

Public Document Pack



Executive Board

Thursday, 5 September 2013 2.00 p.m.
The Boardroom, Municipal Building

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

Chief Executive

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

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any 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 or voting on the item.	
3. CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	
(A) OUTCOME OF SECTION 77 CONSULTATION - CHANGE OF USE OF FAIRFIELD HIGH SCHOOL PLAYING FIELD - KEY DECISION	1 - 30

*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 19 September 2013*

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

PART II

In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is **RECOMMENDED** that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

**9. RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT
PORTFOLIO**

- | | |
|---|------------------|
| (A) VARIATION TO TERMS OF LAND DISPOSAL FOR
HOUSING DEVELOPMENT AT CASTLEFIELDS -
KEY DECISION | 230 - 243 |
| (B) LAND DISPOSAL OF FORMER BAYER SITE BY
DEVELOPMENT AGREEMENT | 244 - 254 |

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

REPORT TO:	Executive Board
DATE:	5 September 2013
REPORTING OFFICER:	Strategic Director – Children & Enterprise
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Consideration of the outcome of the Section 77 consultation on the proposal to change the use of Fairfield High School Playing field (Peel House Lane)
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report provides a summary of the outcome of the Section 77 consultation on the proposal to change the use of Fairfield High School Playing field (Peel House Lane) to cemetery and residential development. It also seeks permission to submit a Section 77 application.

2.0 RECOMMENDED: That Executive Board

- 1) considers the response to the consultation; and
- 2) gives approval to submit a Section 77 application to change the use of Fairfield High School Playing Field (Peel House Lane) to cemetery and residential development.

3.0 SUPPORTING INFORMATION

- 3.1 On 28th March 2013 Executive Board considered a report on the Peel House Lane Site and recommended its future use for cemetery and housing development. The report advised that permission would need to be sought to change the use of the playing fields and that a Section 77 application would need to be completed and submitted for consideration by the Secretary of State. Prior to the submission of the application a six weeks public consultation had to be undertaken.
- 3.2 The Section 77 guidance advises that the Secretary of State has a general presumption against the need to change the current pattern of school playing field provision by disposal or change of use. Consideration will be given to what is best for pupil's education and their wider school life. In reaching a decision the Secretary of State will consider the information provided by the Local Authority, any objections along with the views of the advisory panel and department official.

3.3 It is anticipated that the receipts from the sale of the land would pay for the creation of the cemetery, removal of the existing buildings, highways infrastructure and provided enhanced educational facilities at Fairfield Infant and Junior Schools.

4.0 CONSULTATION

4.1 In line with the Section 77 Guidance a letter outlining the proposed change of use was sent to the following people along with a copy of the notice (See Appendix A and B):

- Staff, Governors and Parents at Wade Deacon High School;
- Headteacher and Governing Bodies of Fairfield Infant and Junior School;
- Authorised users of the field; and
- Houses in close vicinity of the playing field.

4.2 In addition, the notice was placed in the local newspaper and on the Halton Borough Council Website. The notice was also displayed in the following public places:

- School gates;
- Children Centres;
- Community Centres;
- Health centre and pharmacy next to the site;
- Libraries; and
- Direct Link

4.3 The consultation commenced on 5th June for a six week period closing on 17th July 2013. Anyone wishing to respond to the consultation was advised to put their comments in writing by either e-mail or letter to Mark Reaney, Operational Director Legal and Democratic Services.

4.4 Four responses were received to the consultation. A response was received from the Headteacher of Fairfield Infant and Junior schools supporting the proposal. One response had no objection to the development of a cemetery but was concerned at the plan to build more housing. Another respondent suggested building more flats instead of a cemetery and the fourth respondent raised her concerns about not directly receiving notification of the proposal. This respondent did not oppose the development but wanted assurances about drainage systems and speeding traffic. Appendix C provides the details of the responses received to the consultation.

4.5 The Section 77 application has now been completed and is attached at Appendix D. Approval is now sought from Executive Board to submit the application to the Secretary of State for consideration.

5.0 POLICY IMPLICATIONS

5.1 None

6.0 FINANCIAL IMPLICATIONS

6.1 There is no identified Council budget for a new cemetery. It is proposed that capital is to be generated for the Cemetery development, and associated works, including the removal of existing buildings, via a residential development on the fronting Peelhouse Lane land. A cemetery development to provide capacity for 50 years would release 11.35 acres for residential development.

6.2 The land would be placed on the open market for sale in accordance with standing orders. It is anticipated that the receipts from the sale of the land would pay for the creation of the cemetery, removal of existing buildings, highways infrastructure and associated works and provide an enhanced educational facility at Fairfield Infants and Juniors and improve the vehicle access arrangements to the Fairfield Infants and Junior Schools.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and young people

Proceeds from the sale of the site will be used to invest in enhanced educational facilities at the Fairfield Infant and Junior School site.

7.2 Employment, Learning and Skills in Halton

N/A

7.3 A Healthy Halton

N/A

7.4 A Safer Halton

N/A

7.5 Halton's Urban Renewal

The reallocation of the Fairfield High site for cemetery and residential will

allow the wider Halton Borough Council aims to be achieved.

8.0 EQUALITY AND DIVERSITY

8.1 Consideration to access issues is given in all building projects.

9.0 REASON(S) FOR DECISION

9.1 To allow use of the Council’s land to generate capital receipts needed to bring forward the Cemetery and Fairfield Infants and Juniors site.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 Alternative solutions would be to look at other uses for the land. However, a 50 year capacity cemetery is required and there are few other location options. In addition the housing solution would provide the funds to undertake the work and any surplus could be used to contribute to the Fairfield Infant and Fairfield Junior schools project. To not use the surplus land for housing would require additional funds to be made available to undertake the works needed at the cemetery and nothing would be left for the Schools.

11.0 IMPLEMENTATION DATE

11.1 The Section 77 application will be sent to the Secretary of State on 6th September 2013.

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

Document	Place of Inspection	Contact Officer
Executive Board Report – Peel House Lane – 28 th March 2013	Halton Borough Council Website	Ann McIntyre – Operational Director – Rutland House, Runcorn



Our Ref	Fairfield High playing field consultation
Your ref	
Date	05 th June 2013
E-mail address	Mark.reaney@halton.gov.uk

Dear Consultee,

Notice of consultation
Section 77 Schools Standards and Framework Act 1998 (as amended) Proposals to dispose, or change the use of former school playing fields

The Council is consulting on a proposed change of use of the school playing fields at the former Fairfield High/Wade Deacon High School, Peel House Lane, Widnes, to Cemetery and Residential Development. The plan of the former school playing field under consultation can be viewed at www.halton.gov.uk/www.halton.gov.uk/peelhouse_lane_playing_field.

For your information the notice overleaf will be made available at the site, local libraries, Direct Links and community centres, for the benefit of those who do not receive individual notification.

If you wish to make any comments on the proposed change of use, please send them by e-mail to mark.reaney@halton.gov.uk or in writing to the address on this letter quoting the reference shown, within 6 weeks of the date of this letter, i.e. no later than **17 July 2013**.

I would point out that, under the Local Government (Access to Information) Act 1985, your written comments will constitute a document which is available for any member of the public to see on demand.

An analysis of the comments received will be forwarded to the Secretary of State as part of the Council's application for consent to the proposal.

Further opportunities will be made available for the public to comment once feasibility studies for the development of this land have been completed.

Yours faithfully

Mark Reaney
Operational Director Legal and Democratic Services

It's all happening IN HALTON

Policy & Resources Directorate

Municipal Building, Kingsway, Widnes WA8 7QF

Tel: 0303 333 4300

www.halton.gov.uk



INVESTOR IN PEOPLE



HALTON BOROUGH COUNCIL

Section 77 of the Schools Standards and Framework Act 1998 (as amended) Disposal, or change of use of former school playing fields

NOTICE OF CONSULTATION OF CHANGE OF USE OF FORMER SCHOOL PLAYING FIELD

Proposal:- Change of use of former school playing field to proposed cemetery and residential development

Application Site:- Former Fairfield High / Wade Deacon High School, Peel House Lane, Widnes

The plan of the area under consultation for change of use can be viewed at www.halton.gov.uk/www.halton.gov.uk/peelhouse_lane_playing_field

Anyone who wishes to make comments regarding this change of use proposal should do so by e-mail to mark.reaney@halton.gov.uk or in writing, to the undersigned, within 6 weeks of the date of this notice - 05th June 2013.

Please note that under the Local Government (Access to Information) Act 1985, your written comments will constitute a document which is available for any member of the public to see on demand.

An analysis of comments received will be forwarded to the Secretary of State as part of the Council's application for consent to the proposal.

For information, further opportunities will be made available for the public to comment once the feasibility studies for the development of this land have been completed.

Mark Reaney,
Operational Director Legal and Democratic Services,
Halton Borough Council
Municipal Building,
Kingsway,
Widnes
WA8 7QF.

SIGNED *ME Reaney*

DATE SITE NOTICE POSTED 05th June 2013

Fairfield High Playing Field Section 77 Consultation Responses

I have read the notice for the changes of Fairfield School and although they would not directly affect me personally, I am wondering why putting a cemetery on the field along side the development of new houses is beneficial, as the area for development cannot be very big and therefore would not accommodate very many burials therefore needing more space, surely it would be more beneficial to build flats on the land seeing as there is such a shortage of this type of accommodation and especially now that the bedroom tax has been introduced.

I am writing regarding the proposed change of use of the former school field on Peel House Lane. I have no objection to the land being used as a cemetery however I am concerned at the plan to build more houses there. I feel that green space around Widnes should be preserved as much as possible. Perhaps you could consider leaving the football pitches and landscaping the area to allow more space for children to play away from roads and danger.

I have received today a letter from Wade Deacon stating the proposal of change of site of the old Fairfield site. And as a local resident living not far from this site I am wondering when we will be consulted on this proposal of more houses and a cemetery. I know I have quite a few issues when it comes to the addition of houses and I am wondering when we will get our say as we are yet to receive any information regarding this proposal whereas people not living in the area who are not to be affected by it have now been informed. I am wondering whether the drainage systems will be changed and made larger in order to accommodate the extra waste for these proposed houses as we already have a drainage problem as it is and have been flooded on many occasions even with the new drainage system of a few houses. I am also wondering if residential houses will increase the amount of speeding traffic up and down Peel House Lane to a point that one day somebody will be killed because I for one fear for my life with the speed some cars seem to think the road is. I'm not opposed to development but not at the detriment of residents already living on the lane. I am totally disgusted we have not been given a letter regarding these proposals yet the school and its pupils/families have and wondered if you could kindly let me know the reasons behind it. I look forward to your reply.

I am replying on behalf of both Fairfield Infant and Junior Schools.

Both Schools are in favour of the development of the site as they feel it will have the following advantages for the Schools:
It will give more security of numbers coming to the school because of the additional housing
Both Schools will benefit from the sale of the land as the Council have said that the funds will help improve facilities at both Schools.

Both of these factors will be highly advantageous to the children of this community as upgraded resources will provide the children with many positive assets both in terms of better facilities and in terms of financial savings made over time.



Department
for Education

SATPF1

Application for Secretary of State's consent under S77 of the Schools Standards and Framework Act 1998 to dispose, or change the use of school playing fields.

Name of Local Authority Halton

Department of Education (DfE) number and name of each school for which the playing field is used and/or held.

DfE reference number (s) 876/4203

(For example, 123/4567)

School name

Fairfield High School

This application form must be signed by an official authorised to act on behalf of the Authority, or by an authorised member of staff or governing body in the case of a disposal at a foundation school

Signed

[Click here to enter text.](#)

Address

Municipal Building,
Kingsway, Widnes
WA8 7QF

Authorised office of Local Authority

[Click here to enter text.](#)

Name

Mark Reaney

Position held

Operational Director – Legal Services

Telephone no.

0151 511 6006

E-mail

mark.reaney@halton.gov.uk

Date [Click here to enter text.](#)

Notes to applicants

The Secretary of State has a presumption against the need to change the current pattern of playing field provision at schools. **DfE Guidance: The Protection of School Playing Fields and Public Land**, issued in November 2012, sets out the criteria against which all applications will be assessed. Applications will also be assessed by the School Playing Fields Advisory Panel who will provide the Secretary of State with independent advice on the extent to which it considers the application meets the published criteria.

'Playing field' is defined as land in the open air which is provided for the purposes of physical education or recreation. Physical education and recreation is considered to mean team games, non-team games, informal and social activities and the study or enjoyment of the natural environment.

Certain sections of the application form contain references to the relevant paragraphs of the published **DfE Guidance: The Protection of School Playing Fields and Public Land**, issued in November

2012. This document can be accessed via the internet at: www.education.gov.uk

Common statements

You should complete **all** questions appropriate to your application. Where you do not consider it relevant to your application to complete certain questions, you should provide a full explanation as to why those questions have not been completed. **Not completing all appropriate questions may affect the outcome of your application.** Applicants are encouraged to supplement their application with whatever additional information they consider appropriate.

References to paragraphs within the application form are references to the relevant paragraphs of **DfE Guidance: The Protection of School Playing Fields and Public Land**, published in November 2012 and available from. The latest version of the guidance and application form is available from this website.

A sports pitch, naturally, forms part of a school's team games playing fields.

Team game playing fields are playing fields which, having regard to their configuration, are suitable for the playing of team games, and which are laid out for that purpose. They may include grass, all-weather and hard surface areas.

If you have any queries, please contact:

Schools Assets Team

Direct line: 01325 735791

E-mail: schoolsassets.efacapital@education.gsi.gov.uk

Where boxes appear, please place an 'X' in those that apply.

Section A: General

What is the overriding reason for the proposed disposal or change of use?

Fairfield High School closed 31st August 2009 and all pupils transferred to Wade Deacon which was expanded as part of the BSF programme, and both sites were used whilst the works were carried out to refurbish and extend Wade Deacon on its existing site. Since the 15th April 2013 as planned all pupils have moved to the refurbished Wade Deacon site based on Birchfield Road, and the Fairfield High school is now closed. Schedule 1 approval was given for the disposal of the school building and demolition started week commencing 29th July 2013. The playing fields are no longer required as all sporting provision at Wade Deacon has been upgraded with an additional dedicated sports hall and astroturf pitch. Following the closure of the school there is no longer a need for the playing field however the Council urgently requires this land to support a cemetery and housing development.

	Which category below best describes the land in question? If more than one category is applicable, please complete those categories which best describe the land. Specify size of area(s) in m ² for each category.
Land Description	The playing field area amounts to approximately 59,253 m ² shown edged red on the attached plan (appendix B). The area of the all-weather pitch is included within the site area for the playing field.
Sports pitch	
All-weather pitch or part of all-weather pitch.	The all-weather pitch is shown edged green on the attached plan and amounts to approximately 7,526 m ² (Appendix B).
Hard surface games court for team and non-team games and skills practice (for example multi-games court, hard tennis court, basketball or netball court, etc.).	N/A
Hard surface games court for team and non-team games and skills practice (for example playground, grassed or paved area, outdoor seating and teaching area, quiet area, etc).	N/A
Marginal area (for example, around edges or playing fields	N/A

for run-off and to allow cyclical re-alignment of pitches, scrub or wasteland etc.)	
Habitat area (for example, for environmental studies, including school gardens, copse, livestock enclosure, nature trail, etc.).	N/A
Local authority parkland that is used (or has been used) for the purposes of a maintained school.	N/A
Please attach a plan (preferably A4 size) of:	
i) The local area showing the playing field in question and identifying any other school playing fields held or used by the school; and	
ii) The school site (if applicable) and the area that will be affected by the proposed change of use or disposal.	
You should also attach photographs of the land to be disposed of, if this helps describe it. Please refer to Appendix A for the local area, and Appendix B for the school site.	

Is the land currently used, or has been used as a sports pitch?	Yes	N/A	No	School closed
If 'Yes', which sport(s) is it used for and how often is it used each week? N/A				
Section B: Schools' needs				
Only complete if the school is continuing or relocating to another site.				
School pupil details				
a) Present Number on Roll (NOR), as defined in paragraph 13 of the guidance	N/A as school closed			
School playing fields – minimum recommended site area as calculated by Annex A: Area Guidelines				
Site area for all pupils				
	Existing m²	Reduction m²	Retained m²	
Recommended minimum site area for existing school	N/A as school closed	N/A as school closed	N/A as school closed	

If retained area is smaller than the minimum recommended site area how are the pupil's current and future needs to be catered for?

N/A as school closed

Other schools' needs

Number of maintained/special schools in the local area:

Primary schools within 1/2 mile radius of disposal area.	3	
Secondary schools within 1 mile radius of disposal area.	1	
Schools that share a campus or a boundary with the school in question.	0	

Provide a map of the local area showing the ½ and 1 mile radii and location of identified schools.

See appendix E

Complete **Annex A** for each school within ½ mile (primary) and 1 mile (secondary) radii. This information will help the Department assess the level of provision of school playing fields in the local area and the needs of those schools.

If there are any maintained schools in the local area which have a shortage of playing field area as defined in Annex A, please state the reasons why the area which is subject of this application cannot be use by those schools. Please provide supporting evidence (for example, letters from other schools).

Currently consulting on a proposal to extend the age range of Fairfield Junior School to 4 – 11 years and discontinue Fairfield Infant School. Both schools share a playing field. If the sale of Fairfield High School playing field is agreed, additional investment will be made in sports provision for the newly amalgamated school. Please refer to Appendix D confirming support for the proposal from Fairfield Infant and Junior School.

Curriculum

Please provide a detailed assessment of the impact that the proposal will have on the provision of both formal and informal curriculum. You should clearly demonstrate how the curriculum will be met.

N/A School closed

Equal opportunities

How will the disposal affect pupils with a disability

For example:

- Will the disposal or change of this land adversely affect the quality or amount of facilities that they currently enjoy?
- If new facilities are to be provided, how will they improve the standard of facilities available to disabled pupils?

The change of use to this land will not affect pupils with a disability, as they now attend the fully refurbished Wade Deacon High School which has a fully accessible sporting curriculum.

Section C: Community use

Please specify any authorised users/groups that use the playing field that is the subject of this application. **If 'Yes', what alternative arrangements are proposed?**

Yes there was one authorised group who used the playing field - a model group. It has been arranged that the group can use the playing field at Wade Deacon now the new school is operational.

Section D: Finance

Based on a current valuation of the disposal area, what are the estimated proceeds or value of any benefits in kind? Please enclose the official, signed valuation report.

Valuation report from the District Valuer enclosed (Appendix F). The land does not have planning permission for any development but an application is to be made for partial cemetery and partial residential development. It is anticipated that any new use will have overage provisions within the development agreement but at this stage there is no preferred or interested bidder and therefore it is impossible to say.

Paragraph 18 of the guidance sets out the expected priorities for the use of proceeds or benefits arising from any disposal that is allowed. Please detail how the whole of the disposal proceeds are to be used. If proceeds are not to be used to enhance or improve sporting facilities, please state why. Please enclose a full cost breakdown of the project(s).

Because of the factors set out in the previous question, the disposal proceeds are uncertain at present. However it is anticipated that the proceeds will be part used to fund the cemetery development with the balance applied (in part) to Fairfield infants and Juniors. As we have no figures we cannot be more definitive at this stage.

How will the proposed use of proceeds improve the physical activity and/or education standards achieved by pupils? Please expand on the project(s) outlined in question 28. What targets are you setting to say how the projects will improve standards

We are proposing the extension of the age range of Fairfield Junior School and discontinuance of Fairfield Infant School in order to allow a seamless transition from Key Stage 1 (Infants) to Key Stage 2 (Juniors), provide greater opportunities for curriculum continuity and development, greater opportunities for staff development, allow greater flexibility with a combined budget to deploy staff and curriculum resources effectively, and provide greater opportunities for staff recruitment.

Section E: Consultation

Please attach evidence of the consultation undertaken, particularly with local schools. Where schools in the area have a shortfall of playing field provision, but do not require access to the land being disposed of, please provide written evidence from those schools detailing why access is not required.

Please confirm, with reference to **paragraph 21 of the guidance**, that consultation has taken place

with:			
Governing Body, head teacher, teachers and parents of pupils attending the school or any other school which uses, or has used, the playing field.			
Yes	All of the above were consulted with	No	Click here to enter text.
Please state how the consultation was carried out.			
A letter and copy of the notice (Appendix C (ii)) was sent home with each pupil at Wade Deacon High School and also circulated to the Governing Body, Head Teacher and staff, as Wade Deacon used the Peel House Lane site whilst the building work was being completed for the new school. No other schools used this playing field.			
(ii) Governing Body and head teacher of the schools within a one mile radius of disposal area.			
Yes	Fairfield Infant and Junior School	No	Click here to enter text.
Please state how the consultation was carried out.			
Fairfield Infant and Junior Schools were the only schools identified as having a shortage in playing fields. An email and copy of the notice was sent to the Headteacher detailing the consultation and the Governing bodies of both schools were consulted.			
c) any group or organisation with permission to use the playing field.			
Yes	One group was consulted with	No	Click here to enter text.
Please state how the consultation was carried out.			
The consultation letter and notice was sent to the Model Group as they previously used the playing field.			
d) The local community generally.			
Yes	The local community were consulted	No	Click here to enter text.
Please state how the consultation was carried out.			
The notice (Appendix C (iii)) was displayed in the following locations from Wednesday 5 th June – Wednesday 19 th July:			
<ul style="list-style-type: none"> • On the school gates • At Wade Deacon High School • 4 Community Centres (Widnes) • 4 Direct Link One stop shops (Runcorn and Widnes) • 4 Libraries (Runcorn and Widnes) • 4 Children Centres (Widnes) • Health Centre and Pharmacy next door to the site • On the Halton Borough Council Website 			
An advert was placed in the local newspaper on Wednesday 5 th June 2013 (Appendix C (i)).			
The consultation letter and notice was also mailed out to houses neighbouring the site (Appendix C			

(ii)), and Local Councillors in the area.			
e) any minor authority in whose area the playing field is situated or by a maintained authority with regards to a disposal at a foundation school			
Yes	Click here to enter text.	No	None
<p>What were the results of the consultation for each group that you consulted?</p> <p>Four responses were received to the consultation. A response was received from the Headteacher of Fairfield Infant and Junior schools supporting the proposal. One response had no objection to the development of a cemetery but was concerned at the plan to build more housing. Another respondent suggested building more flats instead of a cemetery and the fourth respondent raised her concerns about not directly receiving notification of the proposal. This respondent did not oppose the development but wanted assurances about drainage systems and speeding traffic.</p>			
Please provide a detailed summary of the relevant objections if any identified.			
No objections received.			
<p>Where there are valid objections to the proposed disposal or change of use how you do propose to address the objections' concerns? Valid objections are for example concerns about a schools' ability to provide adequate facilities for its pupils or the ability of other schools in the local area to provide adequate playing fields. Similarly concerns about adverse effects on existing formal or informal authorised use of playing fields by groups or organisations. The Department should not take into account objections concerning the development of land or the possibility or future increases in community use. These are matters for the planning process.</p>			
No objections received			
Consultation should be carried out for 6 term-time weeks			
How many weeks in term-time has the consultation covered? 6 weeks from 05th June 2013 – 17th July 2013			
If the consultation period for any of the groups is less than 6 term-time weeks please explain why the Department should accept a shorter period.			
N/A – the consultation ran from the 05th June – 17th July 2013.			

Name of local Member of Parliament	Mr Derek Twigg
If the local MP has expressed an interest, does he/she support or oppose the proposed disposal or change of use?	
Please give details, if applicable. Mr Twigg was sent a copy of the consultation letter and notice.	

DRAFT

Section 77 application

Checklist for Completed application from SATPF1

All Applications

Have you:

Click here to enter text.	Confirmed the application form has been signed by an official authorised to act on behalf of the Authority?
Click here to enter text.	Confirmed all relevant questions on the application form have been completed in line with guidance
	Attached a plan of:
Click here to enter text.	The local area showing the playing field in question and identifying any other school playing fields held or used by the school? and
Click here to enter text.	The school site (if applicable) and the area that will be affected by the proposed change of use or disposal?
Click here to enter text.	Attached photographs of the land to be disposed of
Click here to enter text.	Provided evidence of the range and type of consultation undertaken, for example, copies of letters sent to other schools and authorities and copies of notices in the local press?
Have you:	
Click here to enter text.	Completed and attached Annex A for each school falling within the radii?
Click here to enter text.	In the case of any schools in the local area which have a shortage of team game playing field provision, supplied supporting evidence (for example, letters from other schools) which details why the area which is the subject of this application cannot be used by those schools?

Annex A: Other schools' needs (Paragraph 14 of the guidance refers)

DfE number and name of each school for which the playing field is used and/or held.

