detailed in the report. In addition, the Committee was advised that a further letter had been received from the objector to both Castlefields Applications on this agenda to state their objection to the way the Castlefields regeneration was progressing, lack of democracy and reaffirming his objection to the loss of trees in the area.

On behalf of the applicant Mr Moscardini, of John McCall Architects, attended the meeting and addressed Committee.

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

1. Materials condition, requiring the submission and

2. approval of the materials to be used (BE2)
2. Drainage condition, requiring the submission and approval of drainage details. (BE1)
3. Drainage condition, requiring the submission and approval of oil interceptor details. (BE1)
4. Landscaping condition, requiring the submission of both hard and soft landscaping including replacement tree planting. (BE2)
5. Site investigation, including mitigation to be submitted and approved in writing. (PR14)
6. Boundary treatments including retaining walls to be submitted and approved in writing. (BE2)
7. Wheel cleansing facilities to be submitted and approved in writing. (BE1)
8. Construction and delivery hours to be adhered to throughout the course of the development. (BE1)
9. Vehicle access, parking, servicing etc to be constructed prior to occupation of properties/ commencement of use. (BE1)
10. Agreement and implementation of cycle parking, substation and bin store details (TP6)
11. Restricting number of retail/ commercial units in non-retail (A1) use to no more than approximately 50 per cent. (TC9)
12. Restricting external storage to shops and commercial units (BE1)
13. Submission and agreement of site and finished floor levels (BE1)
14. Agreement of details and construction design of all retaining walls (BE1)

Additional conditions considered necessary were reported as follows:

15. Submission and agreement of details of external flues.
16. Swept path analysis for bus-way area.
17. Method statement for pedestrian links to remain open during construction and demolition phases.
18. Sculpture / artwork feature and feature trees.
19. Temporary security arrangements to rear of community centre.
20. Bus stop details.
21. Scheme of off-site signage and road markings to include vehicle, pedestrian, cycle routes.
22. Implementation of public square and feature wall to community centre in accordance with details to be agreed.

DEV49 - PLAN NO. 07/00624/FUL - PROPOSED VARIATION TO PLANNING CONSENT 05/00804/FUL WITH AMENDED DIMENSIONS FOR BLOWER BUILDING AND REVISED LANDSCAPE SCHEME TOGETHER WITH THE PROVISION OF AN ADDITIONAL CONTROL KIOSK FOR SLUDGE MIXING TO THE MERSEY VALLEY PROCESSING CENTRE, BENNETTS LANE, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. Warrington Borough Council had advised that it raised no objections and consultation with the Health and Safety Executive confirmed that they did not advise, on safety grounds against the granting of permission.

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

1. Materials condition, requiring the scheme to be implemented in accordance with the submitted plans and materials schedule (BE2)
2. Landscaping condition, requiring the implementation of approved landscaping scheme in the first available planting season or in accordance with an agreed timetable. (BE2)

Additional conditions were reported as follows:

3. Submission and agreement of a landscape management plan; and
4. Additional landscape details relating to wildlife features.

DEV50 - PLAN NO. 07/00649/FUL - PROPOSED RESIDENTIAL DEVELOPMENT COMPRISING 24 NO. TWO STOREY HOUSES AND FLATS TO THE LAND AT PRINCES CLOSE, CASTLEFIELDS, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that one letter of representation had been received, details of which were outlined in the report. In addition, the Committee was advised that a further letter had been received from the objector to both Castlefields Applications on this agenda to state their objection to the way the Castlefields regeneration was progressing, lack of democracy and reaffirming his objection to the loss of trees in the area.

On behalf of the applicant Mr Moscardini, of John

McCall Architects, attended the meeting and addressed Committee.

It was advised that United Utilities had stated that they objected to the current proposals due to the location of public sewers on the site. The developer was aware of these and was proposing to divert them which would require agreement with United Utilities. It was therefore not considered that the current stated objection was sufficient to justify refusal or delay in determining the application as necessary.

