



Executive Board Sub Committee

**Thursday, 22 September 2011 10.00 a.m.
Marketing Suite, Municipal Building**

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

Chief Executive

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

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. HEALTH AND ADULTS PORTFOLIO	
(A) RE-TENDERING OF HOUSING SUPPORT CONTRACTS	1 - 4
(B) AWARD OF CONTRACT TO PROVIDE SUBSTANCE MISUSE SERVICES	5 - 9

*Please contact Gill Ferguson on 0151 471 7395 or e-mail gill.ferguson@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 13 October 2011*

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4. RESOURCES PORTFOLIO	
(A) WAIVER OF PROCUREMENT STANDING ORDERS	10 - 14
(B) INVEST TO SAVE BIDS	15 - 22
5. LEADER'S PORTFOLIO	
(A) 3MG WESTERN APPROACH LINK ROAD	23 - 25

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Executive Board Sub Committee

DATE: 22 September 2011

REPORTING OFFICER: Strategic Director Communities

SUBJECT: Re-tendering of housing support contracts.

WARDS: All

1.0 PURPOSE OF REPORT

1.1 To inform the Board that tenders are to be invited for the provision of a number of housing support services under the Supporting People programme. This is a report for information purposes, to comply with Procurement Standing Order Part 2.1 due to the estimated value of the tenders being in excess of £1m.

2.0 RECOMMENDATION: That the Board note that a procurement process is to be undertaken for the services set out in this report.

3.0 SUPPORTING INFORMATION

3.1 The Supporting People contracts for housing support services set out in the Appendix are due to terminate on the 31st March 2012 and therefore a procurement exercise needs to be undertaken to secure future service provision.

3.2 It is intended to seek contracts for a 1 year term, with the option to extend annually by up to 2 further years. The reason for this is that a strategic review of these services is to be undertaken and short term contracts will provide the flexibility to re-configure services more readily should this be required. 3 years would take the contracts up to the end of the Governments Spending Review period, again giving flexibility to re-configure services in the event of further budgetary pressures.

3.3 These services have previously been tendered separately but on this occasion it is intended that just three tenders be issued, two being subdivided into lots, with contractors able to bid for multiple lots. All accommodation based services will be included in one tender with the exception of the accommodation based service at the Domestic Violence Refuge. This will be tendered separately, including the related services referred to in the table in the Appendix. The third tender will comprise the remaining floating support services.

- 3.4 Financial provision for these contracts is contained within the Community Directorates Supporting People budget. The value of these contracts is estimated as follows:

Tender	Current annual value	Estimated value over 3 years
1	£1.24m	£3.53m
2	£0.52m	£1.51m
3	£0.27m	£0.77m

- 3.5 Tender submissions will be evaluated on both price and quality using a 70% price and 30% quality ratio. The outcome of the tenders will be reported to the Board in the normal way.

4.0 POLICY IMPLICATIONS

- 4.1 The method of procurement complies with the Council's procurement policy, being carried out in conjunction with the Procurement Centre and using the 'Chest' procurement portal.

5.0 FINANCIAL IMPLICATIONS

- 5.1 These are identified in section 3.

- 5.2 With the exception of the Sanctuary Service and the Independent Domestic Violence Advocate Service (Tender 3), all services are funded from the existing Supporting People budget. The Sanctuary Service is currently funded at £26,985 Supporting People and at £27,534 Working Neighbourhood Fund (WNF). The Independent Domestic Violence Advocate Service is funded at £25,966 WNF. Alternative funding to the WNF is currently being sought and contingencies have been identified.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Homeless young people (under 25) are the main client group for these services, and continued provision of these services will provide a vital safety net for those unfortunate enough to find themselves homeless.

6.2 Employment, Learning and Skills in Halton

One element of the services is to provide life skills training and practical support to help individuals to prepare for living independently, so improving their future prospects.

6.3 A Healthy Halton

Experiencing homelessness has an adverse effect on individuals' health. One element of the service is to encourage individuals to

adopt a healthy lifestyle.