Dfe reference number(s) (for example 123/4567)

876/2407 & 876/2425

School name

Fairfield Infant School and Fairfield Junior School

School pupil details

a) Present Number on Roll (NOR)

Infant 234, Junior 279 (May 2013 Census)

b) Maximum potential capacity (the physical capacity of the school x 105% to allow for appeals)

Infant 252, Junior 336

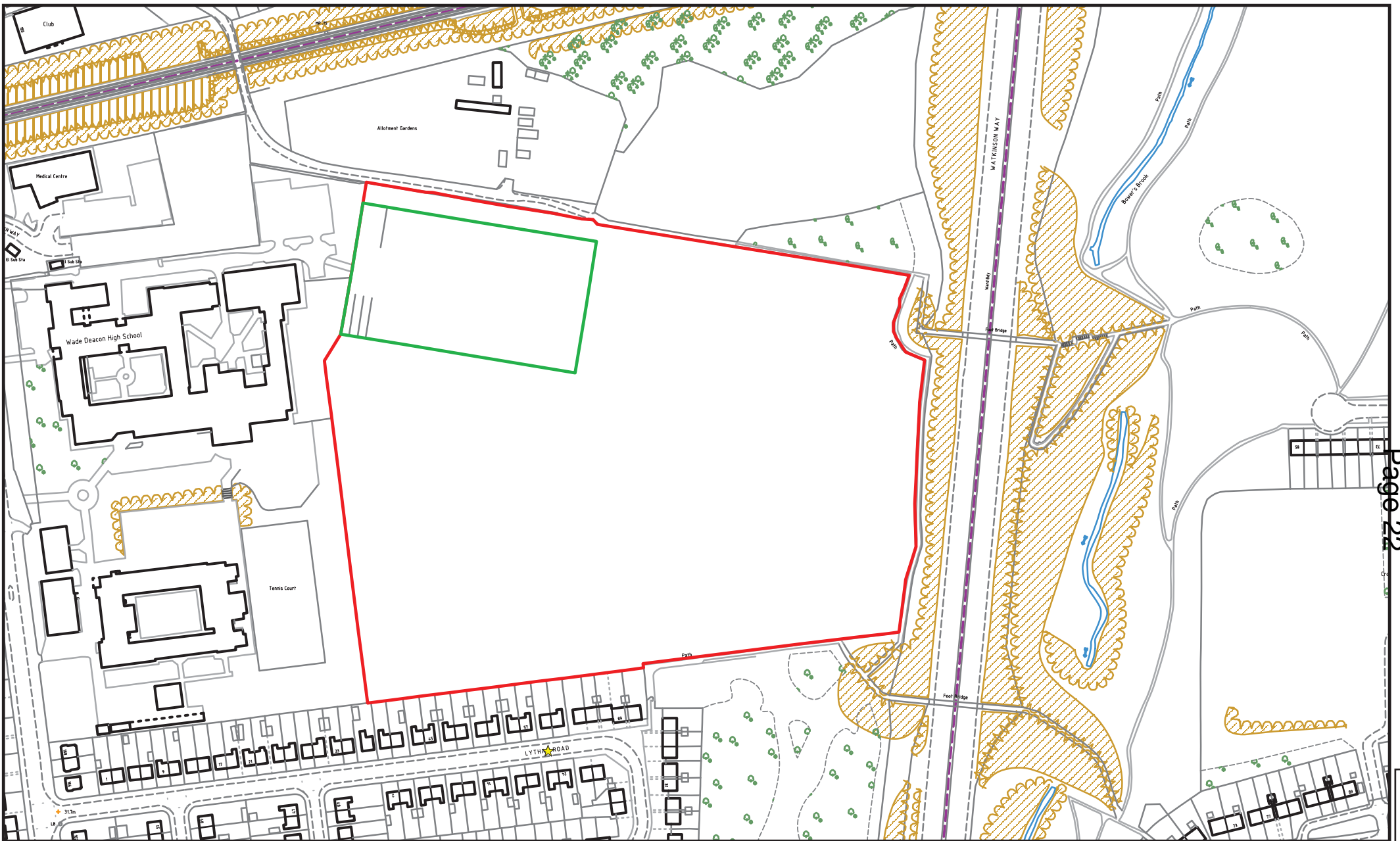
c) what is the minimum playing field area required by Area Guidelines (m²)? Use highest NOR21,572 m²d) Existing playing field area (m²) 16,333 m²Is the playing field area **d** greater than the area required at **c**? Yes No **Please return the completed form to:**

Schools Assets Team
 Education Funding Agency
 Schools Capital Division
 Ground Floor
 Mowden Hall
 Staindrop Road
 Darlington
 DL3 9BG

Annex A: Other schools' needs (Paragraph 14 of the guidance refers)			
DfE number and name of each school for which the playing field is used and/or held.			
Dfe reference number(s) (for example 123/4567) 876/3177			
School name Farnworth Primary			
School pupil details			
a) Present Number on Roll (NOR)	389 (May 2013 census)		
b) Maximum potential capacity (the physical capacity of the school x 105% to allow for appeals) 412			
c) what is the minimum playing field area required by Area Guidelines (m ²)? Use highest NOR	15,700		
d) Existing playing field area (m ²) 21,126			
Is the playing field area d greater than the area required at c ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/> Click here to enter text.
Please return the completed form to:			
Schools Assets Team Education Funding Agency Schools Capital Division Ground Floor Mowden Hall Staindrop Road Darlington DL3 9BG			

Section 77 application Appendices	
Appendix A	Aerial view of the site
Appendix B	School site plan
Appendix C(i)	Newspaper Advert
Appendix C(ii)	Letter and Notice to Consultees
Appendix C(iii)	Site Notice
Appendix D	Confirmation of support from Fairfield Infant and Juniors
Appendix E	Radial Maps of ½ mile Primary Schools 1 mile Secondary Schools
Appendix F	Signed valuation report





Former Fairfield High School Playing Fields.
 Total Area edged red: 59 253 sq m
 Site Area edged green: 7526 sq m

Date : 19.07.2013
 Scale : 1:2500 on A4



Notices

Public & Legal Notices

HALTON BOROUGH COUNCIL

PROHIBITION OF WAITING RESTRICTIONS, PITTS HEATH LANE AND 20MPH SPEED LIMIT, HALTON CASTLE RUNCORN

HALTON BOROUGH COUNCIL give notice that they intend to make the following Orders under the Road Traffic Regulation Act 1984 as amended, as follows:

PITTS HEATH LANE, RUNCORN (PROHIBITION OF WAITING) ORDER 2013

The effect of the Order is to introduce waiting restrictions "At Any Time" to part of Pitts Heath Lane, Runcorn as per details below:

Road	Details	Extent of Restriction
Pitts Heath Lane, Runcorn	Both sides of Pitts Heath Lane, extending from a point 60m. north of the northern junction of Otterburn Street with Pitts Heath Lane to a point 80m. south-west of the southerly junction of Otterburn Street with Pitts Heath Lane.	At Any Time

HALTON CASTLE, RUNCORN (20MPH SPEED LIMIT) ORDER 2013

The effect of the Order is to impose a 20mph speed limit along the full adopted length on each of the following roads in Halton Castle, Runcorn:

Castlefields Avenue South, Caesars Close, Centurion Row, Pendennis Court, Shepherds Row, Keepers Walk, Kingshead Close, Waterbridge Mews, De Lacy Row, Plantation Close, Richard Close, Skipton Close, Harlech Grove, Green Bridge Close, Merlin Close, King Arthurs Walk, Camelot Way, Barons Close, Warwick Grove, Limekiln Row, Primrose Court, Meadow Row, Hedge Hey, Conwy Close, Denbigh Court, Constables Close, Chester Close, Beaumaris Way, Rothesay Close, Caernarvon Close, Princes Close, Cornwall Close, Coppice Close, Brereton Close, Woodland Walk, Main Street, Stockham Lane, Norton View, Norton Lane, Holt Lane, Lodge Lane, Riversdale Road, Hollybank Road, The Croft, The Clough, Summer Lane, Summer Close, Spark Lane, The Underway, Castle Road, School Lane, Pump Lane, The Common, St. Mary's Road, Mount Road, Priory Close, Cheshire Drive, The Calvers, Meadowcroft Court, Cannonbury Close, The Brow.

Copies of the proposed Orders to which they relate, together with a statement of the Council's reasons for proposing to make the Orders, may be inspected free of charge during normal office hours at Halton Direct Link Offices in Runcorn at either Halton Lea or the library at Granville Street, or in Widnes at either Brook Street or the library at Queens Avenue, and at the Reception of the Municipal Building, Kingsway, Widnes.

Any objections to the proposed Orders, together with the grounds on which they are made must be sent in writing to the undersigned by 4 July 2013.

Dated: 5 June 2013

David Parr, Chief Executive
Municipal Building, Kingsway, Widnes, WA8 7QF

URN: PRO01464



HALTON BOROUGH COUNCIL
SECTION 77 OF THE SCHOOLS STANDARDS AND
FRAMEWORK ACT 1998 (AS AMENDED)

Disposal or change of use of former school playing fields
NOTICE OF CONSULTATION OF CHANGE OF USE OF FORMER SCHOOL PLAYING FIELD

Proposal: - Change of use of former school playing field to proposed cemetery and residential development
Application Site: - Former Fairfield High / Wade Deacon High School, Peel House Lane, Widnes

The plan of the area under consultation for change of use can be viewed at www.halton.gov.uk/peelhouse_lane_playing_field

Anyone who wishes to make comments regarding this change of use proposal should do so by e-mail to mark.reaney@halton.gov.uk or in writing, to the undersigned, within 6 weeks of the date of this notice - 05th June 2013

Please note that under the Local Government (Access to Information) Act 1985, your written comments will constitute a document which is available for any member of the public to see on demand.

An analysis of comments received will be forwarded to the Secretary of State as part of the Council's application for consent to the proposal.

For information, further opportunities will be made available for the public to comment once the feasibility studies for the development of this land have been completed.

Mark Reaney,
Operational Director Legal and Democratic Services,
Halton Borough Council, Municipal Building,
Kingsway, Widnes, WA8 7QF.



APPLICATIONS FOR PLANNING PERMISSION

A list of all current applications of public interest can be found at: www.halton.gov.uk/publicnotice or viewed at Halton Direct Links or Tel 0303 333 4300

URN 001389P&R



Carers

Bupa Recruitment
Open Day

Job opportunities at our Summerville Nursing Centre Our open days are a fantastic opportunity to see first-hand why Bupa is one of the UK's leading care home providers. We're looking for enthusiastic, driven and committed Registered Nurses and Care Assistants to join our Summerville team, where we'll take just as good care of you as we do our residents. Date: Wednesday 12th June 2013 Time: 10am - 3pm Venue: Summerville Nursing Centre, Hilltop Road, Stockton Heath, Warrington, Cheshire, WA4 2EF

Hairdressing

P/T / F/T EXP'D HAIR-STYLIST required for a Widnes salon. Telephone 0151 420 4800 (day) 0151 487 7434 (eve)

LOOKING FOR RECRUITS?
Call: 01925 426999

Nursing & Medical

RGN (days) for Mayfield Care Home, Eccleston Park, Please call 07985 422691

Secretarial/ Clerical

SALES TEAM ADMINISTRATOR Warrington £14k Call Lisa FORREST RECRUITMENT 01925 652 323

PURCHASE LEDGER CLERK Widnes £16k Call Vicki FORREST RECRUITMENT 01925 652 323

MARKETING COORDINATOR Irlam circa £25k Call Lisa FORREST RECRUITMENT 01925 652 323

TEMP SECRETARY Warrington to start 17/06/13-on-going Call Jenna FORREST RECRUITMENT 01925 652 323

TEMP PAYROLL OFFICER St Helens to start 24/06/13-3months Call Hannah FORREST RECRUITMENT 01925 652 323

TEMP RECEPTIONIST Runcorn to start 19/06/13-1 week call Jenna FORREST RECRUITMENT 01925 652 323

Part Time

ACCOUNTS ASSISTANT P/T (20-22hrs) Book-keeping up to Trial Balance & Sage 50 Accounts exp. advantage. CV to Systems Devices UK Limited, 1 Beeston Court, Manor Park, Runcorn, Cheshire WA7 1SS or email accounts@systemdevices.co.uk with covering letter.

Drivers

URGENTLY REQUIRED
HGV CLASS 1 DRIVERS

- Widnes, Warrington, St Helens, Haydock, Wigan and Bolton areas
- IMMEDIATE STARTS
- £500-£750 per week.

Duties to include Supermarket, Store Deliveries and Depot Distribution
All drivers must have 2 YEARS EXP and a DIGI CARD.
For more information please call Ally or Hayley at T G Recruitment on 01925 222822 or 07799 412882.

Drivers

P/T Driver Req'd (Perm) Working for a Runcorn Pet Crematorium. This position involves delivering and collecting from local vets and involves lifting. You will need to have a clean driving licence, be over 25 and have excellent Customer Care skills. All enquires please forward CV to: nicole@ladyheyspark.com

General Vacancies



Take action to help children play and learn.

HR Administrator

£17,230 - £19,698 pa pro rata | Part-time, 21 hours per week
Fixed-term for 1 year with possible extension
Ref.HRSS002523 | Warrington

The UK North HR team provides professional support and advice to local managers working across the North of England and Scotland, and we are looking for a proactive person to support our administrative activities.

Based at Birchwood in Warrington you'll be part of the UK North team providing support to HR Business Partners. Alongside admin tasks you'll also co-ordinate audits and help maintain our operating systems which will see you engaging with the whole organisation.

You'll be qualified in Business Administration or Management S/NVQ Level 2 or equivalent, or have relevant work experience. Working as part of a team you'll have first-class communication skills, a flexible approach and be proficient in IT packages and be able to produce presentations and statistical data.

This post is a great starting point for someone who is interested in a career in HR.

And while you're taking action for children, we'll be taking action to make sure you're fulfilled, with ongoing support and training.

Action for Children. Whatever it takes. For as long as it takes.

For further information, and to apply visit www.actionforchildren.org.uk/jobs or write to Action for Children, Human Resource Shared Service, City Park, 368 Alexandra Parade, Glasgow G31 3AU quoting the reference number.

Closing date: Thursday 13th June 2013.

Committed to quality, equality and valuing diversity, we welcome applications that reflect the cultural diversity of the communities within which we work.
Registered charity no. 1097940.
Company no. 4764232.
Charity registered in Scotland SC038092.



as long as it takes

General Vacancies

TAKE CARE THE DIRECTOR

TELEPHONE SALES OTE +19K

Warrington

One of the market-le... the UK currently has... centre for a Telepho...

We want to hear fr...

- Excellent communication
- Motivation to succeed
- Ability to build strong relationships with existing customers
- Desire to exceed set targets
- Proven track record in sales
- Confidence and experience

If you are interested in the job, please email jo.tocher@ngnw.co.uk with quote code PRO21. Closing

Newsquest is committed to equal opportunities for all sections of the community. We op...



LOOKING FOR

Educational

F... Heath R... Tel 0... Email f...

NOR: 1

Penketh High School is... excellence in Media and... We have the following po...

Pupil Supervisory

Required to help with... carried our predominant... Grade 3 point 6-9 £746... 22.5 hours, term time on...

Learning Mentor

We are looking to appoint... 37 hours per week, term... Grade 5 Teaching Assis...

Pupil Welfare Coord

Working with students a... good emotional health a... Grade 6 point 19 - 24 £... 37 hours per week, term...

All details and an ap... For any further details fagnew@penketh.warrington

The successful cand... disclosure from the D... www.homeoffice.gov.uk

Penketh High School i... of children and young... commitment.

Closing date: Tuesday 1... Interview Date: Week co...



Our Ref	Fairfield High playing field consultation
Your ref	
Date	05 th June 2013
E-mail address	Mark.reaney@halton.gov.uk

Dear Consultee,

Notice of consultation
Section 77 Schools Standards and Framework Act 1998 (as amended) Proposals to dispose, or change the use of former school playing fields

The Council is consulting on a proposed change of use of the school playing fields at the former Fairfield High/Wade Deacon High School, Peel House Lane, Widnes, to Cemetery and Residential Development. The plan of the former school playing field under consultation can be viewed at www.halton.gov.uk/www.halton.gov.uk/peelhouse_lane_playing_field.

For your information the notice overleaf will be made available at the site, local libraries, Direct Links and community centres, for the benefit of those who do not receive individual notification.

If you wish to make any comments on the proposed change of use, please send them by e-mail to mark.reaney@halton.gov.uk or in writing to the address on this letter quoting the reference shown, within 6 weeks of the date of this letter, i.e. no later than **17 July 2013**.

I would point out that, under the Local Government (Access to Information) Act 1985, your written comments will constitute a document which is available for any member of the public to see on demand.

An analysis of the comments received will be forwarded to the Secretary of State as part of the Council's application for consent to the proposal.

Further opportunities will be made available for the public to comment once feasibility studies for the development of this land have been completed.

Yours faithfully

Mark Reaney
Operational Director Legal and Democratic Services

It's all happening IN HALTON

Policy & Resources Directorate

Municipal Building, Kingsway, Widnes WA8 7QF

Tel: 0303 333 4300

www.halton.gov.uk



INVESTOR IN PEOPLE



HALTON BOROUGH COUNCIL

Section 77 of the Schools Standards and Framework Act 1998 (as amended) Disposal, or change of use of former school playing fields

NOTICE OF CONSULTATION OF CHANGE OF USE OF FORMER SCHOOL PLAYING FIELD

Proposal:- Change of use of former school playing field to proposed cemetery and residential development

Application Site:- Former Fairfield High / Wade Deacon High School, Peel House Lane, Widnes

The plan of the area under consultation for change of use can be viewed at www.halton.gov.uk/www.halton.gov.uk/peelhouse_lane_playing_field

Anyone who wishes to make comments regarding this change of use proposal should do so by e-mail to mark.reaney@halton.gov.uk or in writing, to the undersigned, within 6 weeks of the date of this notice - 05th June 2013.

Please note that under the Local Government (Access to Information) Act 1985, your written comments will constitute a document which is available for any member of the public to see on demand.

An analysis of comments received will be forwarded to the Secretary of State as part of the Council's application for consent to the proposal.

For information, further opportunities will be made available for the public to comment once the feasibility studies for the development of this land have been completed.

Mark Reaney,
Operational Director Legal and Democratic Services,
Halton Borough Council
Municipal Building,
Kingsway,
Widnes
WA8 7QF.

SIGNED *ME Reaney*

DATE SITE NOTICE POSTED 05th June 2013



HALTON BOROUGH COUNCIL

Section 77 of the Schools Standards and Framework Act 1998 (as amended)

Disposal, or change of use of former school playing fields

NOTICE OF CONSULTATION OF CHANGE OF USE OF FORMER SCHOOL PLAYING FIELD

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Mark Reaney,
Operational Director Legal and Democratic Services,
Halton Borough Council
Municipal Building,
Kingsway,
Widnes
WA8 7QF.

SIGNED *ME Reaney*

DATE SITE NOTICE POSTED 05th June 2013

From: Fairfield Junior - Head
Sent: 15 July 2013 14:19
To: Mark Reaney
Subject: consultation

Dear Mark,

I am replying on behalf of both Fairfield Infant and Junior Schools.

Both Schools are in favour of the development of the site as they feel it will have the following advantages for the Schools:

- It will give more security of numbers coming to the school because of the additional housing
- Both Schools will benefit from the sale of the land as the Council have said that the funds will help improve facilities at both Schools.

Both of these factors will be highly advantageous to the children of this community as upgraded resources will provide the children with many positive assets both in terms of better facilities and in terms of financial savings made over time.

Yours sincerely,

Irene Hodkinson



*Irene Hodkinson
Head teacher
Fairfield Junior School*

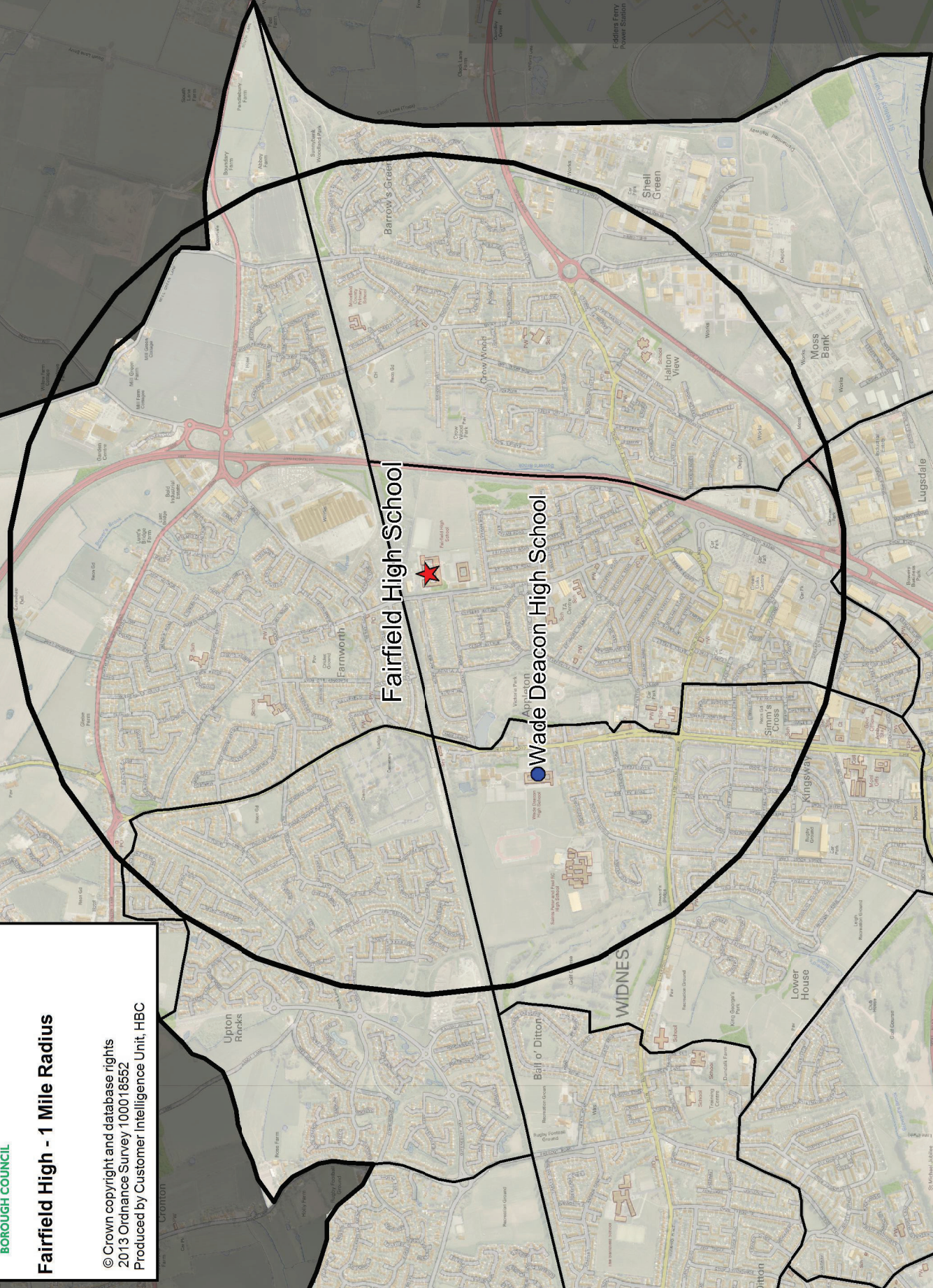
Telephone: 0151 424 0123
Fax: 0151 420 0856



HALTON
BOROUGH COUNCIL

Fairfield High - 1 Mile Radius

© Crown copyright and database rights
2013 Ordnance Survey 100018552
Produced by Customer Intelligence Unit, HBC



Fairfield High School

Wade Deacon High School

INSERT VALUATION REPORT

REPORT TO:	Executive Board
DATE:	5 September 2013
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Waiver - Sector Led Improvement (Frontline Social Worker Programme Support)
WARD(S)	Borough-wide

PURPOSE OF THE REPORT

1.1 To note the actions of the Chief Executive under his delegated powers to grant a waiver under 1.8.4(e) to enable Griffin Care to deliver a frontline Social Worker Programme of support for the Regional Board for Sector Led Improvement without seeking competition via the Chest as there is a requirement for this service to be delivered by a particular supplier.

2.0 **RECOMMENDATION: That the Board note the waiver under Procurement Standing Orders 1.8.4(e) to waive Procurement Standing Order 4.1 Competition requirements.**

3.0 **SUPPORTING INFORMATION**

3.1 The NW Regional Board CYP – Sector Led Improvement (“the Board”) are working regionally and have committed to procuring this training as part of their development programme for Social Workers. Halton has been asked to procure this training on behalf of the Board.

The programme has been developed by Griffin Care; it has been used previously in the region and received very positive feedback. The programme has delivered effective outcomes and is rated highly as a provider of quality provision. The Board have confirmed that this specific approach would not be available in the timescales required from other providers. In addition the methodology used also supports individualised coaching which will be provided as a bespoke adaptation of the programme. The localised nature of this coaching is important in providing on the job support and challenge.

4.0 **Supplementary Information**

- 4.1 The programme will deliver effective outcomes from proven methodology and will be monitored by the Board. It will support individualised coaching that will be provided as a bespoke adaptation of the programme.

This waiver will be for this sole programme amounting to a sum of £20,400 which will be spent during September 2013 to January 2014 plus 22 days follow up coaching as part of this total spend.

There is no requirement to tender this as the value is £20,400 therefore below EU thresholds. The contractor was selected based on past performance, ability to deliver this programme within tight timescales and has a proven record of developing a bespoke programme and is a continuum of past training development.

The programme will be formally monitored by the Board in order to ensure prescribed outcomes are achieved. This links with Corporate objectives indirectly as it supports our frontline workforce in training and development.

5.0 **POLICY IMPLICATIONS**

- 5.1 None

6.0 **FINANCIAL IMPLICATIONS**

- 6.1 The cost of providing this service will be £20,400. This cost will be met by the Board, there will be no cost to Halton.

7.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

7.1 **Children & Young People in Halton**

Supporting frontline training and development of social workers.

7.2 **Employment, Learning & Skills in Halton**

None identified.

7.3 **A Healthy Halton**

None identified

7.4 **A Safer Halton**

As per 7.1.

7.5 **Halton's Urban Renewal**

None identified.

8.0 **RISK ANALYSIS**

8.1 None identified, will improve the development of our workforce.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 None identified.

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

None

REPORT TO:	Executive Board
DATE:	5 th September 2013
REPORTING OFFICER:	Strategic Director - Communities
PORTFOLIO:	Health and Wellbeing
SUBJECT:	Urgent Care – Progress
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 Present Members of the Board with an update report in relation to the current projects/areas of work associated with improvements in Urgent Care.

2.0 RECOMMENDATION: That the Board

- 1) note the contents of the report and associated Appendix; and**
- 2) endorse the work programmes and associated projects outlined in Appendix 1.**

3.0 SUPPORTING INFORMATION

Local Context

3.1 During 2012 Halton Borough Council (HBC) and NHS Halton Clinical Commissioning Group (HCCG) developed the Urgent Care Partnership Board to lead on the development and management of the Urgent Care system used by the Borough's population. The work of the Board is supported via the implementation of Halton's Urgent Care Strategy and Response Plan developed in the Autumn of 2012.