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

1. Condition specifying amended plans (BE1)
2. Materials condition, requiring the submission and approval of the materials to be used (BE2)
3. Landscaping condition, requiring the submission of both hard and soft landscaping to include replacement tree planting. (BE2)
4. Boundary treatments including retaining walls to be submitted and approved in writing. (BE2)
5. Wheel cleansing facilities to be submitted and approved in writing. (BE1)
6. Construction and delivery hours to be adhered to throughout the course of the development. (BE1)
7. Vehicle access, parking, servicing etc to be constructed prior to occupation of properties/ commencement of use. (BE1)
8. Conditions relating to the agreement and implementation of bin stores cycle parking provision (TP6)
9. Submission and agreement of finished floor and site levels. (BE1)
10. Conditions relating to restriction of permitted development rights relating to extensions and outbuildings and boundary fences etc. (BE1)
11. Site investigation, including mitigation to be submitted and approved in writing. (PR14)
12. Conditions relating to tree protection during construction (BE1)
13. Agreement of details and construction design of all retaining walls (BE1)

DEV51 PLANNING APPLICATIONS TO BE DETERMINED BY ADJACENT AUTHORITIES

PLAN NO. 07/00598/ADJWST – Adjoining Authority Consultation by Cheshire County Council for the



development of a resource recovery park, comprised of an integrated waste management facility and environmental technologies complex, including vehicular access from widened Kemira road, erection of acoustic barriers, creation of cycle / pedestrian access station road, water access via upgraded berth on Manchester Ship Canal and rail access via new rail link to existing spur together with the provision of ecological mitigation areas and landscaping to the land adjacent to the Manchester Ship Canal at Ince Marshes.

It was reported that the proposed Resource Recovery Park is situated on land in an area known as Ince Marshes, lying to the east of the village of Ince and to the north east of Elton, Cheshire. The site is situated in an area of low-lying flat marshland reclaimed from the River Mersey following construction of the ship canal. The site lies within the jurisdiction of Ellesmere Port and Neston Borough Council and Cheshire County Council.

It was advised that the consultation only involved minor changes which had not addressed the Committees previous concerns. Therefore the recommendation would be the same as previously reported.

RESOLVED: That Cheshire County Council's attention be drawn to the gaps in the information submitted and be asked to address these issues before any decision is reached.

#### DEV52 MISCELLANEOUS ITEMS

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

Decisions have been received as follows :-

06/00651/FUL	Proposed two storey detached dwelling with turning space for service vehicles on Land Adjoining Casa Castana, The Common, Runcorn, Cheshire, WA7 2BB
--------------	--

#### **This appeal was allowed**

The two main issues were highway safety and whether the proposal would preserve or enhance the character or appearance of the Halton Village Conservation Area. The inspector stated in the report that vehicular access to the site was gained by means of a public right of way extending

from Pump Lane to the vicinity of Priory Close. It was a highway and not a private drive. The public right of way is a lightly trafficked shared surface used by both pedestrians and vehicles. It was noted that at points where vehicles were parked, there was enough room for other vehicles to pass safely. Furthermore, as it appears to be maintained solely as a footpath, the uneven surface and numerous potholes caused drivers to proceed relatively slowly and with more than usual care. He states that in his judgment traffic travelling at such relatively slow speeds would not constitute a significant hazard to pedestrians. Also the specification for a turning head could be conditioned and a single dwelling would only generate a modest increase in traffic. He also states that the sightlines would be adequate. He also goes on to state that the proposal would not have a significantly detrimental effect upon highway safety.

With regards to the desirability of preserving or enhancing the character or appearance of the Halton Village Conservation Area, the inspector finds that the proposal would preserve the character of the conservation area and enhance its appearance.

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

**This appeal was dismissed**

It was reported that the following applications had been withdrawn: -

07/00473/FUL Proposed conservatory to rear of 4 Orford Close, Hale, Liverpool, L24 4AL

07/00503/OUT Outline application (with appearance, landscaping and scale reserved) for the erection of a two storey building with shop unit at ground floor and residential accommodation above on Land To The South Of 140 Birchfield Road, Widnes, Cheshire

07/00512/FUL Proposed single storey side/rear extension at 95 Hale Gate Road,

Widnes, Cheshire, WA8 8LT

07/00558/FUL Proposed siting of container in rear garden at 6 Bradshaw Street, Widnes, Cheshire, WA8 6PZ

07/00574/FUL Proposed rear two storey/single storey extension to form new kitchen and bathroom at 29 Lilac Crescent, Runcorn, Cheshire, WA7 5JX