6.4 **A Safer Halton**

N/A.

6.5 **Halton's Urban Renewal**

N/A.

7.0 RISK ANALYSIS

7.1 Risk will be a particular consideration in the tender evaluation process, given the potential for contractors to bid for multiple lots.

7.2 To mitigate risks against future budgetary pressures, all contracts will be for one year with the option to extend by up to two further years.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All contractors will be required to demonstrate that they embrace and comply with the Equality Act, and services will be monitored to ensure this is the case.

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

None under the meaning of the Act.

Grouping of New Tenders	Service Description
Tender 1	Halton YMCA – accommodation based support for up to 66 clients.
	Belvedere – accommodation based support for up to 23 clients.
	Orchard House – accommodation based support for up to 6 clients.
	Halton Goals – accommodation based support for up to 26 clients.
Tender 2	2 X generic floating housing support services.
	Floating support service for mental health clients.
	Floating support service for BME clients.
	Floating support service for those at risk of homelessness due to anti social behaviour.
Tender 3	Domestic Violence – this service comprises 4 elements: <ul style="list-style-type: none"> • Accommodation based housing support • Floating support service • Sanctuary service • Independent domestic violence advocate service

REPORT TO: Executive Board Sub Committee

DATE: 22 September 2011

REPORTING OFFICER: Strategic Director, Communities

SUBJECT: Award of contract to provide substance misuse services

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek Executive Board Sub Committee approval to award a contract to deliver substance misuse (Drug & Alcohol) services to Provider A.
- 1.2 To seek authority to extend the contracts of ARCH Initiatives, Addaction & 5 Boroughs Partnership NHS Foundation Trust until December 31st 2011. Current contracting arrangements expire on August 31st 2011.

2.0 RECOMMENDATION: That

- (1) **in accordance with Standing Order 2.11b, Executive Board Sub Committee authorise the Operational Director Commissioning & Complex Care, to enter into a contract with Provider A, who through an open tender process have been assessed as being the most economically advantageous and effective organisation to deliver a substance misuse service;**
- (2) **in the light of exceptional circumstances set out below, for the purpose of Standing Order 1.8.2b, procurement Standing Orders 2.0.1 and 2.1 – 2.6 be waived, and the Operational Director Commissioning & Complex Care be authorised to extend the following contracts direct and without competition for the current providers; ARCH initiatives, Addaction & 5 Boroughs Partnership NHS Foundation Trust, in order to ensure continuous care and support to those currently in receipt of drug treatment; and**
- (3) **the contract extensions be for a period from 1st September 2011 to 31st December 2011.**

3.0 SUPPORTING INFORMATION

- 3.1 In February 2011, Executive Board Sub Committee granted authority to the Strategic Director, Communities, to carry out all necessary steps in relation to the open tendering and commissioning of a community based recovery oriented Drug & Alcohol substance misuse service.
- 3.2 The service has been jointly commissioned with Halton & St Helens PCT with the Authority being the commissioning body.

- 3.3 Following the PQQ stage, 7 submissions of ITT documentation were received. The top four applications scoring over 65% were invited to make a presentation and answer questions on key aspects of their service delivery model with a panel of commissioners, service users & carers. Overall, bids were assessed on the basis of quality (70%) and price (30%).
- 3.4 The top four bidders were;
- a. Provider A: contract value £3,322,716, scoring 94.36%
 - b. Provider B: contract value £3,142,604, scoring 93.63%
 - c. Provider C; contract value £3,402,453, scoring 62%.
 - d. Provider D: contract value £3,581,835, scoring 61%
- 3.5 Provider A achieved the highest score overall and though not the lowest price they are offering the most economically advantageous tender. This is mainly due to their providing an additional 194 staff hours per week and seeing 41 service users more than Provider B.
- 3.6 In November 2010, Executive Sub Committee granted authority to extend the contracts of ARCH Initiatives, Addaction & 5 Boroughs Partnership NHS Foundation Trust for a period 1st April 2011 to 31st August 2011 so as to prevent any gaps in service provision whilst the tendering of the new substance misuse service took place.
- 3.7 In progressing the tender, the Project Team identified a number of issues that caused a revision to the procurement timetable and subsequent postponement of the start date of the substance misuse service to 1st January 2012.
- 3.8 A further extension to current contracts for drugs services is being sort from 1st September 2011 up to 31st December 2011, to ensure continuity of care until the new joint substance misuse service commences on 1st January 2012.

