



Corporate Policy and Performance Board

**Tuesday, 3 September 2013 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David WR', positioned above the title 'Chief Executive'.

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chairman)	Labour
Councillor Joe Roberts (Vice- Chairman)	Labour
Councillor Ellen Cargill	Labour
Councillor Mark Dennett	Labour
Councillor Stan Hill	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Gareth Stockton	Liberal Democrat
Councillor Kevan Wainwright	Labour

*Please contact Ann Jones on 0151 511 8276 Ext. 16 8276 or e-mail
ann.jones@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 29 October 2013*

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

Part I

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1. MINUTES	
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.	
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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: Corporate Policy & Performance Board

DATE: 3 September 2013

REPORTING OFFICER: Strategic Director, Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).

1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - Requires the disclosure of confidential or exempt information.

- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

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 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

REPORT TO: Corporate Policy and Performance Board
DATE: 3 September 2013
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

APPENDIX 1

Extracts of Executive Board Committee Minutes that are relevant to the Corporate Policy and Performance Board.

EXECUTIVE BOARD MEETING HELD ON 23 MAY 2013

6	DIRECTORATE OVERVIEW REPORTS
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The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the fourth quarter year-end to 31 March 2013.

The Board was reminded that in September 2011, it had approved a revision to reporting arrangements on performance, in the light of emerging national and local circumstances. The approved changes included presentation of Directorate Performance Overview Reports on a quarterly basis and progress against the Corporate Plan on a six monthly basis; the development and use of a priority based performance report for each Corporate Priority and Policy and Performance Board; and departmental performance reports to be made available via the intranet and the Members' Bulletin.

It was noted that a review of the Council's existing performance management and monitoring arrangements had been undertaken in 2011, based upon an agreed set of principles, which had been agreed by the Corporate Policy and Performance Board, based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report (DPOR) provided a strategic summary of the key issues arising from performance in the relevant Quarter for each Directorate. DPOR's from 2012/13 would be presented to Executive Board in line with the presentation of Quarterly Financial Statements. Information for each of the Council's Directorates were attached at Appendices 1-3. The Board noted that monitoring of all relevant high risks would be undertaken and progress be reported against the application of the risk treatment measures in Quarters 2 and 4.

RESOLVED: That the report and progress and performance information be noted.

7	DISPOSAL OF SURPLUS LAND AND BUILDINGS
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The Board considered a joint report of the Strategic Directors, Policy and Resources and Children and Enterprise, on the disposal of surplus land and buildings.

The Board was advised that the Council had a number of property assets which were no longer used, which were predominantly infill plots in secondary locations unlikely to yield high returns. Details of the sites identified as surplus were given on the schedule attached to the report.

The Board noted that the aim was to continue to dispose of surplus sites to sustain the flow of capital receipts, with sites identified and disposals undertaken when market conditions allowed. Following consultation with the relevant Ward Councillors, assets had been identified either for immediate disposal or to be put on hold subject to review; those on hold would be reviewed by the Asset Management Working Group and the Resources Portfolio holder by February 2014.

It was noted that there were a number of other disposals underway, which would be reported separately at the appropriate time. In addition, surplus sites following the construction for the Mersey Gateway Scheme were not readily identifiable until the preferred bidder stage. However, the timescales for such disposals was unlikely to be before the completion of construction in 2016/17.

RESOLVED: That

1. the sites on the schedule, declared as surplus and for disposal, be approved;
2. the sites on hold be approved for review by February 2014; and
3. a further report be brought to Executive Board following this review.

8	RELEASE OF RESTRICTIVE COVENANT ON PART OF BRENTFIELD ST MARIE'S
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The Board considered a report of the Chief Executive, on the release of the restrictive covenant on part of Brentfield St Marie's, Heath Road, Widnes.

The Board was advised that the Council had been approached with a proposition to develop part of the land at St Marie's club for social housing and to secure the future use of playing pitches. Plans attached at Appendix 1 to the report showed the frontage of land which was proposed for sale to HHT for social housing, subject to planning permission, and the two playing pitches which would be transferred to the Wids. It was noted that the removal of the restrictive covenant would apply to the frontage land only. Appendix 2 showed land edged red, where a new restrictive covenant would be applied which would restrict the use of land for playing pitches and leisure uses.

It was further noted that the proposal supported the Borough's Housing and Leisure objectives and was in line with the Unitary Development Plan and upcoming Core Strategy.

Reason(s) for Decision

To ensure a sustainable use of playing pitches and provide new social housing.

Alternative Options Considered and Rejected

The 'do nothing' option had been considered but this would impact on the long-term viability of the rugby pitches.

Implementation Date

Once approval had been agreed, the recommendations would be implemented immediately.

RESOLVED: That the Board approve the variation to the restrictive covenant on Brentfield St Marie's, subject to the following conditions:

1. the release of the covenant shall apply only to the frontage land formerly used as clubhouse, car park, etc and identified on the plan at Appendix 1. The Operational Director, Legal and Democratic Services to ensure that the release is only implemented when the following conditions have been satisfied;
2. the land released from the covenant shall be used for the development of social housing only;
3. the restrictive covenant shall continue for the remaining two rugby pitches at Brentfield; and
4. a new restrictive covenant in favour of the Council shall be applied to the land shown at Appendix 2 at Prescott Road playing fields for the land to be used for playing pitches and leisure only.

9	LIVERPOOL CITY REGION SUBMISSION TO THE 2013 SPENDING REVIEW
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The Board considered a report of the Operational Director, Finance, which sought agreement to the Liverpool City Region (LCR) submission ahead of the Government's 2013 Spending Review.

The Board was advised that the 2013 Spending Review, the H M Treasury-led process which allocated resources across government

departments, would be published on 26 June 2013. Although the review would be effective from 2015/16, no confirmation had been given on the number of years it would cover. In his 2013 budget report, the Chancellor announced that the themes driving the 2013 Spending Review would be growth, efficiency and public service reform.

The LCR Submission, details of which were attached at Appendix 1, had been drafted to emphasise the level of cuts the region had to deal with before and during the 2010 Spending Review. The Submission had sought the views of Finance and Policy leads in the six LCR Councils as well as Merseyside Police Service, Merseyside Fire and Rescue Service, Merseyside Recycling and Waste Authority and Merseytravel.

The Board was advised that the submission set out key areas of concern and risk for the LCR Authorities, including :

- Localisation of Council Tax Support;
- Council Tax Referenda;
- Protection of Specific Grants including Public Health Funding;
- Increasing costs of Adult Social Care;
- Business Rate Retention;
- New Homes Bonus; and
- Scope for Further Cuts.

It was noted that the Submission would be presented to the LCR Cabinet on 24 May 2013 and then to H M Treasury and the local Members of Parliament. In addition, it would also be provided to the Local Government Association, Sigoma, Local Government Information Unit and New Local Government Network, for consideration as part of their submissions.

RESOLVED: That the Liverpool City Region submission to the 2013 Spending Review, as set out in the Appendix to the report, be approved.

EXECUTIVE BOARD MEETING HELD ON 27 JUNE 2013

33	2012/13 FINANCIAL OUTTURN
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The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2012/13.

The Board was advised that the final accounts for 2011/12 were complete; the revenue spending position for each Department, which

would be subject to external audit, was attached to the report at Appendix 1.

It was reported that budget savings for 2013/14 were implemented over two tranches, the first of which consisted of savings of £6.04m, and approved by Council in December 2012. As a result of some of these savings being implemented early, it provided part-year budget savings in 2012/13.

The report provided details on the key variances (which were in addition to the overall net underspend) in the following services:

- Children and Families;
- Economy, Enterprise and Property;
- Finance;
- Human Resources;
- Prevention and Assessment;
- Commissioning and Complex Care;
- Community and Environment; and
- Corporate and Democracy

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and balances Strategy. The Council's General Balances stood at £8,067,000, which, given the financial climate, was considered to be at a reasonable level.

With regard to Capital Spending, details of spending against the 2012/13 Capital Programme, were attached at Appendix 2. It was noted that spending was £7.1m below the revised capital programme of £57.8m, which represented 87% delivery of the revised capital programme. It was reported that the main areas of significant slippage were in respect of Castlefields Regeneration, The Grange (PFI) Project, Widnes Crematorium (Cremators) and Bungalows at Halton Lodge.

RESOLVED: That the report be noted.

34	2013/14 TO 2015/16 CAPITAL PROGRAMME
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The Board considered a report of the Operational Director, Finance, on the Council's total forecast capital programme expenditure and associated funding over the next three years.

As part of the Medium Term Financial Strategy, Executive Board had approved the capital strategy on 29 November 2012. This covered the period 2013/14 to 2015/16. Council approved the overall capital

programme for the same period at its meeting on 6 March 2013, which at the time were based on estimates of capital allocations.

The Council would continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme, through for example, Section 106 agreements.

Estimates of capital receipts over the medium term were based on forecast land and building sales. Given the current subdued state of the property market, and with no expected sign of recovery over the term of the capital programme, a cautious approach needed to be followed, and as such, there were no funds available for new capital starts unless external funding was generated to finance the cost.

RESOLVED: That the Council's Capital Programme for 2013/16, including forecast spend and funding, be noted.

EXECUTIVE BOARD MEETING HELD ON 11 JULY 2013

46	REMOVALS CONTRACT – EXTENSION TO WAIVER OF PROCUREMENT STANDING ORDERS
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The Board considered a report of the Strategic Director, Children and Enterprise, which sought an extension to the Waiver of Procurement Standing Orders for the Council's (Accommodation) Removals Contract.

The Board was reminded that in January 2013, it had approved a Waiver of Procurement Standing Orders to allow the Property Services and Procurement Teams to draw up the specification and documentation needed to invite bids for the Council's Accommodation Removals Contract. Although the process had been completed, it was considered appropriate to allow a transition/handover period, which would require an extension of the current waiver to 31 August 2013.

RESOLVED: That

1. the extension to a Waiver of Procurement Standing Orders Part 4 Section 4.1 (Competition Requirements) be approved; and
2. the Waiver shall be effective until 31 August 2013.

47	CONTRACT FOR ELECTION PRODUCTS
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The Board considered a report of the Strategic Director, Policy and Resources which sought approval for the Waiver of Procurement Standing Orders for the provision of Election Products.

The Board was advised that the current provider of Election Products, Idox Software Solutions Ltd, was a specialist in the field and unique in the market. Whilst there were other companies in the market, there could be the possibility of compatibility issues with the computer software used for elections if they were used.

It was reported that, following negotiations with the current provider, a reduction in costs had been agreed, which made a saving of £8,184. It was noted that the contract would be for three years from 1 August 2013 to 31 July 2016.

RESOLVED: That

1. the Operational Director, Legal and Democratic Services be authorised to award a contract to Idox Software Solutions Ltd for the provision of ballot books, postal packs and poll cards for the European/Local Elections 2014, Parliamentary/Local Elections in 2015 and the Police and Crime Commissioner /Local Elections in 2016; and
2. the waiver of Procurement Standing Order 4.1 (Competition Requirements) in accordance with Procurement Standing Order 1.8.4 (d) and (e) be approved.

48	BUSINESS RATES PROPOSAL EASTER PARK
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The Board considered a report of the Strategic Director, Children and Enterprise, on the request for Business Rates Relief at Easter Park.

In April 2013, the Government introduced a business rates retention scheme, where Councils would be able to retain a proportion of their business rates revenue as well as growth on the revenue generated in their area.

The Board was advised that a request for Business Rates Relief had been received from a company at the Easter Park development, as detailed in the report. In the short term, the Council would lose revenue arising from the offer of Business Rates Relief. However, in the longer term, the Council would recoup this lost income through the potential to

create a significant number of jobs and capital investment in the Borough.

The report provided details of a number of rates relief scenarios for Members' consideration.

RESOLVED: That

1. the proposals, outlined in the report, be approved in principle;
2. given the benefits to the Borough available from the economic development opportunity outlined in the report, and subject to the required outcomes being delivered regarding capital investment and job creation, approval be given on an exceptional basis to the award of Business Rates Relief on Unit 4 for the period of two years; and
3. subject to the necessary planning and legal consents being in place, the Strategic Director, Policy and Resources and the Operational Director, Finance ,individually, each in consultation with the Resources Portfolio holder, be authorised to determine the level of Business Rates Relief to be awarded to the company.

52	LAND DISPOSAL FOR EMPLOYMENT LAND AT JOHNSON'S LANE
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The Board considered a report of the Strategic Director, Children and Enterprise, on the development of the Johnson's Lane site at Widnes Waterfront.

The Board was advised that the Council owned approximately twenty acres of land at Johnson's Lane which had not been developed and did not have the benefit of access or service infrastructure. The Council had been approached with a proposal to develop the site, as detailed in the report.