It was advised that the following applications had been returned: -

07/00586/HBCLBC Application for Listed Building Consent for installation of secure cycle lockers, 5 No. on Liverpool bound platform and 2 No. on Manchester bound platform at Widnes Farnworth Railway Station, Victoria Avenue, Widnes, Cheshire, WA8 7TJ

07/00587/HBCLBC Application for Listed Building Consent for installation of 5 No. secure cycle lockers on Liverpool bound platform at Hough Green Railway Station, Liverpool Road, Widnes, Cheshire, WA8 7XU

*Meeting ended at 7.10 p.m.*

This page is intentionally left blank

**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 19 November 2007 at Civic Suite, Town Hall, Runcorn*

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

Apologies for Absence: Councillor Osborne

Absence declared on Council business: None

Officers present: P. Watts, M. Simpson, L. Beard, A. Pannell, A. Plant, J. Tully and R. Wakefield

Also in attendance: Cllr E. Cargill, M Ratcliffe and M Wright and 3 members of the public.

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

	<i>Action</i>
DEV53 MINUTES	
<p>The Minutes of the meetings held on 22<sup>nd</sup> October 2007, having been printed and circulated, were taken as read and signed as a correct record.</p>	
DEV54 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE	
<p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties made the decisions described.</p>	
DEV55 - PLAN NO. 07/00585/FUL - PROPOSED DEMOLITION OF SINGLE STOREY BUILDINGS AND ERECTION OF PART TWO STOREY OFFICE BUILDING, WORKSHOPS, ACCESS ROADS, CAR PARKING AND ANCILLARY WORKS TO THE LAND AT INEOS CHLOR SOUTH PARADE, RUNCORN.	
<p>The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that United Utilities and the</p>	

Environment Agency had no objection in principle but had requested conditions relating to contaminated land and drainage. Two residents had commented on the application details of which were outlined in the report.

Ward Councillor M. Ratcliffe addressed the Committee and spoke against the application. A section from a survey carried out by RPS was tabled at the Committee that identified a small breeding colony of Greater Crested Newts. In addition Japanese Knotweed was also discovered. Members felt that it was unclear which site the information related to and requested that the proposal be deferred to investigate the issue of Greater Crested Newts and Japanese Knotweed raised by Councillor M Ratcliffe. It was reported that when the Authority consulted the Nature Conservation Officer, no problems were raised.

RESOLVED: That the application be deferred to investigate the issue of Greater Crested Newts and Japanese Knotweed.

DEV56 - PLAN NO. 07/00681/OUT - OUTLINE APPLICATION (WITH ALL MATTERS RESERVED) FOR DEVELOPMENT OF SANDYMOOR LOCAL CENTRE INCLUDING UP TO 34 DWELLINGS AND UP TO 3,000SQ.M OF COMMERCIAL, RETAIL, HEALTH, RECREATION AND LEISURE FLOOR SPACE TO THE LAND OFF PITTS HEALTH LANE, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that two letters of objection had been received, the grounds of which were detailed in the report.

Mr Hasoun addressed the Committee and spoke against the application and raised concerns such as the design of the buildings being 2.5 to 3 storeys, the new access road causing noise nuisance and pollution, the felling of trees and whether there was a need for another public house.

In response it was noted that the noise and air quality can be adequately controlled by way of conditions, no trees were to be felled prior to the agreement and a replacement planting scheme was suggested.

It was reported that should planning permission be granted the developers, English Partnerships and the Authority would have a briefing session in order to discuss

the application in more detail.

RESOLVED: That subject to a planning brief 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.
2. Time limit for the submission of reserved matters.
3. Time limit for the commencement of development.
4. Reserved matters to be submitted and carried out as approved.
5. Requiring development to satisfy the standards and guidance of the Local Planning Authority and specifying maximum heights for the proposed buildings to 3 storeys and in accordance with the submitted heights schedule (BE1)
6. Materials condition, requiring the submission and approval of the materials to be used (BE2)
7. Drainage condition, requiring the submission and approval of drainage details. (BE1)
8. Drainage condition, requiring the implementation of appropriate oil interceptor. (BE1)
9. Requiring agreement and implementation of a scheme of compensatory flood storage works (BE1)
10. Requiring ecological surveys of surrounding ponds and watercourses and appropriate mitigation and habitat protection as required (GE21).
11. Landscaping condition, requiring the submission of both hard and soft landscaping. (BE2)
12. Requiring a full arboricultural method statement and tree protection plan (BE1)
13. Tree protection and requiring that no trees be felled unless agreed through detailed submission (BE1)
14. Requiring a comprehensive landscaping plan including new and replacement tree planting. (BE1)
15. Site investigation, including mitigation to be submitted and approved in writing. (PR14)
16. Boundary treatments including retaining walls to be submitted and approved in writing. (BE2)
17. Wheel cleansing facilities to be submitted and approved in writing. (BE1)
18. Details of disabled access and parking to be submitted and approved in writing. (BE2)
19. Construction and delivery hours to be adhered to throughout the course of the development. (BE1)
20. Vehicle access, parking, servicing etc to be constructed prior to occupation of properties/ commencement of use. (BE1)