4.0 Business Case Supporting the Proposal to Waive

4.1 Value for Money & Competition

Between April 2010 and March 2011 there were just over 1000 service users and 150 carers receiving support from the drug and alcohol services. A significant number will have a range of complex needs related to their health, offending or family relationships as a result of substance misuse. Maintaining a continuity of care with these individuals is an important aspect with regards to managing both their personal risks and risks to the wider community. Robust performance monitoring processes that include comparators with regional and national performance measures and feedback of service users & carers experiences of the service they receive are in place to ensure both value for money and achievement of standards.

4.2 Transparency & Accountability

The choices regarding the extension of these contracts will be available for audit and inspection. Details of expenditure and performance are reported to the Safer Halton Partnership. The Officers supporting the award of these contracts will comply with the Public Contracts Regulations 2006. Functional accountability for the contract will be with the Operational Director, Commissioning & Complex Care, and the contract would be subject to internal and external audit & PPB scrutiny.

4.3 Propriety & Security

The contract documents will include the council's standard integrity clauses and staff only with a need to know will have commercial information about the contracts.

4.4 Position of the contract under the Public Contracts Regulations 2006

Under the Public Contracts Regulations 2006 Health and Social Services are a part-exempt service. It is in any event subject to fundamental transparency and non-distortion of competition requirements and the award of the contract must be advertised in the Official Journal within 42 days of the award of the contract.

5.0 POLICY IMPLICATIONS

5.1 The award supports the local implementation of the national drug strategy 2010, Supporting People to Live a Drug Free Life and the National Treatment Agency guidance on drug treatment systems, Models of Care and Commissioning for Recovery.

5.2 The award also supports delivery of the statutory duties of the Authority under the Crime & Disorder Act to formulate and implement a strategy to combat the misuse of drugs.

6.0 OTHER IMPLICATIONS

Finance

6.1 The value of the substance misuse service contract over the 2 year period is £3,322,716. This will be met through existing NTA Pooled Treatment and Halton & St Helens PCT budgets.

6.2 The cost to extend the contract of ARCH Initiatives, Addaction & 5 Boroughs Partnership NHS Trust from 1st September to 31st December 2011 is £339,316. This will be met through existing NTA Pooled Treatment budgets.

6.3 The current lease at Ashley House is due to expire in March 2015, although there is an option to extend for a further 10 year period if so

required. In the event of relinquishing the premises the Authority will be liable for reinstatement costs. These have been estimated at £152k and a contingency budget has been set aside to cover this from the NTA Pooled Treatment.

6.4 TUPE

There are in the region of 35 individuals currently employed between the 3 provider agencies. TUPE will apply with regards to their transfer from the current to the new provider.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

The new recovery model of service delivery will adopt a Think Family approach which will continue work to reduce the impact of parental substance misuse.

7.2 Employment, Learning and Skills in Halton

The new substance misuse service will work to reduce individuals, carers and families sense of social isolation and promote their social reintegration, particularly in relation to education, employment and training.

7.3 A Healthy Halton

The new service will address the issues of health inequality as a result of substance misuse, providing a range of support and interventions to promote improved health, well being and independence.

7.4 A Safer Halton

The new service will continue to identify individuals who are offending as a consequence of their substance misuse as well as maintaining the current effective partnership arrangements with the Integrated Offender Management Team

7.5 Halton's Urban Renewal

None identified

8.0 RISK ANALYSIS

ITT documentation required all bidders to provide an implementation plan so as to ensure continuity of care and a managed transition to the new arrangements. Council Officers will meet regularly with Provider A

to provide support and assistance in delivering this plan.

