

HALTON BOROUGH COUNCIL



*Municipal Building,
Kingsway,
Widnes.
WA8 7QF*

9th December 2008

**TO: MEMBERS OF THE HALTON
BOROUGH COUNCIL**

You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 17 December 2008 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

-AGENDA-

- 1. COUNCIL MINUTES**
- 2. APOLOGIES FOR ABSENCE**
- 3. THE MAYOR'S ANNOUNCEMENTS**
- 4. DECLARATIONS OF INTEREST**
- 5. LEADER'S REPORT**
- 6. MINUTES OF THE EXECUTIVE BOARD**
 - a) 9th October 2008
 - b) 16th October 2008
 - c) 6th November 2008
 - d) 13th November 2008
 - e) 20th November 2008
- 7. MINUTES OF THE EXECUTIVE BOARD SUB-COMMITTEE**
 - a) 16th October 2008
 - b) 6th November 2008
- 8. 3MG EXECUTIVE SUB-BOARD**
 - a) 16th October 2008
- 9. MINUTES OF THE MERSEY GATEWAY EXECUTIVE BOARD**
 - a) 20th November 2008
- 10. QUESTIONS ASKED UNDER STANDING ORDER NO. 8**
- 11. MATTERS REQUIRING A DECISION OF THE COUNCIL**

**a) Protocol for Members' Access to Part 2 Items - Executive Board
20th November 2008 (Minute No. EXB73 refers)**

The Executive Board considered the attached report.

RECOMMENDED: That the following amendment to the Constitution as set out below be approved:

“For the avoidance of doubt, Councillors who are not Members of a particular committee/sub-committee/board have no automatic right to remain in a meeting of a committee/sub-committee/board once a resolution has been passed under Section 100 (A) (4) of the Local Government Act 1972 excluding the press and public from the Meeting. A Councillor would only be entitled to remain in the Meeting if he or she had been able to establish a “need to know” as described above, to the satisfaction of the committee/sub-committee/board. In these circumstances, a Councillor who is not a Member of the committee/sub-committee/board wishing to remain in a meeting following a passing of the appropriate resolution shall demonstrate the “need to know” on a report by report basis to the Chief Executive no later than the day preceding the Meeting or as soon as possible. The Chief Executive will then consult the relevant Chair. This will enable due consideration to be given to the request, in order that appropriate advice may be given to the committee/sub-committee/board to assist them in making the decision.”

**b) Determination of Council Tax Base - Executive Board 4th December
2008**

The Executive Board considered the attached report.

RECOMMENDED: That

- (1) the 2009/10 Council Tax Base be set at 38,200 for the Borough, and that the Cheshire Fire Authority, the Cheshire Police Authority, and the Environment Agency be so notified; and
- (2) the Council Tax Base for each of the Parishes be set as follows:

Parish	Tax Base
Hale	729
Halebank	569
Daresbury	141
Moore	345
Preston Brook	347
Sandymoor	913

c) Castlefields Ward - Change of Name

To consider the attached report.

d) CALL-IN - Waste Management Communications Campaign - Executive Board Sub-Committee 16th October 2008 (Minute No. ES41refers)

The Chief Executive has received the following call-in in accordance with Standing Order No. 9:

Proposed by: Councillor P. Blackmore
Seconded by: Councillor Hodgkinson

“Need to justify suspending standing orders for a communications campaign on re-cycling when the money could be spent on improving existing recycling facilities.”

The report considered by the Executive Board Sub-Committee is attached.

e) CALL-IN - Traveller Transit Site - Pitch Charges - Executive Board Sub-Committee 16th October 2008 (Minute No. ES42 refers)

The Chief Executive has received the following call-in in accordance with Standing Order No. 9:

Proposed by: Councillor Murray
Seconded by: Councillor Findon

“The intention of the Council for this site to be “cost neutral” is unlikely to be achieved. The pitch price should be increased and a pitch charge should be levied against all caravans that occupy a pitch in order that revenue is greater than expenditure thereby avoiding the need to ask Halton residents to subsidise this site. The present manner of allocating pitches may mean that the extended powers given to the Police when this Transit site opens will be diminished if pitches on this Transit site are un-available. To rectify this problem all pitches should be occupied for no more than two weeks and the pitches when initially allocated should be on a staggered basis to help pitches to become available more frequently.”