RESOLVED: That the Board

1. **approve the sale of approximately 6.7 acres of land to Ballast Phoenix Ltd (BPL) for circa £1M gross, subject to Planning Permission, and subject to contract;**
2. authorises the Operational Director for Economy, Enterprise and Property, in consultation with the Leader and Portfolio Holders for Resources and Physical Environment, to agree the final net price, making reasonable deductions for site establishment costs; and

3. authorises the Operational Director for Economy, Enterprise and Property to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.
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REPORT TO: Corporate Policy and Performance Board
DATE: 3 September 2013
REPORTING OFFICER: Chief Executive
SUBJECT: Halton Strategic Partnership Board minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Halton Strategic Partnership Board are attached at Appendix 1 for information.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

HALTON STRATEGIC PARTNERSHIP BOARD

**Minutes of a meeting held on Wednesday, 12 June 2013 at the Karalius Suite,
Halton Stadium, Widnes**

Present:

Board Members:	David Parr	HBC (Chairman)
	Nick Atkins	Halton Housing Trust
	Simon Banks	Halton Clinical Commissioning Group
	Sarah Boycott	Cheshire Police
	Revd Jeremy Duff	Faith Communities
	Kate Fallon	Bridgewater NHS Trust
	Eileen O'Meara	Halton's Director of Public Health
	Terry Parle	Halton Sports Partnership
	Janine Peterson	Job Centre Plus
	Wesley Rourke	HBC – Chair ELS SSP
	Michael Sheehan	Riverside College
	Alex Waller	Cheshire Fire & Rescue Service
	Sally Yeoman	Halton & St Helens VCA

Advisors to the Boards	Lisa Driscoll	HBC – Policy and Strategy
	Tim Gibbs	HBC – Policy and Strategy
	Shelah Semoff	HBC – Policy and Strategy

In Attendance: F. Antrobus (HHT – student placement), I. Barr (West Cheshire), (L. Crane HBC), S. Davies (HBC), L Derbyshire (HBC), S. Doore (HBC) and N Goodwin (HBC).

Apologies for Absence: Laurence Ainsworth (Cheshire West), Councillor D Cargill (Cheshire Police and Crime Panel), John Dwyer (PCC), Councillor Fry (Community Representative), Councillor Gerrard, Mick Noone (HBC), Ann McIntyre (HBC Children's Trust) and Councillor Polhill (HSP Chairman).

1 VOTE OF THANKS

The Chief Executive reported that Michael Sheehan was attending his last meeting of the Board. He took the opportunity to place on record the Board's appreciation of the work undertaken by Mr Sheehan during his time with the partnership and the College. He reported that his leadership style had resulted in significant improvements at the College.

RESOLVED: That the Board place on record its thanks to Mr Sheehan and extend its best wishes to him for the future.

2 SSP KEY MESSAGES

The key partners each gave a verbal update on their areas in respect of: the Health and Wellbeing Board, Environment, Skills and Learning, Children and Young People (Children's Trust), Environment and Regeneration; Safer Halton, the Housing Partnership and Equalities and Engagement.

In relation to Health and Wellbeing Board, it was reported that a new falls strategy had been established to address the challenging falls rate increase. The action plan would be considered by the Health and Wellbeing Board in July. It was reported that there had also been improvements in the following areas:

- Measles, mumps and rubella with figures above the national average;
- The number of teenage pregnancies;
- The number of elderly people being supported to live at home; mortality rates; and
- Childhood obesity rate which was now at the national average.

It was reported that cancer remained a major problem for Halton, with the biggest cause being from smoking resulting in lung cancer. However, it was highlighted that the latest figures had shown an improvement with rate falling year on year.

The CX reported that there was a lot of debate taking place in relation to A&E discharge. Work was taking place to address issues of access to primary care rather than self-referral to A&E. A considerable amount of work had also taken place in respect of the walk in centres in Runcorn and Widnes. He reported that irrespective of whether Halton were successful in obtaining pilot status for integrating care, Halton would continue to develop this approach. He highlighted that this was an example of how the partnership and Health and Wellbeing operated in Halton, with all partners collectively focussing on the health agenda.

The Board noted the positive attitude by partners in Halton, to work together for the benefit of the wider community and the excellent leadership that existed within the various organisations.

The Board also noted that discussions were taking place with communities on whether they wanted large hospitals or care closer to home in the future as both would not be viable option, because there would be 25 per cent less resources available over the next few years.

In relation to Employment, Learning and Skills, it was reported that the Citizen Advice Bureau had advised the SSP of a partnership bid to the Lottery's transitional fund which was being provided to help advise agencies redesign

service provision. The Board noted the importance of supporting the service and the work that had been done to support residents to stay in work, access benefits and cope with the welfare changes. The funding would also provide local people with some volunteering opportunities to help gain necessary skills to improve their employment prospects.

It was reported that on 4 July, in St Georges Hall a Merseyside “It Pays To Work Campaign” would be taking place. Employers, providers and partners would be available to give advice on debt, money management and up skilling. All attendees would apply be via Job Centre Plus so that the numbers attending would be manageable. All Local Authorities had been given an invite to the event.

The Board noted the following activities:-

- Riverside College had undertaken remodelling work at the Kingsway Campus and new classrooms had been built;
- Mersey Gateway bids had been submitted, skilled action plans agreed and when announced, benefits would be maximised for local people;
- The portfolio holder for Economic Development and the Operational Director, Employment, Enterprise and Property had attended a European Workshop in the City Region;
- Officers had attended a worklessness seminar at Liverpool University;
- National average earnings in the Borough was increasing in comparison to North West averages, although a large proportion of employees in the public sector felt that it had decreased. Further work would be undertaken on this issue; and
- Employment in the Borough was low and had decreased during the last 12 months.

In relation to Children and Young People (Children’s Trust) the following was reported:-

- The NEET framework had been launched in April with front line practitioners which allowed families to have a whole package of support;
- Child Protection and Children in Care Inspection Framework – there would be a launch of the new framework in September which could impact in October. There may also be an Inspection in April. However, fostering and adoption inspections would continue;

- Working Together Guidance 13 would be published in the near future and there was a lot of work to be undertaken to ensure that partnership policies were in line with the guidance;
- CCG colleagues – this was now a virtual team of children's commissioning. A lot of work had also been undertaken to ensure that they were linked with the Health and Wellbeing priorities;
- The number of children attending a good or outstanding school in Halton had increased to 84%;
- There had been a reduction in teenage pregnancies and at 41% it was the lowest it had been. A significant amount of work from the full partnership and voluntary organisations had taken place on this agenda and a lot of work had also taken place with schools and colleges. This would be continued to be monitored;
- The Troubled Families Unit had visited and had indicated that they would be using Halton's framework as an example of good practice;
- Halton had joined the Children Improvements Board which looked at support and monitoring of other Local Authorities; and
- A considerable amount of work had been undertaken regarding the new performance framework for commissioning and it was now possible to track services. It was noted that cost analysis work would need to take place to identify who was benefitting from the commissioned services and a cross reference exercise would take place to identify people who were accessing more than one service.

In relation to Environment and Regeneration the following was reported:-

- Daresbury was continually expanding and was waiting to build a new unit which would generate another 50/100 employment opportunities for the people in Halton;
- Further bids had been placed for highways and there would be some highway improvements undertaken on the M56. Work was also being undertaken on the A56 and the Daresbury entrance and when the works were completed it would improve access to Halton;
- Mersey Gateway would be making an announcement in the next two weeks on the successful bidder. It was reported that the evaluation had taken a considerable time and when some technical matters were resolved the successful consortium would be announced; and
- A new film on Spike Island by Universal Pictures and Vertigo Films in association with Halton Borough Council, would be released on 21 June 2013. A lot of local people would have taken part in it and the partnership were encouraged to advertise its release.

In relation to Safer Halton, it was reported that partnership work to meet the challenges and reduce crime and anti-social behaviour in the Borough was continuing and the challenges were being met. It was also reported that there were a number of difficult issues as there had been a shift in the crime group and the partnership were looking at how this could be addressed. Cheshire Police had taken very strong action and the community were being encouraged to work with the police regarding community intelligence. In addition, it was reported that as Halton had a large military community, a lot of work had been undertaken on re-assurance in the community following the murder of the soldier in London.

In relation to the Housing Partnership, it was reported that there were still press issues relating to the Welfare Reforms, with the blame being placed on housing providers rather than the Government. This was increasing the challenges of the welfare reform agenda and work was taking place across Merseyside to address this issue.

In respect of the Welfare Reforms, Halton Housing Trust had 1 in 7 people affected by the reforms, which represented 1000 customers. It was reported that 77 % were under occupied by one room, a further 23% were under occupied by two or more rooms and only two thirds have made a partial payment. One if four people were in credit and 24 % had made no payment at all. It was highlighted that most were not paying because they did not understand the new reforms. In addition, work was taking place on the bigger issue of Universal Credit, to help and support residents in the Borough.

The Board noted that there would be a welfare reforms update session on all the issues for Elected Members during Autumn.

The Equalities, Engagement and Cohesion Group Chair reported on the Engagement Health Checks that all Partners had signed up to, and it was noted that positive messages had come from the annual checks. There had been a higher level of engagement and residents had been involved in reviewing services. However, it was highlighted that there had not been many responses across the partnership.

It was reported that hate crime figures would continue to be monitored and a trend analysis undertaken. It was also reported that public sector equality duties were also monitored.

The SPARC Charity (Supporting People Achieve Real Choices) were in the early stages of developing health information material to be presented in a cartoon form and as an animated film. It was a good mechanism for getting key messages over to members of Halton's community with learning difficulties.

The Safer Town Scheme – It was reported that the Safe Haven Scheme pilot that had taken place for six months had been successful. A meeting had taken place with key partners on how it could be sustained and expanded to include other venues such as libraries and GP surgeries etc.

Members of the Board were encouraged to embrace the Engagement Strategy and join up their engagement and consultation activities.

RESOLVED: That the verbal update reports be noted.

3 AN INTRODUCTION TO COMMUNITY BUDGETS

The Board received a presentation from Nikki Goodwin, Community Development Manager, which gave an introduction to community budgets. The presentation:-

- Explained that community budgets was a broad range of partners agreeing common outcomes, pooling resources and joining up activities to achieve these outcomes;
- Highlighted that community budgets improved quality, made efficient use of public money, promoted choice and localism and enabled a civil society and prevented social and economic problems;
- Detailed the context and background of the policy which had evolved and had been built on the work of 'Total Place' that had ceased in 2010;
- Set out the benefits of community budgets and how they could help organisations that provided local public services;
- Outlined that 16 first phase community budgets for families with multiple problems had been announced in April 2011 with a further 2 types of budget pilots being announced on 21 December 2011, the Whole Place Community Budget and the Neighbourhood Level Community Budget;
- Explained that Whole Place Community Budgets tested how to bring together all funding for local public services in an area to design better services and achieve better outcomes and Neighbourhood level Community Budgets gave communities more power and control over services and budgets whole-place Community Budgets;
- Detailed the potential barriers, the factors for success and the community budget pilots that had taken place;
- Gave details of the next steps; i.e. the review of the potential for aggregation of whole place community budgets; that community budgets would have the potential to deliver better outcomes and realise substantial financial benefits; that the Government were committed to extending the Community Budget concept; that the Public Service Transformation network had been invited to express their interest in being one of a number of areas who would work

intensively with the network, which would be announced in the summer.

The Board noted that a dedicated website for community budgets had been established. The Board also noted the complexity of community budgets and the importance of learning from the pilots that had taken place.

RESOLVED: That the presentation be noted.

4 CHESHIRE AND WEST CHESHIRE EXPERIENCE

The Board received a presentation from Iain Barr, Altogether Better Co-ordination Team on community budgets which:-

- Explained the background to the Whole Place Community Budget for West Cheshire;
- Outlined why West Cheshire had been chosen i.e. because it had distinct identities; pockets of deprivation; health inequalities; was rural and urban; had an ageing population and a partnership commitment;
- Gave details of the breadth of the local partnership and explained why partners had participated in the whole place community budget;
- Detailed how the business case had been formulated, the collaborative leadership that had taken place and the activities taken during the nine months;
- Gave details of the projects, the issue and the proposals for families together, early support, safer communities, work ready individuals, ageing well and integrated assets and that they had identified more potential to join up case management across the business cases;
- Set out the potential financial impact;
- Detailed the implementation planning process and that 150 Integrated Early Support cases had been tested between April and June;
- Identified what would change within the projects i.e. Ageing well;
- Detailed the lessons that had been learned; i.e. pick a deadline and stick to it; integrate where it makes sense; avoid new silos; collaborative leadership; invest in analysis; don't forget the community and keep up the momentum;
- Explained Localism and Community Empowerment;
- Gave details of national developments; and

- Highlighted that further information could be obtained in the following ways: email Laurence.ainsworth@cheshirewestandchester.gov.uk or telephone 01244 977147 and on the website www.altogetherbetterwestcheshire.org.uk

The Board asked question and discussed various points that had been raised in the presentation.