3.2 Delivering on this agenda will provide the health and social care economy with sustainable improvements in performance and quality through:

- Understanding demand and capacity;
- Matching existing and redesigned resources to expected flow;
- Understanding and managing the service users experience, safety and outcome;
- Measuring quality, outcomes and performance;
- Working across partners to maintain an integrated 24/7 system that is sustainable;
- Joint working across all health and social care organisations within the economy;
- Scenario planning for periods of increased activity to better plan capacity to meet demand e.g. Winter;
- Development of robust escalation mechanisms, including clear definition of escalation triggers and processes;
- Signposting and educating people to select health care providers that are appropriate to their needs;
- Identifying patient pathways in the emergency department and assessment units which facilitate prompt decision making and timely discharge;

- Improving hospital discharge processes including proactive case finding;
- Targeted services, giving the greatest impact on outcomes; and
- Further co-ordination of services, thus avoiding duplication.

Current Performance

- 3.3 As urgent care spans across acute, primary and community care, key performance indicators need to reflect this. Ambulance response times, A&E attendances, admissions, readmissions and lengths of stay are some of the national metrics monitored in the system. These generally reflect the state of development within primary and community care but do not provide specific understanding of the development needs within these sectors. Availability, access, pathway development within, and utilisation of, primary and community care are key to managing demand on acute services by the provision of credible, alternative pathways of care.
- 3.4 The latest NHS and Local Government Quality and Efficiency Scorecards (June 2013) produced by the Advancing Quality Alliance (AQuA), demonstrates continued excellent performance against neighbouring Northwest health and social care economies, in the following areas:-
- permanent admissions to residential/nursing care; and
 - proportion of Local Authority Adult Social Care spend on residential/nursing care. NB. Halton are ranked the best in the Northwest in relation to this area.
- 3.5 The performance data also demonstrates improvements since the end of March 2013 in the following areas:-
- emergency (non-elective) admissions¹;
 - emergency (non-elective) bed days occupied;
 - emergency (non-elective) re-admission rates within 30 days;
 - delayed transfers of care; and
 - proportion of people discharged direct to residential care.
- 3.6 Areas that remain static include :-
- proportion of deaths which occur at home; and
 - emergency (non-elective) re-admission rates within 90 days.
- 3.7 At the end of March 2013 out of the 9 areas of performance that are benchmarked by AQuA, Halton were showing 2 indicators as green, 4 were amber and 3 were red. As at June 2013 Halton are still showing 2 indicators as green but are now showing 5 at amber and 2 at red.
- NB. Due to the continued pressures and complexities within the urgent and emergency care system within Halton, the indicators that currently remain as red are emergency (non-elective) admissions and emergency (non-elective) bed days.
- 3.8 It should be noted that although there have been improvements in performance since the end of March 2013 and the direction of travel is promising, areas such as emergency (non-elective) admissions and bed days along with re-admissions continue to present significant challenges to the urgent care system. Work is on-going to respond to these challenges in

¹ Non-Elective Admission : A patient not admitted from a waiting list e.g. admitted as an emergency, via A&E etc.

order to improve performance, particularly in the areas where Halton are currently highlighted as red, via the implementation of a number of associated work programmes/projects, as outlined in **Appendix 1**.

It is anticipated that these projects will have a positive impact on the areas of performance outlined above and it is our aim to move Halton, within 6 months, to having no indicators highlighted as red and increase the number of indicators highlighted as green.

Recent National Developments

- 3.9 On the 9th May 2013, Dame Barbara Hakin, Chief Operating Officer/Deputy Chief Executive of NHS England wrote to NHS England Area Directors regarding the delivery of the A&E 4 hour operational standard, the pressure the urgent and emergency care system is experiencing at the moment and the impact that this was having on the operational standard.
- 3.10 As a result it had been agreed that NHS England would coordinate the production of local recovery and improvement plans to ensure operational standards were being met. Deadlines for the production of local Plans were tight, having to be submitted to Regional Directors by 31st May 2013.
- 3.11 Within Halton, the development of the local Plan was co-ordinated via the Halton Urgent Care Partnership Board and in addition to being formally signed off by HCCG, was agreed by all partners of the Board. Part of this work entailed obtaining assurances from Warrington and Whiston Hospitals, in addition to neighbouring Urgent Care Boards, as to whether the actions outlined in their respective Recovery and Improvement Plans would address the issues highlighted by Halton's Urgent Care Board.
- 3.12 It should be noted that as Halton's health economy does not directly contain an Acute Trust, this can present on-going challenges for the Urgent Care Board. As such, in relation to the Urgent Care Board's role in overseeing all significant service change across Halton it also ensures that it considers developments that may impact in Halton which take place in neighbouring economies.
- 3.13 On 24th July 2013, the [Health Select Committee report on urgent and emergency services](#) was published which outlined that the growing demand on A&E departments would make them unsustainable if effective action is not taken quickly to relieve the pressures on them. The Committee commented on a number of areas, including:-
- The role of Urgent Care Boards;
 - Commissioning;
 - Improvement of A&E Performance; and
 - Alternatives to A&E, such as Primary Care, NHS 111 and urgent care centres.

Current Local Developments

- 3.14 As a number of projects that were identified in the first Urgent Care Partnership Response Plan produced in November 2012 have been completed, using the information contained in the Health Select Committee report, the actions identified in Halton's Recovery & Improvement Plan and identifying a number of on-going projects, the local Urgent Care Partnership Responses Plan is in the process of being reviewed and updated.
- 3.15 The proposed work programmes and associated projects have been presented to the Urgent Care Board for review and Lead Managers have been identified for each area of work. These Lead Managers have started work on developing associated project briefs for

each of the areas identified and these will be presented back to the Urgent Care Board for review and implementation.

3.16 The new work programmes will focus activity in the following areas :-

- Regional/Cross Boundary work;
- Hospital Liaison;
- Primary Care;
- Community Integration;
- Pilots;
- Audits; and
- Winter Pressures

Details of each of the work programme's associated projects can be found in **Appendix 1**.

3.17 The Urgent Care Board feel that these programmes of work provide a clear approach to the redesign of urgent and emergency care systems and the development of associated early intervention and prevention pathways which will have a positive effect on the urgent care system within Halton and support the Acute Trusts in the achievement of the A&E 4 hour operational standard.

3.18 By removing any duplication, increasing efficiency and capitalising on the interdependencies between health, social care, self-care and the third sector, we can continue to improve our performance in the areas outlined in paragraphs 3.3 – 3.8 of this report and provide better outcomes to the residents of Halton; as such the Executive Board are asked to endorse the work programmes attached.

4.0 POLICY IMPLICATIONS

4.1 None identified at this stage.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 None identified at this stage.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

All issues outlined in this report focus directly on this priority.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 None identified at this stage.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None identified.

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

9.1 None under the meaning of the Act.

Urgent Care: Workstreams 2013/14

‘A streamlined urgent and emergency care system which is simple for patients and professionals to access, which delivers high quality and productive care meeting national best practice standards, and supports patients return to health and independence’

The work programmes and associated projects for 2013/14 are outlined below, along with details of where it is anticipated the projects will have positive outcomes, linked to the performance areas outlined in the report.

Work Programmes 2013/14	Outcomes
<p>Work Programme 1 - Regional /Cross Boundary Work</p> <ul style="list-style-type: none"> • Development of NHS 111 – to include directory of local services and escalation policies 	<ul style="list-style-type: none"> • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • Emergency (non-elective) re-admission rates within 30 days • Emergency (non-elective) re-admission rates within 90 days
<p>Work Programme 2 - Hospital Liaison</p> <ul style="list-style-type: none"> • Improved discharged planning to reduce length of stay in hospitals • Improved liaison services in Accident and Emergency e.g. Mental Health, Alcohol Services and Social Work Support 	<ul style="list-style-type: none"> • delayed transfers of care • proportion of people discharged direct to residential care
<p>Work Programme 3 - Primary Care</p> <ul style="list-style-type: none"> • Development of Multidisciplinary Teams in Primary/Community Care • Improved pathways working with the Ambulance Service to offer community alternatives to hospital transfers • Establishment of Peer Reviews in GP practices • Primary Care Education on urgent care - alternatives to hospital admission • Dementia - improved diagnoses in primary care 	<ul style="list-style-type: none"> • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • Emergency (non-elective) re-admission rates within 30 days • Emergency (non-elective) re-admission rates within 90 days
<p>Work Programme 4 - Community Integration</p> <ul style="list-style-type: none"> • Development of Urgent Care Centres and Clinical Decisions Unit 	<ul style="list-style-type: none"> • permanent admissions to residential/nursing care • proportion of Local Authority Adult Social Care spend on

<ul style="list-style-type: none"> • Learning Disability Health Passport - Implementation • Adult Integrated Safeguarding Unit – On-going Development • Complex Care – On-going Integration • Telehealth/Telecare development • Therapies redesign • 5BP Care Home Support Team - Future options • Continued use of Reablement and Intermediate Care • Early Supported Discharge for Stroke • Community Physician • Implementation of Falls Strategy 	<p>residential/nursing care</p> <ul style="list-style-type: none"> • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • Emergency (non-elective) re-admission rates within 30 days • Emergency (non-elective) re-admission rates within 90 days
<p>Work Programme 5 – Pilots</p> <ul style="list-style-type: none"> • Urgent Care Wellbeing Response 	<ul style="list-style-type: none"> • permanent admissions to residential/nursing care • proportion of Local Authority Adult Social Care spend on residential/nursing care • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • Emergency (non-elective) re-admission rates within 30 days • Emergency (non-elective) re-admission rates within 90 days
<p>Work Programme 6 - Audits</p> <ul style="list-style-type: none"> • Under 19yrs Hospital Admissions • Development of an Urgent Care Performance Dashboard 	<p>Will allow detailed monitoring in the following areas:</p> <ul style="list-style-type: none"> • permanent admissions to residential/nursing care • proportion of Local Authority Adult Social Care spend on residential/nursing care • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • Emergency (non-elective) re-admission rates within 30 days • delayed transfers of care • proportion of people discharged direct to residential care • proportion of deaths which occur at home • Emergency (non-elective) re-admission rates within 90 days
<p>Work Programme 7- Winter Pressures Plan</p>	<ul style="list-style-type: none"> • Emergency (non-elective) admissions • Emergency (non-elective) bed days occupied • delayed transfers of care • proportion of people discharged direct to residential care

- | | |
|--|---|
| | <ul style="list-style-type: none">• Emergency (non-elective) re-admission rates within 30 days• Emergency (non-elective) re-admission rates within 90 days |
|--|---|

NOTE: All Acute Trusts will have internal plans in relation to the achievement of the 4 hour target in Accident and Emergency Units.

REPORT TO:	Executive Board
DATE:	5 th September 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Community & Sport
SUBJECT:	Rugby League World Cup 2013
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To update Members of Executive Board about the current plans for the USA team visit to Halton for the Rugby League World Cup 2013 (RLWC 2013).

2.0 RECOMMENDATION: That Members of Executive Board note the contents of the report and approve the Delivery Plan (Appendix A).

3.0 SUPPORTING INFORMATION

- 3.1 Most of the information regarding the RLWC2013 has been released nationally; however some information regarding the USA team schedule has not been released. It is anticipated the USA team will arrive in England on 19 October and set up team base at The Park Royal Hotel, Warrington. They will commute to their Training Base at Halton Stadium.
- 3.2 The RLWC 2013 runs from 26 October to 30 November 2013. Involving 14 teams with games staged at 18 different venues.
- 3.3 Since the last report meetings have taken place across the Council and with partner agencies, such as, Widnes Vikings, Halton Sports Partnership to prepare a plan.
- 3.4 A delivery plan has been drafted and can be found in Appendix A, the Halton consortium will prepare detailed plans for the following:
- Civic Reception
 - Coaching Master Class
 - Open Training Session
 - Community Engagement Activity (at least 1 activity per week during the teams stay). Pan-Merseyside and schools tag rugby competitions at the stadium. Local clubs mini tournament.

Once the USA training schedule is received the times and dates can be proposed and further details confirmed.

- 3.5 The USA team have 3 group games: Wednesday 30 October v Cook Islands at Memorial Stadium, Bristol; Sunday 3 November v Wales at Racecourse Stadium, Wrexham; Thursday 7 November v Scotland at Salford City Stadium.
- 3.6 The Organising Committee have received an allocation of tickets for the Wales match, an invitation list is being drawn up and it is proposed to allocate some tickets to community engagement activity and competitions.
- 3.7 Interest in the RLWC 2013 and USA team by the community is unknown; this is a high profile tournament. The delivery plan activities are likely to increase the interest and engagement in the community activity is likely to be in the 100's.
- 3.8 The delivery plan is intended to attract engagement across the age ranges in sport and cultural activities. The stadium provides an ideal venue to deliver a large range of activities. There is opportunity to deliver further activity in other community settings.
- 3.9 There is opportunity for other services to rebrand existing activity. Proposals include:
- November 5th - Firework music to be themed
 - HBC Staff restaurants to host themed days.
 - Brindley shows which could be rebranded
 - American themed school meals across Halton Schools
 - Welcome signage on the four main routes into the borough with the RLWC 2013 logo on.
 - Colour gravel rugby ball display and wicker player on Moor Lane roundabout.
 - Vintage Rally options and advertising.
 - Stars and stripes bunting.
- 3.10 The RLWC2013 has a dedicated delivery team based at Media City in Salford. As a host city Halton has access to promotional material, such as, logos, banners, and posters. There are a number of national initiatives, such as, Try Reading and Education Resource.
- 3.11 The Council's Operational Director for Communities and Environment is the lead officer. Activities during the tournament must be signed off with RLWC 2013 and competing nations.

4.0 POLICY IMPLICATIONS

- 4.1 No policy implications.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications as a result of the Delivery Plan.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None identified.

6.2 Employment, Learning and Skills in Halton

None identified.

6.3 A Healthy Halton

None identified.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 The main risk for the Borough is the tournament is cancelled or the USA team withdraw.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity issues associated with this report.

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

None under the meaning of the Act.

Halton Consortium draft delivery plan to assist in the facilitation and promotion of Rugby League World Cup (RLWC) activity - Appendix A

Halton Borough Council (HBC) to be lead organisation in conjunction with Widnes Vikings (WV). Contributions from Merseyside Sports Partnership (MSP), Halton Rugby League Service Area (HRLSA), Halton Sports Partnership (HSP), Halton Schools and colleges (HS)

Area	Activity	Details	Targets & Timescale	Lead & Partners
Administration	Meetings	To attend meetings to promote and advocate RLWC, increasing knowledge and awareness.	6 consortium development meetings, 10 partner meetings, 5 community group meetings, 2 coaching meetings	HBC - numerous departments, WV, MSP
	Reports - inc. updating development plan as main report	To write reports, case studies for projects, circulate info. Include curriculum activity and community engagements	Raise profile, increase community awareness - ongoing	HRLSA
	Evaluation	Ongoing - review and change development programmes accordingly to ensure needs are met. Produce case studies to evidence work	2 case studies sent to partners	HBC
	Social media	Keep social media streams up to date with RLWC info and also USA info	Twitter: @haltonsportsdev, Facebook: Halton Sports Development. Interact with @DavidNiu7 and @RLWC2013 - all ongoing	HBC - HB
	Marketing & Promotion	Utilise RLWC branding, regular press releases, use borough wide communication networks, articles in InTouch, Inside Halton etc	Increased awareness and knowledge in coming months - banners, website, RLWC merchandise, RLWC promotion	HBC PR, RFL PR, VW PR
	Street naming - marketing and promotion	Maryville Street in Widnes photo opportunity to celebrate links to USA	Community engagement activity in area	HBC - IB, IG, MA

	Training host	Attend RLWC workshops, promote ticket sales etc	Advertise and promote presence of USA team - 4 flags flying at the Stadium, press release on Independence Day to launch arrival	HBC
	Sportivate	Utilise Sport England funding to increase participation in rugby league in 14-25 year age group. Deliver sessions specifically targeting college students etc to link to clubs.	Deliver 2 blocks of sessions (either ruggercise or touch rugby) Autumn term. Targeting 50 participants, 90% retained after programme	HBC, local clubs
	School clubs	Coordinate and plan multi skills programmes with primary schools in the borough to include sports specific rugby element in addition to multi skills. Potential to link in to Valhalla Foundation delivery	3 week programme offered (10 school places available)	HBC CSC, WV
	RL 'Get Inspired' programme with voucher scheme, enhance sports partnerships	Provide young people with a free session at a local clubmarked sports club using voucher scheme. Promote and deliver sports clubs following curriculum sport SLA activities of RL 'Get Inspired' programme. Including promoting education resource	500 vouchers given out to provide a free session at a local clubmarked club. 5 after school 'Get Inspired' programmes	HBC
	Phoenix Challenge	Link to Cheshire Fire service to promote awareness of fire safety, using the tool of sport. Deliver various rugby league activities to Phoenix 'watch' adopted primary schools in Halton.	4 primary schools part of Phoenix challenge. 10 young people to attend a sports club using free voucher scheme	HBC, Cheshire Fire service

Sport related activity

Tag Festivals	Three festivals to be hosted at the Stadium, Merseyside, Halton and Community clubs. Promoting RLWC competition, winners receive free tickets etc	Date TBC, target 8 entries into each competition	HBC, HS
Continual Professional Development	To help monitor and assist teachers and helpers to continue the delivery of RL activities. Including the delivery of taster sessions	1 school/college CPD workshop, 15 participants - linked to masterclass etc	HBC, HS
Clubs - including Join in Week being USA branded	Provide opportunities for young people to take part at their desired level, increasing number of RL players in borough.	Open access sessions to be delivered at clubs.	HBC, WV, local clubs
Community/club links	Assist with the development of community and club links. Coordinate and manage relevant exit routes for people in community setting, ie. Brownies, Scouts etc	50 sessions given out to provide a free session at a local clubmarked club. Marketing and promotion ongoing	Halton sports clubs, HBC, WV
Community Jog Club	To promote health benefits to people of Halton utilising the Halton athletics academy. Promote touch rugby and ruggercise sessions for those who have improved level of fitness	Participants encouraged to join local touch competition	HBC
Workplace activity	Promote RL within the workplace, provide taster sessions for employees	Autumn - 2 blocks of 3 week free taster sessions in touch rugby/ruggercise. Link to existing rugby club	HBC Sports participation

Community timetable	Introduce RL activity to the community PA timetable, focus on increasing participation linked to existing touch rugby	1 Widnes, 1 Runcorn venue, generate new interest and sustain weekly activity	HBC Sports participation
American haka	Competition to develop an American style haka	Cheerleaders involved etc	Vikings Vixens - Dave Rolt to follow up
RLWC 2013 Coaching masterclass	Workshop to be delivered by Denis Betts, discussing elite performance etc. Link to past players including Terry O'Connor, Frank Myler as well as USA link	To be organised and offered to local clubs, involving USA team, college participation Coordinate with Wrexham BC to avoid date clash	HBC - SL
New initiatives	Keep up to date with RLWC initiative and knowledge to support local infrastructure	Including education programme, #100 balls on 18.07.13 with 100 days to go	All
Design a mascot	Competition for under 16's to design USA team mascot, closing date Fri 28th June. Shortlist to be run past USA team.	Over 300 entries received, top 10 sent to USA team to pick 1st, 2nd & 3rd choices. Mascot being created in time for team arrival. Winner to be informed and prizes for top 10	HBC
Try Reading	Reading initiative to encourage people to achieve the 6 book challenge. All Halton libraries to promote. Include player visits to libraries to raise awareness. Summer reading challenge, family offer, writing workshops, book lists from April - Nov	http://readingagency.org.uk/adults/news/jamie-launches-rlwc2013-six-book-challenge-in-leeds.html	HBC - JF, HS, WV

Libraries	Tom Palmer (author) family day on 9th August at Widnes library. Q&A with Roy Basnett and authors, writing & drama workshop, haka workshop, American literature celebrated along with American day, and National Poetry Day branded.	Facebook and Twitter feeds updated, RLWC freebie merchandise given out. Link in with schools and local groups	HBC - JF
Education Initiative	Schools to sign up and register with online programme accessing resources etc	http://www.education.rlwc2013.com/ .	HBC - KD
School meal themed days	School meals to have USA theme to raise profile and awareness of events	Opportunity to promote healthy eating etc. Number of special days to run throughout the build up	HBC - EC
Vintage Steam Rally	American car vehicle display to be used to celebrate RLWC and USA links on 28th & 29th September. Company in Wrexham also specialises in American war vehicles - 40 in total	Rally to be decorated in USA bunting etc	HBC - TB
Fireworks	Annual firework display to be themed with American music/red, white and blue etc on 5th November	Raise awareness and profile, event occurs 1 week into tournament	HBC - TB
Volunteers	Attempt to contact RLWC volunteers from Halton area to support and invite to projects. Volunteer roles not yet allocated by RLWC	Link to wider and sustainable volunteer initiatives	HBC, DR
Welcome to Halton signs	All main routes into Halton to have sign welcoming USA team to borough with logo on etc	Completed in time for Independence Day on 04/07/13, 13 signs in total - completed	HBC - PW/JU

Environmental	Gravel artwork	Display at Moor Lane roundabout with American flag, and wicker rugby player	Display to be set up in Sept/Oct in time for team arrival	HBC - PW/JU
	Recycling initiative	Rewards for recycling, Trash 4 Cash initiative etc	Awaiting confirmation and further details	HBC - JU
	American companies in business	Contact local American companies to engage in projects and raise profile (62 businesses identified)	McDonalds etc to be approached	HBC - TB
USA team activities	Training host	See schedule available from RLWC, including Civic reception on 22nd October. Beatles tribute act confirmed to play attend	Responsibilities including hospitality, coordination of stay, civic reception etc	HBC
	Halloween	Activities to celebrate American culture - 31st October	Libraries, community centres etc to host events	HBC
	Rocky Horror Show	The Brindley showing the play, opportunity to celebrate USA culture etc on 31st October	Opportunity to promote both USA and theatre culture	HBC - TB
	Tourism	Contact for families regarding days out, local information etc to ensure memorable stay	Contacts to local events in Liverpool/Manchester	HBC
	Matches	Specific activity linked to Wales v USA game on 3rd Nov in Wrexham - free tickets received for this game	Promotion of RLWC in general locally and opportunities to get involved	HBC

Widnes Vikings	Trophy Tour	Friday 7th June trophy roadshow, attending Widnes v Wigan match, ko 8pm	Trophy to arrive at 6pm, photo opportunities held in Stadium Fitness until 7:45pm. Trophy to led teams on to the pitch, trophy to tour boxes etc. Grubber & Steed also attending and will be at Widnes library during the day	WV, HBC
	Match programmes	USA themed articles to promote Tomahawks stay, raising profile	Various articles to be covered throughout end of season to promote profile of players and teams, opportunities for community engagements etc.	WV
	Cheerleaders	Vikings Vixens cheerleaders to support USA team, create dances etc??	Potential to attend games, Cheerleading at open training sessions to welcome etc	WV
	Facility usage	Allowing USA team access to gym facilities and training equipment	Training schedule from USA awaiting confirmation	WV
	Blogging	Raising profile of players who are involved in other countries as part of the world cup to increase awareness of competition	Involve both Vikings players as well as engaging contact with USA players. Promote on RLWC website etc	WV
	Development Pathways - Performance and Excellence	Provide clear pathways for young people to maximise their potential.	Increase skill base for more elite players and coaches	WV, HRLSA

	Holiday programmes/open participation	Provide rugby skill sessions for the children of Halton in a variety of settings. Summer course dates - 27th, 28th, 29th & 30th August. Potential for Oct half term camp?	10 multi activity and sports specific sessions delivered throughout the summer	WV
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Rugby League World Cup 2013 - USA team schedule - Appendix A (Key: TB = training base)

Tournament day	Day	Date	Team activity	Community activity
0	Friday	18-Oct-13	Friendly v France in Toulouse	
1	Saturday	19-Oct-13	Arrive at TB set up camp, media	
2	Sunday	20-Oct-13	TB	
3	Monday	21-Oct-13	TB	
4	Tuesday	22-Oct-13	TB	Civic reception
5	Wednesday	23-Oct-13	TB	Coaching masterclass
6	Thursday	24-Oct-13	TB, Media day Cardiff	
7	Friday	25-Oct-13	TB, team reps gala dinner in Cardiff	
8	Saturday	26-Oct-13	TB	
9	Sunday	27-Oct-13	TB	
10	Monday	28-Oct-13	TB	
11	Tuesday	29-Oct-13	Travel to Bristol - OB1	
12	Wednesday	30-Oct-13	v Cook Islands (Bristol), return to OB1	
13	Thursday	31-Oct-13	Return to Warrington - TB	Halloween activities, Rocky Horror Show at The Brindley
14	Friday	01-Nov-13	TB	
15	Saturday	02-Nov-13	TB	
16	Sunday	03-Nov-13	v Wales (Wrexham) - return to TB	
17	Monday	04-Nov-13	TB	
18	Tuesday	05-Nov-13	TB	Fireworks
19	Wednesday	06-Nov-13	TB	
20	Thursday	07-Nov-13	v Scotland (Salford) - return to TB	
21	Friday	08-Nov-13	TB	
22	Saturday	09-Nov-13	Depart or TB	
23	Sunday	10-Nov-13	TB	
24	Monday	11-Nov-13	TB	
25	Tuesday	12-Nov-13	QF6	
26	Wednesday	13-Nov-13	QF6	
27	Thursday	14-Nov-13	QF6	
28	Friday	15-Nov-13	QF6	
29	Saturday	16-Nov-13	QF Wrexham if D1 (v A1) return to QF6	
30	Sunday	17-Nov-13	Depart or QF6	
31	Monday	18-Nov-13	QF6	
32	Tuesday	19-Nov-13	QF6	
33	Wednesday	20-Nov-13	Travel to London - SF3	
34	Thursday	21-Nov-13	SF3	
35	Friday	22-Nov-13	SF3	
36	Saturday	23-Nov-13	Semi Finals (Wembley), Stay SF3 (London)	

37	Sunday	24-Nov-13	Depart or Travel to Manchester	
38	Monday	25-Nov-13	Finalists Hotel	
39	Tuesday	26-Nov-13	Finalists Hotel	
40	Wednesday	27-Nov-13	Finalists Hotel	
41	Thursday	28-Nov-13	Finalists Hotel	
42	Friday	29-Nov-13	Finalists Hotel	
43	Saturday	30-Nov-13	Final (OT), Overnight in Manchester	
44	Sunday	01-Dec-13	Depart	

REPORT TO: Executive Board

DATE: 5 September 2013

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO HOLDER: Community & Sport

SUBJECT: Widnes Recreation Site Development

WARDS: All

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on the re-development of the former Widnes Recreation Site, Liverpool Road, Widnes

2.0 RECOMMENDATIONS:- That

- i) **The proposals for redevelopment of the former Widnes Recreation Site, Liverpool Road, Widnes be approved.**
- ii) **That Council be recommended to approve inclusion of the former Widnes Recreation Site Development within the Council's Capital Programme.**
- iii) **To authorise the Strategic Director Communities, the Operational Director, Legal & Democratic Services in consultation with the Portfolio Holder for Community & Sport to implement the project, provided planning permission can be obtained and the indicative prices outlined in this report are not exceeded.**
- iv) **The officers be authorised to begin public consultation and with Sports England on the sports facility proposed within the Business Plan attached as Appendix A.**
- v) **Proceed to make planning applications, place the proposed housing land on the open market and obtain tendered prices for the build cost.**

3.0 SUPPORTING INFORMATION

3.1 Further to the reports presented to Executive Board on 28 June 2012 and 28 March 2013 in respect of the project the Strategic Director, Communities, was given delegated authority, in consultation with the Portfolio Holder for Community & Sport and the Leader of the Council, to take all necessary steps to progress proposals for the

redevelopment of the former Widnes Recreation Site.