The report considered by the Executive Board Sub-Committee is attached.

12. CHANGES TO BOARD MEMBERSHIP

To note the following changes to Board Membership, which have been made in accordance with Standing Order No. 30(4):

Councillor Higginson - filled the vacancy on the Healthy Halton Policy and Performance Board; and

Councillor Inch - replaced Councillor Higginson on the Business Efficiency Board

13. OUTSIDE BODY APPOINTMENTS

To note the following outside body appointments which have been confirmed since the last meeting of the Council:

North West Local Government Association - Councillor Hodgkinson
Custody Suite – Councillor M. Ratcliffe
Widnes Educational Foundation – Councillor Findon
National Society for Clean Air - Councillor Findon
Merseyside Steering Committee - Councillor Findon

14. MINUTES OF POLICY & PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

- a) Children & Young People - cream pages
- b) Employment, Learning & Skills - yellow pages
- c) Healthy Halton - blue pages
- d) Safer Halton - pink pages
- e) Urban Renewal - green pages
- f) Corporate Services - salmon pages
- g) Business Efficiency Board - white pages

15. COMMITTEE MINUTES

- a) Development Control - pink pages
- b) Standards - white pages
- c) Regulatory - blue pages

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REPORT TO: Executive Board

DATE: 20th November 2008

REPORTING OFFICER: Strategic Director – Corporate & Policy

SUBJECT: Protocol for Members' access to Part 2 Items

WARDS: N/A

1.0 PURPOSE OF THE REPORT

1.1 To propose an amendment to the Constitution dealing with Members Access to Part 2 Items.

2.0 RECOMMENDATION That

2.1 The Council be asked to approve an amendment to the Constitution as set out in paragraph 3.2 below.

3.0 SUPPORTING INFORMATION

3.1 Members have recently asked that clarification be given in respect of their rights of access to Meetings of a committee/sub-committee/board of which they are not members when exempt information is being discussed and the appropriate resolution has been passed. Appropriate advice has been given by officers, and it has been requested that consideration be given to an amendment being made to the Constitution in order that an agreed protocol can be adopted.

3.2 It is considered that the best means of achieving this is to insert a new paragraph 3.8 to the Code of Conduct Relating to Members Access to Council Documents. The following wording is suggested:-

“For the avoidance of doubt, Councillors who are not Members of a particular committee/sub-committee/board have no automatic right to remain in a meeting of a committee/sub-committee/board once a resolution has been passed under Section 100 (A) (4) of the Local Government Act 1972 excluding the press and public from the Meeting. A Councillor would only be entitled to remain in the Meeting if he or she had been able to establish a “need to know” as described above, to the satisfaction of the committee/sub-committee/board. In these circumstances, a Councillor who is not a Member of the committee/sub-committee/board wishing to remain in a meeting following a passing of the appropriate resolution shall

demonstrate the “need to know” on a report by report basis to the Chief Executive no later than the day preceding the Meeting **or as soon as possible. The Chief Executive will then consult the relevant Chair.** This will enable due consideration to be given to the request, in order that appropriate advice may be given to the committee/sub-committee/board to assist them in making the decision”.

4.0 POLICY IMPLICATIONS

4.1 The Council’s policy on the rights of Members to attend Meetings whilst consideration is being given to Part 2 Items would be clarified and enshrined in the Constitution. Currently, common law rights govern the position.