RESOLVED: That

- (1) the presentation be received; and
- (2) Iain Barr be thanked for his informative presentation

5 HALTONS LOCAL EXPERIENCE OF SHARED BUDGETS

The Board received a verbal presentation from Mr Simon Banks, Chief Officer, NHS Halton CCG on his experience of shared budgets in Halton. Mr Banks referred to the journey of integration. He reported that change often focused on organisational form rather than the functions that were required of a system. The journey towards integration that needed to be considered required functionally, developing a common approach to services and outcomes, and not what may or may not emerge from organisational change. The focus on prevention, he reported was vital. Pooling budgets had made better use of resources and had addressed the prevention agenda more efficiently. As a result of this, he highlighted that it had enabled more people to stay at home rather than have a hospital visit.

It was reported that issues had been identified in complex care work and resources had not been extended or used as effectively as they could be, which could result in a reduction in the quality of the service. There had also been a cultural barrier between health and social care. However, it was highlighted that during the last 18 months, work had taken place to adopt a more open and transparent relationship with partners and a commitment to improve joint working and improve complex care services had been developed. Governance arrangements and joint working agreements had been put in place by the Complex Care Board. However, they remained as two separate accountable organisations for budgets but had a collective responsibility. Financially, £33m of resources had been pooled for Complex Care. It was reported that there had also been a number of Section 75's, which the CCG were looking to increase and move towards a Statement of Intent.

The Board was advised that the CCG had also looked at the current assessment process in pathways and had reduced duplication and individuals received a good quality assessment. It was reported that they ensured that good and appropriate commissioning support was in place to deliver services. They were also looking at how they could share information, how unmet need could be identified and the quality of work improved with partners to bring them closer to families and support networks. Delivery links between the two

organisations was working very well and work was being undertaken with the partnership to improve the quality of the assessment process.

The Board was further advised that the Complex Care Board would monitor the savings and invest in growth as a result of people living longer.

The following comments arose from the discussion:-

- Clarity was sought on whether there had been any consequences as a result of the pooled budgets. In response, it was reported that currently there had been no issues as a more local focus enabled the CCG to deal with issues more quickly and efficiently;
- Concern was raised that by focussing specifically on very vulnerable people, the demand for additional services would increase and this would create problems in other service areas for other agencies. The importance of how the services were integrated and the impact they could potentially have on other services was noted; and
- It was noted that more work was being undertaken on the Urgent Care Plan to keep people at home longer which could release funding to invest more locally. It was better to obtain community equipment and services rather than the resources being allocated to acute services for transport to hospital etc.

The CX reported that the community budget issue was complex and could be difficult for members of the public to understand. He highlighted that part of the community identity was to have a hospital. In reality, it would be better to have commissioned services locally and to travel further for elective and acute services. Local services would be managed better resulting in less people having to attend a hospital. The reduced need for the hospital would result in more money being available for services locally. The challenge for organisations to pool their budgets and have trust in the partnership was noted. It was also noted that it was about thinking and doing things differently irrespective of which organisation receives the funding from the Government, and getting to a position where it would be Halton's funding, not individual budgets for individual organisations. The Board agreed that it was a very difficult challenge.

The CX highlighted that the partnership were in a very strong position as pooled budgets were already taking place in some areas. The process was outcome based and the whole system approach was critical. He indicated that in the current economic climate with budget cuts the partnership would have to manage public expectations and do things differently. Community budgets would help to collectively manage the expectations in a more effectively.

The CX requested that partners email Shelah with opportunities for joint working and they would be attached to the minutes of the meeting. He requested that partners cascade the message throughout their organisations so

that ideas will be generated. He invited partners to share their experiences at the next meeting.

It was suggested that the partnership could look at the impact of alcohol abuse in Halton and identify ways of reducing the effect on services and the community. In response, it was reported that a lot of work was currently being undertaken to address this issue and it was a national challenge. It was agreed that this be a future agenda item for December 2013.

It was suggested that the partnership could consider the Housing Partnership work looking at how to maximise the contact that some front line staff had with customers. This initiative was called Making Every Contact Count, and it was agreed that this could be a future agenda item.

It was suggested and agreed that Inspiring Families be considered as the theme for the next meeting in September. This will be used to demonstrate shared community budgets.

RESOLVED: That

- (1) The verbal presentation be noted;
- (2) Simon Banks be thanked for his informative verbal presentation;
- (3) Alcohol abuse and the Look at Every Contact be agreed as future agenda item; and
- (4) Inspiring Families be agreed as the theme for the next meeting on 11 September 2013.

Meeting ended at 12.10 pm

REPORT TO:	Corporate Policy & Performance Board
DATE:	3 September 2013
REPORTING OFFICER:	Strategic Director Policy and Resources
PORTFOLIO:	Resources
SUBJECT:	The People Plan (2012-2015)
WARDS:	All

PURPOSE OF THE REPORT

- 1.1 To report to the Board on the progress made on the delivery of the Council's People Plan, in accordance with the Board's decision of 21 February 2012.

2.0 RECOMMENDATION: That

- (1) the Board note progress to-date and support the continued implementation of the Council's People Plan 2012-2015.**

3.0 SUPPORTING INFORMATION

3.1 Background Information:

The Executive Board, at its meeting on 29 March 2012, adopted the People Plan, following a recommendation from this Board

The aim of The People Plan is to place the workforce at the heart of the organisation as it recognises that this is our most valuable asset.

The People Plan is built around 4 Key Strategic Aims:

- Attract, Develop and Retain Excellent People
- Excellence in Leadership and Management Development
- Being an Excellent Employer
- Promoting Organisational Excellence

Each Strategic Aim contains a number of objectives, a number of actions, a number of success measures, with linked outcomes and timescales.

This Plan is monitored by the Organisational Development Group, chaired by the Strategic Director, Policy and Resources, with the membership across the 3 Directorates, and includes the Trade Unions.

4.0 SPECIFIC ACHIEVEMENTS

- 4.1 The People Plan has successfully implemented the following projects:

- Maintaining and updating the Organisation`s Workforce Profile.

The Council now possess the best staff records it has ever had. This is crucial within the context of a rapidly changing environment. By undertaking this exercise twice in recent times the Council is now able to, for the very first time, establish key workforce trends and develop policies in the light of those trends.

- Ensuring continued investment in our workforce.

The organisation has increased the number of its workforce who have acquired an academic/vocational qualification with the most occurring highest qualification obtained by our workforce rising from a Level 2 to a Level 3, which is akin to an 'A' Level/BTEC Higher Qualification process.

The Employee Appraisal & Development Review (EDR) has been revised to become more user-friendly. The Council has continued to invest in the training and development of its workforce, despite the austerity measures it operates within. A presentation will be made to the Board, giving further details of that activity and its success.

Furthermore, having a qualified and competent workforce also helps the organisation to achieve positive audit and external inspection outcomes.

- Devising and implementing a Talent Strategy.

Specifically designed to ensure that the Council possesses a skilled, competent and knowledgeable workforce which can meet emerging gaps and future skills shortages and which is also more representative of the local community. 3 initiatives are driving this forward – the Apprenticeship Strategy, the Volunteer Strategy and the Graduate Scheme. Work is progressing at different speeds in these areas; although more work is required in the latter area.

- Devising and introducing an Employee Recognition & Award Scheme.

This was re-introduced on the back of the Employee Survey with the staff wanting some form of formal recognition which valued their excellent work. It was also seen as a positive measure in terms of addressing and improving staff morale.

Now in its second year we have refreshed and updated the categories in order to make them more appealing. Presentations were made to staff at the recent Member Development event prior to the Council meeting on 6 February 2013.

- Implementing a Healthy Workforce initiative.

Having a healthy workforce does not just mean increased physical activity, but it also encompasses organisational measures such as increasing the percentage of staff who work more flexibly, through to ensuring that staff have

a greater awareness of the range of benefits on offer and reducing sickness absence.

The People Plan also places more emphasis on the organisation managing the wellbeing of staff, as opposed to the traditional approach of focusing on sickness. In doing so it is envisaged that the organisation will benefit from increased productivity, reduced absenteeism and improved staff morale.

In order to get key messages across we have established a Healthy Workforce Portal:

<http://intranet/HealthyWorkforcePortal/Pages/default.aspx>

This provides staff with advice and access to support for a whole range of services aimed at improving general health and wellbeing.

- Meeting Legislative requirements.

The successful implementation of the People Plan has aided the Council in meeting the requirements of the Equality Act 2010 and the Public Sector Equality Duty 2011, as well as the National Minimum Data Set (NMDS) in Adult and Children's Social Care.

5.0 FUTURE CHALLENGES

The following specific developments will take place over the next 12 months:

- Devising and implementing a Talent Pool
- Devising and implementing an Organisational Succession Plan
- Developing a Learning & Development, A Managers Guide
- Developing more effective Leaders

These developments will affect all employees within the organisation with development opportunities being made available to everyone regardless of position.

A further progress report will be made to the Board in twelve months' time.

6.0 POLICY IMPLICATIONS

6.1 The People Plan underpins key documents such as Halton's Sustainable Community Strategy, Halton Council's Corporate Plan and Directorate Plan's in that it ensures that the workforce has the appropriate skill set to deliver the priorities identified in those documents.

6.2 There are specific links to national, regional and local drivers, such as 'Delivering through people, The Local Government Workforce Strategy 2010' (Local Government Association), 'Local Government Workforce Survey 2010' (Local Government Association, 'The Brilliant Local Authority of the Future' (KPMG, 2011), Halton Borough Council People Strategy (2009-2012), The Equality Act 2010 and the Public Sector Equality Duty 2011, National Minimum Data Set (NMDS) in Adult and Children's Social Care, Skills for Sustainable Growth Strategy, Department for Business, Innovation and Skills 2010), the Staff Survey 2011 and the Workforce Profile's 2011 and 2012/13.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

Indirect implications in that the People Plan has introduced a 'Talent Strategy', of which key elements have had specific interest to the young people of Halton, namely 'The Apprenticeship Strategy', 'The Graduate Scheme' and 'The Volunteer Strategy'. It is envisaged that people who participate in these schemes will help to form the workforce of the future and in doing so ensure that the organisation has in place a balanced workforce.

7.2 Employment, Learning and Skills in Halton

Critical to the success of this Plan has been ensuring that the Council has a workforce that is appropriately skilled and can respond to change effectively. Integral to this has been putting into place plans to increase the minimum level of qualification, as well as an expectation to lead by example in being the largest employer within the Borough.

7.3 A Healthy Halton

The People Plan has made significant inroads in ensuring that we are a 'Healthy Organisation', one which promotes the health of the workforce and which in turn also benefits the health of Halton employee's families and the wider community at large.

7.4 A Safer Halton

No specific implications.

7.5 Halton's Urban Renewal

One of the key elements underpinning the People Plan has been the desire to establish greater links with local businesses and education providers, thus ensuring that both the current and future workforce possesses the appropriate skills and knowledge to help to achieve this. Work is still progressing in this area.

8.0 RISK ANALYSIS

8.1 There are no major risks associated with this proposed action as it is an update.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The successful implementation of the People Plan has aided the Council in meeting the requirements of the Equality Act 2010 and the Public Sector Equality Duty 2011.

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

There are no background papers under the meeting of the Act.

Corporate Services PPB: September 3rd 2013

Year 1 Evaluation of The People Plan (2012-2015)

Background

- **Launched Spring 2012**
- **Linked to the Staff Survey 2011 / Workforce Profile 2011 set within context of austerity measures / reducing and ageing workforce**
 - **Aim of People Plan:**
To place our workforce at the heart of the organisation as it recognises that this is our most valuable asset.

HBC People Plan

A vision for our workforce 2012-2015

Built around 4 Key Strategic Objectives:

- 1. Attract, Develop and Retain Excellent People**
- 2. Excellence in Leadership and Management Development**
- 3. Being an Excellent Employer**
- 4. Promoting Organisational Excellence**

- **Each Strategic Aim contains a number of objectives, number of actions, number of success measures, with linked outcomes and timescales**
 - **The Plan is monitored by the Organisational Development Group, chaired by Strategic Director, Policy & Resources, with membership across the 3 Directorates and Trade Unions.**

Specific Achievements

- **Maintaining & updating the Organisation`s Workforce Profile**
- **Ensuring continued investment in our Workforce**
 - **Devising and implementing a Talent Strategy**
 - **Devising and introducing an Employee Recognition & Award Scheme**
 - **Implementing a Healthy Workforce initiative**
 - **Meeting Legislative Requirements**

- **Maintaining & updating the Organisation`s Workforce Profile**
 - Possess the best ever staff records
 - Able to establish key workforce trends & develop policies in light of those trends
- **Ensuring continued investment in our workforce**
 - Most occurring highest qualification has risen from Level 2 to Level 3
 - EDR has been revised and more user-friendly
 - Challenge remains to increase completion rate

- Possessing a qualified & competent workforce helps organisation achieve positive audit and external inspection outcomes.