21. Agreement and implementation of cycle parking provision (TP6)
22. Restricting number of ground floor retail/ commercial units in non-retail (A1) use to no more than approximately 50 per cent. (TC9)
23. Requiring submission and agreement of details relating to external flues/ air conditioning or extraction units/ any other plant (BE1)
24. Specifying floor space limits for retail uses (TC4)
25. Submission and agreement of finished floor and site levels. (BE1)
26. Restricting opening hours in accordance with details to be agreed (BE1)
27. Restricting external lighting (PR4)
28. Requiring submission and agreement of details of ancillary development including recycling and refuse facilities, CCTV, substation etc (BE1)
29. Provision of re-cycling facilities and bin provision for each apartment.

DEV57 - PLAN NO. 07/00684/FUL - PROPOSED ERECTION OF 5 N. B1/B2/B8 COMMERCIAL UNITS WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING TO THE LAND ON THE SITE ADJACENT TO PHASE 1 HERON BUSINESS PARK, TANHOUE LANE, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that the authority was waiting for the final wording from the Environment Agency in relation to environmental conditions. It was noted that no objections had been received.

It was advised that authority be delegated to the Operational Director – Environmental and Regulatory Services to approve the application in consultation with the Chair or Vice Chair of the Committee.

RESOLVED: That authority be delegated to the Operational Director – Environmental and Regulatory Services to approve the application in consultation with the Chair or Vice Chair of the Committee subject to the following conditions:-

1. Standard condition relating to timescale and duration



- of the permission;
2. Specifying amended plans (BE1).
  3. Ground investigation study required prior to the commencement of development (PR14).
  4. Wheelwash condition required for construction phase (BE1).
  5. Parking conditions (2 separate conditions) to ensure parking is provided and maintained at all times. The use of the premises shall not commence until the vehicle access and parking has been laid out (TP12 & E5).
  6. Landscaping condition is required to ensure comprehensive details are provided prior to the commencement of development (BE2 & E5).
  7. Replacement tree planting condition (BE2).
  8. Boundary treatment condition is required to ensure details are provided prior to the commencement of development (BE2 & E5).
  9. Condition to show the levels details for the proposal and how it links in with the adjoining cycleway/landscape strip (BE1).
  10. Visibility splay condition for access onto Brown Street to ensure that this is maintained at all times (BE1).
  11. Details of the design of the bin storage (BE2 & E5).
  12. Storage condition to ensure no outside storage (E5).
  13. Pedestrian access required to be provided from Tanhouse Lane (TP7).
  14. Details of retaining walls/barriers for any works to the highways (BE1 & BE2).
  15. Details of cycle parking to be provided prior to occupation (TP6).
  16. Details of disabled parking required prior to occupation (BE1).
  17. Travel Plan required prior to the occupation (TP16).
  18. Environment Agency conditions (BE1).

DEV58 - PLAN NO. 07/00692/FUL - PROPOSED DEMOLITION / REBUILDING OF EXISTING CANTEEN, REVISED ENTRANCE FOYER AND CAR PARKING, PROPOSED 2 NO. SECURITY LODGES, NEW TOILET BLOCK AND CYCLE SHELTER TO THE LAND AT DHL EXEL SUPPLY CHAIN, WHITEHOUSE INDUSTRIAL ESTATE, ASTON LANE NORTH, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that no comments had been received from local residents. The landscaping officer

raised no objections on the basis that the applicant would provide compensation for any loss of internal landscaping in the form of tree planting off site through a financial contribution.