5.0 OTHER IMPLICATIONS

5.1 None

6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

6.1 Children and Young People in Halton - None

6.2 Employment, Learning and Skills in Halton – None

6.3 A Healthy Halton – None

6.4 A Safer Halton - None

6.5 Halton’s Urban Renewal – None

7.0 RISK ANALYSIS

7.1 Whilst common law governs the present situation, it is considered that it would be advantageous for the rights of Members to be clarified and established in the Constitution. This would remove the risk of uncertainty.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None

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

10.0

None under the meaning of the Act.

Document	Place of Inspection	Contract Officer
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REPORT TO: Executive Board

DATE: 4th December 2008

REPORTING OFFICER: Operational Director – Financial Services

SUBJECT: Determination of Council Tax Base

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 There is a requirement for the Council to determine the 'Tax Base' for its area and also the tax base for each of the Parishes.
- 1.2 It is required to notify the figure to the Cheshire Fire Authority, the Cheshire Police Authority and the Environment Agency by 31st January 2009. The Council is also required to calculate and advise, if requested, the Parish Councils of their relevant tax bases.

2.0 RECOMMENDED: That

- (1) **The Executive Board recommend to the Council that the 2009/10 Council Tax Base be set at 38,200 for the Borough, and that the Cheshire Fire Authority, the Cheshire Police Authority, and the Environment Agency be so notified; and**
- (2) **The Executive Board recommend to the Council that the Council Tax Base for each of the Parishes be set as follows:**

Parish	Tax Base
Hale	729
Halebank	569
Daresbury	141
Moore	345
Preston Brook	347
Sandymoor	913

3.0 SUPPORTING INFORMATION

3.1 The Tax Base

The 'Tax Base' is the measure used for calculating the council tax and is used by both the billing authority (the Council) and the major precepting authorities (the Cheshire Fire Authority and the Cheshire Police Authority), in the calculation of their council tax requirements.

The tax base figure is arrived at in accordance with a prescribed formula, and represents the estimated full year number of chargeable dwellings in the Borough, expressed in terms of the equivalent of Band 'D' dwellings.

3.2 The Council Tax Base for 2009/2010

The tax base is calculated using the number of dwellings included in the Valuation List, as provided by the Listing Officer, as at 15th September 2008. Adjustments are then made to take into account the estimated number of discounts, voids, additions and demolitions during the period 16th September 2008 to 31st March 2009.

An estimated percentage collection rate is then applied to the product of the above calculation to arrive at the tax base for the year.

Taking account of all the relevant information and applying a 99% collection rate, the calculation for 2009/2010 gives a tax base figure of 38,200 for the Borough as a whole.

The appropriate tax base figure for each of the Parishes is as follows:

Parish	Tax Base
Hale	729
Halebank	569
Daresbury	141
Moore	345
Preston Brook	347
Sandymoor	913

4.0 POLICY AND OTHER IMPLICATIONS

4.1 There are no direct policy or other implications arising from this report.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

There are no direct implications arising from this report.

5.2 Employment, Learning and Skills in Halton

There are no direct implications arising from this report.

5.3 A Healthy Halton

There are no direct implications arising from this report.

5.4 A Safer Halton

There are no direct implications arising from this report.

5.5 Halton's Urban Renewal

There are no direct implications arising from this report.

6.0 RISK ANALYSIS

6.1 Setting the Council Tax base within the statutory timescale and in accordance with the prescribed formula minimises the risk of loss of income to the Council.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no direct implications arising from this report.

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

Document	Place of Inspection	Contact Officer
Working Papers	Catalyst House	P. McCann

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REPORT TO: Council
DATE: 17 December 2008
REPORTING OFFICER: Chief Executive
SUBJECT: Castlefields Ward – Change of Name
WARDS: Castlefields

1.0 PURPOSE OF THE REPORT

To inform Members of the results of a consultation exercise on the change of name of Castlefields Ward.