- 3.2 Several proposals have now been reviewed and discussions on the previously submitted proposals ended in 2012.
- preferred bidder options
 - the development of a community sports hub combined with a health facility.
- 3.3 A business plan has now been prepared, containing the background detail, project outline, and associated financial implication for the development of a sports facility at the former Widnes Recreation site.
- 3.4 The sports facility proposed would include:
- Sports facility reception/foyer
 - 10 changing rooms primarily to serve outdoor pitches
 - 6 official changing rooms
 - 2 accessible changing cubicles
 - Indoor activity room/social area
 - Meeting Room
 - Internal and external equipment storage for sport and community groups
 - Kitchen and external serving hatch
 - External Multi Use Games Area
 - New cricket pitch
 - Reconfigure outdoor sports pitches
 - Install perimeter fencing to secure the site
 - Improvements to existing car park

This creates enhanced facilities for existing users and through a targeted programme attracts new participants from the wider community. Illustrations of the project will be presented at the Executive Board meeting. The building will incorporate a fire sprinkler system in its design. Hearing Induction Loop will be included in the community space. Relevant parts of the building will be Wi-Fi enabled.

- 3.5 A programme of works for the current project has been prepared it anticipates further design work requirements, tender processes, site mobilisation and construction period. It is anticipated that the facility will become operational during the financial year 2014-15. The proposed pavilion is likely to have a lifespan in excess of 30 years.
- 3.6 The draft business plan will be sent to Sport England for comments.
- 3.7 It is proposed that the estimated £2.680m required to fund the scheme be raised by the sale of 3 acres of land at the Widnes Recreation Site and that Council be recommended to modify the council's capital programme accordingly.

3.8 Estimates are given for the revenue required in section 4 of the business plan.

3.9 The Council submitted an application for grant funding for a community sport hub site. This application was unsuccessful due to the fund being over-subscribed. Further grant aid will be sought as identified within section 4 on the business plan. However, we have been encouraged by positive discussions with the Football Foundation and we hope to explore funding opportunities further with such organisations. In addition, a number of local sports organisations have generally welcomed the initial proposals put forward and we hope that this dialogue will continue in a constructive manner.

3.10 In addition to providing a programme of activity sessions, the indoor facility would also offer the opportunity to provide space for meetings, training sessions and other community events.

4.0 **PLANNING IMPLICATIONS**

4.1 The sport facilities and other aspects proposed (including the housing development) will require planning permission. The planning processes will proceed independently of the Council's decisions as a manager of its land and as a provider/enabler of public services.

5.0 **FINANCIAL AND COMMUNITY IMPLICATIONS**

5.1 The cost estimate for the sports facility is £2.680M.

5.2 Receipts from land sales would provide a source for funding the development of the Widnes Recreational Club site as a community sports facility with associated playing fields.

6.0 **POLICY IMPLICATIONS**

6.1 The proposal as outlined accords with the Council's Sports Strategy, Playing Pitch Strategy and existing strategic objectives.

7.0 **LEGAL IMPLICATIONS**

7.1 Legal Services have been involved in the project, they have reviewed the report and confirm that they are happy with it. There are no known unusual legal issues arising. Project legal risk is considered normal.

8.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

8.1 **Children & Young People in Halton**

These are contained within the report and business plan.

8.2 Employment, Learning & Skills in Halton

These are contained within the report and business plan.

8.3 A Healthy Halton

These are contained within the report and business plan.

8.4 A Safer Halton

These are contained within the report and business plan.

8.5 Halton's Urban Renewal

These are contained within the report and business plan.

9.0 RISK ANALYSIS

9.1 Sports England is a priority consultee and their requirements, when notified, will need to be addressed.

9.2 Planning and highways need further consideration and will need to be addressed, as identified within the business plan.

9.3 Should the tender costs returned or scheme alterations be required due to planning, this may impact upon the funding package available.

9.4 Total net receipt of land sale will be determined by Planning, Highways and Ground Conditions.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 The facility is to be constructed and operated consistent with the requirements of equality and diversity legislation. Decisions about this site are subject to the Public Sector Equality Duty.

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

Document	Place of Inspection	Contact Officer
Executive Board Report – 08/04/10; 28/06/12; 28/03/13	Municipal Building Widnes	Chris Patino Operational Director Community & Env

HALTON BOROUGH COUNCIL
WIDNES RECREATION GROUND DEVELOPMENT
PROJECT PROPOSAL - OUTLINE BUSINESS PLAN
AUGUST 2013

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1. Project aims and objectives.
 - 1.1 Project description
 - 1.2 Project Background, range of facilities, services and activities.
 - 1.3 Project outputs and outcomes.

2. Market/Needs Assessment
 - 2.1 Evidence of existing research and consultation to evidence need and demand for the project
 - 2.2 Strategic Need for Investment

3. Organisational and Management issues
 - 3.1 Organisational summary
 - 3.2 Management arrangements/systems
 - 3.3 Staffing
 - 3.4 Partnership working
 - 3.5 Training and development
 - 3.6 Marketing plan
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 - 3.8 Health and Safety Plan

4. Financial information
 - 4.1 Breakdown of costs
 - 4.2 Explanation/justification of assumptions behind costs
 - 4.3 Funding Information
 - 4.4 Cash flow forecasts for the funding period

5. Project Delivery
 - 5.1 Project planning
 - 5.2 Risk assessment and management
 - 5.3 Project management strategy and procedures
 - 5.4 Operational viability and sustainability

6. Monitoring
 - 6.1 Reports
 - 6.2 Performance Management

1. Project Aims and Objectives

1.1 Project description

This project proposes to construct a community sports facility at Widnes Recreation, Liverpool Road, Widnes WA8 7EY to include:

- Sports facility reception/foyer
- 10 changing rooms primarily to serve outdoor pitches
- 6 official changing rooms
- 2 accessible changing cubicles
- Indoor activity room/social area
- Meeting room
- Internal and external equipment storage for sport and community groups
- Kitchen and external serving hatch
- External Multi Use Games Area
- Install artificial cricket wicket
- Reconfigure outdoor sports pitches
- Install perimeter fencing to secure the site
- Improvements to existing car park

Thus creating enhanced facilities for existing users and through a targeted programme attract new participants from the wider community.

1.2 Project Background, Range of Facilities, Services and Activities

Widnes Recreation Club was originally founded by I.C.I. as a Sports and Social Club for their employees in Widnes. In 1995 with the scaling down of I.C.I.'s employment in the area the club's freehold was passed to Halton Borough Council and the membership of the club were given a 25 year lease of the premises through a group of Trustees, with a Management Committee responsible for the day to day Operations. The Club was a not for profit organisation and reinvested income in the Clubhouse and encouraging sporting and community activity

In recent years the Club struggled to survive financially. A combination of lack of income, primarily through the Social Club and the increasing burden of coping with urgent repair and renewed works meant that the members of the Club resolved, on 9th December 2009 to cease trading on 31 December 2009. At that point the lease was surrendered back to the Council.

The Council gave an undertaking to ensure that the operation of the pitches and changing rooms would continue, irrespective of the future of the Club. This Commitment has been honoured.

At the point of closure, there were 7 major sports, 24 sections, 55 teams and over 600 participants using the sporting facilities on a regular basis. There was also a significant community usage of the indoor facilities, ranging from snooker, darts, photography, table tennis, indoor bowling and dance. Most of the indoor groups were successful in finding alternative premises.

Whilst the Club supported the significant sporting activity, it also offered extensive facilities for catering, socialising and licensed premises.

The Council, in June 2010, sought expressions of interest in the form of a public notice, from parties who were able to develop the sites facilities and undertake the management and development of the site in line with Halton's priorities, but with no additional financial burden to the Council taxpayer. The ownership of the site was to remain with the Council.

The Strategic Director of Communities, in consultation with the Portfolio Holder for Community & Sport was authorised to market test for expressions of interest, and to enter into negotiations with possible partners to achieve the outcomes, in line with Council Standing Orders.

Eight parties expressed an interest, two submissions were received and evaluated and in December 2010 the Council resolved to enter into discussions with a preferred partner.

Since the opening of discussions, the preferred partner has submitted a number of proposals. These have been tested against National planning constraints, affordability and viability criteria.

The Council ended discussions with the preferred partner in 2012. In order to progress the sporting offer at the facility the Council have lead on the development. Thus, the Strategic Director of Communities together with the portfolio holder for sport has been delegated authority to progress a project brief.

A fire caused extensive damage to the main club building on the site. It was left in a dangerous condition and in need of demolition. It was recommended that the demolition was undertaken by the council as soon as possible. This demolition has taken place and all that is retained on the site is an old changing room block housing 6 basic changing rooms and offering only 1 large communal showering area.

The Widnes Recreation Site is an important community sports facility in Halton. The site has historically provided community sports facilities and pitches for the community. In developing the site multisport has been a prime consideration. The site is centrally located in the town on a major public transportation route and forms the northern part of a much larger sports park area.

Due to the recent and current economic climate it has been extremely difficult to secure any additional funding towards refurbishment of the current changing area and sale of land for development appears to be the only option to ensure that the playing fields can continue to serve the community in the long term.

The development proposes a scheme for new changing and community sports facilities at the site, primarily aimed at supporting the development of sport in the local community. The option put forward at this stage would result in the loss of playing field land both in the form of the development land required to fund the project and the proposed development element of the scheme would result in the loss of 3 redundant . bowling greens. The clubs that previously used them have

been accommodated on other sites such as Victoria Park where the bowling is free or private bowling greens. An area of playing field, which was previously marked out with an adult football pitch, has also been proposed for development.

The loss of these playing areas to provide an enhanced sporting offer on the site is considered acceptable to ensure the site can be re-opened for large scale use again. The Council has undertaken extensive consultation in preparing a borough-wide playing pitch assessment to look at supply and demand. The number of pitches in use and the quality of the pitches has been discussed together with extensive consultation with local teams, clubs and the relevant NGBs for pitch team sports. The assessment used the latest methodology of Sport England.

We believe that the proposed project could in principle fall within Exception E1 and E5 category. Extensive consultation has taken place and demonstrates a strategic need for a facility in this location. There would be no impact on existing pitches and users and the proposed programme of activity demonstrate that it will deliver sufficient benefit to community sport as well as the existing sports clubs.

Our playing fields assessment; demonstrate that the playing field to be lost and the existing bowling greens are genuinely surplus to requirements when we have looked at existing and future supply and demand issues. Information on the current usage of the pitches at this site and consultation with local teams, clubs and the relevant NGB's for pitch team sports has been integral in preparing this project proposal.

The market has been tested to try and secure anchor tenants who could support the project and the Council explored the relocation of a large doctors surgery (12,000+ Patients), NHS outpatients and onsite pharmacy into the building. The potential tenants chose another site, so this proposal was not secured.

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There is still further work required in order to produce a scheme that fully meets resident's needs; there will be further public consultation exercises as the scheme is refined over the next couple of months.

1.3 Project outputs and outcomes

To provide separate group changing rooms and accessible changing room and public toilets to encourage greater flexibility and availability for sport clubs and community groups.

To improve sports facilities to ensure that residents have the opportunity to participate and to provide a basic infrastructure that can support the effective and sustainable development of services to grow sports participation.

The site has the capacity to accommodate further improvements to sports facilities, subject to resources being secured in the future.

The proposed layout promotes good circulation routes from entry to change and external pitch use and internal room use. It also reduces current concerns expressed regarding child protection in the current changing facilities as young children and adults change.

The project is in line with local policy and strategy (see section 2).

In addition to increasing participation the project aims, to use sport as a tool to regenerate and revitalise the wider community, helping to address issues relating to health, anti-social behaviour, education and environmental improvement.

The councils sport and recreation team, already offers and facilitates a number of generic services that will be delivered to support this project, such as, community sports coach scheme, sports volunteer programme, coach education and development workshops, sports leadership courses, club accreditation, coach, individual and group bursaries, free access to facilities for those in top 10 national rankings, leisure card – admission discount for carers, those aged 60 and over etc, information and promotion, sports resources centre, community physical activity timetable.

Options for facility management are being investigated

- operated by the Local Authority (possible links to existing management structure at Halton Stadium or within Leisure Management Contract)
- Sports club lease arrangements

The overall vision for sports facility is:

“To create a sports facility for sport and active recreation, in the heart of the community.”

The objectives of the project are as follows

- To create facilities that are attractive
- To provide access for all to the facilities
- To provide a range of programmed activity
- To retain existing pitch users with flexible new changing facilities
- To attract new users
- To operate the facility to a high standard of cleanliness and safety
- To ensure the security of participants
- To encourage the wider community into healthier lifestyles.

Halton’s Vision

The vision adopted by Halton Borough Council aims to provide high quality services to meet the needs and aspirations of the people of Halton and seeks to improve the quality of life in Halton (economically, socially, culturally and environmentally). Together with the five strategic priorities makes Halton a safe, attractive and thriving area to live. The proposals for the Sports facilities address these priorities in a variety of ways, which are shown below:

Strategic Priority and Proposals to achieve this priority

Improving Health Standards

- The project enhances current provision for sport, exercise and relaxation.
- The activity room could host a range of events, activities and sports coaching sessions provided by the Centre staff, Sports Development Team and other agencies to promote sport/physical activity.
- The community will be encouraged to take part in activities, contributing towards improving health.

Promoting Urban Renewal

- The facility provides improvements to the infrastructure, and the provision of modern facilities will improve the overall service provision to the community.
- The operational business plan will ensure that the facility is maintained to appropriate standards. This will also ensure that an attractive amenity is provided for the local community.
- The enhancement of this facility improves the northern part of a much larger sports area, stretching to King George V and Leigh Recreation Playing Fields.

Enhance Life Chances and Employment

- The facility will encourage greater public use in sport.
- Greater number of sport activity sessions delivered, increased participation.

Tackle Poverty and Deprivation

- The Leisure card discounted scheme and targeted sessions will provide residents with an accessible physical activity.

Ensuring Safe and Attractive Neighbourhoods

- The design and building location promotes safe supervision and programming becomes more flexible and will improve visitor safety and security and numbers participating in sport.

2. Market/Needs Assessment

The Council works in partnership with private, public and voluntary sectors to provide services to the people of Halton. Many of the services are high profile and include aspects of education and learning, social care and health, land use, planning, facilities, physical communication and public safety.

Widnes Recreation Ground is situated in the Kingsway ward. The Kingsway ward falls into the top 10% most deprived wards nationally. The health of people living in this area is generally worse than the borough average. Increased participation in sport is given a high priority in Halton. A particular focus in Halton is to increase participation rates especially in the most deprived wards as there is a clear correlation of low sports participation in the most deprived areas.

The Healthy Halton Strategic Priority highlights the need to increase physical activity, improve diet and early detection and treatment of disease

2.1 Evidence of existing research and consultation to evidence need and demand for the project

The need for more and improved community facilities for Halton residents has been highlighted through extensive consultation and reflected in many strategies and studies over a number of years.

a. Sports community consultation.

The key points raised by the Community in preparing this project scheme:-

- Changing rooms dated and not fit for purpose
- No personal showering cubicles.
- No spectator provision
- Any improvement would enhance the sports pitch user experience
- Improving community facilities and service welcomed
- Improved facilities would improve opportunities in the surrounding areas
- Multi sports site to include affordable club training facilities
- Some relocated clubs may return if they could be accommodated.

From initial consultation a design brief was prepared and reviewed by the Council's property services team, they then commissioned architects to interpret the brief and present some designs. The initial sports hub concept was embraced and a Scheme produced which had excellent local support, however, although meeting the sport communities brief, following unsuccessful grant application it was not judged to be affordable. The Project design has been amended and further consultation with existing groups has shaped the current proposal. The project has been discussed with Liverpool County Football Association Development Manager; reviewed by the Football Foundation; Cheshire and Lancashire County Development Officers; Halton Sports Partnership. Merseyside County Sports Partnership.

b. Playing Pitch Strategy 2013 –

During 2012 Halton completed a full assessment of playing pitch supply and demand. Information has been collated on 324 teams and 92 outdoor sites with 191 pitches. A key recommendation is the review and potential reconfiguration of all pitches on council owned sites. This is currently taking place in time for the 2013 winter season in order that there is adequate provision to introduce the football youth game format changes. This project scheme takes into account the emerging recommendation and actions of the 2013 Playing Pitch Strategy.

c. Halton Sports Strategy 2012 - 2015

This strategy was the subject of extensive consultation, which included:

- A borough wide conference.
- Practitioner forum focus group work
- Public consultation, through open invitation to feedback
- Presentation at two Policy and Performance boards

- Sports strategy scoping exercise.

There are 6 key themes of the sports strategy, they included: -

- Increase participation and widen access
- Sports facilities; diversify the range and improve the quality of sports facilities

Each key theme has a number of actions that are specific and intended to inform partner delivery plans. This project will deliver on these local actions and it has clear correlation with Sport England's strategy 2012 – 17.

d. Sport Englands Creating a Sporting Habit for life.

This project falls in line with the Plan; highlighting the need for partners to work together to develop initiatives that contribute to increasing the number of people who play sport regularly and reduce the number of young people who stop playing when they finish school. The project will:

- See more people taking part in sport
- Create more opportunities for young people
- Nurture and develop talent
- Provide the right facilities in the right place
- Support local authorities and unlock local funding
- Ensure real opportunities for communities

e. Haltons Vision

“Halton will be a thriving and vibrant Borough where people can learn and develop their skills, enjoy a good quality of life with good health; a high quality urban environment; the opportunity for all to fulfil their potential; greater wealth and equality; sustained by a thriving business community and with safer, stronger and more attractive neighbourhoods”.

A Healthy Halton thematic delivery plan

Statistics show that health standards in Halton are amongst the worst in the country. Because of this Health has been singled out as a priority in most urgent need of improvement across the borough.

Strategic objectives

- Reducing death rates from some of the major causes of death in Halton by reducing smoking levels, increasing exercise and physical activity, improving diet, reducing alcohol consumption and improving the early detection and treatment of disease.
- Addressing the needs of older people, enabling them to lead longer, active and healthier lives.
- Increasing community participation and engagement in health issues at an appropriate level based on the health needs of individual communities.

Delivery options, such as:

- Continue/ increase evidence based interventions to improve diet and increase physical activity

- Improve access and availability of social, leisure and educational activities aimed at older people in order to reduce social isolation and improve overall health and wellbeing
- Understand the needs of communities within the borough in terms of health issues.
- Wherever possible tailor services to localities based on need.

2.2 Strategic Need for Investment

Facility Improvement Service - Halton Data Sources

To provide context for this scheme the following are some of the data sources that have been used:

Active People

The Active People Survey provides by far the largest sample size ever established for a sport and recreation survey. This allows detailed analysis of participation, volunteering and satisfaction levels and to establish positive and negative trends to high levels of precision for Local Authority areas and even for the relatively small participant sports. Kingsway ward has seen a decline in sports participation.

Market Segmentation

Sport England segmentation model, made up of nineteen 'sporting' segments, helps us to understand the attitudes, motivations and perceived barriers to sports participation i.e. the propensity for the local population to take part in certain sports.

By reviewing this against facility need assessment and looking at the spread of the dominant segments within the local authority area against the supply of facilities we have assessed whether there are any potential mismatches in the levels of supply and demand for certain sports in order to inform priorities, interventions and investment plans for the local area.

The segmentation model is enabling us to develop tailored interventions, communicate more effectively with our target market and to better understand participation in the context of lifestage and lifecycles. We have combined this information with local knowledge.

Further analysis work has identified the dominant segments who want to do more sport in this area, with 78% of those wanting to take part in indoor sports. An activity programme has been designed for the community to include the dominant segments, ([sporting profiles](#) of Brenda, Terry, Norma), favoured activities of keep fit for fun, enjoyment and socialising.

2.2.1 Playing Pitches

The local authority is the major provider of outdoor playing pitches in Halton for both summer and winter sports. The Councils Open Space Service provides 66 outdoor pitches. These pitches are located at 15 different sites across the borough. The service also maintains the majority of pitches on school sites.

This project reconfigures the grass pitches and provides a secure site for pitch sports, football, rugby league and cricket and adequate changing for public pitches outside of the secure fence. Improvement and investment at Widnes Recreation Ground has been agreed by stakeholders as a key recommendation for inclusion in the Playing Pitch Action Plan. A 3G Artificial grass pitch is not being proposed at this sites as within 1 mile there is a 3G at Halton stadium, Wade Deacon School and 1 sand based AGP at Bankfield School all offering or proposing to offer community access. Affordable training option is still being considered as part of this project, currently through MUGA and natural grass training provision. The changing room specifications have been reviewed by the Liverpool County FA and football foundation and they are keen to continue dialogue with a view to support the project. Any further enhancement of facilities will be subject to resources being secured and demand demonstrated.

2.2.2 Indoor Sport

As outlined in section 1.2 this site was a well-used multi-sport facility. Kingsway Leisure Centre, Widnes, 1 mile away, provides the main sporting provision in the Borough; it boasts an 8 court sports hall and is the main indoor sports event venue in Halton. The centre is already heavily used by young people; there is some influx from neighbouring authorities, for county and regional events. Also within 1 mile is Halton Stadium, a large venue, with a regional table tennis centre

Secondary Schools in Halton offer extensive use of the school sport facilities for community use in the evenings and weekends, 3 schools approximately 1 mile from this project facilitate excellent single sport programmes, for example, Tennis Centre and Athletics Track.

The majority of secondary schools have Community Sport Joint Use Service Level Agreements with the Council, the councils Sport and Recreation Service has representation on all the monitoring groups these groups meet at least once a year to review performance and future plans. This monitoring role assists with planning and coordination of borough wide sport programmes, projects and assets.

Currently, indoor areas are predominately used during the evening winter months for training by existing sports clubs, with limited capacity and little scope for recreational play and play and community classes. Thus the activity space will provide an area that can be programmed to identified need.

Halton has a significant proportion of individuals in the lower socio economic groups. Halton is ranked 27th most deprived district out of 354 Authorities in England. Statistics show that health standards are amongst the worst in the country. The local facility requirement can only be ascertained taking into account the local demographic variations. Halton participation rate in Kingsway ward (centre location) is particularly low, the ward is placed among the top 10% most deprived wards in the country.

People in Halton are slightly less likely to be a member of a club where they participate in sport than is the case nationally.

3. Organisational and Management Issues

3.1 Organisational Summary – Halton Borough Council

Communities Directorate Organisation Structure

The Community and Environment department of the Communities Directorate has prepared this business plan. It has an important role to play within the Council in addressing health issues, personal development, social inclusion and the quality of life for the people of Halton.

Sport and Recreation Service strategy, policies and service developments are discussed and developed through the Communities Directorate structure of meetings. Major developments, changes to policy etc are taken to Communities Senior Management Team for consideration before presentation to Members for decision or discussion at the appropriate Board meeting i.e. Executive Board or Employment Learning and Skills Policy and Performance Board (PPB).

Monitoring and scrutiny of the service is through the Employment Learning and Skills PPB with quarterly monitoring reports on Community and Environment being considered.

Widnes Recreation Ground is owned and operated by Halton Borough Council. The Open Space Service has responsibility for the maintenance of the outdoor playing pitches and changing rooms. The letting of pitches to sports clubs sits within the Stadiums lettings team.

The age and internal layout of the existing changing rooms limits the quality of service that can be provided. The Council has implemented a programme of maintenance to the changing area and outdoor pitches to ensure the building remains at an acceptable standard, however, the building design places restrictions on the usage.

The Council Sports Development Team cover a wide range of important priority work area and supports council colleagues and partners in programme design and development, meeting regularly with the Halton Sports Partnership to review usage and joint working arrangements.