9.0 EQUALITY AND DIVERSITY ISSUES

None identified

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

Document	Place of Inspection	Contact Officer
Executive Board Sub Committee Report in Feb 11	Commissioning, Runcorn Town Hall	Angela McNamara

REPORT TO: Executive Board Sub Committee

DATE: 22 September 2011

REPORTING OFFICER: Strategic Director – Policy & Resources

SUBJECT: Waiver of Procurement Standing Orders

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

1.1 To request that the Executive Board Sub Committee agree to a waiver of the standing orders outlined within the report to enable this and further additions to the current Northgate@work & Northgate 'Docs on Line' contracts during the remaining contract lifetime (expires January 2015). As part of the Transactional & Non-Transactional Process Review workstream of the Efficiency Programme, the first phase of addition to the Northgate contract is to be in the Human Resources Division. It is anticipated that other business units of the Council will benefit from the introduction of document workflow, on a phased basis.

2.0 RECOMMENDED: That, for the purposes of Contract Standing Order 1.8, approval be given to the waiver of Standing Orders 3.1 to 3.7 for the following reasons:

- **Standing Order 1.8.2a, as Northgate is the only provider of a remote scanning and indexing service.**
- **Standing Order 1.8.2c, as the existing system has been operating successfully for over 10 years and any new supplier would involve the Council in substantial set up and installation costs.**
- **Standing Order 1.8.2d, as Halton Borough Council has been a reference site for Northgate@work. Due to this relationship, Halton Borough Council has been able to negotiate favourable terms for the extension of the contract, which would not be available on the open market.**
- **Standing Order 1.8.2e, as the provision of a remote scanning and indexing of documents can only be provided by Northgate Docs on Line.**

3.0 SUPPORTING INFORMATION

3.1 The wider business case:

The Revenues & Benefits Division successfully implemented Anite@work (now know as Northgate@work), a document management and workflow system, in January 2001. The current contract was renegotiated in January 2010, and expires in January 2015. The system is an integral part of the day to day work process of the Division.

Northgate@work is the market leader in the supply of document imaging systems to Local government. One of the advantages of Northgate@work is that they offer a remote scanning and indexing service. This service has been used successfully during the course of the Northgate@work contract and is only offered by Northgate.

In 2001 it was determined that it was more cost effective for the Council to outsource this specialist operation and provision was made in the budget to accommodate this service. A recent review has indicated that given current volumes of work in Revenues & Benefits, Audit & Operational Finance and HR when it comes on line, it will still be more cost effective for the Council to use this service. As the application is introduced to more areas of the Council, this will be continually reviewed.

Other factors for recommending an addition to the Northgate contract include:

3.2 Value for Money

The adoption of a new system would involve the Council in significant additional costs, investment in purchasing a new system, setting up of a new system, data mapping, and staff training.

- Northgate are our existing supplier. Staff across Revenues & Benefits are fully trained in the use of the system. Any new system would involve in depth training with associated costs.
- Due to the fact that Halton has been used as a reference site for Northgate, favourable terms have been negotiated which ensure value for money.
- The system is compatible with the Councils' Home Working policy.
- The system supports staff working in various locations e.g. Job Centre Plus, Housing Offices, Halton Direct Link locations.

- A study has already been undertaken to ensure that the system can be rolled out as part of the IT strategy for a corporate document imaging system.

3.3 Transparency

- The contract will be subject to Scrutiny. In addition arrangements are subject to the Freedom of Information Act and both internal and external audit procedures.
- Should the Council look for a replacement system in the future, for any reason, the market would be tested.

3.4 Propriety and Security

- Standard integrity clauses will be built into the contract document and only relevant staff will have information about the terms of the contract.

3.5 Accountability

- Accountability would remain with Operational Director (Finance) and be subject to our own internal and external audit scrutiny.

3.6 Position of the contract under the Public Contract Regulations 2006

- This contract is for a Schedule 3 Part B service. In these circumstances the reduced controls under the Public Procurement Regulations will apply.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

- 5.1 An invest to save bid has been drawn up and is to be considered later on the agenda.