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

1. Three year commencement condition.
2. Provision of amended plans reworking car parking layout (BE1).
3. Submission of material samples prior to commencement (BE2).
4. Entering into a Legal Agreement for financial contributions towards replacement tree planting and passenger support improvements (S25).
5. Approval of additional boundary treatment (BE1 & BE2).
6. Approval of secure cycle store details prior to occupation (TP6).
7. Approval of details of gatehouse and security lodge to be agreed prior to commencement. Such details shall restrict the height of these buildings to no higher than 4.5m (BE1).
8. Approval of details of toilet block to be agreed prior to commencement. Such details shall restrict the height of these buildings to no higher than 4m (BE1).
9. Approval of details of any ancillary signalling, lighting and directional signage as a result of this development to be agreed prior to commencement (BE1 & BE2).
10. Approval of Structural Calculations required for any retaining wall within 4m of an existing public highway and which at any point is 1.5m above or below the level of the existing ground at that point prior to commencement. Details to be carried out in accordance with DfT's Design Manual for Roads and Bridges BD 2/05 Highway Bridge to satisfaction of LPA. 1. Approval in Principle (AIP) - for outline structural proposals (BE1).
11. Contractors' vehicles shall not park on the public highway during the course of construction (BE1).
12. Approval of any additional lighting to the external building elevations (BE1 & BE2).
13. Submission and approval of Travel Plan prior to use of the facilities. Including identification of Travel Coordinator and annual monitoring report commitment (TP16).
14. Vehicle, car parking and servicing to be laid out in

accordance with approved plans (BE1).  
15. Wheel cleansing details and implementation (BE1).

DEV59 - PLAN NO. 07/00701/OUT - OUTLINE APPLICATION (WITH APPEARANCE, LANDSCAPING AND SCALE MATTERS RESERVED) FOR THE ERECTION OF BUILDING FOR SELF STORAGE TO THE LAND OFF HUTCHINSON STREET, WIDNES.

It was reported that this application had been withdrawn.

DEV60 - PLAN NP. 07/00716/FUL PROPOSED FOUR STOREY MIXED USE DEVELOPMENT COMPRISING 24 NO. TWO BED APARTMENTS AND 4 NO. RETAIL UNITS TO THE LAND AT 88A - 92 ALBERT ROAD, WIDNES.

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

Members raised concerns regarding ground contamination as the site was a former petrol station. It was reported that a ground survey had been carried out in the past. It was also noted that conditions could be added to speed up the process for commencement of the application.

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

1. Standard Condition relating to timescale and duration of the permission;
2. Materials condition, requiring the submission and approval of the materials to be used (BE2);
3. Submission, agreement and implementation of scheme for drainage (BE1)
4. Landscaping condition, requiring the submission of both hard and soft landscaping. (BE2)
5. Site Investigation, including mitigation to be submitted to and approved in writing. (PR14)
6. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of use. (BE1)
7. Wheel wash condition required for construction phase (BE1).
8. Parking conditions to ensure parking and servicing areas is provided and maintained at all times. The use of the premises shall not commence until the

vehicle access and parking has been laid out (TP12 & E5).

9. Boundary treatment condition is required to ensure details are provided prior to the commencement of development (BE2).
10. Construction hours to be adhered to throughout the course of the development. (BE1)
11. Opening hours to be adhered to throughout the life of the permission. (BE1)
12. Condition requiring the submission of any external flues on any units. (BE2)
13. Condition requiring the submission and approval of shutters, shutters should not have projecting boxes and shall be perforated (BE2)
14. Details of equipment to control the emissions of fumes shall be submitted and agreed in writing. (BE1 & PR3)
15. Condition restricting the uses of the ground floor units (BE1)
16. Noise levels in residential to comply with BS8233. (PR2)
17. A scheme of sound installation to be submitted and agreed in writing (PR2)
18. Provision of bin storage and bin provision (BE1).

Additional conditions were reported as follows:

19. Submission of details of pedestrian access on to cross street and off site highways works;
20. Entering into of a Section 106 agreement in relation to developer contributions for off-site open space.

#### DEV61 MISCELLANEOUS ITEMS

It was reported that appeals were lodged following the Council's refusal / non determination of the following applications:

Decisions had been made as follows: -

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
--------------	---

**This appeal was dismissed.**

06/00958/OUT Outline application (with landscaping matters reserved) for erection of 14 No. one bedroom apartments with adjacent parking and amenity space at 24 - 30 Farnworth Street, Widnes, Cheshire

**This appeal was allowed.**

The main issues were whether adequate amenity space would be provided, and whether the proposed development would harm the living conditions of residents in the proposed apartments.