2.0 RECOMMENDATION:

2.1 That Council be recommended to change the name of Castlefields Ward to 'Halton Castle Ward'.

3.0 SUPPORTING INFORMATION

The Council at its meeting on 13 August 2008 agreed that a Working Party of Members be established to consider whether to change the name of the Castlefields Ward.

Under the Local Government and Public Involvement in Health Act 2007 there is a provision for a Local Authority to change the name of an electoral area following consultation with interested parties.

A period of consultation has taken place where the name "Castle Ward" was suggested to the local community. The following results came from the public in relation to proposed change of name to Castle Ward:

340 – For
285 – Against
120 – No Opinion

A letter was also sent to groups/organisations who have an active role in the Castlefields Ward. One response was received supporting the change to "Castle Ward".

The Members Working Party has met on two occasions to discuss the results of the consultation and, considering all the submissions received, it was agreed that the Council be recommended to change the name of Castlefields Ward to "Halton Castle Ward".

4.0 POLICY IMPLICATIONS

There are no specific policy implications.

5.0 FINANCIAL IMPLICATIONS

There are no financial implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton – There are no implications arising from this report.

6.2 Employment, Learning and Skills in Halton – There are no implications arising from this report.

6.3 A Healthy Halton – There are no implications arising from this report.

6.4 A Safer Halton – There are no implications arising from this report.

6.5 Halton's Urban Renewal - There are no implications arising from this report.

7.0 RISK ANALYSIS

There are no risk assessment implications.

8.0 EQUALITY AND DIVERSITY ISSUES

There are no equality and diversity implications.

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

None.

REPORT TO: Executive Board Sub-Committee
DATE: 16th October 2008
REPORTING OFFICER: Strategic Director, Environment
SUBJECT: Waste Management Communications Campaign
WARD(S): Borough-wide

1. PURPOSE OF REPORT

1.1 To seek approval for the waiving of relevant procurement standing orders for the reasons outlined within the report.

2. RECOMMENDED: That:

2.1 Relevant procurement standing orders be waived and EnviroComms be appointed to deliver a Communications Campaign for Halton; and

2.2 The Strategic Director for Environment be authorised, in consultation with the Executive Board Member for Environment, to take all steps necessary to develop and implement Communications Campaign in Halton.

3. BACKGROUND

3.1 Halton Borough Councils Municipal Waste Management Strategy highlights the need for effective communications and awareness raising to facilitate a positive behaviour change in Halton. Persuading people to change their attitude towards waste is probably the biggest challenge we face if we are to increase participation with the Councils recycling schemes to the high levels required to meet waste related targets.

3.2 The Council has invested significantly to deliver a programme of enhanced kerbside recycling services to meet future targets however, whatever systems are implemented, the Council will only be successful in achieving targets if it has the cooperation of the residents of Halton. Essential to achieving increased cooperation and participation is a raised awareness of waste related issues and this report sets out details of a proposed comprehensive and targeted communications and marketing campaign to bring about such increased awareness amongst the residents of the borough.

4. SUPPORTING INFORMATION

4.1 Haltons Waste Strategy sets targets to achieve a minimum of 30% Recycling by 2010 and a minimum of 40% Recycling by 2020.

Following the approval of its Waste Strategy, Halton agreed stretched performance targets for recycling with the Government Office for the North West (GONW). These are contained within Haltons Local Area Agreement and require 28% recycling by 2008/09, 31% by 2009/10 and 34% by 2010/11.

4.2 If Haltons LAA waste targets are to be met, an additional 3,500 tonnes of material needs to be diverted in 2008/09 (compared to 2007/08), an additional 2,000 tonnes in 2009/10 and an additional 3,000 tonnes in 2010/11. In total, an extra 8,500 tonnes of recycling materials needs to be collected through the Councils schemes by 2010/11 and to achieve this will require participation levels to be far beyond those required to achieve the performance targets contained within the Councils Waste Strategy and, more significantly, far in excess of those current being achieved.