6.0 RESOURCE IMPLICATIONS

- 6.1 Future phased additions to the contract are to be approached on an invest to save basis.

7.0 RISK ANALYSIS

- 7.1 By adding to the existing contract with Northgate the risk of disruption in service areas already using the system is mitigated.

- 7.2 The risk of unsuccessful implementation in new areas is mitigated due to the fact that there is a body of knowledge within the organisation that can be used to support implementation into new service areas. This will also reduce the amount of supplier support required.

8.0 EQUALITY AND DIVERSITY ISSUES

None

9.0 REASON(S) FOR DECISION

- 9.1 The decision ensures that Halton Borough Council receives value for money through addition to the existing contract.
- 9.2 The risk of disruption to council services already using the application is minimised.
- 9.3 New services using the application can learn from the experience of services that have used the application extensively over an extended period of time.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10.1 Tender on the open market.

Rejected because:

- The current favourable price could not be guaranteed;
- Timescales may not be met;
- A new supplier would significantly increase the risk of disruption to council services;
- A new supplier would involve significant set up costs to the council.

11.0 IMPLEMENTATION DATE

For HR Division, November 2011 onwards. For other business units phased in as and when analysis is completed and efficiency benefits are established.

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

Document	Place of Inspection	Contact Officer
Northgate proposal to Halton Council for addition to the existing Docs on Line service and existing Northgate@work contract.	Kingsway House	Peter McCann Head of Revenues, Benefits & Customer Services

REPORT TO: Executive Board Sub Committee

DATE: 22 September 2011

REPORTING OFFICER: Strategic Director Policy and Resources

TITLE: Invest to Save Bids

WARDS: Borough Wide

1.0 PURPOSE OF REPORT

1.1 To consider two bids on the Invest to Save Fund.

2.0 RECOMMENDED: That the bids be approved.

3.0 SUPPORTING INFORMATION

3.1 The Invest to Save Fund was established in 2007 to provide up front monies from which sustainable savings are generated to help the Council's budget. Criteria have been set for its use and are included at Appendix 1 for information.

3.2 The following two bids have been submitted, which meet the criteria:

	Cost £000	Annual Savings £000
Energy saving lighting	46	8
Scanning	65	26

3.3 The detailed bids are included at Appendix 2.

4.0 POLICY IMPLICATIONS

4.1 None.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 **Children and Young People in Halton**
- 6.2 **Employment Learning and Skills in Halton**
- 6.3 **A Healthy Halton**
- 6.4 **A Safer Halton**
- 6.5 **Halton's Urban Renewal**

There are no direct implications for the Council's priorities, however, the budget supports the delivery of all Council priorities.

7.0 RISK ANALYSIS

- 7.1 The agreed criteria minimise any risk associated with the fund.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 None

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

- 9.1 There are no background papers under the meaning of the Act.

Guidance on the Submission of Invest to Save Applications

1. An Invest to Save application form must be completed for each proposal.
2. Invest to Save proposals must be agreed with the Operational Director, Financial Services prior to submission to Management Team, in order to confirm the robustness of the financial assumptions made.
3. All applications must be submitted to Management Team by 31st July 2007, to enable competing proposals to be properly evaluated.
4. Management Team will consider proposals in the light of the Council's financial position and corporate priorities, and will recommend proposals to Executive Board Sub Committee for approval.
5. Management Team will recommend, on a case by case basis, the proportion of revenue savings from each proposal to be repaid to the Invest to Save Fund, and how the balance will be used to meet budget savings targets.
6. Executive Board Sub Committee will consider all Invest to Save proposals for approval.
7. On a six monthly basis, Management Team and Executive Board Sub Committee will receive a report setting out progress with all current Invest to Save Projects, including quantification of savings achieved to date.
8. The Invest to Save Fund will provide one-off funding for revenue or capital expenditure.
9. Proposals which generate the most significant revenue savings in the shortest period of time and are sustainable, whilst having an impact upon the corporate areas of focus or LAA targets, will be most likely to receive approval.
10. It is expected that all alternative sources of internal and external funding have been explored and found unsuccessful, prior to submitting an application for Invest to Save funding.