The Inspector had considered the main issue was the level of amenity space and open space within the proposed development. He then stated that with the chosen layout, for the development, it was difficult to see any practical way of providing 25m<sup>2</sup> open space per unit. With one bedroom flats on the site and therefore it seemed off site open space provision would be entirely acceptable.

The Inspector also points out that some of the open space provided recently for the nearby housing scheme is currently poorly maintained. He can see merit in providing minimal open space in locations such as the appeal site because of maintenance problems and the absence of need for such space by occupiers of 1 bed units.

Harm to the living conditions of residents in the proposed apartments was also considered by the Inspector. He stated that it was possible that residents in the apartments facing the rear car park could from time to time be disturbed by occasional movements of vehicles or pedestrians. It was not considered this would be materially different to disturbance experienced by existing residents living nearby in properties fronting Farnworth Street. The Inspector went on to say that this low level of disturbance was to be expected and would not seriously affect the amenity of residents in the new apartments.

The appeal was allowed with conditions on external materials, access and parking, ground levels, wheel cleansing, boundary treatment, landscaping, contamination, construction work hours and sewage and drainage arrangements.

06/00972/FUL Proposed residential development consisting of 40 No. dwellings at Former Fire Station, Heath Road, Runcorn,

Cheshire, WA7 4XL

**This appeal was dismissed**

Although the appeal was dismissed (the development not allowed) the Council had been ordered to contribute towards the appellants costs of the appeal proceedings and in particular the costs associated with information unnecessarily provided.

Members requested that the outcome of meetings proposed to discuss the claim for costs be reported back to the Committee.

**2) The following applications had been withdrawn: -**

07/00538/FUL Proposed minor alterations to planning approval 05/00903/FUL at Meadow Lodge, Bennetts Lane, Widnes, Cheshire, WA8 0GT

07/00622/FUL Proposed installation of new shop front at News & Food, 9 Albert Road, Widnes, Cheshire, WA8 6JA

07/00625/COU Proposed change of use from residential to hair & beauty salon at 18 South Road, Runcorn, Cheshire, WA7 4EY

07/00655/FUL Proposed garage conversion, single storey side/rear extension and enclosure of existing canopy to form front porch at 7 Aylsham Close, Widnes, Cheshire

|

*Meeting ended at 7.00 pm*

This page is intentionally left blank



**STANDARDS COMMITTEE**

*At a meeting of the Standards Committee on Wednesday, 21 November 2007 in Conference Room 1, Municipal Building*

Present: Mr B. Badrock (Chairman) and Mr T. Luxton, and Councillors Lewis, Parker, Redhead, Wainwright and Wharton

Apologies for Absence: Parish Councillor Crawford

Absence declared on Council business: None

Officers present: M. Reaney and L. Cairns

Also in attendance: None

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

STC9 MINUTES

The minutes of the meeting held on 5<sup>th</sup> September 2007, having been printed and circulated, were signed as a correct record.

STC10 ACTION LIST

The Committee considered the action list in detail and agreed the following:

- Action 1 - a report be submitted to the next meeting.
- Action 2 – this be deleted.
- Action 3 – the Monitoring Officer liaise with Wigan to see if any hearings were imminent.
- Action 4 – this be deleted.
- Action 6 – the Monitoring Officer and Chairman liaise about potential costs and their inclusion in the budgetary process.
- Action 7 – a copy of the information currently available on the Council’s website be provided for consideration at the next meeting and advice be sought as to whether or not the number of “hits” to this area can be ascertained.
- Action 11 – this be removed as a consortium was in

*Action*

Monitoring Officer

place – a commission for the individual case at the appropriate time would set out exactly what was expected from the consortium.

- Action 14 – this be removed as now complete.
- Action 16 – refer to minute number STC13 (2).
- A further action be added (see minute number STC11 (3)).

#### STC11 SIXTH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES - FEEDBACK

The Committee received a report from the Chairman on the Sixth Annual Assembly of Standards Committees, which he had attended on 15<sup>th</sup> and 16<sup>th</sup> October 2007. A variety of information had been received, for example notes regarding the filter process, and it was requested that this be circulated to Members of the Committee for information.