4.3 Effective and efficient communications is widely accepted as a vital element in driving up recycling performance and recognising this fact Members approved revenue growth for 2008/09 and 2009/10 to deliver an enhanced publicity and awareness raising programme. To support the development of this programme EnviroComms, an external communications specialist, were recently commissioned to deliver training to a number of key Council officers, which focussed upon the principals of successful communications and publicity. EnviroComms were also asked to provide proposals to deliver a campaign in Halton to achieve the following outcomes;

- Establishment of existing attitudes and habits towards recycling
- Increase awareness of recycling and waste minimisation in Halton
- Enhanced and increased use of existing recycling services and facilities
- Build awareness of new collection schemes
- Encourage increased participation and correct use of existing and new collection schemes
- Maintain awareness of new scheme and other recycling services
- Maintain highest levels of recycling possible during and beyond campaign

4.4 EnviroComms subsequently submitted a proposal that is made up of a number of key components, including;

- A Halton 'Brand' Development
- Public Roadshows
- Direct marketing to each household in the borough
- 'Doorstepping' and community engagement activities

4.5 A key part of the proposal, as outlined above, will be a team of trained individuals directly engaging with residents through a programme of visits to households within the borough. This will assist in identifying

attitudes towards recycling, existing barriers to recycling and will increase awareness and use of existing and future recycling services.

- 4.6 In addition, an integrated media and advertising campaign will also be managed and delivered jointly by the Councils Press and Public Relations manager and relevant Waste Management Officers, who have co-ordinated such activities to date. Previous activities include the development of a Joint Communications Strategy with the Merseyside Waste Partnership, and a Local Waste Public Relations Plan that has been used to guide promotions specifically in Halton. However, for the reasons outlined within this report, the Council needs to step up its publicity and promotional activities but currently does not have the internal capacity to do so.
- 4.7 EnviroComms have a proven track record of delivering successful campaigns for local authorities that have resulted in significant increases in recycling performance. The overall cost of the proposal for Halton, which will run for approximately 18 months, is anticipated to be £140k. Standing orders require that a tendering exercise is undertaken where services of this value are to be procured. However, the aim of the campaign is to exceed Halton's LAA recycling targets, and in order to do so, will require its commencement at the earliest opportunity. Any further delay resulting from a potentially lengthy tendering exercise could jeopardise the Council's achievement of such targets. Furthermore, the early introduction of the campaign will increase the level of recyclable materials collected and the Council will benefit from an increased reduction in landfill disposal charges.
- 4.8 The first meeting of with GONW to review the Council's actions to meet the stretched performance targets contained within the Halton LAA is to take place on 26th November and it is important to be able to demonstrate that plans are in place by this time. For this reason, and those outlined in paragraph 4.7, it is recommended that all relevant standing orders be waived and that the Strategic Director for Environment be authorised to finalise the proposal details with EnviroComms, in consultation with the Executive Board Member for the Environment, and proceed with the development and implementation of a comprehensive and targeted communications and awareness raising campaign as detailed within this report.
- 4.9 The financial investment in this campaign is considered to represent value for money as a cost/value ratio analysis revealed increased landfill disposal cost savings are achievable as a result.

5. FINANCIAL ISSUES

- 5.1 There are no financial implications as a result of this report as costs will be met from existing revenue budgets.

6. POLICY IMPLICATIONS

6.1 There are no policy implications as a result of this report.

7. OTHER IMPLICATIONS

7.1 There are no other implications arising from this report.

8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

No direct impact

8.2 Employment, Learning and Skills in Halton

No direct impact

8.3 A Healthy Halton

No direct impact

8.4 A Safer Halton

No direct impact

8.5 Halton's Urban Renewal

No direct impact

9.0 RISK ANALYSIS

9.1 There is a significant risk that the Council may fail to meet stretched performance targets contained within the Halton LAA. The implementation of the proposed Communications Campaign will mitigate the risks of failing to meet Halton's waste related targets.