3.2 Management Arrangements/Systems

Widnes Recreation Ground

- Widnes Recreation Ground day to day operational management 365 days per year is carried out by Open Space Service.
- Widnes Recreation Ground playing pitches operate 9.00am – 4.00pm Saturday and Sunday and by prior arrangement at other times.
- Public Access to fields at anytime

Changing rooms and Playing Fields

- Health and safety inspections (visual) by weekend site based staff
- Health and safety inspections by Open spaces sports pitch team

- Technical input and management by Open Space and their nominated contractors

General

- Day to day operational management is by Open Space Service.
- Cleansing of building in line with Open Space Service Operational Management
- Building maintenance in line with Halton Borough Council Planned Preventative Maintenance Programme (PPM)
- Technical input by HBC Property Services
- Site staff and security by HBC contractor, Select Security
- Building maintenance by Halton Borough Council
- Playing Field lettings are by annual application available during June and July

3.3 Staffing

Open Space Service directly employs staff that operate the facility. Staff responsibilities include: -

- Provide a security presence and access to facilities/toilets
- Deal with enquiries, liaise with the public
- Staff cover is provided 2 days a week and on average 6 hours per day throughout the 'winter' playing season September to April.

3.4 Partnership Working

The Sport and Recreation Service works with many organisations and people, both internally and externally to deliver or support services through a partnership approach, the operation of the current facility by Open Spaces includes these principles and they work with many agencies including:

- Sports Development Team Facility usage and user advice
- Sports Clubs Activity provision
- Halton Sports Partnership Planning, provision and coordination

In addition to Sports Development attending Bi monthly meetings with the Halton Sports Partnership Executive Committee more in depth Meetings take place with appointed sub groups on specific project work.

3.5 Training and Development

Halton Borough Council has a comprehensive training and development Programme for its own staff, and works closely with Halton Sports Partnership to identify and provide workshops and coach education courses for local sports clubs. The following training will be a minimum requirement: -

Project staff

- On going training through performance appraisal process
- Updates on health and safety legislation
- Standard health and safety training
- First Aid certified

Sports and Community Clubs

- On going training through club accreditation processes

3.6 Marketing Plan

The Council has a corporate Marketing and Communication department whom together with the service actively promote the activities and services it delivers and provides supports for. In addition a number of borough wide sports programmes are coordinated annually, such as, Sports Fair Week.

Coordination and production of an annual sport in Halton calendar is distributed to all clubs and community facilities in Halton as well as being made available on line and through partner agency websites.

3.7 Equity Plan

Corporate Equalities Toolkit (Section 1) outlines the action that the Council will be taking to ensure equality of opportunity for its employees, all of the residents of Halton, businesses based and operating in Halton, and visitors to the area who use the extensive range of services that the Council provides, either directly or indirectly.

3.8 Health & Safety Plan

The centre will have a full Health & Safety operating manual and provide internal and externally delivered training to staff. Leisure H&S Management System will sets out the duties of all staff. It will describe the standards to be met, based upon a risk assessment at each premises. The proposed centre would have direct access to Health & Safety advisor. The building operator can utilise the knowledge and expertise operating at other community buildings across Halton.

The building will incorporate a fire sprinkler system in its design. Hearing Induction Loop will be included in the community space.

Relevant parts of the building will be Wi-Fi enabled.

3.9 Child Protection Policy

The Halton Safeguarding Board exists as a strategic decision making body. There is a multi-agency safeguarding procedure for children in Halton.

3.10 Safeguarding Vulnerable Adults

A multi-agency Halton Safeguarding Adults Board (SAB) exists as a strategic decision making body, with Lead Officers from partner agencies that participate in safeguarding adults. The SAB reports to the Safer Halton Partnership. This project will involve vulnerable adults.

Financial Information

4.1 Breakdown of costs

EC Harris Consultancy has prepared the cost estimate for this project; the company has previous knowledge of sports facility development.

Cost estimate

The overall cost of the scheme is estimated to be in the region of £2.680M excluding VAT.

4.2 Explanation/justification of assumptions behind costs

The costs are current at 3Q13 and an inflation allowance has been allowed to start in 1Q14. Costs have been arrived at using recent schemes/market rates. HBC are confident that the scheme would be delivered on time.

4.3 Funding Information

Due to the recent and current economic climate it has been extremely difficult to secure funding towards a capital sports project. Following assessment of the existing changing block it would not be financially prudent to refurbish.

The proposed pavilion is likely to have a lifespan in excess of 30 years.

In order to deliver this project the council intends to seek funding from a number of partners. The Council would be the main funder utilising an area of land for development purposes, approximately 14,740m² (3.642 acres) and thus creating funds that would make a significant contribution to realising the project. The County Football Association have indicated they are supportive of the scheme and discussions have taken place with the Football Foundation for grant assistance towards the changing room and playing field element. Cheshire County Cricket Association is supportive of the scheme, they can seek the resources required to install the artificial cricket wicket and sports development support towards the scheme. The MUGA costs have been included for illustration purposes only. Further work is required on location and specification of MUGA, this will be worked up as a separate project. The MUGA project is in an area eligible for WREN funding.

The cost plan has been prepared to include abnormals. Should the major project cost go over that allowed within the current contingency a sum of up to £50,000 will be secured from within Halton Borough Council Capital Development Programme or from other Council assets.

Further potential external funding sources are also to be explored.

It is proposed that HBC property services will provide the scheme with all the project oversight along with providing key holder supervision throughout the project.

4.4 Cash Flow Forecast for the funding period

All the facilities within this project will be offered in line with current operating procedures. The projections are therefore based on assumption and comparison with other similar facilities.

Other sources of direct revenue shall be from the Councils Sport and Recreation Service budget, the Community programmed is based on proposed activity provision.

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	Year 5
Community Programme ¹	29,760	30,504	31,266	32,048	32,849
Events ²	6,000	6,100	6,202	6,307	6,464
Playing Pitch rents ³	13,700	13,992	14,292	14,599	14,963
Miscellaneous ⁴	25,000	25,715	26,599	27,435	28,120
Existing budget	16,550	16,963	17,387	17,822	18,002
Total Income	91,010	93,274	95,746	98,211	100,398
Expenditure					
Staffing	17,400	17,575	17,753	17,932	18,111
Utilities ⁵	16,620	17,035	17,461	17,897	18,345
Playing Pitch maintenance	5,000	5,125	5,293	5,384	5,519
Repairs & maintenance	10,000	10,500	11,125	11,781	12,075
Cleaning	20,750	21,268	21,800	22,345	22,904
Caretaking/keyholder	13,440	13,776	14,120	14,473	14,835
Other costs (telephone etc)	7,800	7,995	8,194	8,399	8,609
Rates					
Total Expenditure	91,010	93,274	95,746	98,211	100,398

Assumptions

Year 1 assumes a complete years trading and figures are based on 2015/2016 full year operating costs. 2.50% annual inflation, 1% staff uplifts.

1. Based on group bookings and community classes being delivered in year 1 over 48 weeks – (activity hall rate of £20 per hour) or £25 income from classes; meeting room £10 per hour- 6 hours per week.
2. Subject to appropriate events, food tenders at the facility.
3. Based on playing pitch occupancy levels for adult use and with junior pitches charged at current rate.
4. Vending, social area, functions.
5. Utilities - Gas, Electric & Water charges assumptions made by property services. Consumption based on similar facilities.

The staff costs reflect the basic needs of the facility and a sports club partnership approach to operating.

The community programme income annual growth has been included based on limited weekday usage and full weekend usage. Programme occupancy will rise year on year as the weekday programme is developed.. Operating programme of 48 weeks, to allow for Christmas closure, maintenance, special events etc.

Halton Borough Council Sport and Recreation revenue funding will be utilised to promote the programme of events and community activities will be organised and supported. This may include activities such as those outline in draft programme. Taster sessions, open days, community participation events. In addition it is hoped that some public health money will be directed towards pump priming some local initiative and integration of the facility into generic service provision. The Clinical Commissioning Group (CCG) will be asked to support the development project.

Insurance for these facilities will become part of the Councils Corporate Policy and reviewed at Asset management working group.

5 Project Delivery

5.1 Project Planning

Halton Borough Council Property Services Department have reviewed the plan together with the planning and highways departments. They are supportive of the project and are involved in the project discussions.

Location – Widnes Recreation Ground, Liverpool Road, Widnes WA8 7EY

The project is located in Kingsway ward. Halton Borough Councils owns the land and freehold.

It is proposed that the playing pitch provision will be kept open to the public during the building work. The project has been prepared as a 35 week scheme; the aim would be to have an operational site within the financial year 2014-15.

5.2 Risk Assessment and Management

Site appraisal

The proposed work involves a new facility on an existing sport site, therefore the existing drawings will denote the extent of the site. As part of the design process the various professional team members will carry out the relevant surveys on the ground (e.g. review the topography) to ascertain any problems or issues that may affect the scheme.

Interim Project team members

Dwayne Johnson – Strategic Director Communities HBC

Cllr Phil Harris – Executive Board member and portfolio holder HBC

Chris Patino – Operations Director, Communities and Environment HBC
Martin McCrimmon – Property Services HBC
Sue Lowrie – Sport and Recreation Manager HBC
Tim Wellman - Associate Architect & Designer IBI TaylorYoung
Steve Wilson – Associate IBI Taylor Young
Richard Jones/Chris Waine – EC Harris Consultancy
Terry Parle – Chair of Halton Sports Partnership
Peter O'Donnell – Asset Manager HBC

In addition the project and plans have been discussed and prepared with input from:

Fiona Pudge – Planning Manager, Sport England
Alice Watson – Development Manager, Liverpool County Football
Mike Woollard – Club Development Manager, Cheshire Cricket Board
Paul Bryson – Cricket Development Manager, Lancashire County Cricket
Mick Millea – Widnes Football Forum
Martin Kerr – Widnes RUFC
Ian Woodward – Widnes Amateur Rugby League Association
Calum Donnelly – Development Manager (Sport), Merseyside County Sports Partnership
Dave Sweeney – Operational Director, Integration, Halton LA/CCG
Andrew Plant -Principal Officer Development Control
Jonathon Farmer Lead Officer Highways and Planning Authority Officer HBC

5.3 Project management strategy and procedures

PROCUREMENT ROUTE

The proposal for procuring the project is via a two stage tender procedure to enable the contractor to be brought into the design process at the earliest opportunity. This will assist in a positive way by enabling discussion and agreement to take place early over specification, materials, supply chains and buildability to enhance the scheme for the end user.

The two stage procedure will consist of using a select list of contractors tendering competitively on preliminaries, overheads and profit using an elemental cost plan as the base document. This first stage will not only involve the price but will also include a quality element by asking the tenderers to submit answers to specific detailed questions, and making a presentation to the client and stakeholders. All of the quality submissions including the interviews will be marked on specific criteria and the scores added to the pricing score to arrive at the most economically advantageous tender for the project

The successful contractor will start the second stage and work with the design team in an open book accounting process to firm up the prices and specification using competition through the contractors supply chain, in order to finalise a fixed price tender for the project. Within this second stage, value engineering will also take place, as necessary, to arrive at the best solutions for the project

When all of the costs have been collated and finally approved a formal contract will be drawn up and the project can start

Weekly meetings will be held to discuss progress with the contractor producing accurate progress reports against a previously agreed programme. Other meetings will only be held as deemed necessary by the contract administrator, in order to safeguard the client.

A project Risk Register will be developed in line with previous capital builds. A risk log will be kept.

Internal and external audit arrangements for the initiative will follow Halton Borough Council financial regulations and receive support from the Group accountant responsible for cultural and leisure services. All capital expenditure will be recorded on the assets register. VAT will be recovered.

The contractor appointed will need to be committed to maintenance and sustainability of the facility to a high standard on completion.

5.4 Operational Viability and Sustainability

Design information

Drawings – the new building is focused on delivering sports facilities to bring amateur sports clubs and community groups together in a dedicated sports facility

- Design the interior layout to maximise the use of the space.
- Maximise the potential service provision within the building to attract users and make good use of space.
- To provide accessible toilets and changing cubicles
- Propose up to date products used for the floor, wall and ceiling finishes that will enhance the experience of the proposed users.
- Install mechanical and electrical installations in keeping with the design requirements, taking the opportunity as far as possible to introduce sustainable and greener materials into the scheme to help reduce the carbon footprint of the building (e.g. low energy light fittings).

6 Monitoring

6.1 Reports

Reports of a qualitative and quantitative nature will be reported monthly through current sport and recreation meetings and discussed on a quarterly basis in wider partnership meetings. The project will undergo a review at the end of each delivery year on which success will be determined and outcomes drawn by the comparison of outputs to performance indicators as prescribed in the yearly delivery plan.

Project results and outcomes determined by each review will be considered and form the basis of the forthcoming year delivery plan.

Assessment forms will be devised and completed by individuals taking part in project initiatives as a means of ongoing community consultation and programme development.

Reports to the Employment, Learning, Skills & Community Policy & Performance Board will be included in the regular monitoring reports.

6.2 Performance Management

On a day-to-day basis HBC will monitor the facility usage. This will provide for support from Operational Director on a day-to-day basis; (including monthly Community and Environment review meeting); to ensure effective two-way communication throughout the service and Borough Council.

The Widnes Recreation Ground Project Management delivery group will schedule meetings on a regular basis to monitor progress and ensure that all organisations are reporting in line with set procedures. System for recording outputs and control measures for reporting will be put into place to ensure appropriate information is retained.

The Performance Management System will provide information about the people benefiting from activities.

REPORT TO: Executive Board

DATE: 5th September 2013

REPORTING OFFICER: Strategic Director, Policy and Resources

PORTFOLIO: Resources

SUBJECT: Waiver Request – Revenues & Benefits & Customer Services Division

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval to grant a waiver of Procurement Standing Orders, using Standing Order 1.8.4 (d), to enable the Council to enter into a new one year contract (Sept 2015 to August 2016) with Northgate Information Services for the scanning and indexing of images for the Revenues and Benefits Division.

2.0 RECOMMENDATION: That approval is given to a waiver of Procurement Standing Order 4.1 “Competition Requirements”, in order to allow the Council to enter into a new one year contract with Northgate Information Systems for the scanning and indexing of images for the Revenues and Benefits Division.

3.0 SUPPORTING INFORMATION

3.1 The Revenues and Benefits Division successfully implemented Anite@work (now known as Northgate@work), a document managing and workflow system, in January 2001. The contract was extended in 2006 and 2010 and the current contract expires in September 2015. This system is an integral part of the work process of the Division.

3.2 The new one year contract will allow the Division to continue with the current service provision without disruption. As part of this new one year contract, the Divisional Manager has negotiated more favourable terms for the current remaining two years of the existing contract. This will bring a potential saving of £19,500 over the 3 year period.

4.0 Business Case

4.1 Value for Money - The new contract and renegotiation of the existing contract will save the Council £19,500 over the 3 year term

4.2 Transparency - Contracts will be recorded in the Council’s Contract Register accessible via the internet together with the publication of all spend in excess of £500

4.3 Propriety - Integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

4.4 Accountability - This will remain with the Operational Director awarding the contract and the internal and external audit process. The contract value for one year is under EU thresholds therefore is only bound by Halton's Procurement Standing Orders.

5.0 POLICY IMPLICATIONS

5.1 None identified

6.0 FINANCIAL IMPLICATIONS

6.1 The total cost of the new one year contract will be £46,120

6.2 The contract will be reviewed during the course of the three year period to ensure that it continues to perform and provides value for money.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 **Children and Young People in Halton**
None

7.2 **Employment, Learning and Skills in Halton**
None

7.3 **A Healthy Halton**
None

7.4 **A Safer Halton**
None

7.5 **Halton's Urban Renewal**
None

8.0 RISK ANALYSIS

8.1 By awarding the contract to Northgate the risk to a disruption in service has been reduced by the following:

- Existing supplier has been used successfully for thirteen years
- No conversion of information is necessary
- No staff training on a new system is necessary

8.2 Risk of challenge is reduced by awarding a new one year contract rather than extending the current contract beyond the current end date.

9.0 EQUALITY AND DIVERSITY ISSUES

None

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

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

REPORT TO: Executive Board

DATE: 5th September 2013

REPORTING OFFICER: Strategic Director Children & Enterprise

SUBJECT: Lowerhouse Lane Depot- Upgrade Works

PORTFOLIO: Resources

WARDS: Kingsway

1.0 PURPOSE OF THE REPORT

- 1.1 To update the Board with regards the proposed site upgrade works at Lowerhouse Lane Depot and seek approval to undertake further health and safety related capital works.**

2.0 RECOMMENDATION: That

- 1) the proposals with regards the proposed site upgrade works at Lowerhouse Lane Depot be approved; and**
- 2) Council be recommended to include in the Capital Programme capital works with a total estimated cost of £735,000, to be funded as set out in section 5 below.**

3.0 SUPPORTING INFORMATION

- 3.1** Whilst there has been a significant amount of work undertaken at the depot over the past 3 years there are still a number of issues which need addressing. When the Health and Safety Executive (HSE) visited site as part of their assessment of Waste Management they raised a number of health and safety (H&S) related concerns relating to how the depot operates. A feasibility study was undertaken with regards these issues and proposals put forward which looked at overcoming the major concerns raised. HSE officers have seen the proposals which they are happy with and have indicated that they would be monitoring progress.
- 3.2** The main H&S related issue that was raised was in respect of circulation and vehicle movement. The proposed works address this by making the main vehicle circulation on the lower part of the site into a one way system. The other related issues raised were the condition of the toilets and changing facilities for the workshop together with the condition of some of the line markings, again both of these issues are being addressed as major resurfacing works and relining will be carried out together with a refurbishment of the toilet and changing facilities.

- 3.3 Since it was determined that Lowerhouse Lane Depot would remain as a working depot for the foreseeable future a significant amount of investment has been put into refurbishing the facilities on site. A new salt barn was provided in 2010/11, then in 2011/12 the motor transport workshop had a new roof and windows and the offices at the front of the site were refurbished. In 2012/13 the old office building on the upper part of the site was demolished and replaced with a new welfare facility, and the old welfare block and redundant archive store both at the front of the site will soon be demolished.
- 3.4 The current proposals will address all of the remaining issues and will leave the depot fit for purpose for the foreseeable future. Attached is the plan indicating the current proposals.

4.0 POLICY IMPLICATIONS

- 4.1 The proposals are in line with our Health and Safety policy and will ensure the depot can operate safely for the foreseeable future

5.0 FINANCIAL IMPLICATIONS

- 5.1 The feasibility study estimates that the total cost of carrying out the works would be in the region of £735,000, competitive prices will be sought in due course prior to a contract being let.
- 5.2 The key elements of the estimated cost will be; external hardstandings, demolition of the welfare block and archive store, refurbishing toilets and changing rooms, works to the transport/meals on wheels building, resurfacing, line markings and signage.
- 5.3 Given the urgent and essential nature of these capital works it is proposed that they be funded by additional borrowing, with the annual borrowing cost being met from the Council's 2013/14 contingency budget.

6.0 OTHER IMPLICATIONS

- 6.1 The health and safety of site operatives is paramount and as such it is extremely important that these issues are addressed. In addition the HSE will at some point be returning to site to review progress hence it is extremely important that action is being taken to resolve the outstanding issues raised.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

None

7.2 Employment, Learning and Skills in Halton

None

7.3 A Healthy Halton

None

7.4 A Safer Halton

The proposals will ensure that the depot becomes a safer site to operate from

7.5 Halton's Urban Renewal

None

8.0 RISK ANALYSIS

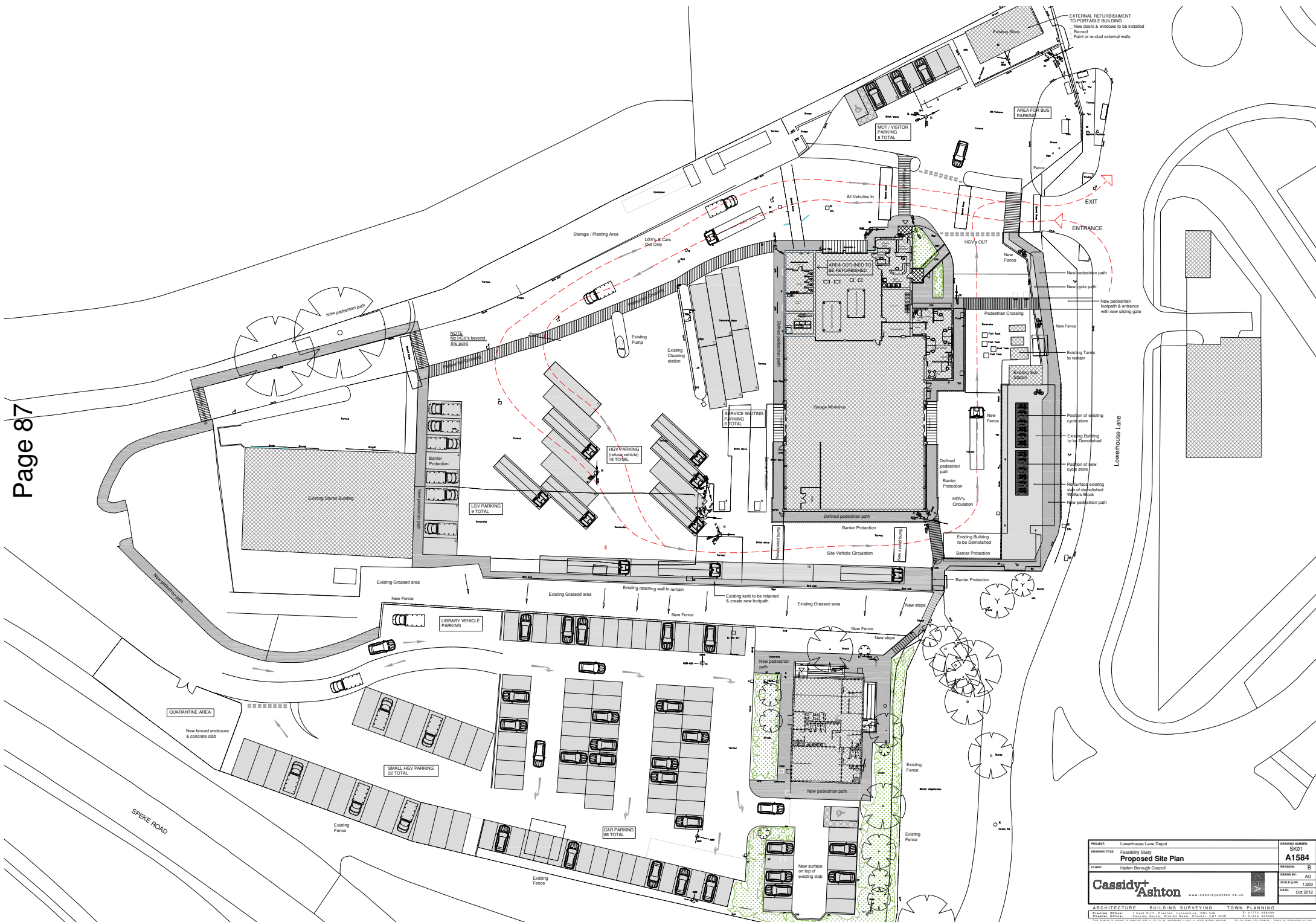
8.1 The proposed works are being undertaken to address a number of issues that were raised by the HSE. The outcome of the works will be that effectively there will be a one way system in place for vehicle movements to the lower part of the site which will ultimately make operations safer on site.

9.0 EQUALITY AND DIVERSITY ISSUES

None

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

Document	Place of Inspection	Contact Officer
Feasibility Report	Municipal Building 5th Floor	John Hughes



PROJECT:	Lowhouse Lane Depot	REVISION NUMBER:	SK01
DRAWING TITLE:	Feasibility Study	REVISION:	A1584
CITY:	Halton Borough Council	SCALE:	A3
DATE:	Oct 2012	SCALE:	1:200
DATE:	Oct 2012	SCALE:	1:200

Cassidy Ashton www.cassidyashton.co.uk

ARCHITECTURE BUILDING SURVEYING TOWN PLANNING

REPORT TO:	Executive Board
DATE:	5 September 2013
REPORTING OFFICER:	Strategic Director – Policy & Resources
PORTFOLIO:	Resources
SUBJECT	Agency Workers – New Framework Contract
WARD(S):	Borough-Wide

1.0 PURPOSE OF REPORT

- 1.1 To seek approval for the Council to access a framework agreement for the provision of agency workers in compliance with Procurement Standing Orders 1.3.1 Framework Agreements and 2.10.3 Acceptance of Tenders exceeding £5m.

2.0 RECOMMENDED: That

- 1) the Council access the MSTAR Framework under a call-off contract with Matrix SCM for the provision of agency workers, in compliance with Procurement Standing Orders 1.3.1 Framework Agreements and 2.10.3 Acceptance of Tenders exceeding £5m;**
- 2) the Council continues to participate in the collaborative supply arrangement with Merseyside Procurement Partnership (MPP) to ensure maximisation of purchasing power on a common category of spend within the region; and**
- 3) Directorates continue to ensure full compliance with the new agency worker framework under a call off with Matrix SCM, in order to provide continuous improvement, visibility of spend and value for money efficiency gains. In addition, no protection should be given to existing suppliers who will not sign up to the contract.**

3.0 SUPPORTING INFORMATION

- 3.1 The Council has significantly reduced its spend on agency staff over recent years (see Executive Board report of 28th March 2013). It will continue to carefully scrutinise the use of agency staff in the future. However, there will always be an operational need to use some agency

support in order to maintain essential services. It is important that the Council has effective arrangements in place to secure such support.

- 3.2 The Merseyside Procurement Partnership (MPP) awarded a collaborative framework agreement in September 2009 for a period of 4 years to Matrix SCM for the provision of agency workers. The total MPP collaborative spend to date is £40 million. The Council currently spends approximately £1.9m per annum and therefore the total contract value is estimated to be £7.6m over the four year term of the framework contract.
- 3.3 A preliminary estimates report was approved by the Board on 28th March 2013, in order to participate in a collaborative procurement process with MPP which was led by St. Helens MBC.
- 3.4 St. Helens have undertaken a pre-procurement process for MPP, with all members participating in the options appraisal and market review to identify the best solution available, as an alternative consideration to conducting a new tender process. This will minimise duplication of seeking competition from the supply market and remove unnecessary resource and process costs for both councils and suppliers, whilst fully complying with the EU Public Contract Regulations.
- 3.5 As a result of this process, the MSTAR Framework has been identified as the best option for MPP members to select. This will operate from September 2013 for an initial 3 year term, with an option to extend for a further 12 month period. The Council's total contract value for this service is estimated to be £6.8 million over the 4 year term of the framework agreement. The conditions of the framework agreement allow for a direct award to be made to Matrix SCM without the need to re-open further competition.
- 3.6 The MSTAR framework is a national framework for the provision of agency resourcing services to local authorities and other wider public sector organisations throughout the UK. This national framework has been established by Pro5, led by Eastern Shires Procurement Organisation (ESPO) on behalf of the Local Government Professional Services Group (LGPSG). This complies with the Council's Procurement Standing Orders 1.3.1 Framework Agreements.