•Devising and implementing a Talent Strategy

-Ensuring that the Council possesses a skilled, competent and knowledgeable workforce via:

***Apprenticeship Strategy**

***Volunteer Strategy**

***Graduate Scheme**

Work is developing at different speeds in these areas.

- **Devising and introducing an Employee Recognition & Award Scheme**

- 2nd year of operation as a result of Staff Survey /
improving staff morale

- New appealing categories:

- Rising Star**

- Leadership & Motivation**

- Outstanding Customer Service**

- Achieving Value for Money**

- Unsung Hero**

- Team of the Year**

- **Implementing a Healthy Workforce initiative**
 - **Working Group established, focusing on managing the wellbeing of staff, as opposed to traditional focus on sickness.**
 - **Organisation to benefit from increased productivity, reduced absenteeism and improved staff morale.**
 - **Healthy Workforce Portal / Workplace Health 'Champions'**

- **Meeting Legislative Requirements**
 - **Equality Act 2010**
 - **Public Sector Equality Duty 2011**
 - **National Minimum Data Set – Social Care (Adults & Children`s)**

Learning & Development:

**Developed & Designed to address
the issues from the staff survey &
promote the outcomes from the
People Plan**

The L&D Offer & Achievements'

- **Off/on the Job Training** **239**
- **Coaching & Mentoring** **45**
- **Management Pathway** **51**
- **National Vocational Qualifications**
45 Level 3 (40)
- **Academic Qualifications** **47**

Future Challenges:

Specific Challenges within next 12 months:

- Devising & implementing a Talent Pool**
- Devising & implementing an Organisational Succession Plan**
- Developing a Learning & Development, A Managers Guide**
- Developing more effective Leaders**

These developments will affect all employees within the organisation, with development opportunities being made available to everyone regardless of position.

A further progress report will be made to the Board in 12 months time.

REPORT TO: Corporate Policy and Performance Board

DATE: 3 September 2013

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: Resources

SUBJECT: Land and Property Update

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

The purpose of this report is to provide members with an update in respect of activities relating to the Council's land and property portfolio.

2.0 RECOMMENDATION

That Members note the good progress being made in the management of the Council's land and property assets.

3.0 SUPPORTING INFORMATION

In managing the Council's land and property portfolio the Economy, Enterprise and Property Department has concentrated resources on the following areas:

- 1) Accommodation and Agile Working;
- 2) Maintenance of our Properties;
- 3) Investment Properties;
- 4) Disposals.

A summary of activities in each of these areas is provided below.

1) Accommodation

Members will be aware of the changes the Council has been implementing in relation to its office and depot accommodation. These changes are being made to deliver significant efficiency savings; improve the stock; meet service delivery objectives, whilst accommodating a reducing workforce corporately; generate income by attracting external tenants into our premises.

The Council's long-term accommodation plan is to reduce the number of office bases to three i.e. Rutland House, Runcorn Town Hall and the Municipal Building. Consequently a number of leases have not been renewed. These include-

- The Heath
- Grosvenor House
- Corporate Training Centre
- 10 Turnstone Business Park
- Midwood House

This has resulted in a number of office moves and an accelerated implementation of the Council's agile working policy.

It is estimated that since 2011/12 the accommodation budget has been reduced by 46% from £2,696,380 to £1,436,721. To achieve these results, the Council has adopted a more modern and agile way of working, where it has been appropriate to do so, work stations rather than individual's own desks have been provided. This has already resulted in the Council being able to reduce its accommodation costs.

Offices:

Runcorn Town Hall

Runcorn Town Hall was refurbished in 2008, however, the Council has continued to maximise space to enable us to accommodate an additional 30 work stations for the Clinical Commissioning Group (CCG) and 14 workstations for the Primary Care Trust.

Rutland House

Staff from Grosvenor House were relocated to Rutland House in May 2012. A refurbishment and modernisation of Rutland House was required to accommodate staff. However this resulted in an additional 80 workstations (290 in total) being created. Discussions with external agencies are continuing with a view to accommodating staff from other organisations at Rutland House.

Kingsway House

The Council will lease Kingsway House until 2017. An additional 45 workstations (250 in total) have been created.

John Briggs House

Some of the staff based in Midwood House were relocated to John Briggs House. Some minor refurbishment was required to mirror facilities at Rutland House and resulted in additional 25 workstations having being created.

Depots:

Lowerhouse Lane

Significant work has been undertaken at the depot over the last 3 years. This included a new salt barn, the motor transport workshop had a new roof and windows and the offices at the front of the site were refurbished. Recently, the old office building on the upper part of the site was demolished and a new welfare facility has been provided. However, there are outstanding issues which need to be resolved. (subject to Executive Board approval on 5th September) work will comprise a refurbishment of toilets and changing rooms; improvements to the transport/meals on wheels building; demolitions of welfare block and archive store as well as external hardstandings including access improvements.

Picow Farm

2) Maintenance of our Council Properties

Each year the Council's Property services team sets out how it proposes to allocate its maintenance budget. The available budget in 2013/14 is £2.29million which is a 10% reduction on 2012/13. The maintenance budget comprises:

Programmed Works

Response

Security

Servicing

Window Cleaning

Programmed work has allowed us to manage budget reductions in previous years, to ensure that future maintenance liabilities are reduced. However we are close to a point where further reductions will have an impact on the amount of programmed maintenance work that can be undertaken which will have a detrimental impact of the condition of our property portfolio.

3) Investment Properties

In March 2013, the Council's Executive Board approved an Industrial Estates options Appraisal, which set out recommendations for the future use of Marshgate, St. Michael's Industrial Estate, Oldgate, St. Michael's Industrial Estate, Dewar Court Astmoor Industrial Estate, Runcorn and Seymour Court Manor Park.

The options appraisal set out that over recent years there had been increased expenditure on these industrial estates due to their age, deteriorating condition and very high vacancy rates caused by difficult marketing conditions.

Members considered the appraisal in order to ascertain their feasibility and viability so as to formulate a strategy for their future management. Financial and options appraisals were also considered.

In conclusion, Members agreed to retain Marshgate, and Oldgate St Michael's Industrial Estate within HBC ownership and a sum is now being allocated from the maintenance budget to replace the roofs at each site. Regarding Dewar Court it was agreed that HBC would continue to retain this estate within its ownership.

However, Members agreed to the disposal of Seymour Court, Manor Park, Runcorn, but with a reserve price, and this is currently being marketed.

4) **Disposal of Surplus Land and Buildings**

A significant piece of work for the Council has been the collation of a schedule of the Council's additional assets. The schedule provides a list of sites and buildings identified as surplus. This represents a significant piece of work over the next five years, and will, of course be subject to review and as a part of the following. The programme aim is to continue to dispose of surplus sites to sustain the flow of capital receipts. Whilst these receipts will be modest over the next few years, they still represent an important income stream for the Council. A future consideration for the disposals programme will be the construction of the Mersey Gateway and it is probable that some sites will be added to the programme following construction in 2016/17.

4.0 **POLICY IMPLICATIONS**

Good progress has been made in meeting our corporate plan objective of 'creating the maximum effect on the quality of life in the communities of Halton through the efficient use of the Council's resources'.

The Council's Asset Management Working Group, (Chaired by the Strategic Director for Policy and Resources), provides a good forum for discussing and making recommendations to Members on key strategic land and property issues. It oversees the corporate programmed maintenance schedule and accommodation planning process for the year ahead, receives regular updates regarding income and occupancy levels relating to the Council's Investment Properties.

5.0 OTHER/FINANCIAL IMPLICATIONS

There are no direct financial implications arising out of the report. However, good management of the Council's land and property portfolio has enabled the Council to make significant revenue savings as outlined earlier in the report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

None.

7.0 RISK ANALYSIS

There are no risks arising from this report.

8.0 EQUALITY AND DIVERSITY

It is worth noting the important role the Council's agile working policy plays in supporting a flexibility and accessibility for our workforce.

Recent changes and improvements to our accommodation have enabled us to improve the working environment for all our staff.

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

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

REPORT TO: Corporate Policy and Performance Board

DATE: 3rd September 2013

REPORTING OFFICER: Strategic Director – Policy and Resources

PORTFOLIO: Resources

SUBJECT: Discretionary Support Scheme

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1. To receive an update on the implementation of the Discretionary Support Scheme after the first three months of its operation.

2. RECOMMENDATION:

- i. That the report be noted.**
- ii. That a further paper regarding the provision of fuel be submitted to the Corporate Policy and Performance Working Party before the end of October.**

3. BACKGROUND

- 3.1. The Discretionary Support Scheme, which was previously administered by The Department of Work and Pensions (DWP), was abolished by the Welfare Reform Act from April 2013. At this time Crisis Loans (CL), for general living expenses and Community Care Grants (CCG) were replaced by a new service administered by the Council. This Board was instrumental in developing the key aspects of the Council's Scheme.
- 3.2. The scheme was in place and introduced in Halton in April. Its introduction was done to a very tight timescale and happened during a time of significant change for the Revenues and Benefits Team. Payments from the scheme have been made against a set of criteria previously agreed with a working party whose membership was drawn from this Board.
- 3.3. Halton was allocated the following funding, over a three year period. No announcements have been made about future funding:

2012/2013 Set Up Funding £6,496

2013/2014 Programme Funding £649,558

2013/2014 Administrative funding £137,257

2014/2015 Programme Funding £649,558

2014/2015 Administrative funding £125,810

3.4. This funding was not ringfenced. However, the DWP stated that although they do not expect local authorities to replicate the existing scheme it was the intention of government that the funding would be used by Councils to provide support to vulnerable people in their area.

3.5 The Working Party requested that the core elements of the current DWP scheme be retained where possible, namely:

- Assistance with living expenses due to an emergency or crisis
- Assistance for vulnerable people to help return to or remain in the community or to ease exceptional pressure on families

3.6 In addition the Working Party agreed the following:

- That no cash payments be made;
- That no payments for fuel be made; and
- That the Application process be either by phone or the internet.

3.7 These characteristics of the scheme were agreed, given the need for the Council to develop a scheme within the resources available. It was agreed that the scheme be reviewed after the first three months of its operation.

4. UPDATE AT THE END OF QUARTER 1

4.1. At the end of Quarter 1 £20k has been paid out of the Discretionary Support Scheme.

4.2 Appendix 1 gives a breakdown of Applications received to date by month.

4.3 Appendix 2 gives a breakdown of applications between emergency and community support.

4.4 Appendix 3 gives a more detailed breakdown on amounts awarded.

4.5 Appendix 4 gives a breakdown of the items awarded.

5. CONSIDERATIONS

5.1 The DWP did not expect local authorities to replicate the existing service provision.

- 5.2 Like most other authorities the decision not to pay cash has seen a dramatic reduction in payments made from the fund.
- 5.3 In addition the decision not to pay fuel would also appear to have led to a reduction in applications.
- 5.4 Although many people have been more than satisfied with the service, feedback from some external organisations has asked for consideration to be given to:
- Making payments of fuel.
 - Improving the standard of furniture provided.
 - Improving the standard of food provided.

6. WAY FORWARD

Three months is still a relatively short period during which to make any significant conclusions or changes to the Scheme, however, it is suggested that a further report be submitted to the Working Party by the end of October on the options for fuel payments for further consideration.

The use of second hand furniture as an alternative to purchasing new furniture be monitored and feedback given to the Working Party, again in October.

7. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 7.1 It has the potential to affect all Council priorities.

8. RISK ANALYSIS

- 8.1 Payments will be monitored from the scheme to ensure that these remain with budget.
- 8.2 A report will be submitted to the PPB Working Party by the end of October regarding payments for fuel which will ensure that consideration can be given to the onset of cold weather.

9. EQUALITY AND DIVERSITY ISSUES

- 9.1 The eligibility criteria and application process would have to ensure that no particular groups of individuals were excluded. An Equality Impact Assessment will need to take place on any amended Scheme.