Monitoring Officer

The Chairman reported that a number of case studies had been worked through within workshops. In addition, the following issues had been considered at the event:

- the introduction of the local filter system the following year;
- the “gentler” Code and devolution to local authorities;
- resource implications;
- the need for Members to register all interests by April 2008 for June 2008;
- implications for Parish Councils, particularly those with a small precept;
- greater responsibility on the Monitoring Officer; and
- the need for a responsible officer to manage the process.

The Committee discussed the following:

- the potential difficulties with the timeframe in respect of the completion of Register of Interest forms;
- would the “gentler touch” be “toothless”? – it was noted that the filter process would be based on the seriousness of the accusation and would be subject to judicial review;
- the possible need to divide the Committee into different groups to deal with various stages of any complaint and the difficulties that could arise as a result of this should a member have an interest, as well as the possible lack of consistency in such a process; and
- the difficulty in recruiting independent members.

Members discussed training requirements and ways of ensuring that Councillors understood the implications of the Code, for example via training sessions prior to full Council meetings, or one-to-one sessions. In addition, it was agreed that representation should be made to the Standards Board for England regarding the distribution of invitations for future conferences.

RESOLVED: That

- (1) guidance be produced for the next appropriate meeting of the Committee setting out actions required at each stage of the complaint process;
- (2) consideration be given to the provision of further Council Member training on the Code of Conduct; and
- (3) a letter be sent to the Standards Board for England requesting that their method of allocating places on conferences be amended so that, in future, an invitation be sent to the Chairs of all Standards Committees initially and they be provided with the opportunity of taking up this offer by a specified date.

Monitoring Officer

#### STC12 STANDARDS BOARD TRAINING DVD

The Committee watched the new training DVD issued by the Standards Board for England entitled "The Code Uncovered", highlighting the key changes to the revised Code of Conduct.

RESOLVED: That the possibility of providing all Members with access to this DVD be investigated.

Monitoring Officer

#### STC13 STANDARDS BOARD INFORMATION ROUND-UP

The Committee considered a report of the Strategic Director – Corporate and Policy together with a copy of Bulletin 35 issued by the Standards Board for England. It was noted that the document considered the implications for Authorities of the expected move towards a locally based ethical framework from April 2008 and provided an update on the recent local filter pilot projects. It also dealt with specifications for the roles of independent members of Standards Committees.

The Occasional Paper on predetermination and bias had also been circulated for Members' consideration,

together with advice from Counsel. Both these documents had already been circulated to all Members of the Council via the Information Bulletin. The Committee agreed that further clarification in a simple format was required and it was:

RESOLVED: That the Monitoring Officer examine the guidance and produce proposals for the next meeting regarding:

Monitoring Officer

- (1) the production of information on the Code, predetermination and bias in a simple format; and
- (2) local filter duties.

STC14 LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Committee considered a report of the Strategic Director – Corporate and Policy advising on the enactment of the Local Government and Public Involvement in Health Act 2007 and the implications for the Code of Conduct.

A briefing note from Messrs Weightmans was appended to the report detailing the change in the legislation, which meant that the Code was capable of being applicable to a Member's conduct in his/her private capacity but only where that conduct would amount to a criminal offence.

RESOLVED: That the report be noted.

*Meeting ended at 5.00 p.m.*

**REGULATORY COMMITTEE**

*At a meeting of the Regulatory Committee on Monday, 26 November 2007 in the Council Chamber, Runcorn Town Hall*

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

Apologies for Absence: Councillors Cross and Wainwright

Absence declared on Council business: None

Officers present: G. Ferguson, K. Cleary, J. Findlow, J. Tully, L. Capper, I. Mason and W. Salisbury

Also in attendance: Cllr Ashcroft (St Helens Council), D Broster (St Helens Council), I Seville (Cheshire Constabulary) and P Ramsden (Warrington Council)

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

REG12 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 REG17 case 671 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.

REG13 MINUTES

The minutes of the meeting held on 1<sup>st</sup> June, 18<sup>th</sup> June and 30<sup>th</sup> July 2007 having been printed and circulated were taken as read and signed by the Chairman as a correct record.