APPENDIX 2

DIRECTORATE:	Children & Enterprise		
DEPARTMENT:	Economy, Enterprise & Property		
CONTACT OFFICER:	John Hughes	DATE:	Aug 2011

1. Outline of the Invest to Save proposal, including what the funding will be spent on.

The technology in energy saving lighting has advanced over recent years and the development particularly in LED lighting has reached the stage where it is becoming financially viable to install these as an energy efficient alternative to the more traditional fluorescent tubes.

In conjunction with an external energy consultant we have undertaken a study with regards a proposal to replace the existing fluorescent lighting at Kingsway Learning Centre with LED lighting. This has indicated that it will be feasible to install new LED tubes into the existing light fittings which will help us save an estimated 45 to 50 tonnes of CO2 per annum.

The proposal will reduce our electrical consumption at the building by an estimated 93,465kw/h per annum which at today's prices will help us save circa £8,290 per annum, giving us a payback period of circa 5 years as the estimated cost of installation is £46,000.

Kingsway Learning Centre has been chosen as the building to 'pilot' this technology as the opening hours are longer than a standard office type building thus the potential savings we are able to generate are greater. LED lighting consumes in the region of 60% to 65% less energy than traditional lighting as such we have used these figures in our assessment. We have assumed that the lighting accounts for 45% of the electrical consumption within the building, which we believe is a fairly accurate estimate.

Assessment

Kingsway Learning Centre actual electrical consumption for 2010-11		330434kWh
Lighting @ 45% of overall		148695kWh
Estimate of LED consumption @ 63% reduction		55232kWh
Saving		93463kWh
Current unit rate	day	8.3162p
	Night	4.8424p
Split is currently (12 month average)		87/13%
Projected annual unit saving		£7350.50
Annual CCL saving		£453.50
Total energy bill saving at current prices		£7703.80
Total energy bill saving if 10% increase		£8538.50
Total energy bill saving if 20% increase		£9273.50

CRC Impact

93463kWh equates to 48.881tCO₂

@£12/t

£586.57

Projected Payback

At an installation cost of £46k and current prices	5.55 yrs
At an installation cost of £46k and 10% unit price increase	5.04 yrs
At an installation cost of £46k and 20% unit price increase	4.66 yrs

2. Amount of Invest to Save funding required (£'000)

£46,000 is the estimated figure of the installation; we will have to obtain quotations with regards actual costs however.

3. What on-going revenue budget savings are anticipated from this proposal?

2011-12 £'000	2012-13 £'000	2013-14 £'000	2014-15 £'000
£8,290	£8,290	£8,290	£8,290

4. What are the risks to not achieving this level of savings?

The calculations have made some assumptions as indicated above. Whilst we are confident that the LED lighting will consume 60% to 65% less energy than conventional fluorescent tubes the calculation assumes that the lighting will be on for certain periods each day over a 6 day working week. If our estimates are on the high side the payback period will be extended, however it should also be noted that the maintenance costs are likely to reduce on the lighting due to the longevity of LED lighting yet we have not taken this into account in the calculations so this will help with the savings.

The above figures are calculated based on the energy costs as of today, if these change in the future this will affect the payback period. Rates are due to be amended from October 1st and as energy prices are only likely to raise in the medium to long term this will have the affect of reducing payback periods. The above figures include an analysis if the rates increase by either 10% or 20% which is a likely outcome, thus the payback period is likely to reduce as indicated.

5. How sustainable will the savings be?

The savings are sustainable and will go on year on year as such over time not only will we continue to see reduced carbon emissions but we will continue with ongoing financial savings

6. What alternative sources of funding (HBC or external) have been explored to fund this proposal?

Initially we looked at a proposal put forward by a company called ethos ethical energy to enter into a financial arrangement whereby we will purchase the units over a 6 year period, however after investigation this appeared to be a very expensive way of purchasing the lighting as such it would more cost effective to finance the proposal up front. No other suitable funding streams have been identified internally however we are looking at possible Salix funding and this is being investigated, an application will be submitted if feasible.