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

Document	Place of Inspection	Contact Officer
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Various letters from Revenues & Benefits Peter McCann
the Department of & Customer Services
Works and Pensions Division

Kingsway House
Widnes

Appendix 1

Applications Received by Month				
2013/14	Total Received	Runcorn	Widnes	Outside of Area
April	227	84	102	41
May	206	97	75	34
June	195	96	74	25
Total	628	277	251	100

Appendix 2

Breakdown Of Applications		Emergency Support		Community Support	
		Runcorn	Widnes	Runcorn	Widnes
Received Applications	628	180	194	97	57
Granted	63	11	5	29	18
Awarded Amount	£ 19,057	£ 409	£ 160	£10,483	£8,006
Percentage Awarded		2%	1%	55%	42%
Rejected Applications	565	169	189	68	39

Appendix 3

	Emergency Support				Community Support			
2013/14	No. Apps	No. Granted	No. Refused	Awarded £	No. Apps	No. Granted	No. Refused	Awarded £
April	194	5	189	£ 159	33	7	26	£ 2,801
May	144	4	140	£ 143	62	19	43	£ 5,754
June	124	7	117	£ 265	71	21	50	£ 9,935
Total	462	16	446	£ 568	166	47	119	£ 18,490

Appendix 4

Items Awarded	
Adult Food pack	16
Child Food Pack	3
Adult Vegetarian pack	1
Single Bed with bedding	38
Single Bed	2
Single Mattress	5
Double Bed	0
Double Bed with bedding	3
Double Mattress	2
Bunk Beds with Bedding	3
Bunk Bed	1
Cot with bedding	4
Sofa	32
Set of curtains	21
Cooker	9
Washing machine	1
Fridge	1
Kitchen equipment	31
Table and Chairs	1
Clothing	1
Toiletry Pack	2
Prams	1
Total	178

REPORT TO:	Corporate Policy and Performance Board
DATE:	3 September 2013
REPORTING OFFICER:	Strategic Director, Policy and Resources
PORTFOLIO:	Resources
SUBJECT:	Topic Group Formation: Living Wage
WARDS:	Borough Wide

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to recommend the establishment of a Topic Group to examine the implications for the Council implementing “The Living Wage” and for that Topic Group to make recommendations to the full Board.

2.0 RECOMMENDATIONS

It is recommended that:

- (i) a Topic Group be established to examine the implications for the Council of implementing the “Living Wage”; and
- (ii) the Board nominate Members to sit on that Group.

3.0 BACKGROUND

- 3.1 The Living Wage is defined by the Living Wage Foundation as the hourly rate of pay “deemed adequate for a worker to provide their family with the essentials of life”. In London the current rate is £8.55 per hour. Outside of London the current rate is £7.45 per hour. Whilst the Council clearly adheres to the National Minimum Wage it does have employees paid below the Living Wage.
- 3.2 Unlike the National Minimum Wage (NMW), the Living Wage has no statutory basis but it has been adopted voluntarily by a range of public and private sector organisations, including a small number of local authorities.
- 3.3 The campaign for the Living Wage, run by the Living Wage Foundation, offers accreditation to employers that pay the Living Wage and provides support and advice to employers and seeks to influence employers.
- 3.4 The Living Wage is calculated independently by the Centre for Research in Social Policy at Loughborough University and funded by the Joseph Rowntree Foundation.

3.5 The Leader has asked that the Corporate Policy and Performance Board examines the implications for the Council if it were to introduce the Living Wage and for the PPB to make recommendations to the Executive Board.

3.6 it is suggested that the PPB establishes a Topic Group to look at this issue in some detail. The Topic Group could:

- (1) Consider the benefits of introducing the Living Wage.
- (2) Examine the risks of introducing the Living Wage.
- (3) Consider the legal, financial and Human Resource implications of its introduction.
- (4) Seek independent advice and understand the experiences of those who have implemented it.

4.0 POLICY IMPLICATIONS

4.1 Since March 2012, the Council has been required to annually adopt a “pay policy”, which outlines how it determines the pay of its employees. The Topic Group would need to take that policy into consideration when examining this issue.

5.0 OTHER IMPLICATIONS

5.1 There will be other issues the Topic Group will need to consider, such as, affordability and the need to protect the authority from equal pay claims.

6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

6.1 **Children and Young People in Halton**
Employment, Learning and Skills in Halton
A Healthy Halton
A Safer Halton
Halton’s Urban Renewal

6.2 Increasing pay will clearly enhance the morale of those benefiting, however, any cost has to be found from other areas of the Council’s business and therefore can potentially affect its priorities.

7.0 RISK ANALYSIS

7.1 There are no risks directly affected by this report but the Topic Group will clearly need to fully understand the risks to the Council of implementing the Living Wage.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Any revised pay policy in this area would have to be subject to an equality impact assessment.

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.

REPORT TO: Corporate Policy and Performance Board

DATE: 3 September 2013

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2013/14

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the first quarter period to June 2013.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Financial Services
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

in relation to the Council's priority of Corporate Effectiveness and Business Efficiency. The report details progress against service objectives, milestones and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the first quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Board.**

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the

Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Thematic Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Corporate Policy and Performance Board– Priority Based Monitoring Report

Reporting Period: **Quarter 1 – Period 01st April to 30th June 2013**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2013/14 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
 - Human Resources & Organisational Development
 - ICT Infrastructure
 - Legal and Democracy
 - Policy & Performance
 - Catering, Stadium and Registration Services
 - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

Financial Management

- The draft Annual Governance Statement for 2012/13 was presented to the Business Efficiency Board on 26th June 2013 with the final version being presented to the Board in September for approval. The document provides a summary of the Council's governance arrangements, the governance issues facing the Council, and the action being taken to address those issues. The final document is signed by the Leader and Chief Executive and will be published alongside the Council's financial statements.
- The final accounts process for 2012/13 has been undertaken in the first quarter of the financial year. The draft Statement of Accounts was signed off by the Chief Finance Officer on Friday 28 June 2013 and passed to Grant Thornton on Monday 01 July 2013 for them to start the audit of the accounts. Findings of the audit will be reported to the Business Efficiency Board on Wednesday 18th September 2013.

- The 2012/13 outturn was reported to the Executive Board on 27 June 2013, net expenditure for the year was £0.5m under the approved budget. Capital spending for the year was £50.3m, which represented 87% delivery of the revised capital programme. This compares well to slippage of 20% which had been anticipated throughout the year.
- The updated capital programme covering the three years from 2013/14 was reported to the Executive Board on 27 June 2013. There is a planned capital expenditure of £55.9m in 2013/14, with the Mersey Gateway project and 3MG being responsible for over half of the approved capital budget.
- Following governance changes invoked through the Welfare Reform Act 2012 the Bedroom Tax and the Council Tax Support Scheme were brought in on schedule from the 01st April 2013. The Bedroom Tax has seen a corresponding reduction in Housing Benefit payments and the full effect on households will be seen when recovery action is taken by landlords.
- The introduction of the Council Tax Reduction Scheme has resulted in a reduction in support for non-pensioners of 21.55%. 6,000 households were billed for the first time and a further 3,000 households saw a reduction in their entitlement. As would be expected this has led to increased recovery activity during the first quarter period.
- The Discretionary Support Scheme was also brought in on schedule from the 02nd April 2013 and a report on the first quarter activities will be presented to the Corporate Services Policy & Performance Board (PBB) in July 2013. Turnaround times for applications are positive with Emergency Applications being dealt with on the day of application and Community Support applications dealt with within 2 working days.
- A new e-learning module is now available to access through the enable portal. The training covers the key points of the Bribery Act 2010 and how it affects employees, Councillors and the Council as a whole and provides an outline of how to report suspected acts of bribery.
- Following the Review of Policy, Performance and Communications & Marketing, new staffing structures were implemented on 28th April 2013. These are now operational and savings of £580,000 have been generated. The Efficiency Programme Office is currently drawing up Wave 5 of the Efficiency Programme.

Human Resources and Organisational Learning and Development

- All employees have been advised by letter of their individual position with regards to Pension Auto Enrolment. From 01st May 2013 all new employees and those that may meet the criteria as a result of a change in circumstances will be automatically entered into the Scheme and will have to elect to leave should they wish to do so.
- The Council is now meeting its legal duty to report real time tax information to Her Majesty's Revenue and Customs that involves reporting changes to employees pay on a monthly basis rather than at year-end. Additionally advice has been provided to schools as a result of changes to School Teachers Pay and Conditions which allow schools greater discretion to set their own pay and structures which will be aligned to relevant teaching standards.
- The Learning & Development Team are working closely with colleagues in Adults and Communities Directorate to respond to changes as a result of the Social Work Reform. In addition, they have supported five employees to obtain their social work degree.

ICT and Administration Support Services

- Considerable work has been undertaken during quarter 1 to transfer data to the new digital storage system and create a mirrored replica at Runcorn Town Hall which will eventually transfer to the new Data Centre at Picow Farm Road. Work is underway to kit out the centre with networking equipment and server space and it is expected that the Data Centre will become fully operational during autumn 2013. Additionally the Picow Farm Road Records Management Centre is now ready to be fitted out with additional racking and the related scanning and printing equipment.
- The upgrading of the Vault Enterprise Archiving System has continued with all users moving over to the system within the coming months. This will allow data to be retained centrally and redirected to avoid the need to retain data on individual personal devices thereby improving the Council's information governance and data security arrangements.
- Schools Wi-Fi installations are now underway for those schools with whom we have a Service Level Agreement. These chargeable upgrades are aimed at setting the platform for future service provision and the imminent curriculum requirement for mobile devices, such as tablets, within the classroom. Additionally a new Corporate and Schools Virtual Desktop environment has now been developed and deployed which will allow greater levels of security and mobile access.

Legal and Democratic Services

- New structures came into effect on 29th April which involved the creation of a new Communications, Marketing and Design Team and a Customer Intelligence Unit and a transfer of Print Services to the ICT and Administration Department. Work plans for the new teams are now being developed for the current financial year.

- Preparations for the introduction of Individual Voter Registration which will end reliance on registration through heads of household and is planned to be fully in place by late 2015. The Electoral Commission will be producing detailed guidance and templates during the transition period and whilst the local authority has primary responsibility for promoting registration the Commission and the Cabinet Office will also be undertaking activity in this area.
- Some clear statutory obligations underpin these activities. Electoral Registration Officers, who work within a set of detailed regulations, are under a general duty to promote participation in the electoral process. They, and the authorities they work for, are also required to have regard to the Public Sector Equality Duty [PSED]. In brief, this requires public authorities to have due regard to the need to eliminate unlawful discrimination, to advance equality of opportunity and to foster good relations between different groups, a framework which includes encouraging people with characteristics that are protected by the Equality Act to participate in public life.

Policy, Planning, and Transportation (Policy & Performance).

- Activities to support the implementation of the Government's Welfare Reform changes have been undertaken. This has included joining up partner organisation activities to improve customer signposting, and the production of an information leaflet focussing on key changes. This sits alongside a matrix which is part of an on-going exercise to map support available locally. This information has been distributed and published on websites, such as www3.halton.gov.uk/adviceandbenefits.
- Work has commenced on the Digital Economy and Inclusion Strategy around implementing the Go-On initiative (www.go-on.co.uk) in Halton linked to the Digital by Default (www.gov.uk/service-manual/digital-by-default) and Welfare Reform agendas.
- Halton has now linked into Cheshire Police Hate Crime scrutiny work and the Crown Prosecution Services Local Involvement and Scrutiny Panel. Two hate crime awareness sessions have been held for Catch 22 Youth Workers, with part of the wider awareness raising work already completed.
- Superfast Broadband roll out under the [Connecting Cheshire](#) project has commenced in Halton. Manor Park and Moore in Runcorn, together with Hale and Halebank (Widnes) will be the first areas to benefit from fibre broadband, with many other areas to follow over the project's delivery phase.
- A Procurement Strategy has been produced with the Procurement Team covering compliance with the [Public Services \(Social Value\) Act](#) and legislation. This was adopted by the Business Efficiency Board on 26th June 2013. A Social Value policy is also being developed for Halton staff.
- Policies and procedures for Community Right to Bid (Assets of Community Value) under the Localism Act have been produced and approved. The first live trial of these procedures is underway after a request from the Runcorn & District Historical Society for the vacant Egerton St. Library / Waterloo centre.