REG14 CREAMFIELDS EVENT 2007

The Committee received a report from the following

responsible authorities on issues arising from the Creamfields Event:-

- Cheshire Constabulary;
- Halton Borough Council Environmental Health – Environmental Protection;
- Halton Borough Council Environmental, Health (Health and Safety); and
- Warrington Borough Council.

Ian Seville attended the meeting and summarised the views of Inspector Paul Carroll from Cheshire Constabulary who was unable to attend and also his own views as Police Licensing Officer regarding the planning and delivery of policing for Creamfields 2007 Music Festival. It was noted that reported crime had reduced, with a reduction of approximately 50% over 2006 levels and the types of crimes reported showed a significant reduction in the more serious types and more importantly, there were no knifepoint robbery crimes in 2007.

Arising from the discussion members expressed concern that there was insufficient traffic signage at the festival, there were various problems around taxi vehicles dropping off and picking up festival-goers, and there appeared to be a shortage of stewards to operate a successful traffic management plan on the site.

On behalf of Halton Borough Council (Environmental Health) (Environmental Protection) Isobel Mason attended the meeting and addressed the Committee on issues around noise/noise readings and the number of complaints received from residents. It was reported that Monitoring had taken place in the Appleton area where noise from the main stage was clearly audible up until 23.00 hours. Recordings had indicated that the level of noise in these areas was considerably below that specified within the Licence. Monitoring by Officers from the Environmental Health Section indicated that there were no breaches of the Licence conditions pertaining to noise.

Wendy Salisbury attended and addressed the Committee on behalf of Halton Borough Council Environmental Health (Health and Safety, Food and Safety Standards) the Committee were advised that the Health and Safety Service welcomed early contact and timely responses to the enquiries from Creamfields staff. Work transport on the site continued to be a concern although clearly some changes had been made and attempts were made to improve conditions throughout the weekend. No

problems were encountered with food businesses prior to or during the event.

In addition, Members considered comments from Mr. P. Ramsden on behalf of Warrington Borough Council, which provided an overview of the event, monitoring that had taken place, complaints received during the event from local residents and complaints after the event. Despite the perceived noise levels being higher in Appleton, Hatton and Dudlow Green before 23.00, Warrington Borough Council or other agencies were not inundated with complaints. The level of complaint was very low for noise and no complaints were received relating to traffic issues, litter or anti-social behaviour. Residents on Park Lane were disturbed by contractors laying trackway outside of the agreed hours, however this could be dealt with by better supervision if the Creamfields Event went ahead in 2008.

RESOLVED: That the report be noted.

#### REG15 REGULATORY COMMITTEE ANNUAL REPORT

The Committee considered a report from responsible authorities on activities during the past 12 months with regard to matters within the jurisdiction of the Committee. The responsible authorities were:-

- Cheshire Constabulary; and
- Environmental Health Services.

The report also included matters relating to legislative changes throughout the year, in particular to Dealing in Game and Killing Game which was repealed on 1<sup>st</sup> July 2007 and to the definition of what constitutes a dangerous wild animal, in addition the Gambling Act 2005 which came into effect on 1<sup>st</sup> September 2007. The Council now have responsibility for issuing Premises Licences for betting shops, bingo halls, adult gaming centres, family entertainment centres. In addition, there was a new permit/registration system dealing with gaming machines (in pubs and clubs and family entertainment centres), prize gaming and society lotteries. The Committee were advised on the current position surrounding these matters.

RESOLVED: That the reports from the responsible authorities be noted.

#### REG16 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.

#### REG17 TAXI MATTERS

The Committee were asked to determine two referral cases, details of which had been circulated to Members of the Committee only.

Both of the applicants attended the Committee in support of their applications.

RESOLVED: That in respect of

Case Number 670

The Hackney Carriage Vehicle Licence be revoked with immediate effect. The grounds for revoking the licence were:

- the vehicle was unfit for use as a Hackney



- Carriage Vehicle;  
the history of the vehicle in terms of failed tests and missed tests is such that the Committee did not believe the vehicle would be fit for use in a reasonable time; and
- it was unacceptable given the limited number of Hackney Carriage vehicles in the borough to allow a vehicle to remain off the road (albeit because it was unfit) for an indefinite period.

Case Number 671

That due to exceptional circumstances, which were outlined to the Committee by the applicant, a Licence Cover Note be granted pending receipt of a CRB check.

*Meeting ended at 10.05 p.m.*

This page is intentionally left blank