7. What would be the impact of the proposal upon the Council's corporate areas of focus, LAA targets, performance indicators, cpa scores, outcomes for service users, access to services, etc?

The outcome of this proposal will be a reduction in carbon emissions which will help with the drive to reduce our carbon emissions by 4% per annum over the next couple of years.

8. Will the proposal result in lessons/experience that can be rolled out across other areas of the Council?

It is intended that this will be a 'pilot' project with further installations being rolled out at suitable buildings in due course subject to funding. The results of this first installation will be monitored to determine actual savings achieved, this is possible due to the fact that AMR energy data is available on site so we can determine the exact reduction in energy consumption from which we can determine the financial saving.

9. What is the estimated timescale to implement the proposal if it were approved?

It is intended to obtain quotations for the work over the next couple of months following which we hope to award the work and have the installation carried out within this financial year.

APPENDIX 2

INVEST TO SAVE APPLICATION

DIRECTORATE:	Policy & Resources		
DEPARTMENT:	Finance		
CONTACT OFFICER:	Richard Rout	DATE:	September 2011

10. Outline of the Invest to Save proposal, including what the funding will be spent on.

Implementation of digital scanning, electronic Document Workflow and digital filing into the HR Division. This will be rolled out to cover payroll, technical services and employee services activity. The funding will cover the purchase of 45 licences for Northgate@Work, implementation support, and first year support and maintenance

11. Amount of Invest to Save funding required (£'000)

65

12. What on-going revenue budget savings are anticipated from this proposal?

	2012-13 £'000	2013-14 £'000	2014-15 £'000	2015-16 £'000
£26,212		As 2012/13	As 2012/13	As 2012/13
<u>Staff savings consist of:</u> 0.5 FTE HBC4 Learning & Development Support Officer £12,145 1 FTE HBC2 HR Support Assistant £19,614 0.12 FTE HBC5 HR Assistant £3,233 0.18 FTE HBC2 HR Support Assistant £3,445 <u>Ongoing costs incurred:</u> Maintenance charge - £2,925 p.a. Scanning Cost - £9,300 p.a. (Estimated number of sides to be scanned - 100,000. Actual to be determined as system and processes implemented)				

13. What are the risks to not achieving this level of savings?

No significant risk. The posts will be deleted as the system is implemented and goes live. There will not be an option to reinstate them.

14. How sustainable will the savings be?

Sustainable annual Revenue savings as the posts will not be re-established. The Document workflow system is to be provided by an existing supplier to the Council so the costs are known.

15. What alternative sources of funding (HBC or external) have already been explored to fund this proposal?

N/A

16. What would be the impact of the proposal upon the Council's corporate priorities, performance indicators, outcomes for service users, access to services, etc?

The proposal is designed around improvement and streamlining of internal support processes. This supports the Council's priority around Corporate Effectiveness and Business Efficiency. It will enable better tracking and storage of information, and more controlled allocation and monitoring of work. This will speed up many of the processes within HR and also the response times to queries. Following implementation, the interface with service users (predominantly HBC managers) can be developed.

17. Will the proposal result in lessons/experience that can be rolled out across other areas of the Council?

Yes. It is anticipated that Document Workflow will be implemented into other areas on a phased basis.

18. What is the estimated timescale to implement the proposal if it were approved?

Implementation during Autumn 2011, coming into operation incrementally across teams within HR by the start of 2012/13 Financial Year.

REPORT TO: Executive Board Sub Committee

DATE: 22 September 2011

REPORTING OFFICER: Strategic Director Children & Enterprise

SUBJECT: 3MG Western Approach Link Road

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of the report is to explain the necessity to waive standing orders in relation to a discrete area of construction work on the above project.

2.0 RECOMMENDATION: That the Executive Board Sub Committee agrees to waive standing orders for this discrete area of work.