Catering, Stadium and Registration Services

- The Schools Meals Service has recently been re-inspected by Hospitality Assured, which is the industry's quality 'kite mark'. For the sixth consecutive year the Council's score has improved and the Inspector recommended that the service should also seek a Hospitality Assured Award and seek national recognition for its achievements.
- Recent improvements in the uptake of school meals in Secondary Schools have resulted in Halton being the third highest nationally and the Food Trust have requested that we be used as an exemplar of good practice.
- Both the Grange and Wade Deacon Schools have seen upgrades to kitchen facilities and it is commendable that staff worked through this to deliver an uninterrupted service to children.
- The School Meals service held its fourth Annual Awards ceremony at the Stadium which recognises individual and team efforts and was attended by over 150 staff.
- A new Stadium sponsor has been sourced which will be worth £100,000 over 3 year period with a possible extension of 2 years.
- Use of the Stadium facilities remains popular for example with Everton Ladies FC having agreed terms to play at the Stadium next year, an approach being made by a Manchester based American Football team and the UK Drum Corps having booked to host their National Finals later in the year.

Property Services

- The Operational team have now taken over the management of the Building Schools for the Future school construction projects at both Wade Deacon and The Grange. Both projects are nearing completion and are due to be finished by the end of September. The remaining works at both sites mainly consist of demolitions and external works.
- The demolition contracts have now been let for the former Fairfield high school buildings together with the Grange nursery, Infant and Junior school buildings, works will be completed at these sites by late Autumn.
- The demolition works which have been approved and let at a number of other surplus sites are on-going, the former Queens Arms Pub now having been completed, the completion of the works at other sites will follow on later in the year.
- The dilapidation claims for both Grosvenor House and the Corporate Training Centre have now both been resolved and finalised. The claims at Midwood House and 10 Turnstone should be finalised within the next couple of months. Kingsway House is the only rented accommodation currently within the Council's building portfolio.

3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

Financial Management

- I. The Chancellor of the Exchequer published Government spending details covering the financial year 2015/16 on 26th June 2013. Funding for Local Government will be cut by £2.1bn which in real terms is a 10% reduction from 2014/15. There will be additional cuts to the Educational Services Grant and New Homes Bonus Grant, although details of how these will be delivered and the impact on Halton are still unknown.
- II. The Medium Term Financial Forecast will be continually updated as more details resulting from the spending review come to light. The forecast budget gap for 2014/15 is now £15.2m and a further gap of £28.6m for the following two years.
- III. From 15th July 2013 the total amount of benefits that a working age household is entitled to receive will be capped. In the short term, any benefit over the capped amount will be deducted from Housing Benefits payments. In the long term it will form part of the new Universal Credit system.
- IV. In Halton there are approximately 90 households who will be affected by the benefits cap. The Department for Works and Pensions (DWP) has written to these claimants a number of times asking them to make contact with an Advisor who can offer appropriate help and support. During quarter 2 the DWP will inform the council which claimants will be affected by the benefits cap and the amount of Housing Benefit reduction. Various seminars and presentations have been delivered to Elected Members regarding the Cap.
- V. Due to the local retention of Non-Domestic Rates from 01st April 2013, the amount of rates collected will have a significant impact on the Authority's finances in 2013/14 and in future financial years. Procedures have now been implemented to monitor the amount of rates available for retention by HBC.
- VI. Changes to the welfare system have continued to generate a high volume of enquiries and place heavy demands upon available resources. There has been a 35% increase in calls to the dedicated Council Tax and Benefits lines in the Contact Centre and response times have become extended as a result.

Human Resources and Organisational Development

- VII. Work has begun to understand the forthcoming changes to pensions from April 2014 and it is envisaged that this will also have a significant impact on how payroll is processed as the move to career average earnings is implemented.

ICT and Administration Support Services

- VIII. ITC related work will progress across a number of areas during the coming year including:
- A new project has been initiated to deliver essential changes and enhancements to the Children's Services Aspect of the main Care First application – enabling greater levels of management reporting and client reporting.
 - The USB device management/restriction, which is an essential aspect of our data governance and security strategy as an authority, will be further extended. It is understood the use of these devices can be beneficial to users but the security implications associated with the loss of such devices has to be acknowledged. As such as part of the Active Directory management process USB ports on all corporate devices will start to be locked down and restrict the use of certain devices.
 - Enhancements to major systems such as CareFirst, Agresso and Revenues and Benefits will continue to be a priority together with the hundreds of other smaller applications supported by the technical and administrative teams.
 - Trials of the next Microsoft and Apple Operating systems will be undertaken to determine the suitability of application deployment through the HBC Cloud rather than needing to deploy a standard desktop to a user thereby reducing future operating costs.

Legal and Democratic Services.

- IX. Working with colleagues across the Merseyside region, consideration is being given to the development of a combined authority, which will continue to require substantial legal involvement as will the continued delivery of the Mersey Gateway Project.

Property Services

- X. The restructure of the Operational Division has now been agreed and we are progressing with implementing the proposed changes. The changes will come into effect on October 1st 2013 and will help deliver a £90,000 saving for 2014/15.
- XI. We have now started to look at income generation from our corporate building stock linked to the move to agile working which is having the effect of freeing up space. We are currently in discussions with other public sector partners with a view to them taking some space in Rutland House. This is an area that we will be increasingly focussing on in the future as there is an opportunity to generate a significant amount of income.

- XII. Proposed changes have recently been announced by Government in respect of the Carbon Reduction Commitment, Energy Efficiency Scheme (CRC), which if implemented will mean that Halton will fall below the threshold required to be included in the scheme from April 2014. This will potentially save the Council the £154,000 which was the cost for 2011/12.

4.0 Risk Control Measures

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements.

As such progress concerning the implementation of all high risk mitigation measures will be monitored in Quarter 2 and Quarter 4.

5.0 Progress Against High Priority Equality Actions

Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

As a result the Board will receive further information following the completion of the Annual Equality Assessment which will be undertaken during Quarter 3.

6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

Financial Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS O1	Report Medium Term Financial Strategy to Executive Board November 2013 .	
FS O3	Complete the Draft Abstract of Accounts for certification by Chief Financial Officer by 30th June 2013 .	
	Publish the Abstract of Accounts by 30th September 2013 .	

Supporting Commentary

The medium Term Financial Strategy remains on track to be reported as planned and the financial forecast is being regularly updated.

The Draft Abstract of Accounts was certified by the Chief Finance Officer on 28th June 2013 as planned. The Audit of the Statement of Accounts began on 01st July and at this stage publication remains as planned.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 05	Proportion of Council Tax that was due that was collected.	97.11	96.00+	28.52		
FS LI 06	The percentage of Business Rates which should have been received during the year that were received.	97.13	96.00+	30.31		
FS LI 10	Average time for processing new claims (Housing & Council Tax Benefit).	11.78	18	12.93		

Supporting Commentary

Although the collection of Council Tax is marginally down when compared to the same period last year (29.2%) this remains a significant achievement when considering the implementation of the new Council Tax Reduction Scheme and changes to empty property discounts which have both increased amounts payable by individuals.

The retrospective inclusion of 2 large assessments by the Valuation Office Agency in the Rating List has had a negative impact and collection is slightly down on last year's figure of 30.83% whilst the time taken to process new benefit claims remains positive and as expected.

Human Resources & Organisational Learning and Development**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
HRLD O1	To commence Real Time Tax information reporting to HMRC by June 2013 . To further enhance i-Trent system capabilities. March 2014	
HRLD O2	Promote and take forward the delivery of actions identified within the Corporate People's Plan. March 2014 Monitor & review implementation of revised Employee Development Review (EDR) process. December 2013	

Supporting Commentary

Real Time Tax information reporting has now commenced. The effects on those employees whose pay fluctuates, and who may also claim benefits, is being closely monitored to ensure that any negative impact upon individuals can as far as possible be minimised. Work is in-hand to further develop i-Trent with the provision of electronic payslips currently being explored.

The Organisational Staff Development Group continues to oversee the implementation of the Corporate People Plan and a report will be presented to Management Team in August and Corporate Services Policy and Performance Board in September providing an update on progress in year one i.e. to March 2013. In addition Employee Development Review documentation has now been simplified.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness.	10.06	8.5	2.63		
ODHR LI 05	% of training delegates attending as a proportion of places reserved.	88	85	91		
ODHR LI 06	The percentage of top 5% of earners that are:					
	a) women	55.04	50	55.77		
	b) From BME communities.	2.91	1.0	2.88		
	c) With a disability	0.65	5.0	0.61		
ODHR LI 07	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.36	7.50	1.34		
ODHR LI 08	Minority Ethnic community staff as % of total workforce.	0.89	1.00	0.91		

Supporting Commentary

Although subject to in-year variation sickness absence is marginally higher than last year's quarter 1 position of 2.22 days and this situation is being closely monitored.

There have been only marginal changes to the workforce profile when compared to the same period last year and at this stage it is unlikely that the ambitious targets that were set in relation to staff with a disability will be achieved. As will be appreciated the workforce profile is subject to a broad range of influences and HR practices will continue to be adopted that ensure equality of opportunity in employment.

ICT & Administrative Support**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
ICT 01	SharePoint and Records Management enhancement. March 2014	
	Continued Social Care Systems Service Support Programme. March 2014	
	Schools Cloud Services developments. September 2013	
	Interactive Web Services and further SharePoint integration. March 2014	
	Development of commercial ICT opportunity within desktop. Hosting and Disaster Recovery provision. March 2014	
ICT 02	Continued development of document management and distribution services. March 2014	
ICT 03	Deliver operational Records Management Unit services. August 2013	
ICT 04	Conduct and evaluate point of contact satisfaction survey for ICT & Support Services. March 2014	

Supporting Commentary

The SharePoint project continues to progress and will enable to delivery of the Records Management Unit as well as forming the base of the Electronic Social Care Record. There will also be a considerable focus of ICT resource to deliver necessary enhancements to Social Care systems support as specified by colleagues within the Children's Directorate.

Following successful trials of the new Cloud Desktop work will be undertaken to enhance the offering to Schools prior to the September term. Additionally developments of ICT commercial opportunities are continuing and the planning phase of a new internet delivery is underway.

Document Management and Distribution and Records management are now well progressed as discussed within the Key Developments section of this report and the undertaking of a satisfaction survey for ICT and support remains as planned.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99	99	99		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99	99	99		
ITC LI 04	% Of all responsive repairs completed within 2 working days.	92	80	95		
ITC L1 08	Average working days from order to completion of a new PC	9	10	9		

Supporting Commentary

Significant levels of performance continue to be achieved with regards to infrastructure and support and the deployment and maintenance of equipment.

Legal & Democracy

Key Objectives / milestones

Ref	Milestones	Q1 Progress
LD O1	Secure renewal of Lexcel & ISO Accreditation. January 2014	
LD O3	To ensure that all members have been given the opportunity of a having a MAP meeting March 2014	

Supporting Commentary

Internal audit work continues and reaccreditation is progressing as planned and Member meetings will continue to take place as we move throughout the year.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total)	46 (79%)	56 (100%)	50 (90%)		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7	10	7		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 04	Average time taken to send out first draft business lease from receipt of complete instructions from Property Services (working days)	15	20	15		
LD LI 05	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		
LD LI 11	% who believe internal communications service has improved.	71	87	N/A	N/A	N/A
LD LI 15	% satisfaction with Inside Halton.	99	90	N/A	N/A	N/A

Supporting Commentary

All measures are showing positive levels of performance at quarter 1.

Satisfaction with inside Halton is determined via an annual survey. The current contract expires in December 2013 and a review of the magazine will be conducted during the summer months.

Policy & Performance

Key milestones

Ref	Milestones	Q1 Progress
PPT 04	Review the Sustainable Community strategy and monitor performance b-annually March 2014	

Supporting commentary

The review and refresh of the SCS monitoring arrangements has commenced and options are being developed in relation to improving the quality and capability of the Strategic Partnership the website.

Catering and Stadium Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE O2	Measure customer satisfaction with Stadium Community Services - January 2014.	
	Promote off peak opportunities at the start of each quarter to charitable and community organisations to utilise Stadium facilities at a reduced price - March 2014.	
CE O3	School Lunches - Deliver a promotion and educational campaign - September 2013 and January 2014.	
	Review and update the strategy and action plan to increase the uptake of free school meals - July 2013.	
	Develop effective joint working and agree funding, with the private/public sector to address childhood obesity - Sept 2013.	

Supporting Commentary

The methodology to be used to measure customer satisfaction is presently being considered and off-peak opportunities are proving popular with a number of local and national charities and will be extended further as we progress throughout the year.

A new School Food Plan will be published in July which encourages Headteachers to take an active role in promoting school meals and increasing uptake and schools are being encouraged to work with Catering Services to target those entitled to Free School Meals.