Framework Evaluation and Award Criteria

- 3.7 The MSTAR framework was evaluated in line with MEAT (Most Economically Advantageous Tender) principles based on Quality and Price.

Quality – Service Provision – 40%
Price - 60%

Matrix SCM was ranked top on quality and price for the following lot within the MSTAR framework that would be applicable to MPP Members:

Lot 1(a) Corporate Staff; Supply Chain Management

Value for Money

- 3.8 The Council's potential annual savings from accessing the new MSTAR Framework Contract will be approximately £37,000 (2%) of current annual spend via Matrix SCM.

The MSTAR contract allows public sector organisations to directly call-off Matrix SCM allowing the MPP members to benefit in a number of ways:

- Additional cashable savings through reduced rates
- No need to undergo a separate tender process
- No cost of change as Matrix SCM is the incumbent supplier to MPP members
- No new implementation exercise for Council officers
- No need for Council officers or SME's to learn a new process

- 3.9 The new framework also includes additional elements for safeguarding vulnerable adults and children, with specified documents i.e. CRB's, Candidate's photographs and qualifications will also be available on-line for managers to verify prior to a potential candidate being accepted.

- 3.10 The new Agency Worker Framework Agreement will be open for the 9 members of the MPP; Halton BC, St. Helens MBC, Liverpool CC, Knowsley MBC, Sefton MBC, Wirral MBC, Cheshire West and Chester, Merseytravel and Merseyside Fire and Rescue Service.

4.0 POLICY IMPLICATIONS

- 4.1 None.

5.0 OTHER IMPLICATIONS

- 5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Children and Young People in Halton
Compliance with safeguarding and CRB requirements for candidates.

6.2 Employment, Learning and Skills in Halton
None.

6.3 A Healthy Halton
None.

6.4 A Safer Halton
None.

6.5 Halton's Urban Renewal
None.

7.0 RISK ANALYSIS

7.1 The Council may be open to risk from increased non-compliance and costs if a corporate framework agreement is not approved, as there would be minimal management information available to provide visibility of the charge rates to the Council and how this is broken down. As a result we would be unable to identify how many Agency Workers we have within the Council or the length of service in compliance with the Agency Working Regulations (AWR) 2011.

7.2 Use of the MSTAR framework agreement provides full compliance with the EU Public Procurement Regulations 2006.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

Document	Place of Inspection	Contact Officer
MSTAR Framework Agreement.	Procurement Division Kingsway House Widnes	Lorraine Cox Head of Procurement
EU Public Procurement Regulations 2006.		

REPORT TO: Executive Board

DATE: 5 September 2013

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

SUBJECT: 2013/14 Quarter 1 Spending

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the Council's overall revenue and capital spending position as at 30th June 2013.

2.0 RECOMMENDED: That

- 1) all spending continues to be limited to the absolutely essential;**
- 2) Strategic Directors ensure overall spending at year-end is within their total operational budget; and**
- 3) Council approve the revised capital programme as set out in Appendix 3.**

3.0 SUPPORTING INFORMATION

Revenue Spending

- 3.1 Appendix 1 presents a summary of spending against the revenue budget up to 30th June 2013, along with individual statements for each Department. In overall terms revenue expenditure is £0.364m below the budget profile. However the budget profile is only a guide to eventual spending and experience shows that spending is usually lower in the first quarter of the financial year and is likely to accelerate towards the end of the year. Directorates should continue to limit all spending to the absolutely essential to ensure that each Directorate's spending at year-end is within its total operational budget.
- 3.2 Total spending on employees is £155,000 below budget profile at the end of the quarter. During April to June a number of posts have been vacant across the Council, and whilst some of these have now been filled it has helped to reduce expenditure and contribute towards the Council's staff turnover saving target. Some posts which are still vacant will provide budget savings for 2014/15. It is important that Directorates continue to tightly control staffing, as the position to date is relatively marginal in terms of the total employee budget of approximately £68m.

- 3.3 Expenditure on general supplies and services is £112,000 under budget against a budget profile of £2.7m at 30th June 2013. The reduction in spend is across all areas and can be attributed to the policy on ensuring spend is limited to what is essential.
- 3.4 Expenditure on children's residential placements is above the profiled budget for the first quarter of the year and this is expected to be the continued trend for the year. Whilst every effort is made to utilise in house services this is not always possible. This is a volatile budget due to unexpected or emergency placements occurring in year and some placements projected for the whole year.
- 3.5 The economic downturn continues to have an impact on budgeted income targets. Whilst pressure on income targets is addressed as part of the budget setting process there are several areas of income generation where revenues are below the profiled budget. This includes rental income for some industrial estates, catering sales and fees & charges on leisure and recreation services.
- 3.6 From 1st April 2013 Halton Borough Council (HBC) and the Clinical Commissioning Group (CCG) agreed to pool their resources due to the increasing challenges for the Health and Social Care economy in Halton, The gross pooled budget excluding grant is approximately £35m. This will result in the alignment of systems, more effective and efficient joint working, improved pathways, speed up of discharge processes, transforming patient/care satisfaction and set the scene for the future sustainability of meeting the current and future needs of people with complex needs.
- 3.7 There was a marginal underspend against the pooled budget to date for the first quarter. The nature of this expenditure is such that it may fluctuate throughout the year, depending on the number and value of new packages being approved and existing packages ceasing. Therefore trends of expenditure and income will be scrutinised in detail throughout the year to ensure a balanced budget is achieved at year-end. Attached at Appendix 2 is a statement of spending against the Complex Care Pooled Budget up to 30th June 2013.
- 3.8 Collection rate for Council Tax is slightly below (0.68%) below what it was at this stage last year. The overall collection rate for the year was estimated to be lower due to the introduction of the localised Council Tax scheme. The forecast retained element of business rates is in line with what was set as the Council's business rate baseline for the year.
- 3.9 The Council's overall net spending is marginally below the budget profile at 30th June 2013. Nevertheless, it is important that budget managers continue to closely monitor and control spending and income. In the current financial climate budget underspends will be helpful and therefore spending should be limited to the absolutely essential.

Capital Spending

3.10 The capital programme has been revised to reflect a number of changes in spending profiles and funding as schemes have developed. These are reflected in the capital programme presented in Appendix 3. The schemes which have been revised within the programme are as follows;

- (i) Former Fairfield High Site
- (ii) Local Pinch Point Programme – Daresbury Expressway
- (iii) Daresbury SciTech Scheme
- (iv) LTP Scheme Detail
- (v) Commissioning & Complex Care Capital Schemes
- (vi) School Basic Need Projects
- (vii) The Grange BSF
- (viii) Wade Deacon BSF – (Funded by Grant)
- (ix) The Grange & Wade Deacon ICT – (Funded by Grant)

3.11 Capital spending to 30th June 2013 totalled £12.3m, which is 99% of the planned spending of £12.4m at this stage. This represents 23% of the total capital programme of £53.6m (which assumes a 20% slippage between years).

Balance Sheet

3.12 The Council's Balance Sheet is monitored regularly in accordance with the Reserves and Balances Strategy which forms part of the Medium Term Financial Strategy. The key reserves and balances have been reviewed and are considered prudent and appropriate at this stage in the financial year.

4.0 POLICY AND OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 There are no direct implications, however, the revenue budget and capital programme support the delivery and achievement of all the Council's priorities.

6.0 RISK ANALYSIS

6.1 There are a number of financial risks within the budget. However, the Council has internal controls and processes in place to ensure that spending remains in line with budget.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072

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

APPENDIX 1

Summary of Revenue Spending to 30th June 2013

Directorate / Department	Annual Budget £'000	Budget To Date £'000	Actual Spend £'000	Variance To Date (overspend) £'000
Children and Families Services	16,594	3,109	3,184	(75)
Children's Organisation and Provision	11,501	-488	-525	37
Learning and Achievement	7,414	1,398	1,338	60
Economy, Enterprise & Property	3,508	1,004	1,043	(39)
Children and Enterprise	39,017	5,023	5,040	(17)
Human Resources	0	-378	-415	37
Policy, Planning & Transportation	16,068	2,437	2,338	99
Legal & Democratic Services	776	128	88	40
Finance	3,932	-770	-877	107
ICT & Support Services	190	-581	-625	44
Public Health	1,551	-854	-846	(8)
Policy and Resources	22,517	-18	-337	319
Community & Environment	25,327	3,403	3,432	(29)
Prevention & Assessment	26,995	4,380	4,335	45
Commissioning & Complex Care	13,528	3,544	3,510	34
Communities	65,850	11,327	11,277	50
Corporate & Democracy	-12,270	-862	-874	12
	115,114	15,470	15,106	364

CHILDREN & ENTERPRISE DIRECTORATE

Children & Families Services
Revenue Spending as at 30th June 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	8,017	1,978	1,967	11
Premises	418	95	85	10
Supplies & Services	1,316	69	56	13
Transport	34	0	0	0
Agency Related Expenditure	390	58	58	0
Commissioned Services	320	28	28	0
Out of Borough Placements	1,600	424	494	(70)
Out of Borough Adoption	80	20	38	(18)
Out of Borough Fostering	414	74	60	14
In House Adoption	387	143	193	(50)
In House Foster Carer Placements	1,695	477	464	13
Care Leavers	316	46	46	0
Family Support	128	9	8	1
Capital Financing	11	2	2	0
Total Expenditure	15,126	3,423	3,499	(76)
Fees & Charges	-113	-17	-18	1
Adoption Placements	-42	0	0	0
Transfer to/from Reserves	-1,726	-1,160	-1,160	0
Reimbursements & Other Grant Income	-222	0	0	0
Total Income	-2,103	-1,177	-1,178	1
NET OPERATIONAL BUDGET	13,023	2,246	2,321	(75)
Premises Support Costs	347	87	87	0
Transport Support Costs	88	12	12	0
Central Support Service Costs	3,090	764	764	0
Asset Rental Support Costs	46	0	0	0
Total Recharges	3,571	863	863	0
Net Expenditure	16,594	3,109	3,184	(75)

**Children's Organisation and Provision
Revenue Spending as at 30th June 2013**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	3,629	755	736	19
Premises	440	12	12	0
Supplies & Services	1,034	317	299	18
Transport	5	1	1	0
Agency Related Expenditure	1,954	138	138	0
Commissioned Services - Youth Serv.	900	338	338	0
Commissioned Services	1,562	230	230	0
Connexions	1,123	110	110	0
Capital Financing	11	3	3	0
Nursery Education Payments	2,216	904	904	0
Schools Contingency Costs	354	0	0	0
NQT Contingency	230	0	0	0
Schools Non Delegated Support	99	0	0	0
Schools Transport	866	110	120	(10)
Special Education Needs Contingency	1,129	16	16	0
Total Expenditure	15,552	2,934	2,907	27
Fees & Charges	-363	0	0	0
Transfer to / from Reserves	-533	-449	-449	0
Dedicated Schools Grant	-10,926	-2,731	-2,731	0
Reimbursements & Other Income	-144	-43	-43	0
Schools SLA Income	-527	-479	-489	10
Total Income	-12,493	-3,702	-3,712	10
NET OPERATIONAL BUDGET	3,059	-768	-805	37
Premises Support Costs	167	44	44	0
Transport Support Costs	282	3	3	0
Central Support Service Costs	1,139	233	233	0
Asset Rental Support Costs	6,854	0	0	0
Total Recharges	8,442	280	280	0
Net Expenditure	11,501	-488	-525	37

**Learning and Achievement
Revenue Spending as at 30th June 2013**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	3,865	751	696	55
Premises	10	0	0	0
Supplies & Services	985	42	37	5
Agency Related Expenditure	91	28	28	0
Commissioned Services	34	0	0	0
Independent School Fees	1,584	409	409	0
Inter Authority Recoupment	811	43	43	0
Speech Therapy	120	0	0	0
Total Expenditure	7,500	1,273	1,213	60
<u>Income</u>				
Fees & Charges	-153	-3	-3	0
Inter Authority Income	-578	-15	-15	0
Reimbursements & Other Income	-117	-22	-22	0
Schools SLA Income	-39	-33	-33	0
Total Income	-887	-73	-73	0
NET OPERATIONAL BUDGET	6,613	1,200	1,140	60
Premises Support Costs	112	28	28	0
Transport Support Costs	19	3	3	0
Central Support Service Costs	666	166	166	0
Asset Rental Support Costs	4	1	1	0
Total Recharges	801	198	198	0
Net Expenditure	7,414	1,398	1,338	60

Economy, Enterprise & Property
Revenue Spending as at 30th June 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
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)

POLICY & RESOURCES DIRECTORATE

Human Resources

Revenue Spending 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	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
<u>Income</u>				
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
<u>Recharges</u>				
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

Policy, Planning & Transportation
Revenue Spending 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	5,066	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
<u>Income</u>				
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
Contribution from Reserves	-968	-191	-191	0
Total Income	-6,197	-780	-860	80
Net Controllable Expenditure	10,832	2,488	2,390	98
<u>Recharges</u>				
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 Recharges	445	0	0	0
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

Legal & Democratic Services
Revenue Spending 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	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
<u>Income</u>				
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
<u>Recharges</u>				
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

Finance

Revenue Spending 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	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
<u>Income</u>				
Fees & Charges	-61	-24	-30	6
SLA to Schools	-763	-726	-725	(1)
NNDR Administration Grant	-169	0	0	0
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
<u>Recharges</u>				
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

ICT & Support Services
Revenue Spending 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)
Transfers from Reserves	-40	0	0	0
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

Public Health
Revenue Spending 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	1,410	327	324	3
Supplies & Services	49	11	8	3
Consumer Protection Contract	393	15	17	(2)
Other Agency	20	0	0	0
Contracts & SLA's	5,914	882	877	5
Transfer to Reserves	207	0	0	0
Total Expenditure	7,993	1,235	1,226	9
<u>Income</u>				
Other Fees & Charges	-68	-17	-7	(10)
Sales Income	-26	-26	-24	(2)
Reimbursements & Grant Income	-7	-7	0	(7)
Government Grant	-8,510	-2,127	-2,128	1
Total Income	-8,611	-2,177	-2,159	(18)
Net Operational Expenditure	-618	-942	-933	(9)
<u>Recharges</u>				
Premises Support	47	12	12	0
Asset Charges	0	0	0	0
Central Support Services	2,093	73	73	0
Transport Recharges	29	3	2	1
Net Total Recharges	2,169	88	87	1
Net Departmental Total	1,551	-854	-846	(8)

COMMUNITIES DIRECTORATE

Community & Environment
Revenue Spending as at 30th 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)

**Prevention & Assessment
Revenue Spending 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	6,728	1,632	1,604	28
Other Premises	68	14	10	4
Supplies & Services	415	188	185	3
Aids & Adaptations	113	11	11	0
Transport	0	0	1	(1)
Food Provision	18	4	6	(2)
Other Agency	68	4	6	(2)
Capital Finance	1	0	0	0
Contribution to Complex Care Pool	18,041	1,914	1,903	11
Total Expenditure	25,452	3,767	3,726	41
<u>Income</u>				
Other Fees & Charges	-217	-54	-58	4
Reimbursements & Grant Income	-230	-6	-5	(1)
Transfer from Reserves	-526	0	0	0
Capital Salaries	-84	0	0	0
CCG Contribution to Service	-164	-36	-36	0
Total Income	-1,221	-96	-99	3
Net Operational Expenditure	24,231	3,671	3,627	44
<u>Recharges</u>				
Premises Support	373	106	106	0
Asset Charges	307	3	4	(1)
Central Support Services	2,447	589	589	0
Internal Recharge Income	-419	-3	0	(3)
Transport Recharges	56	14	9	5
Net Total Recharges	2,764	709	708	1
Net Departmental Total	26,995	4,380	4,335	45

**Commissioning & Complex Care
Revenue Spending as at 30th June 2013**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend) £'000
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	6,584	1,605	1,595	10
Premises	194	59	62	(3)
Supplies & Services	2,213	497	494	3
Emergency Duty Team	103	0	0	0
Carers Breaks	262	37	39	(2)
Transport	170	43	44	(1)
Contracts & SLAs	245	49	31	18
Payments To Providers	3,863	801	799	2
Other Agency Costs	526	202	201	1
Total Expenditure	14,160	3,293	3,265	28
<u>Income</u>				
Sales & Rents Income	-161	-108	-112	4
Fees & Charges	-156	-39	-36	(3)
PCT Contribution To Service	-846	-130	-135	5
Reimbursements & Grant Income	-131	0	0	0
Transfer From Reserves	-245	0	0	0
Total Income	-1,539	-277	-283	6
Net Operational Expenditure	12,621	3,016	2,982	34
<u>Recharges</u>				
Premises Support	304	76	76	0
Central Support Services	2,410	451	451	0
Asset Charges	84	1	1	0
Internal Recharge Income	-1,891	0	0	0
Net Total Recharges	907	528	528	0
Net Departmental Total	13,528	3,544	3,510	34

Corporate & Democracy
Revenue Spending 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	769	73	79	(6)
Interest Payments	5,006	153	153	0
Members Allowances	760	205	205	0
Supplies & Services	367	121	119	2
Contingency	1,200	0	0	0
Precepts & Levies	172	0	0	0
Capital Financing	2,286	0	0	0
Contribution to Reserves	1,200	0	0	0
Bank Charges	78	19	8	11
Audit Fees	203	0	-2	2
Total Expenditure	12,041	571	562	9
<u>Income</u>				
External Interest	-374	-21	-21	0
Grants	-2,891	-1,593	-1,593	0
Fees & Charges	-9	-2	-5	3
Reimbursements & Other Grants	-372	-139	-139	0
Contribution from Reserves	-1,000	0	0	0
Total Income	-4,646	-1,755	-1,758	3
Net Controllable Expenditure	7,395	-1,184	-1,196	12
<u>Recharges</u>				
Premises	8	2	2	0
Transport	3	1	1	0
Asset Charges	1	0	0	0
Support Services	2,535	413	413	0
Support Service Recharges	-22,212	-93	-93	0
Net Total Recharges	-19,665	322	322	0
Net Departmental Total	-12,270	-862	-874	12

APPENDIX 2

**Complex Care Pooled Budget
Revenue Spending as at 30th June 2013**

Note – Halton BC's net contribution towards the Complex Care Pooled Budget is included within the Prevention and Assessment Department statement shown in Appendix 1.

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	2,792	444	439	5
Supplies & Services	1,889	250	252	(2)
Transport	5	1	0	1
Joint Equipment Store	487	8	8	0
Adult Care:				
Residential & Nursing Care	17,916	2,721	2,625	96
Domiciliary & Supported Living	9,257	1,513	1,558	(45)
Direct Payments	2,432	798	872	(74)
Block Contracts	181	0	0	0
Day Care	249	70	73	(3)
Total Expenditure	35,208	5,805	5,827	(22)
Income				
Residential & Nursing Income	-3,944	-647	-652	5
Community Care Income	-1,211	-233	-244	11
Direct Payments Income	-128	-29	-46	17
CCG Contribution to Pool	-12,627	-3,093	-3,093	0
Transfer from Reserves	-100	0	0	0
Total Income	-18,010	-4,002	-4,035	33
Net Operational Expenditure	17,198	1,803	1,792	11
<u>Recharges</u>				
Central Support Services	313	80	80	0
Premises Support	115	29	29	0
Internal Recharge	409	0	0	0
Transport Support	6	2	2	0
Net Total Recharges	843	111	111	0
Net Departmental Total	18,041	1,914	1,903	11

Capital Expenditure to 30th June 2013

Directorate/Department	Actual Expenditure to Date £'000	2013/14 Cumulative Capital Allocation				Capital Allocation 2014/15 £'000	Capital Allocation 2015/16 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
Children & Enterprise Directorate							
Schools Related							
Asset Management Data	1	1	2	3	5	0	0
Fire Compartmentation	0	0	5	10	20	0	0
Capital Repairs	160	160	250	1,000	1,379	0	0
Asbestos Management	5	5	6	8	10	0	0
Schools Access Initiative	3	3	50	75	113	0	0
Education Programme (General)	10	10	30	50	92	0	0
Short Breaks for Disabled Children	5	5	241	247	247	0	0
Basic Need Projects	0	0	0	0	1,161	0	0
School Modernisation Projects	18	18	150	350	648	0	0
Weston Primary School	0	0	15	18	18	0	0
Lunts Heath Primary School	115	115	126	134	134	0	0
St Bedes Infant School	0	0	0	116	116	0	0
St Bedes Junior School	101	101	348	348	366	0	0
Weston Point Basic Need	54	55	60	70	78	0	0
Ashley School	3	3	27	302	500	0	0
Early Education for 2 Year Olds	0	0	0	0	356	0	0
Wade Deacon High School (BSF)	1,143	1,143	1,200	1,300	1,423	0	0
The Grange (BSF)	2,512	2,512	3,750	5,000	5,841	0	0
Wade Deacon ICT	792	792	1,000	1,200	1,465	0	0
The Grange ICT	792	792	1,000	1,200	1,465	0	0

Directorate/Department	Actual Expenditure to Date £'000	2013/14 Cumulative Capital Allocation				Capital Allocation 2014/15 £'000	Capital Allocation 2015/16 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
Employment, Economic Regeneration & Business Development							
Castlefields Regeneration	15	50	413	620	827	0	0
3MG	1,531	1,424	2,848	4,271	5,695	0	0
Widnes Waterfront	0	0	244	366	488	0	0
The Hive	88	108	107	160	214	0	0
Decontamination of Land	28	39	78	117	155	0	0
Daresbury SciTech Scheme	386	400	1,968	2,953	3,937	0	0
Queens Arms – Moore Lane	2	2	35	52	69	0	0
HBT Bus Park	71	71	71	71	71	0	0
Former Fairfield Site - Demolition	1	1	225	338	450	0	0
Former Fairfield Site – Contingency	0	0	25	38	50	0	0
Disability Discrimination Act	15	15	75	113	150	300	300
Total Children & Enterprise	7,851	7,825	14,349	20,530	27,543	300	300

Directorate/Department	Actual Expenditure to Date £'000	2013/14 Cumulative Capital Allocation				Capital Allocation 2014/15 £'000	Capital Allocation 2015/16 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
Policy & Resources Directorate							
ICT & Support Services							
ICT Rolling Programme	277	277	550	825	1,100	1,100	1,100
Policy, Planning & Transportation							
Local Transport Plan							
Silver Jubilee Bridge Maintenance	360	360	1,152	1,729	2,305	2,029	4,990
Bridge & Highway Maintenance	406	406	1,235	1,852	2,470	1,816	0
Integrated Transport & Network Management	24	24	362	544	725	1,020	0
Street Lighting – Structural Maintenance	0	0	53	79	105	200	200
Surface Water Management	0	0	107	160	214	0	0
Local Pinch Point Fund Programme – Daresbury Expressway	0	0	903	1,354	1,805	589	0
Mersey Gateway							
Early Land Acquisition	3,083	3,083	11,778	18,428	23,046	5,505	1,469
Development Costs	95	95	400	1,400	3,500	0	0
Other							
Risk Management	0	0	59	88	117	120	120
Mid-Mersey Local Sustainable Transport	5	5	75	112	150	270	0
Fleet Replacements	0	0	475	713	950	300	300
Total Policy & Resources	4,250	4,250	17,149	27,284	36,487	12,949	8,179

Directorate/Department	Actual Expenditure to Date £'000	2013/14 Cumulative Capital Allocation				Capital Allocation 2014/15 £'000	Capital Allocation 2015/16 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
Communities Directorate							
Community Dept							
Stadium Minor Works	0	0	15	23	30	30	30
Children's Playground Equipment	1	1	41	61	81	65	65
Landfill Tax Credit Schemes	3	3	170	255	340	340	340
Arley Drive	0	6	33	50	66	0	0
Crow Wood Park	0	3	6	9	12	0	0
Open Spaces Scheme	22	22	25	38	51	0	0
Runcorn Cemetery Extension	0	0	5	7	9	0	0
Widnes Crematorium Cremators	0	0	175	263	350	0	0
Runcorn Busway Works for Gas Powered Buses	30	30	30	30	30	0	0
Litter Bins	0	0	10	15	20	20	20
Commissioning & Complex Care							
Grants for Disabled Facilities	69	146	292	438	584	0	0
Energy Promotion	0	0	3	4	6	0	0
Joint Funding RSL Adaptations	31	87	175	262	350	0	0
Stairlifts	26	62	125	187	250	0	0
Choice Based Lettings	1	2	4	5	7	0	0
Bungalows at Halton Lodge	0	0	200	300	400	0	0
Bredon Respite Unit	0	0	6	10	13	0	0
Section 256 Grant	0	0	31	47	63	0	0
Community Capacity Grant	0	0	172	258	344	351	0
Total Communities Directorate	183	362	1,518	2,262	3,006	806	455

Directorate/Department	Actual Expenditure to Date £'000	2013/14 Cumulative Capital Allocation				Capital Allocation 2014/15 £'000	Capital Allocation 2015/16 £'000
		Quarter 1 £'000	Quarter 2 £'000	Quarter 3 £'000	Quarter 4 £'000		
TOTAL CAPITAL PROGRAMME	12,284	12,437	33,016	50,076	67,036	14,055	8,934
Slippage (20%)					-13,407	-2,811	-1,787
						13,407	2,811
TOTAL	12,284	12,437	33,016	50,076	53,629	24,651	9,958

REPORT TO:	Executive Board
DATE:	5 September 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Physical Environment
SUBJECT:	Environment Policy & Performance Board Tree Working Group
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 To provide Members with the findings and recommendations of the Environment Policy and Performance Board Tree Working Group for adoption and endorsement.