10. EQUALITY AND DIVERSITY ISSUES

10.1 There are no equality and diversity issues as a result of this report.

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

11.1 There are no background papers within the meaning of the Act.

REPORT TO: Executive Board Sub

DATE: 16th October 2008

REPORTING OFFICER: Strategic Director Health and Community

SUBJECT: Traveller Transit Site – Pitch Charges

WARD(S): Daresbury

1.0 PURPOSE OF REPORT

1.1 To agree the charge to be made for occupation of pitches at the new Traveller Transit site in Warrington Road, Runcorn.

2.0 RECOMMENDED – that the Board agree a charge £11 be set initially for a period of six months, and that a further report be then brought to Board to review income against costs in the light of operational experience.

3.0 SUPPORTING INFORMATION

3.1 At its meeting on the 25th September the Board considered a report on proposed charges for occupation of the transit site, but decided to defer a decision on the matter pending further consideration of potential costs to the Council given uncertainty about some of the operational costs.

3.2 In the interim quotations have been obtained for costs associated with the drainage system, which was the single biggest area of uncertainty, and the forecast budget has been amended accordingly.

3.3 The Appendix summarises the cost implications for the Council of a range of potential charge rates and occupancy rates. Occupancy rates cannot be guaranteed but it is not unreasonable to assume that a 90% rate can be achieved. At that level a charge of £11 would cover annual operational costs save for £619.

3.4 Charge rates for private caravan sites vary considerably depending on location and facilities, but for comparison a number of basic private sector caravan sites have been identified in Cheshire, Flintshire and Shropshire with rates averaging £7-9 per night. Higher rates from £15 upwards tend to reflect additional on-site facilities such as launderettes, swimming pools and tennis courts etc.

3.5 It is therefore proposed that a charge £11 be set initially for a period of six months, and that a further report be then brought to Board to review income against costs in the light of operational experience.

4.0 POLICY IMPLICATIONS

4.1 There are no implications arising from this report.

5.0 OTHER IMPLICATIONS

5.1 Although there is not currently a separate budget head for costs incurred in dealing with unlawful encampments, conservative estimates provided by relevant Departments suggest the costs over the period April 2005 to March 2007 averaged £117,000 per annum. This facility should enable those costs to be significantly reduced, representing an overall saving to the Authority.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Offering Travellers a safe place to stay for a reasonable period should improve access to education.

6.2 Employment, Learning and Skills in Halton

As above.

6.3 A Healthy Halton

Travellers have a reduced life expectancy compared to national rates. Stays at the transit site will afford Travellers the opportunity to access health and social care services more readily.

6.4 A Safer Halton

Roadside encampments are inherently unsafe, and reducing their occurrence through the provision of the transit site will reduce those risks.

6.5 Halton's Urban Renewal

Proactively managing the problem of unlawful Traveller encampments will lessen the concerns of businesses in the area, particularly those on the industrial estates that historically have seen most encampments, and help to persuade them to remain and develop in Halton.

7.0 RISK ANALYSIS

7.1 There is a risk that if the charge is set too high it will be unaffordable, the site will be underused and potentially lead to increased numbers of unlawful encampments which can be difficult and expensive to

manage. However the existence of the site does enable Police powers to be used more effectively, which may mitigate this risk.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The provision of a well managed, safe, sanitary site to accommodate transient Travellers is consistent with the Councils equality and diversity policy.

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

<u>Document</u>	<u>Place of inspection</u>	<u>Contact Officer</u>
Not applicable		

APPENDIX

Forecast net cost to the Council

Daily charge	Occupancy rate		
	100%	90%	70%
£10	£1,670	£4,878	£11,294
£11	- £3,062	£619	£7,982
£12	- £7,794	- £3,640	£4,669
£13	- £12,526	- £7,898	£1,357