Additionally a number of initiatives are being pursued that will result in additional funding for healthy eating awareness initiatives that will be delivered by School Catering staff.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 01	No. of meals served versus hourly input of labour (Previously SH1).	9.85	10.00	9.62		
% Take up of free school meals to those who are eligible (Previously SH LI 8)						
CE LI 08	a) Primary Schools	77.46%	85%	77.83%		
CE LI 09	b) Secondary Schools	76.59%	75%	69.39%		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
	% Take up of school lunches (%) – (Previously NI52).					
CE LI 10	a) Primary Schools	51.71%	55%	48.44%		
CE LI 11	b) Secondary Schools	53.64%	55%	50.93%		
	Food cost per school meal (pence) - (Previously SH6a).					
CE LI 21	a) Primary Schools		76p			
CE LI 22	b) Secondary Schools		94p			

Supporting Commentary

Although the number of schools meals is subject to seasonal variation, as numbers fall in the spring / summer months costs remain positive and within expected limits.

The take up of meals, including Free School Meals, remains positive and as referred to earlier in this report the implementation of the new School Plan should have a positive impact upon this measure.

Property Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
EEP O1	Review accommodation in light of budget decisions by July 2013 .	
	Identify further property to be considered for sales and implement asset disposals by March 2014 .	

Supporting Commentary

The first phase of the accommodation review was completed as planned and further rationalisation / savings identified and being implemented.

The Council's long-term accommodation plan is to reduce the number of office bases to three i.e. Rutland House, Runcorn Town Hall and the Municipal Building and consequently a number of leases have not been renewed.

It is estimated that since 2011/12 the accommodation budget has been reduced by 46% from £2,696,380 to £1,436,721. To achieve these results, the Council has adopted a more modern and agile way of working, where it has been appropriate to do so, work stations rather than individual's own desks have been provided.

Executive Board have now approved recommendations for asset disposals and further sales which are now underway.

Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q1 Actual	Q1 Progress	Direction of travel
DIS LI 01	Occupancy of HBC industrial units.	86%	85%	86%		
DIS LI 02	Occupancy of Widnes Market Hall.	92%	90%	92%		

Supporting Commentary

The current occupancy level of industrial units is variable with, for example, Seymour Court declining and currently operating at 53% and St Michaels' Industrial Estate operating at 100%. This is due to a number of factors including prevailing trading conditions and the age and condition of the Council's holdings.

Following a detailed review of the continued feasibility of maintaining such stock in March 2013 Executive Board approved the release of Seymour Court, subject to a reserve price, and this is currently being marketed.

Although marginally lower than the same period last year occupancy of the Market is currently ahead of target and we remain cautiously optimistic that trading activity will continue to strengthen during the remainder of the year.

7.0 Financial Summaries

FINANCE DEPARTMENT

Revenue Budget as at 30th June 2013

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	7,372	1,681	1,619	62
Efficiency / Procurement Savings	-1,179	0	0	0
Supplies & Services	516	160	171	(11)
Other Premises	133	0	0	0
Agency Related	1	0	0	0
Insurances	1,686	850	843	7
Charitable Relief	120	0	0	0
Concessionary Travel	2,247	375	376	(1)
Capital Financing	6	2	3	(1)
Local Welfare Payments	650	8	8	0
Rent Allowances	52,960	12,669	12,669	0
Non HRA Rebates	49	12	12	0
Total Expenditure	64,561	15,757	15,701	56
Income				
Fees & Charges	-61	-24	-30	6
SLA to Schools	-763	-726	-725	(1)
	-169	0	0	0
NNDR Administration Grant				
Hsg Ben Administration Grant	-1,166	-292	-291	(1)
Rent Allowances	-52,370	-13,252	-13,252	0
Local Welfare Grant	-787	-787	-787	0
Reimbursements & Other Grants	-492	-195	-240	45
Liability Orders	-373	-206	-205	(1)
Non HRA Rent Rebates	-49	-17	-17	0
Transfer from Reserves	-286	0	0	0
Total Income	-56,516	-15,499	-15,547	48
Net Controllable Expenditure	8,045	258	154	104

Recharges				
Premises	422	106	106	0
Transport	67	17	14	3
Asset Charges	24	0	0	0
Central Support Service	2,838	712	712	0
Support Service Income	-7,464	-1,863	-1,863	0
Net Total Recharges	-4,113	-1,028	-1,031	3
Net Department Total	3,932	-770	-877	107

Comments on the above figures:

In overall terms spending is below the budget profile at the end of quarter one.

With regards to expenditure, employee costs are below the budget profile due to vacant posts that exist within the Procurement, Revenues and Benefits and Financial Management Divisions. The majority of these posts have now been filled and it is anticipated that the remaining vacant posts will be filled during the course of the year.

With regards to income, fees & charges are slightly above the budget which is a result of increased income generated from the sale of Concessionary Travel bus passes and blue badges. Reimbursements and Other Grants income is also in excess of the budget due to the receipt of a number of one-off Revenues and Benefits reform grants.

At this stage it is anticipated that spend will be within budget at the end of the financial year.

HUMAN RESOURCES DEPARTMENT

Revenue Budget as at 30th June 2013

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	1,657	373	373	0
Employee Training	360	40	37	3
Supplies & Services	111	53	44	9
Capital Financing	1	0	1	(1)
Total Expenditure	2,129	466	455	11
Income				
Fees & Charges	-59	-48	-70	22
Reimbursements & Other Grants	-5	-1	-4	3
School SLA's	-390	-390	-391	1
Transfers from Reserves	-62	0	0	0
Total Income	-516	-439	-465	26
Net Operational Expenditure	-1,613	27	-10	37
Recharges				
Premises Support	72	18	18	0
Transport Recharges	16	4	4	0
Asset Charges	1	0	0	0
Central Support Recharges	505	126	126	0
Support Recharges Income	-2,207	-553	-553	0
Net Total Recharges	-1,613	-405	-405	0
Net Departmental Total	0	-378	-415	37

Comments on the above figures:

In overall terms, spending is slightly below the budget profile at the end of the first quarter.

With regards to income, fees and charges are above the budget profile which is due to charges made to Schools and Academies for the provision of additional HR support services.

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

ICT AND SUPPORT SERVICES DEPARTMENT

Revenue Budget as at 30th June 2013

	Annual Budget	Budget to Date	Actual to Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	5,504	1,337	1,302	35
Supplies & Services	690	116	96	20
Computer Repairs & Software	537	89	83	6
Communications Costs	407	102	101	1
Other Premises	15	4	14	(10)
Capital Financing	130	52	44	8
Total Expenditure	7,283	1,700	1,640	60
<u>Income</u>				
Fees & Charges	-479	-70	-67	(3)
SLA to Schools	-209	-209	-196	(13)
	-40	0	0	0
Transfers from Reserves				
Total Income	-728	-279	-263	(16)
Net Controllable Expenditure	6,555	1,421	1,377	44
<u>Recharges</u>				
Premises	418	105	105	0
Transport	20	5	5	0
Asset Charges	1,646	0	0	0
Central Support Services	1,019	255	255	0
Support Service Income	-9,468	-2,367	-2,367	0
Net Total Recharges	-6,365	-2,002	-2,002	0
Net Department Total	190	-581	-625	44

Comments on the above figures

In overall terms spending is below the budget profile at the end of quarter one.

With regards to expenditure, employee related expenditure is lower than the budget profile due to increased staff turnover within the Admin Division.

Spend on supplies & services are also lower than the budget profile at the end of the quarter. This is a result of tighter budget controls being put in place with regards to the procurement of general equipment and furniture, stationery and printing services. At this stage it is anticipated that the overall net Department spending will be within budget at the year end.

Capital Projects as at 30th June 2013

Capital Expenditure	2013/14 Capital Allocation £'000	Allocation to Date £'000	Actual Spend to Date £,000	Total Allocation Remaining £'000
IT Rolling Programme	1,100	250	277	823
Net Expenditure	1,100	250	277	823

Comments on the above figures.

It is expected that the full capital allocation will be spent by the financial year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT

Revenue Budget as at 30th June 2013

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	1,927	451	423	28
Supplies & Services	353	106	104	2
Civic Catering & Functions	29	1	0	1
Legal Expenses	207	60	68	(8)
Capital Financing	0	0	2	(2)
Total Expenditure	2,516	618	597	21
Income				
Land Charges	-97	-24	-25	1
School SLA's	-48	-48	-67	19
License Income	-268	-67	-59	(8)
Other Income	-21	-5	-12	7
Transfers from Reserves	-19	-19	-19	0
Total Income	-453	-163	-182	19
Net Operational Expenditure	2,063	455	415	40
Recharges				
Premises Support	122	30	30	0
Transport Recharges	33	8	8	0
Asset Charges	19	0	0	0
Central Support Recharges	484	121	121	0
Support Recharges Income	-1,945	-486	-486	0
Net Total Recharges	-1,287	-327	-327	0
Net Departmental Total	776	128	88	40

Comments on the above figures:

In overall terms spending is below the budget profile at the end of the first quarter.

With regards to expenditure employee costs are lower than the budget profile due to vacant posts within the Legal team and Democratic Services team. Some of the posts will be filled during the course of the year and some will act as contributions towards the Department's 14/15 savings target. The in-year savings resulting from the vacant posts will act as contributions towards the Department's 2013/14 staff turnover savings target.

Legal costs are slightly in excess of the budget profile which is due to an increase in costs relating to child protection cases. Spend in this area will continue to be monitored closely throughout the remainder of the financial year.

With regards to income School SLA income is above the budget profile at the end of the quarter which is due to a good take up of the Legal Services SLA.

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

POLICY, PLANNING & TRANSPORTATION DEPARTMENT

Revenue Budget as at 30th June 2013

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	5,066	1,189	1,181	8
Other Premises	247	60	50	10
Hired & Contracted Services	841	97	97	0
Supplies & Services	357	85	91	(6)
Street Lighting	1,793	230	230	0
Highways Maintenance	2,225	233	233	0
Bridges	96	24	24	0
Fleet Transport	1,234	285	285	0
Lease Car Contracts	638	398	398	0
Bus Support – Halton Hopper Tickets	173	33	33	0
Bus Support	531	133	130	3
Out of Borough Transport	51	9	7	2
Finance Charges	411	271	270	1
Grants to Voluntary Organisations	68	34	34	0
NRA Levy	62	15	15	0
Mersey Gateway	3,236	172	172	0
Total Expenditure	17,029	3,268	3,250	18
Income				
Sales	-503	-139	-144	5
Planning Fees	-506	-140	-201	61
Building Control Fees	-81	-20	-24	4
Other Fees & Charges	-290	-73	-71	(2)
Rents	-8	-2	-1	(1)
Grants & Reimbursements	-564	-81	-89	8
School SLAs	-39	-39	-44	5
Recharge to Capital	-3,238	-95	-95	0
	-968	-191	-191	0
Contribution from Reserves				
Total Income	-6,197	-780	-860	80
Net Controllable Expenditure	10,832	2,488	2,390	98
Recharges				
Premises Support	779	236	235	1
Transport Recharges	556	159	156	3
Asset Charges	7,431	0	0	0
Central Support Recharges	3,250	815	813	2
Departmental Support	445	0	0	0

Recharges				
Support Recharges Income – Transport	-4,813	-992	-988	(4)
Support Recharges Income – Non Transport	-2,412	-269	-268	(1)
Net Total Recharges	5,236	-51	-52	1
Net Departmental Total	16,068	2,437	2,338	99

Comments on the above figures:

In overall terms revenue spending at the end of quarter 1 is below budget profile. This is due to a number of expenditure and income budget areas.

Staffing is below budget due to vacancies in Risk Management, Planning and Highway Development. These cost centres are expecting to fill the vacancies as the year progresses. All other cost centres with employee budgets are fully staffed and therefore may not meet the staff turnover targets set for the year.

Other Premises is below budget to date mainly due to lower than expected utility bills within Logistics division.

Planning fees are currently above budget due a number of individual developments across the borough. These consist of one- off large fee applications which cannot be guaranteed in the future. Therefore, this favourable variance may not continue throughout the financial year.

Schools SLA income is above target in Risk Management due to higher than anticipated demand for the service for the year.

At this stage of the year it is anticipated that overall spend will be within the Departmental budget at the financial year-end.