2.0 **RECOMMENDATION: That the Executive Board:**

- i) **adopt the recommendations of the Environment Policy and Performance Board Tree Working Group;**
- ii) **refers the recommendations for Capital Funding to the Budget Working Group and if minded, support the funding identified.**

3.0 **SUPPORTING INFORMATION**

- 3.1 On 12 June 2013 the Environment Policy and Performance Board considered a report from a Members Tree Working Group. The Board endorsed the recommendations of the Tree Work Group and asked that the Executive Board consider them for adoption.

In June 2012 it was agreed that a Tree Working Group be established. The group was chaired by Cllr Dave Thompson and included Cllr John Bradshaw; Cllr Geoff Zygadlo; Cllr Bill Woolfall; Cllr Frank Fraser; Cllr Pauline Hignett; Cllr Andrew MacManus; Cllr Stan Parker; Cllr Pauline Sinnott. The group met for the first time on 22/01/2013 and then subsequently on 19/02/2013 and 18/04/2013.

- 3.2 At the first meeting the group was given a presentation by officers. Members learned that the Council has an estimated 900,000 trees. The numbers had been calculated using known values for a small proportion of trees and through the extrapolation of sample count-data and is a conservative estimate of tree numbers.

Trees are highly beneficial to human health as they produce oxygen, filter out particulates, have a cleansing effect on pollution, take up water thereby alleviating the risk of flooding and are attractive within the landscape/townscape.

The Council has a legal duty of care under both civil law and criminal law to manage its tree stock (primarily under Occupiers' Liability Acts of 1957 or 1984 and the management of Health and Safety at Work regulations 1999). This includes inspecting them to ensure they are safe. The Council has not proactively inspected its tree stock since 2000 but it does reactively inspect trees following complaints. This is not adequate to meet the duty of care. Within the current structure, the Open Space Service does not have the capacity to proactively inspect trees.

The Council has a tree maintenance team that consists of a team leader and 3 trained operatives. The team is an effective unit of qualified staff who carry works to larger trees and to all trees where it is required that work be carried out above ground level. The team carries out programmed woodland work and reactive work to trees following complaint or reports of damage.

In 2011/12, 494 tree related Calls were recorded and directed to the Open Space Service. This equates to 23% of all calls recorded. This places considerable demand on the team for reactive works which often displaces programmed and other proactive tree works.

- 3.3 In the second meeting the group considered the issues of inspection and liability. Members learned that the Council would have no defence in court if one of its trees caused serious injury or death. Many Councils are in the same position as Halton but others do carry out inspection regimes. Those that do often apply considerably more resources (staff and budget) to the management of trees than Halton does and many of them have far fewer trees.
- 3.4 Insurance claims alleging damage to property caused by trees is also an issue for the Council. In the last three years the Council has received 21 claims. Not all are adequately evidenced but can incur significant resources to investigate. The Working Party felt that a programme of inspection and management of trees is critical in defending and mitigating against such claims.
- 3.5 Members heard how the council manages its tree stock in line with best practice (BS3998). Unnecessary or inappropriate works can result in damage that can be detrimental to the tree in the long term, which may in turn lead to potentially serious consequences for the tree and ultimately create liabilities. Therefore, when carrying out works to trees it is essential to maintain appropriate standards. All tree works carried out by the Council's tree team (or contractors managed by the Open Space Service) are required to conform to

guidance and recommendations set out in BS3998 Tree work – Recommendations.

- 3.6 Neighbour issues relating to trees take up the largest proportion of officer time. They are usually related to height of trees and shading but can also include issues such as leaves falling into gardens. The Council endeavours to be a good neighbour and will try to accommodate the wishes of residents when it can. This includes undertaking work to trees when they do not really require any, subject to such work not being harmful to the general health of the tree. There are however many occasions when members of the public ask for works that are inappropriate and when such works are refused it causes conflict situations. A typical example is the request to have the height of a tree lowered (often described as ‘lopped’ or ‘topped’). The Council never carries out such work as it is bad practice, counterproductive (the tree becomes even thicker in the crown causing even more problems for the resident), and can wound trees so severely that major dieback or extensive decay are likely to follow.

Residents often claim a right to light when trying to press officers to carry out works to trees that are not required. Officers try to explain diplomatically that there is not in law a ‘right to light’ as such. Wherever practicable, works will be carried out to try to give residents more light but at all times works must comply with BS3998. Claims of a loss of light are also more prevalent when leaves are in full growth and this often conflicts with the bird nesting season. The Council has a statutory duty not to disturb nesting birds unless works are essential.

- 3.7 Having considered all of these issues, the Tree Working Group recommends that:

- The Council develop a new tree strategy that clearly articulates how the council manages its tree stock whilst adhering to guidance and recommendations set out in the National tree Safety Group - Common sense risk management of trees 2010.
- A post of Open Space Officer who would hold the portfolio for trees and woodlands be created to oversee the implementation of work. This post holder would implement and oversee inspection and monitoring systems.
- A tree inspection regime be implemented at a frequency that is deliverable with the resources available to the Council. This system should be robust enough to defend the Council from potential liabilities.
- That new advice and guidance leaflets and webpages be produced to assist elected members and members of the public to understand how the Council manages its tree stock. This

includes explaining the Council's position on right to light, trees interfering with Sky reception, etc.

- That officers should identify a suitable tree management system (database) that allows mobile working and resources be made available to procure such a system or develop one in-house. Issues concerned with systems being able to 'speak' with other Council IT systems be investigated and resolved. Members of the Tree Working Party recognised that budgets are tight at this time but that the potential risk of more accidents and claims could be avoided by investment.
- The operational tree maintenance team be strengthened so that more proactive maintenance work can be carried out. This should help reduce complaints and ensure more effective handling of tree issues.
- Officers will explore all opportunities to derive income from the Council's tree stock through the sale of logs or arisings. In particular opportunities relating to biomass energy production should be explored.

4.0 **POLICY IMPLICATIONS**

4.1 There are no policy implications.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The above staffing proposals could be achieved within existing resources. It is estimated that a suitable system would cost in the region of £20,000.

5.2 The capital costs identified above need to be further considered by the Council's Budget Working Group as part of the budget setting process for 2014/15.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

Implementing inspection regimes and increasing proactive maintenance will create a safer environment for young people.

6.2 **Employment, Learning & Skills in Halton**

It is likely that additional training will be required to develop the skills and knowledge of both key Officers and frontline staff in the visual assessment of trees.

6.3 **A Healthy Halton**

Trees contribute to a wide range of environmental benefits, including

improving and mitigating air quality and pollution, and capturing carbon. Active management of Halton's tree stock will support the ability of the landscape to contribute to key determinants of health including, education and skills, and environment.

6.4 A Safer Halton

Implementing inspection regimes and increasing proactive maintenance will create a safer environment; and will help maintain a green and attractive place to live.

6.5 Halton's Urban Renewal

Healthy trees planted in appropriate locations enhance the townscape making it a more desirable place to live and work.

7.0 RISK ANALYSIS

7.1 Failure to establish a proper inspection regime involves considerable risks to the Council.

7.2 The potential for death or injury to the public and for damage or destruction of property should be apparent. Where such consequences arise from a failure by the Council to discharge its obligations there is a potential for criminal as well as civil liability.

7.3 Criminal liability can range from corporate manslaughter to a range of offences under the Health and Safety at Work Act 1974. It should be noted that officers of the Council as well as the Council itself could be charged with a number of offences.

7.4 Quite apart from the potential financial consequences on the Council, the reputational damage to the Council should not be ignored.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None identified.

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

None

REPORT TO: Executive Board

DATE: 5 September 2013

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Physical Environment

SUBJECT: Managing Agent Accreditation Scheme

WARD(S) Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To seek Board approval for the introduction of a Managing Agent Accreditation Scheme (MAAS) for private sector managing agents.

2.0 **RECOMMENDATION: That Executive Board agree that the Managing Agent Accreditation Scheme outlined in this report be approved and be implemented as soon as is practicable.**

3.0 **SUPPORTING INFORMATION**

3.1 The reduced availability of mortgages has made access to housing an issue for many households who may not otherwise have had a problem. A downturn in the economy, on a national scale, has also increased the threat of homelessness over recent years. This has put great strain on already over-burdened social housing waiting lists. It has also fuelled demand for the Private Rented Sector, which has grown considerably as a result of the availability of buy to let mortgages, an increasing number of “reluctant” landlords unable to sell their properties and, in the absence of credible alternatives, the popular belief that despite the recent decline housing still represents a viable long term investment. (Housing Strategy for Halton, 2012 - 2016 (draft))

3.2 Accreditation Schemes are promoted as good practice by Government, with many Local Authorities across the UK now adopting this method of working with landlords to help improve standards within the private rented sector. They operate on a voluntary basis, by getting landlords to sign up to a code of standards, which set out the minimum expected by the Council in terms of management practices and property standards. In return the Council uses it's resources to provide these landlords with a support network and a range of business support opportunities.

3.3 Managing agents are companies who specialise in the letting and management of privately rented residential accommodation. Many

landlords utilise the services of managing agents to seek tenants, set up the tenancy and then manage it thereafter.

- 3.4 There exist a number of national organisations to which a managing agent can become a member. Association of Residential Letting Agents (ARLA), and National Approved Lettings Scheme (NALS) are two such organisations. Both require members to meet certain customer service standards and hold certain money protection insurances. They both however carry a membership fee and neither considers property standards within their code of practices.
- 3.5 Managing Agent Accreditation Schemes run by local authorities are a concept some neighbouring authorities have already adopted. Wirral Council being one such authority with over 25 members. A locally run scheme allows the scheme to be tailored to the needs of the borough.
- 3.6 Development of a Managing Agent Accreditation Scheme in Halton was identified as an action point within the 'Private Rented Sector Action Plan 2013', which was developed as a result of the Safer Policy and Performance Board's scrutiny review into anti-social behaviour in the private rented sector. The deadline for this action is December 2013.
- 3.7 Halton Borough Council has operated a Landlord Accreditation Scheme since 2006. The current format of the scheme is not appropriate for the accreditation of managing agents.

The objectives of developing a scheme in Halton can be summarised as follows:

- To help improve housing condition in private lets.
- To work with agents to promote good management practices.
- To work with managing agents and their tenants to reduce the number of disputes resulting in eviction and homelessness.
- To reduce the need for statutory enforcement action, so that it can be targeted where most needed.

- 3.8 For a MAAS to be a sustainable scheme it is vital to consult with local agents from the outset. This ensures that the scheme is not only attainable by agents but is also attractive to them. This has been done in Halton through the formation of a focus group, made up of local letting agents. The group has agreed all aspects of the scheme including the scheme model (see appendix 1), code of standards (see appendix 2) a range of business support opportunities, for example, the empty property register, trade discounts and property advertising on Property Pool Plus. The group has also helped in establishing a firm basis of agent interest as well as showing a real commitment to partnership working between agents and the local authority.

3.9 To date 7 local letting agents have expressed an interest in the scheme. They have a collective portfolio of over 1, 250 managed properties (over a quarter of the total private rented sector stock). This shows a potential for a large proportion of private rented properties to be involved with the scheme, the management of which should meet the associated standards.

3.10 Upon application to the MAAS a declaration will be signed confirming the code of standards has been understood and will be fully complied with. Agents must enclose with their application a copy of the template tenancy agreement/s they use and proof of insurance. The company's software for property maintenance, including their rolling programme of gas safety inspections, must be witnessed by the scheme provider. The agent must submit addresses of ALL managed properties and dependent upon capacity and staff resources an inspection of all or a proportion of these properties will be undertaken.

4.0 **POLICY IMPLICATIONS**

4.1 The introduction of the Localism Act 2011 has had a significant impact on the way in which Local Authorities deal with applications for social housing and homelessness applications under Parts 6 and 7 of the Housing Act 1996.

4.2 From 9th November 2012, the Localism Act enabled Local Authorities to discharge the full housing duty by a 'private rented sector offer' PRSO (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011.

4.3 Each private rented sector offer will be assessed for suitability against the Homelessness (Suitability of Accommodation) (England) Order 2012 Part 2 and matched to an individual household.

4.4 In order to ensure an offer of private rented accommodation is regarded as "suitable" under the regulations set out in 4.4 the landlord or managing agent will be accredited by the Council. It is therefore important the Council has a mechanism by which to accredit both landlords and agents.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The Managing Agent Accreditation Scheme will be managed and administered by an existing staff member, the Landlord Accreditation Officer. A small budget will be required for promotional materials. It is anticipated the Homeless Prevention Fund will be used for this.

5.2 An agent whose membership is revoked through non-compliance

with the scheme's code will have the right of appeal if he/she believes they have been dismissed unfairly. For this an appeals panel needs to be formed, comprising an elected member, two accredited agents and a Council officer. Nominations will therefore be required. It is suggested that the member representative be the relevant Portfolio Board Member.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

Research suggests that poor housing conditions can have an adverse impact on educational attainment.

6.2 **Employment, Learning & Skills in Halton**

Support and recognition for private landlords and managing agents can encourage investment and business growth in the Borough.

6.3 **A Healthy Halton**

Poor housing conditions can have an adverse effect on health, consequently, improving the housing stock can bring about positive health benefits.

6.4 **A Safer Halton**

The safety of housing is a key consideration in assessing whether properties meet minimum standards.

6.5 **Halton's Urban Renewal**

Improving housing conditions has a positive effect on the visual appearance of neighbourhoods and a positive impact on climate change.

7.0 **RISK ANALYSIS**

7.1 As there is an element of the application process that is self-certifying there is a requirement for a safeguard against potential falsified information e.g. an agent who knowingly does not comply with the code of standards and has declared they do, or an agent who omits certain managed properties from their submitted portfolio. The Landlord Accreditation Officer (LAO) will therefore notify specific Council departments, who are likely to have dealt with problem properties or agents, of an agents intention to become accredited. These Council departments, which include Environmental Health, Housing Benefit, Waste Management and Community Safety will be provided with the agents details as well as the list of properties they submitted with their application.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 The scheme has included provision within the application form for equality and diversity monitoring of its members, and the scheme actively encourages the delivery of equal opportunities within the private rented sector, as stipulated within the code of standards for the scheme.

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

Document	Place of Inspection	Contact Officer
Scrutiny review of Anti Social Behaviour in the Private Rented Sector Executive Board Report: 13/12/12	Municipal Building Widnes	Dwayne Johnson Strategic Director Communities



Managing Agent Accreditation

Scheme Model

1. Managing Agent Accreditation Scheme (adapted from the North West Landlord Accreditation Model)

- The aims of the scheme are to encourage, acknowledge, raise awareness and actively promote good standards and management practice by letting agents, and to assist agents and tenants to undertake their respective responsibilities to each other.
- The scheme operator (here after known as the Local Authority) will give guidance on compliance on request
- The scheme also encourages and acknowledges responsible behaviour by tenants.
- The scheme comprises an element of self-regulation and accordingly relies on a degree of goodwill and trust on the parts of the managing agents, tenants and Local Authority.
- It is a requirement of the scheme that the physical condition of dwellings, the level of provision of basic amenities and management practices, are fair and reasonable, and not liable to be prejudicial to the health, safety and welfare of tenants or the surrounding neighbourhood.
- Signatories to the scheme must ensure that in addition to complying with the requirements of the scheme, they also comply with their legal obligations.
- In the provision and letting of housing or associated services, the letting of contracts for services and in all aspects of operations of the scheme by any participants no person or group of persons will be treated less favourably than any other person or group of persons because of their ethnic or national origin, gender, disability or sexual orientation.
- Compliance with the scheme will ensure that:
 - Managing agents, tenants and community members enjoy the benefit of good dwelling conditions, competent management and considerate neighbourly behaviour
 - Misunderstandings and disputes are reduced
 - Where problems do occur they are promptly resolved

2. What is the scheme seeking to address / achieve?

The scheme aims to directly address issues as identified in Housing Strategy for Halton 2013-16 (draft) including:

- Reduced mortgage availability
- Poorest conditions in the private rented sector
- New power to discharge statutory homeless duty through an offer of private rented accommodation
- Fuel poverty increasing

3. How does this fit in with the aims of the Council's housing strategy?

A Landlord Accreditation Scheme will help to fulfil the following aims as identified in the Housing Strategy for Halton 2013-16 (draft):

- To develop the private rented sector as a viable alternative to meeting housing need
- To improve energy efficiency of housing and tackle fuel poverty

4. Scheme operators responsibilities (taken from North West Accreditation Model)

- The Local Authority will work in close partnership with landlords, the local bona fide landlord associations and other key private rented sector stakeholders.
- The Local Authority will administer and monitor the scheme including undertaking compliance audits
- Maintain a database record of accredited managing agents and the properties they manage

- Be responsible for the issuing, administration, suspension and revocation of accredited status
- Provide general help and advice e.g. standards
- Provide information on changes and likely pending changes in legislation by such means as landlord forums, newsletters and through local landlord associations.
- Assist managing agents to achieve accreditation status.
- Provide advice on energy efficiency measures
- By agreement with agents provide a public list of accredited managing agents
- Actively promote the accreditation scheme across its geographical area
- Provide incentives to joining the scheme
- Provide a resolution service for tenant / agents disputes or signpost to named arbitration services.
- Regularly consult with accreditation scheme stakeholders and act positively on feedback.

5. Does the managing agent or the property receive accreditation?

The managing agent will receive accreditation. It is thought that this way, the code of standards can put particular emphasis on management practices as well as property standards. Furthermore, it is felt that the scheme would be more reputable with agents being accredited and so not providing the opportunity to omit certain properties from having to comply with the standards of the scheme. It is also felt that if the agent receives accreditation rather than the property it will reinforce the idea of partnership working and reduce perception of the scheme being a way of “checking up on” rental properties.

6. Standards

The code of standards, which will have full approval from local managing agents before implementation, have been developed to complement the standards of other schemes within the North West. It is hoped that this will make it much easier for an agent who has property across council boundaries to apply for accreditation, as the standards will be consistent. In order to make the scheme accessible / attainable to the maximum number of agents, temporary or provisional accreditation can be awarded at the Local Authority’s discretion.

Provisional accreditation

This will help ensure agents are not put off if all requirements for the scheme are not met at the time of application.

NB - this will only be awarded to Managing Agents where improvements needed are minor and where the landlord agrees to undertake them within a fixed period. Also a set policy/procedure for this will be needed in order to ensure consistency.

Accredited Status

Accredited status will be awarded to those agents who declare that they meet all Accreditation Standards as stated in the Code of Standards and whose properties are deemed free from Category One hazards at the time of inspection by Halton Borough Council Officers.

7. Consultation

Full consultation with local managing agents will take place regarding the standards expected of the scheme and the incentives that will be offered. This will take place by way of a focus group comprised of locally operating managing agents. This allows for consultation on all proposed details of the scheme as and when they develop and so will ensure prompt implementation or elimination.

8. What does accreditation cover?

8.1 Area

The scheme is applicable to properties across the whole of the borough. Privately rented property is not sufficiently concentrated in any area to warrant a pilot scheme being initially introduced.

8.2 Type of property

All types of, fully managed, residentially let properties (with the exception of holiday lets and purpose built residential care homes) can be included in an accredited managing agents portfolio.

8.3 Type of landlord

All managing agents (with the exception of Registered Social Landlords) who manage a residentially let property (as stated in 8.2) can apply to join the landlord accreditation scheme.

9. How will compliance with standards be determined?

Compliance with the management standards of the scheme would be self-certified by signing a declaration upon application.

Determination of compliance with property standards will involve a random sample of properties would be inspected. What percentage of the property portfolio this will be will depend on scheme take up and officer capacity. The North West Landlord Accreditation Scheme model suggests a 10% sample of the total management portfolio.

An agents accreditation will be advertised and tenants are encouraged to contact the Local Authority with any unresolved problems they have with their landlord. This would help to highlight any non-compliance with the standards of the scheme.

10. What incentives will be provided to encourage landlords to join?

The following are proposed incentives, which will require approval from local landlords before introduction:

10.1 Discounted insurance

Endsleigh insurance and Elliott Garden insurance offer specially tailored policies for residential landlords. Discounts on the price of these policies are available to landlords who are members of a local authority led Landlord Accreditation Scheme.

10.2 Housing Benefit Service Level Agreement

To provide commitment and clarity on the creation, processing and maintenance of housing benefit claims.

10.3 Discount from local Gas and Electrical Contractors

Reduction in cost of services offered by local contractors

10.4 Property Marketing service

Accredited managing agents can advertise properties they have available to rent free of charge on Property Pool Plus (Merseyside's choice based lettings system)

10.5 Training

Discounted or free of charge training can be made available to accredited managing agents. This will serve to educate and / or keep landlords up to speed with procedures carried out as part of their management role.

11. Disciplinary Matters

- Complaints can be made under the code of standards about agents who are members of the Accreditation scheme.
- If the complaint cannot be resolved informally the complainant will be asked to put the matter in writing
- The Local Authority will consider if continuation or revocation of membership is appropriate
- The agent will have the right of appeal through an agreed appeals panel. It is suggested that this panel be comprised of:
 - Elected member for housing (to Chair)
 - Two representative landlords from the scheme
 - A member from the Housing Solutions Team
- Managing Agents who lose their accredited status will no longer be participants of or eligible for any benefits of the scheme
- The Local Authority will consider reinstatement of accreditation status if the agent is able to demonstrate that, following remedial action they are capable of meeting the requirements of the scheme.
- A managing agent may make a formal complaint in writing about the operation of a scheme to the Local Authority. If this is not satisfactorily resolved the agent may pursue the complaint through the Corporate Complaints Process.

12. How will success be monitored?

A suggested method of monitoring would be to use performance indicators, recorded on a monthly basis and including:

- Number of members signed up to the scheme (provisional and accredited)
- Number of accredited managing agent properties
- Number of members left the scheme through dissatisfaction
- Number of inspections carried out as a percentage of accreditation portfolio
- Number of complaints
- Number of long term empty properties brought back into use through the scheme

An annual membership survey can also be carried out to determine landlord satisfaction with the scheme.

Managing Agent Accreditation Scheme Code of Standards

The following Code of Standards details the standard of practice expected by the Halton Borough Council Managing Agent Accreditation Scheme. The code was produced in conjunction with the borough's managing agents and is not intended to replace any of the legal obligations expected of private sector residential landlords or agents.

In order to gain **accreditation status** managing agents must meet and uphold all of the standards stated within this document.

If all criteria cannot be met at the time of application, **Provisional Accreditation** will be considered at the Council's discretion.

Accreditation Standards

1. Property Standards

Under HHSRS guidelines, an evidence based risk assessment must show that the dwelling is free from unnecessary and avoidable hazards. This assessment is based on the risk to the *potential occupant who is most vulnerable to that hazard*. For example, the very young and the elderly are the groups most vulnerable to low temperatures. A dwelling that is considered a safe temperature for these groups is considered safe for all. For further guidance on the HHSRS please refer to appendix 1.

For the purpose of the scheme, agents must make landlords aware of their legal responsibility to keep properties free from Category 1 hazards and not knowingly take on or continue to manage property where a landlord fails to address such hazards. An inspection sample will be chosen according to the size of the property portfolio and these must be found to be free of Category 1 hazards.

Upon application for accreditation, Halton Borough Council must be provided with a full list of the properties for which the agent provides a PROPERTY MANAGEMENT SERVICE. An updated list should then be submitted to the scheme every 6 months.

2. Tenancy Agreement

With the exception of sitting tenancies and cases where the landlord and tenant live in the same house, the managing agent must ensure there is a written agreement stating the terms of the tenancy, to be signed by both the tenant and landlord before each new tenancy commences (for tenancies that commenced after 15th January 1989 this is usually in the form of an Assured Shorthold Tenancy Agreement). This agreement must be clear and easy to understand and must not contain any clause that conflicts with any statutory or common law entitlement of the tenant or terms of this code. A copy of this agreement should be provided to the tenant at the commencement of the tenancy.

The name and current business address of the landlord / agent must be stated on the agreement together with the address and telephone numbers of any managing agent or person/s acting on behalf of the landlord.

Upon application to the scheme, Halton Borough Council must be provided with a copy of the standard template agreement as used by the managing agent.

3. Anti-Social Behaviour

Managing agents must ensure there is a clause in their tenancy agreement, which makes reference to unacceptable tenant behaviour i.e. anti-social behaviour and neighbour nuisance. If such a clause is not contained within the existing tenancy this must be incorporated upon renewal. Agents must also take reasonable action following any occurrence of a break in this clause.

4. Tenancy Deposit Protection

Managing agents should provide a receipt / written acknowledgement upon receipt of a cash deposit.

In accordance with the Housing Act 2004 agents must place / register any deposit held with one of the government recognised Tenancy Deposit Protection Schemes. This legislation came into force April 2007. Any new tenancy commencing after this date (including renewals) where a deposit was taken is affected and therefore must be protected. It is important the tenant is provided with the prescribed information, detailing where the deposit is protected. Penalties for non-compliance can be severe.

Further information regarding this legislation can be found at:

www.communities.gov.uk/housing/rentingandletting/privaterenting/tenancydepositprotection

5. Inventory / Schedule of Condition

At the commencement of the tenancy, landlords (or their appointed managing agent) should complete a full schedule of condition and / or inventory. This should be initialled on each page and signed at the end by both the tenant and the landlord, with each retaining a copy for the duration of the tenancy.

There must also be a check-out schedule of condition and / or inventory, if possible carried out in the presence of the tenant (or tenants representative). In the absence of the tenant, where possible, the tenant shall be provided with a copy of the inventory and asked to check, sign and return a copy as soon as possible to the landlord / agent.

This document can be invaluable in the settling of any disputes regarding damage or loss either during or at the termination of the tenancy.