3.0 SUPPORTING INFORMATION

3.1 The Council adopted the Draft Masterplan in 2004 and authorised the marketing of the Greenfield land owned by the Council, seeking expressions of interest from developers to secure the development of the area. It authorised site investigations, other preparatory work and to seek planning and other regulatory approvals (EXB162).

3.2 The 3MG Executive Sub-Board in June 2011 agreed to enter into an Agreement with Prologis UK Ltd. for the development of HBC Field. Under clause 13.1.4 of the Agreement the Developer is obliged "To complete the Infrastructure Works" which includes the western approach link road (ESB3).

3.3 Development Control Committee in August 2011 resolved that the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair, be given delegated authority to approve the application, subject to the awaited confirmation from MEAS regarding the obligations of the Habitat Regulations, and subject to conditions 1-35 contained within the report (DEV20).

3.4 Commencement of the western approach link road is now required to comply with the planning permission granted by KMBC and HBC in September 2008. This is in advance of the completion of the Agreement as referred to in paragraph 3.2 above. The Council therefore intends to let a small contract to undertake advanced drainage works. The Council has not tendered this work directly; instead it has relied upon the tender process managed by Prologis. This tender process has resulted in

Balfour Beatty Civil Engineering Limited (BBCEL) being the preferred contractor for the western approach link road.

- 3.5 Due to the circumstances stated above we must place an order with Prologis' Contractor - BBCEL without competitive tendering and therefore a waiver of SO4.1 is required. The primary reason for the waiver is that *"compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit"*. (SO 1.8.2 (d)).

4.0 POLICY IMPLICATIONS

- 4.1 The proposal presented accords with the Core Strategy, 3MG Masterplan, and it helps deliver on both the priorities of SCS and Corporate Plan.

5.0 OTHER IMPLICATIONS

- 5.1 There are no other implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

3MG is working with local schools; facilitating visits to 3MG and the Stobart Group are sponsoring the Logistics Event 2011.

6.2 Employment, Learning and Skills in Halton

Over 1000 new jobs will be created at HBC Field, served by the western approach link road. The complete development of 3MG is expected to offer employment to up to 5,000 people and an annual GVA contribution of £170m by 2015. The HEP successfully managed the large scale recruitment project for the new Tesco's chilled food distribution centre in Widnes in 2010 and have offered a bespoke service to the customer for HBC Field. Overall the 3MG programme will assist in providing job opportunities for the local people and will go some way in addressing the level of unemployment in Halton.

6.3 A Healthy Halton

- 6.3.1 The overall 3MG programme provides new walking and cycling routes, which offer safe and affordable means of accessing key services and thereby can overcome many of the barriers often faced by people who do not own their own or have access to a car. Work continues with the Transport Coordination section with a view to expanding public transport services to ensure that all of the deprived wards of the borough are linked by public transport to the 3MG employment

opportunities. By providing much needed employment for local residents, the levels of household income should increase and the access to healthy lifestyles becomes easier.

6.4 A Safer Halton

6.4.1 The 3MG programme will provide much needed environmental improvements to the area. All landscape and fencing works were assessed by the Police Community Liaison Officer before work commenced.

6.5 Halton's Urban Renewal

6.5.1 The 3MG programme is acting as a catalyst to attract developers and new businesses to the area by creating an attractive; well- accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

7.0 RISK ANALYSIS

7.1 There is a risk associated with this course of action. However, this is not deemed to be so significant as to require a full risk assessment: The risks and control measures are outlined below:

- 1) Prologis UK Ltd. could pull out. and the Council would have expended a small amount of expenditure. Prologis UK Ltd. have already invested a significant amount of time into this project and have an appraisal which stacks up financially. However, if ProLogis UK Ltd. were to pull out the Council could retest the market. This would cause delay to the programme and Masterplan.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Council will work with its partners to develop effective procedures and policies to combat all forms of discrimination and to share good practice. ProLogis UK Ltd. is an equal opportunities employer, as is the identified end user.

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

Document	Place of Inspection	Contact Officer
3MG Masterplan	Major Projects	Sally McDonald