POLICY, PLANNING & TRANSPORTATION

Capital Projects as at 30th June 2013

	2013/14 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Local Transport Plan				
Bridges & Highway Maintenance				
Bridge Assessment, Strengthening & Maintenance	3,060	400	400	2,660
Road Maintenance	1,715	400	401	1,314
	4,775	800	801	3,974
Total Bridge & Highway Maintenance				
Integrated Transport	725	25	25	700
	5,500	825	826	4,674
Total Local Transport Plan				
Halton Borough Council				
Early Land Acquisition Mersey Gateway	23,046	3,083	3,083	19,963
Development Costs Mersey Gateway	3,500	95	95	3,405
Street lighting – Structural Maintenance	105	0	0	105
Risk Management	118	0	0	118
Fleet Replacement	950	0	0	950
	27,719	3,178	3,178	24,541
Total Halton Borough Council				
<u>Grant Funded</u>				
Surface Water Management Grant	214	0	0	214
Mid Mersey Local Sustainable Transport	150	5	5	145
	364	5	5	359
Total Grant Funded				
<u>Local Pinch Point Fund</u>				
A558 Access Improvements	1,805	0	0	1,805
Total Local Pinch Point Fund	1,805	0	0	1,805
Total Capital Programme	35,388	4,008	4,009	31,379

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 June 2013

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	12,104	2,936	3,002	(66)
Other Premises	1,366	468	437	31
Supplies & Services	1,457	302	277	25
Book Fund	225	78	77	1
Promotional	264	66	42	24
Other Hired Services	1,021	108	109	(1)
Food Provisions	835	209	208	1
School Meals Food	1,660	235	226	9
Transport	55	14	12	2
Other Agency Costs	877	69	70	(1)
Waste Disposal Contracts	4,799	538	531	7
Leisure Management Contract	1,492	260	268	(8)
Grants To Voluntary Organisations	333	111	107	4
Grant To Norton Priory	222	111	112	(1)
Capital Financing	54	11	6	5
Total Spending	26,764	5,516	5,484	32
<u>Income</u>				
Sales Income	-2,174	-534	-499	(35)
School Meals Sales	-2,224	-17	-38	21
Fees & Charges Income	-2,655	-612	-581	(31)
Rents Income	-156	-30	-27	(3)
Government Grant Income	-111	-23	-23	0
Reimbursements & Other Grant Income	-443	-56	-70	14
Schools SLA Income	-278	-243	-235	(8)
Internal Fees Income	-104	-18	-25	7
School Meals Other Income	-2,265	-1,552	-1,559	7
Meals On Wheels	-218	-38	-41	3
Catering Fees	-173	-39	-8	(31)
Capital Salaries	-103	0	0	0
Transfers From Reserves	-62	0	0	0
Total Income	-10,966	-3,162	-3,106	(56)
Net Controllable Expenditure	15,798	2,354	2,378	(24)
<u>Recharges</u>				
Premises Support	1,491	340	340	0
Transport Recharges	2,233	241	246	(5)
Departmental Support Services	9	0	0	0
Central Support Services	3,119	842	842	0
Asset Charges	3,052	0	0	0
HBC Support Costs Income	-375	-374	-374	0
Net Total Recharges	9,529	1,049	1,054	(5)
Net Departmental Total	25,327	3,403	3,432	(29)

Comments on the above figures:

Net budget is £ 29,000 over budget profile at the end of the first quarter of the financial year.

Staffing expenditure is over budget profile by £ 66,000, primarily due to the quarterly savings target for premium pay of £ 64,100. Although there is still some spending on agency staffing this is much reduced from previous years and for Waste Management is within budget. With the exception of the Stadium and Leisure, all other employee budgets are under the budget profile and have helped contribute towards meeting some of the staff turnover savings target.

Other Premises and Supplies and Services expenditures are currently £ 55,000 under budget to date. The main reasons are very little advertising across the division, low repairs at the Stadium and Crematorium at this stage and some smaller budgets not yet utilised.

The Leisure contract is over budget profile and is expected to overspend by approximately £ 40,000 by year end. Negotiations will be pursued to address this budget pressure.

Income budgets across the Department continue to experience difficulty against targets with Sales, Fees & Charges and Internal Catering Fees currently underachieving. Income for Stadium executive suite hire, functions and catering are continuing to have difficulty meeting revised reduced targets. Trade Waste income has been hit with a fall in demand for both internal and external customer accounts.

School Meals budgets on food and income are both favourable at this stage. Food costs are under budget with meals and breaks income still achieving their targets due to certain items being very popular.

Waste disposal contract budgets have been affected by savings targets, therefore the large sums involved could put this budget in a precarious position. Invoices continue to arrive late and will be monitored closely.

It is expected that the Department will overspend by year end, mainly due to various income sources which have reduced gradually over the previous years.

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Capital Projects as at 30 June 2013

	2013/14 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	0	0	30
Children's Playground Equipment	81	1	1	80
Landfill Tax Credit Schemes	340	3	3	337
Arley Drive (Upton)	66	6	0	66
Crow Wood	13	3	0	13
Open Spaces Schemes	51	22	22	29
Runcorn Cemetery Extension	9	0	0	9
Litter Bins	20	0	0	20
Cremators At Widnes Crematorium	350	0	0	350
Runcorn Busway Works For Gas Powered Buses	30	30	30	0
	990	65	56	934

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

SUMMARY FINANCIAL POSITION AS AT 30 JUNE 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
Expenditure				
Employees	4,337	1,074	1,106	(32)
Repairs & Maintenance	2511	873	868	5
Energy & Water Costs	673	156	147	9
NNDR	695	625	626	(1)
Rents	404	180	177	3
Marketing Programme	77	9	6	3
Promotions	60	9	1	8
Supplies & Services	1,312	281	255	26
Capital Financing	9	2	2	0
Agency Related Payments	176	35	35	0
Total Expenditure	10,254	3,244	3,223	21
Fees & Charges	-453	-118	-118	0
Rent - Markets	-750	-164	-164	0
Rent - Industrial	-1,028	-264	-227	(37)
Rent – Commercial	-568	-137	-130	(7)
Government Grant Income	-1,147	-251	-251	0
Transfer from Reserves	-142	-35	-35	0
Recharges to Capital	-444	-36	-20	(16)
Reimbursements & Other Grant Income	-688	-155	-155	0
Schools SLA Income	-556	-254	-254	0
Total Income	-5776	-1,414	-1,354	(60)
NET OPERATIONAL BUDGET	4,478	1,830	1,869	(39)
Premises Support Costs	1,498	401	401	0
Transport Support Costs	38	5	5	0
Central Support Service Costs	1,709	419	419	0
Asset Rental Support Costs	2,390	0	0	0
Repairs & Maintenance Recharge Income	-2,185	-546	-546	0
Accommodation Recharge Income	-2,759	-690	-690	0
Central Supp. Service Rech Income	-1,661	-415	-415	0
Total Recharges	-970	-826	-826	0
Net Expenditure	3,508	1,004	1,043	(39)

Expenditure for Employees is above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover compared to staff savings across the department.

In order to ease budget pressures only necessary spending on supplies and services has occurred in year.

The adverse variances relating to property income have continued as of the seven Industrial Estates, five are currently on target to achieve the budgeted rental income. However, there remains a shortfall in income on Seymour Court and contingency plans are in place for 2014/15 budgets. During 13/14 we are also seeing a steady decline in rental income on Moor Lane Business Centre as the tenants gradually vacate the units in year as a result of the closure of the Business Centre.

Although the team are working on various Capital Projects, we are showing a shortfall in Capital Salaries income at quarter 1 as we are unable to recharge the salary costs back to Capital Projects (due to restrictions on the allowable recharges to Capital Salaries).

In overall terms it is anticipated that net expenditure will be above the overall Departmental budget by year-end, primarily as a result of the shortfalls in income outlined above. Steps will therefore need to be taken where possible to reduce expenditure to offset the shortfalls in income.

ECONOMY ENTERPRISE & PROPERTY CAPITAL PROJECTS

	2013/14 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
Economy, Enterprise & Property Dep't				
Castlefields Regeneration	827	50	15	35
3MG	5,695	1,424	1,532	(108)
Widnes Waterfront	488	0	0	0
The Hive	214	108	88	20
Decontamination of Land	155	39	28	11
Daresbury SciTech Scheme	3,937	400	386	14
Queens Arms	69	2	2	0
HBT Bus Park	71	71	71	0
Former Fairfield Site Demolition	450	1	1	0
Fairfield High Site - Contingency Costs	50	0	0	0
Disability Discrimination Act/Disabled Access	150	15	15	0
Total	12,106	2,110	2,138	(28)

8.0 Explanation for use of symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green 	Indicates that performance is better as compared to the same period last year.
Amber 	Indicates that performance is the same as compared to the same period last year.
Red 	Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

REPORT TO: Corporate Policy and Performance Board

DATE: 3 September 2013

REPORTING OFFICER: Strategic Director – Policy & Resources

PORTFOLIO: Resources

SUBJECT: Sickness Absence – 1st Quarter 2013/2014

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide a report to the Board on the number of working days lost in the 1st quarter 2013/14.
- 1.2 To report on comparative data from 1st quarter 2012/2013.

2.0 RECOMMENDED: That the content of the report be noted.

3.0 SUPPORTING INFORMATION - SICKNESS DATA

- 3.1 The breakdown for the 1st quarter of 2013/14 for each directorate is set out below;

Directorates	Total number of staff	FTE	Total no. days lost 1 st quarter (April–June)
Policy & Resources	754	666	1423
Communities	1172	813	3432
Children & Enterprise non schools	618	484	2019
Primary Schools	1235	905	2303
Secondary Schools	649	564	1090

- 3.2 The cumulative number of working days lost due to sickness absence, per employee, at the end of the 1st quarter of 2013/14 is 2.63 has increased as compared to 2.22 days per employee for the same period 2012/13.
- 3.3 Number of periods of absence by range of days

	1 day	2-7 days	8 -14 days	15+ days	Total no. of periods of absence	Total days lost
Policy & Resources	66	110	25	38	239	1423
Communities	80	172	67	105	424	3432
Children & Enterprise (non schools)	32	90	36	63	221	2019
Primary schools	141	162	60	54	417	2303
Secondary schools	80	79	32	21	212	1090

3.4 Long term sickness absence is included in the overall calculation of working days lost for each directorate. Managers across all directorates are continuing to actively monitor employee absence with the support of the Employee Welfare Advisers.

3.5 The table below shows the top seven reasons for sickness absence lost in the 1st quarter 2013/14.

Absence reason	Days lost 1 st qtr 2013/14
Cancer	725
Work related stress	579
Depression	1094
Infections, to include colds and flu	858
Other musculo-skeletal problems	1180
Personal stress	1219
Stomach, liver, kidney & digestion; to include gastroenteritis	1231

3.6 OBSERVATIONS ON THE DATA

The number of days lost due to Depression has increased slightly since the last quarter with days lost due to personal stress reducing due to the resolution of a number of long term sickness cases. Absence due to infections to colds and chest & respiratory infections substantially decreased this quarter as compared with the last quarter which was to

be expected as absence for these two reasons is always higher in the winter months. Welfare Advisers continue to work with managers to support all employees who are off long term sick especially those who are absent with depression/stress to enable a successful return to work.

3.7 COMPARISONS OF DATA – 1st quarter 2013/2014 and 2012/13

3.8 The number of occasions of absences for each of the range of days have decreased as compared to the same quarter 2012/13.

Periods of absence by range of days

1st quarter	1 day	2-7 days	8-14 days	15+ days	Total no occasions
2012/13	641	694	198	292	1825
2013/14	399	613	220	281	1513

3.9 The table below gives a few examples of categories where there have been reductions/increases in the number of days lost in the 1st quarter 2012/13 and 2013/14.

Absence reason	1st qtr 2013/14 days lost	1 st qtr 2012/13 days lost
Heart, blood pressure & circulation	333.50	177.50
Back and neck problems	349	775.50
Personal stress	1219.50	1451
Stomach, liver, kidney & digestion	1231	1387.50
Other musculo skeletal	1180	946

3.10 There is a slight increase in the overall number of days lost in the 1st quarter 2013/14 as compared to the same quarter 2012/13. Having looked at the data it appears that absence levels across Communities and Children & Enterprise have increased however there does not appear to be any particular reason behind the increase.

3.11 Although the number of days lost through absence in the Communities Directorate has reduced since the last quarter 2012/13 the absence for the same period in the Childrens Directorate has increased slightly. Regular HR surgeries will continue to take place in the Childrens Directorate to provide on going support to managers in resolving some of the long term sickness cases. With regard to the Communities Directorate the Employee Welfare Adviser has been working closely with a number of managers to address a number of cases and is now looking at setting up more formal review meetings in order to progress absence cases.

- 3.12 Employee Welfare Advisers continue to support managers across the directorates and schools in managing staff attendance.

4.0 POLICY IMPLICATIONS

- 4.1 As we continue to monitor sickness absence across the Council it is envisaged that the Sickness Absence Policy will continue to be reviewed to ensure absence is managed effectively.

5.0 OTHER IMPLICATIONS

N/A

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**

7.0 RISK ANALYSIS

- 7.1 Failure to monitor absence levels and trends may lead to increased levels of ill health and appropriate support may not be given to employees. This may lead to challenge through Tribunal for disability discrimination or insurance claims.

8.0 EQUALITY AND DIVERSITY ISSUES

It is important that all employees are treated equally and fairly with regard to their sickness absences.

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

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