6. Gas Safety

In accordance with the Gas Safety (Installation and Use) Regulations 1998 managing agents must ensure the following:

- A Gas Safe registered contractor must be appointed to carry out an annual test on all mains gas supplied appliances within the property and provide a gas safety certificate. A copy of this certificate should also be made available to the tenant.
- All appliances within the property that are supplied with mains gas must be kept in sound working order, with any reported defects to be repaired or replaced within a reasonable timescale. Agents are reminded, it is an offence to allow the use of a gas appliance that you are aware is unsafe.

Agents should have the facility to identify where gas safety certificates are due for renewal. Upon application for accreditation, Halton Borough Council must be provided with evidence of how they ensure their rolling programme of annual renewal. This may involve the Landlord Accreditation Officer witnessing their software package. Please indicate within the relevant field on the application form if this is required.

Clear written instructions in the safe use of all central heating and hot water systems should be made available to the tenant at the commencement of the tenancy.

7. Electrical Safety

Managing agents must ensure landlords are aware of their responsibility to comply with the sections of the Landlord and Tenant Act 1985 and the Electrical Equipment (Safety) Regulations 1994 which respectively require that, at the commencement of each new tenancy, the electrical installation is safe for use and that any electrical appliances supplied by the landlord must be in safe working order. The HHSRS further suggests that the electrical installation should be regularly checked and tested. An Electrical Installation Condition Report (EICR) is recommended.

Reasonable steps should be taken by agents to ensure that any electrical appliances provided under the terms of the tenancy are in a safe condition and function effectively in accordance with the manufacturers operational limits. Portable Appliance Testing (PAT) is a satisfactory method of ensuring this. Appliances should be regularly visually inspected for wear and tear and any defects remedied.

8. Furniture Safety

All soft furnishings provided by the landlord that are manufactured after 1st January 1950 (including loose items such as cushions and pillows) must be compliant with Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). Reasonable steps should be taken by agents to ensure compliance with this regulation.

9. Additional Standards for Houses in Multiple Occupation (HMO)

A HMO as defined in the Housing Act 2004 is:

a house, hostel, self-contained flat or relevant building –

- *Which is occupied as residential accommodation by persons who do not form a single household; and*
- *In which one or more of the following amenities is shared by more than one household –*
 - *A toilet*
 - *Personal washing facilities; or*
 - *Cooking facilities*

See appendix 2 for full definition.

Due to the increased risks involved with these types of dwelling, HMO's have specific regulatory standards, which must be complied with fully.

Agents who manage HMO's may be subject to mandatory licensing under the Housing Act 2004. This applies to houses that are 3 storeys or more, containing 5 or more occupants, which comprise two or more households.

If you are unsure whether a property falls into this definition, or who should hold the licence you must contact Environmental Health, 0303 333 4300.

10. Repairs and Maintenance Procedure

Managing agents must ensure all parts of the property are in a reasonable state of repair and must respond to any repair or maintenance needs within a reasonable timescale of being notified by the tenant. Guidelines for this, as suggested by the Accreditation Network UK (ANUK), are detailed below.

Priority One – Emergency Repairs

Any repair issue that may cause a danger to the health and safety of residents or serious damage to buildings or internal contents must be addressed within 24 hours of notification of the defect (with or without approval from the landlord). Where this is not practicable, managing agents must provide suitable temporary arrangements.

Tenants must be provided with a suitable contact for use in the event of an emergency.

Priority Two – Urgent Repairs

Defects to the property or supplied contents, which materially affect the comfort or convenience of the residents, should be carried out within five working days of report of defect, subject to approval from the landlord.

Priority Three – Non-urgent Repairs

Reactive repairs not falling within the above categories should be addressed within 28 working days, subject to approval from the landlord.

With the exception of emergency repairs, tenants should be notified and a mutually convenient appointment made prior to attendance by the managing agent or appointed representative, or contractor.

Managing agents should carry out periodic inspections of properties in which cyclical maintenance should also take place e.g. every 3 to 6 months. Before each of these, tenants should be given at least 24 hours written notice and approval gained for entry. These inspections will provide opportunity to resolve any tenancy issues and to be made aware of any repairs or maintenance work required.

Responsibility for the maintenance of the visual appearance of dwellings, outbuildings, gardens and yards should be recognised so they do not become detrimental to the visual amenity of the area. If this responsibility lies with the tenant, clear notification should be given within the tenancy agreement.

11. Fire Safety

A smoke detector should be suitably sited on each floor of the dwelling. Functionality of detectors should be checked upon cyclical maintenance.

Clear guidance regarding evacuation in the event of a fire should be provided to residents at the commencement of the tenancy.

12. Energy Performance Certificates

Any property being let to a new tenant will require an Energy Performance Assessment carrying out on the premises and all new tenants will have the right to see the report. These certificates, which last for 10 years, will provide a potential occupier with an insight as to how energy efficient the property is. Agents must comply with this legislation and make a copy of the certificate available to any prospective tenant.

13. Waste Disposal

Advice should be given to the tenant on how to arrange waste disposal both during the tenancy and when vacating the property and on how to access a replacement bin from the local authority, should it be needed.

14. Business Conduct

Managing agents must ensure that in the provision and letting of housing or associated services, no person or group of persons will be treated less favourably than any other person on the basis of their race, colour, ethnic origin, gender, disability or sexual orientation.

Agents must obtain permission before entering a tenanted property, except in cases of emergency. Agents must also refrain from any act of harassment or illegal eviction. The correct and legal eviction process must be followed and where possible agents should agree to work with the Council's Housing Solutions Team to attempt prevention of homelessness.

15. Client money

Managing agents must clearly inform prospective customers of any fees charged for setting up tenancy agreements and money should only be demanded from customers on a reasonable basis. An accurate record should be kept of all client money and this should be held in a separate bank account to that of the firm's funds. It is recommended that the agent is a member of the SAFE agent scheme.

16. Advertising

Adverts should show an accurate account of the property. Any viewings of tenanted properties should take regard of the existing occupant/s and should not take place without their prior consent.

17. Insurance

Managing agents should hold professional indemnity insurance and client money protection.

Upon application, evidence of current insurance policies held should be submitted to the scheme.

REPORT TO: Executive Board

DATE: 5th September 2013

REPORTING OFFICER: Strategic Director – Policy and Resources

PORTFOLIO: Physical Environment

SUBJECT: Affordable Housing Supplementary Planning Document – Approval for a period of Public Consultation

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 This report seeks the approval of the Executive Board to publish the consultation draft Affordable Housing Supplementary Planning Document (SPD) for a six week period of public consultation.

2.0 RECOMMENDATION: That

- (1) The consultation draft Affordable Housing SPD (Appendix A) is approved by Executive Board for the purposes of public consultation for a six week period.**
- (2) any minor drafting amendments to be made to the consultation draft Affordable Housing SPD prior to public consultation be agreed by the Operational Director: Policy, Planning and Transportation in consultation with the Executive Board Member, Physical Environment.**

3.0 SUPPORTING INFORMATION

Purpose of the Affordable Housing SPD

- 3.1 The purpose of the Affordable Housing SPD is to provide greater certainty and clarity for all parties involved in the delivery of affordable housing in Halton through the planning system. It expands upon policy CS13: Affordable Housing in the adopted Halton Core Strategy (April 2013), providing guidance to prospective applicants. Specifically this SPD aims to:
- a) Maximise the opportunities available and ensure the smooth delivery of affordable housing to meet Halton's housing needs; and
 - b) Reduce uncertainty, ensure a consistent approach and provide clear guidance for all stakeholders to follow.

Background

- 3.2 Production of this Supplementary Planning Document began in 2011 in response to the emerging affordable housing policy in the Core Strategy. As Halton Borough Council have not previously had a policy requirement for the provision of affordable housing on private sites, it was felt beneficial to produce additional guidance for developers to assist the process. The production of formal guidance through a Supplementary Planning Document, to support the Core Strategy policy was felt to be the best way of achieving this.
- 3.3 Following drafting of the document, the Affordable Housing SPD was brought before the Executive Board on 24th May 2012 when approval was granted to undertake a period of public consultation on the content of the SPD. This public consultation was carried out alongside the consultation on the Core Strategy Post Submission Changes for eight weeks between 20th July and 14th September 2012.
- 3.4 No comments were received during the 8 week public consultation held on the draft Affordable Housing SPD. No comments were received on the higher policy in the Core Strategy (CS13) either.
- 3.5 Since the 2012 public consultation, necessary changes have been identified to remove potential ambiguity regarding the treatment of developments by or involving Registered Providers in the 'Thresholds' section of the SPD. This is due to the fact that Registered Providers are able to develop private rented housing. In such cases where Registered Provider schemes comprise of, or include 10 or more non-affordable units, the Core Strategy affordable housing requirements will apply. These changes, whilst affecting a minority of potential applications are material and as such, it is necessary to undertake proper public consultation on them.
- 3.6 In addition, the version of the SPD consulted on previously, included a 'model Section 106 legal agreement'. As we have sought to apply this to the first of our affordable housing negotiations it has become evident that the 'model' legal agreement will need to be refined through practical experience and including a draft in the SPD would quickly become out of date, necessitating a premature review of the SPD. To avoid this situation arising, the model agreement has been omitted from the SPD and we will instead make up-to-date copies available to applicants and on our website.

4.0 POLICY IMPLICATIONS

- 4.1 The SPD is intended to supplement policy CS13 of the Halton Core Strategy Local Plan, which was formally adopted by Full Council in April 2013. Once adopted, this SPD will form part of Halton's folder of planning policy documents. The content of the SPD will thus be a material consideration for the determination of all applicable residential development applications (those delivering 10 or more dwellings) and

as such, provide the Council with greater detail and certainty when seeking to manage and guide the provision of affordable housing across the Borough.

5.0 OTHER IMPLICATIONS

5.1 Introducing an affordable housing requirement for the Borough through the Core Strategy will place a burden on Planning Officers who will need to highlight the new policy to applicants and ensure compliance with the policy prior to the validation of any applicable planning application.

5.2 In addition to the resource implications for Planning Officers, officers in Property Services will be required to consider the robustness of any Financial Viability Assessments submitted to the Council. Where there is any disagreement, the Council will engage an external party to analyse the viability assessment and provide an independent view.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The SPD will help to ensure that children and young people across the Borough grow up in, and thrive in, safe residential environments and communities.

6.2 Employment, Learning and Skills in Halton

Although the priority of employment, learning and skills in Halton is not specifically referred to in the SPD, there is a close relationship between the economy and the housing market, with housing a driver of, but also responsive to, local economic growth and performance.

6.3 A Healthy Halton

The priority for a healthier Halton is reflected within the SPD through supporting the development of well-designed residential communities that are sustainable and accessible to all.

6.4 A Safer Halton

The SPD will contribute to ensuring high standards of residential design for affordable units; this will include creating places that feel safe, secure and welcoming for everyone.

6.5 Halton's Urban Renewal

The SPD fully supports the creation of good quality residential environments that will assist in the urban regeneration of the Borough.

7.0 RISK ANALYSIS

7.1 No legal or financial risks to the Council have been identified.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The SPD addresses a number of equality and diversity issues particularly in meeting the housing needs of Halton's communities. The SPD also encourages developers to meet high access standards in the design of affordable housing provision such as those for wheelchair accessible housing.

9.0 REASON(S) FOR THE DECISION

9.1 These are set out in Section 3, Supporting Information.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 The alternative to consulting on and adopting the SDP is to have no SPD. This is rejected as the adoption of the SPD will provide suitable information and guidance to developers regarding the application of policy CS13 avoiding potential confusion or conflict and streamlining and minimising officer time in calculating affordable housing contributions.

11.0 IMPLEMENTATION DATE

11.1 The SPD will be subject to 6 weeks public consultation after which a further report will be prepared for Executive Board detailing the results of the consultation, any resultant changes and seeking approval to adopt.

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

Document	Place of Inspection	Contact Officer
Halton Core Strategy Local Plan (April 2013)	Planning & Transport Strategy, Municipal Building	Rachel Wright
Draft Affordable Housing SPD (May 2012)	Planning & Transport Strategy, Municipal Building	Rachel Wright
Mid-Mersey Strategic Housing Market Assessment (May 2011)	Planning & Transport Strategy, Municipal Building	Rachel Wright
Economic Viability Assessment (November 2010)	Planning & Transport Strategy, Municipal Building	Rachel Wright
The Town and Country Planning (Local Planning) (England) Regulations 2012	Planning & Transport Strategy, Municipal Building	Rachel Wright

Halton Borough Council

**Draft Affordable Housing
Supplementary Planning Document**

**Public Consultation Draft
September 2013**

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Operational Director
Policy, Planning and Transportation
Halton Borough Council
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I. Purpose of the Supplementary Planning Document

- I.1 This SPD seeks to provide greater certainty and clarity for all parties involved in the delivery of affordable housing in Halton through the planning system. The National Planning Policy Framework¹ requires local authorities to assess and meet the full needs for affordable housing in their housing market area. It goes on to define that affordable housing:
- Is social rented, affordable rented and intermediate housing provided to eligible households whose housing needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices; and,
 - Should include provision for the housing to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.
- I.2 Up until 2013, Halton Borough Council did not have the policy framework in place to require affordable housing to be delivered on market housing sites (those built by a private developer for purchase on the open market). The Halton Core Strategy Local Plan (adopted in April 2013) introduced this requirement for the first time and this document seeks to provide additional guidance on how the Council will seek to work with developers to apply this requirement. Specifically this SPD aims to:
- a) Provide additional guidance on the interpretation of the affordable housing policy, CS13: Affordable Housing, contained in the Halton Core Strategy.
 - b) Ensure the smooth delivery and maximise the opportunities available for the provision of affordable housing to meet Halton's housing needs.
 - c) Reduce uncertainty, ensure a consistent approach and provide clear guidance for all stakeholders to follow.

¹ CLG (2012) National Planning Policy Framework

2. Policy Framework

- 2.1 The Affordable Housing SPD draws on and is consistent with policy and guidance from the national to the local level.

National Context

- 2.2 National planning policy is set out in the National Planning Policy Framework (NPPF)² which was published in March 2012. This single document replaces the previous Planning Policy Statements (PPSs) and Guidance (PPGs).
- 2.3 Guidance within the NPPF on affordable housing is limited, giving local planning authorities the ability to determine their own policy approaches and thresholds to which a policy requirement would apply. Local authorities are required to develop an evidence base which will objectively assess the need for affordable housing, and then to use this evidence to develop appropriate policies which will ensure that these needs are fully met.
- 2.4 In planning terms ‘affordable housing’ refers to a particular type of housing tenure, which is delivered by a Registered Provider³ and secured in perpetuity. Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households who cannot afford to access suitable market housing. The glossary to the National Planning Policy Framework provides the following definitions:-

Affordable housing is available in three types:

Social rented housing is:

Owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is:

Let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate affordable housing is:

Homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes.

Source: CLG (2012) National Planning Policy Framework: Annex 2: Glossary

² CLG (2012) National Planning Policy Framework

³ Registered Providers (previously known as Registered Social Landlords) are providers of social housing, and can be private, public or not for profit organisations. All Registered Providers are regulated by the Homes and Communities Agency.

- 2.5 The Affordable Rent tenure is a relatively new type of low cost rented social housing introduced on 1st April 2011 which applies to newly built and re-let properties owned by Registered Providers. The introduction of Affordable Rent means that Registered Providers will be able to charge up to 80% of gross market rents (i.e. inclusive of any service charges). This is in contrast to social rented housing whereby rents are typically around 40% - 50% of market rent levels.

Local Context

- 2.6 Halton's planning policy framework consists of Local Plans which set policy and Supplementary Planning Documents (SPDs) which provide additional guidance to higher level policy documents. The 2005 Halton Unitary Development Plan (UDP) is one such Local Plan which will be replaced by other more up-to-date Local Plans in the coming years. The recently adopted Halton Core Strategy Local Plan⁴ is a strategic planning policy document, replacing much of the first part of the UDP and sets out the overarching strategy for the future development of the Borough. Included in this is the strategy for the delivery of affordable housing across Halton.
- 2.7 Halton Core Strategy policy CS13: Affordable Housing (reproduced at para 3.14) details the policy framework for seeking affordable housing provision and as such, is the basis for this SPD. When seeking affordable housing, regard will be had to wider development aspirations for the Borough in line with the Overall Spatial Strategy and Key Areas of Change which are important elements of the Halton Core Strategy.
- 2.8 Halton's Housing Strategy 2008-11 set out the vision and objectives for the provision of housing to the Borough's residents and particularly those with the most pressing housing needs. It defined the role of the Council in providing community leadership to deliver a co-ordinated approach. It contained clear strategic priorities for action to address the issues and challenges which have been identified through the development of a robust evidence base and consultation with partners, stakeholders and residents. At the time of writing a new Housing Strategy for Halton was in preparation with adoption anticipated in 2013.
- 2.9 The Affordable Housing SPD provides a greater level of detail and guidance for the delivery of affordable housing across the Borough in accordance with the Halton Core Strategy and Housing Strategy.

⁴ HBC (2013) Halton Core Strategy Local Plan

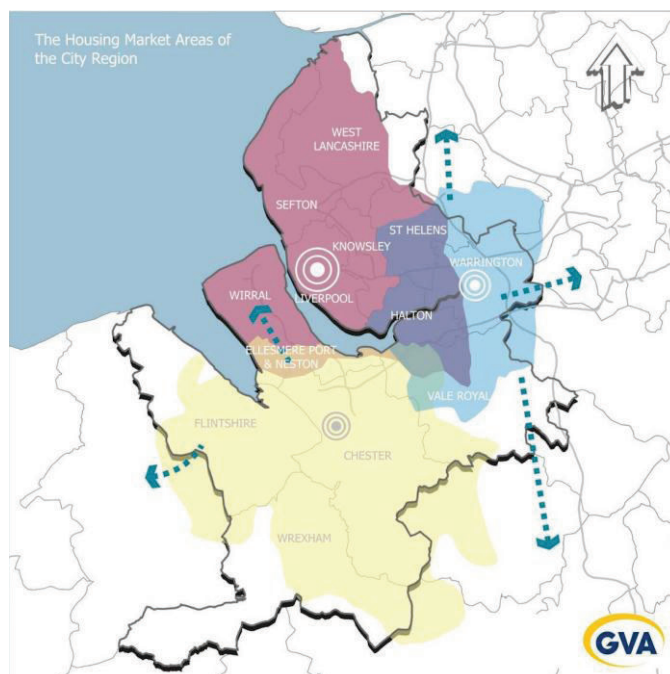
3. Housing Needs in Halton

Halton's Housing Characteristics

- 3.1 At 2011 there were a total of about 54,100 dwellings within the Borough⁵. The property profile is fairly varied, however, there is currently an over representation of terraced properties and a need for more family and aspirational housing.
- 3.2 In Widnes the housing profile is largely represented by Victorian and interwar housing which expanded north from Widnes Town Centre, enveloping the previous hamlets of Appleton and Farnworth. In the 1970's, social housing estates were developed at Ditton and Hough Green and there have been more recent developments of private, family housing in north Widnes at Upton Rocks.
- 3.3 Runcorn experienced significant expansion following its designation as a New Town in 1964. The New Town is structured around a number of distinct neighbourhoods with some areas now requiring redevelopment or regeneration. Over recent years, development has been concentrated in the east of Runcorn with housing renewal in Castlefields (originally built as part of the New Town) and the development of Sandymoor which was first consented for housing development during the New Town period.

Halton's Housing Market

- 3.4 Halton is currently identified as part of the Liverpool City Region Eastern Housing Market Area which covers the authorities of Halton, St Helens and Warrington, also known as the Mid-Mersey Housing Market Area⁶. Halton demonstrates close linkages with St Helens and Warrington, as highlighted through migration, travel to work and household moves data.



Liverpool City Region Housing Market Areas

⁵ HBC (2011) State of the Borough Report

⁶ Nevin Leather Associates, Inner City Solutions & University of Sheffield (2008) The Definition of Housing Market Areas in the North West Region

- 3.5 To understand housing market trends in Halton, demographic trends are a key determinant in the medium to long-term. Halton's resident population has, after a significant period of decline, started to experience modest growth and is estimated to increase from 125,700 in 2011⁷ to 129,200 by the end of the Core Strategy plan period (2028)⁸. The population profile in the Borough is skewed towards younger people with an estimated 18.6% of the population aged under 15, compared with 17.6% nationally⁹. The proportion of older people in the Borough (over 75) at an estimated 6.4% of Halton's population is slightly lower than the average national figure of 7.8%⁹. However, the population of older people is expected to increase substantially during the plan period.
- 3.6 In terms of household structure in Halton, data shows fewer pensioner and single person households and a greater proportion of households with children when compared with regional or national figures⁹. The household size in the Borough is currently 2.35 persons per household and this is expected to drop to 2.21 persons per household by 2026⁹. This is likely to be due to the expected increase in the older person population.
- 3.7 Owner-occupied housing and private rented dwelling stock makes up a smaller proportion of the total in the Borough than national and regional averages whilst the social rented sector is significantly higher¹⁰ due to the high proportion of social housing provided as part of the Runcorn New Town initiative. In recent years there has been a marked increase in the number of private rented dwellings, which now make up around 10% of the total housing stock⁹. It is thought that this was attributable to the availability of buy to let mortgages and more recently an increase in the number of "reluctant" landlords who are unable to sell their properties due to prevailing housing market conditions and opt to let them out as an alternative.
- 3.8 House prices across the Borough are still below regional and national averages but have risen significantly in recent years. Since the economic downturn, market activity remains weak mirroring the experience found nationally. At 2011, entry-level prices in the Borough range from around £57,000 for a one bedroom home in Runcorn up to around £190,000 for a four bedroom property in Widnes. In terms of the market availability three bedroom properties are most commonly available to purchase and one bedroom homes are least prevalent⁹.

Halton's Affordable Housing Needs

- 3.9 Housing need is defined as the quantity of housing required by households who are unable to access suitable housing without financial assistance. Strategic Housing Market Assessments (SHMA) are seen as key tools in the development of housing and planning policy for affordable housing which consider the balance between supply and demand for affordable housing. The Halton SHMA¹¹ has been undertaken in conjunction with neighbouring authorities in the Mid-Mersey Housing Market Area. It is in accordance with prevailing Government guidance and has involved interrogation of a range of information, discussions with local stakeholders, together with a household survey to collect information regarding the housing needs and aspirations of the Borough's population.
- 3.10 Overall, the 2011 SHMA suggests that to meet all affordable needs in the Borough, an additional 891 units of affordable housing would need to be provided per annum for the next five years. This is made up of a requirement for 78 units per annum to meet the

⁷ ONS (2011) 2011 Census

⁸ ONS (2010) 2010-based Subnational Population Projections

⁹ ONS (2011) 2011 Census

¹⁰ HBC (2010) State of the Borough Report

¹¹ GL Hearn and Justin Gardner Consulting (2011) Mid-Mersey Strategic Housing Market Assessment

backlog of existing households in need and a further 813 units per annum to meet projected future needs. The SHMA notes that the high level of housing need identified reflects a combination of factors including the difference between the costs of market housing and local incomes (particularly of younger households), and the decline by 15% in the stock of affordable housing within the Borough over the last decade which could have been used to meet need.

- 3.11 Annual unmet need for affordable housing is far in excess of the proposed total housing delivery targets as set out in the Core Strategy which is approximately 550 dwellings per annum. It is therefore essential to seek to maximise the contribution of new affordable units from new housing developments although viability of the impact of such a requirement on the overall development must be considered. The National Planning Policy Framework (NPPF) also states that policies for affordable housing should be sufficiently flexible to take account of changing market conditions.
- 3.12 In addition to the SHMA, the Council commissioned an Economic Viability Assessment¹² which considered the cumulative impacts of policy requirements and planning obligations on residential development in Halton, to determine the appropriate level for an affordable housing requirement. The Economic Viability Assessment provided advice on the most ambitious yet achievable and viable target(s) and threshold(s) for affordable housing which fully reflected the value of housing in different areas of the Borough. The assessment follows the approach advocated by the NPPF which emphasises that policy requirements and planning obligations should not threaten the viability of a development scheme.
- 3.13 The basis for the study was to appraise a range of hypothetical sites using a model which calculated the cashflow of the hypothetical schemes and the rate of return (profit), similar to that used by most house builders/ developers. Sites in high value areas tended to have the capacity to deliver the highest proportions of affordable housing whilst remaining financially viable (including delivering a reasonable profit margin for the developer). Sites in low value areas experienced the greatest impact on profitability as quotas of affordable housing were increased. The assessment showed that under a Mid Market Position¹³, 25% affordable housing is deliverable at a 50% social rented and 50% intermediate housing tenure split.¹⁴ Although a higher percentage of affordable housing could be delivered in an Improved Market Position (40% with a 34% social rented and 64% intermediate tenure split) it is acknowledged through the assessment that it is difficult to predict whether the improved market scenario will ever be met. It is however, considered likely that based on previous cycles of the property market that the Mid Market position will be reached during the Core Strategy Plan period.

Halton's Affordable Housing Policy

- 3.14 By considering Halton's housing needs and the financial viability of development within the Borough through the SHMA and Economic Viability Assessment, the Council has developed its affordable housing policy within the Core Strategy, Policy CS13: Affordable Housing. This policy seeks to maximise affordable housing, whilst recognising the need to maintain the financial viability of sites to deliver such affordable housing:

¹² DTZ (2010) Economic Viability Assessment

¹³ The EVA used a Baseline Position of revenues at May 2010. The Mid Market Position used a 10% increase on revenues over and above the Baseline Position whilst the Improved Market Position assumed a 20% increase.

¹⁴ The EVA was conducted prior to the introduction of Affordable Rent in April 2011.

Core Strategy Policy CS13: Affordable Housing

Affordable housing units will be provided, in perpetuity, on schemes including 10 or more dwellings (net gain) or 0.33 hectares or greater for residential purposes.

Affordable housing provision will be sought at 25% of the total residential units proposed. The Council will seek to secure 50% of new provision as social and affordable rented tenures and 50% intermediate housing tenures across the Borough.

The provision of affordable housing must:

- address the identified local housing needs as quantified in the most up to date Strategic Housing Market Assessment; and
- be fully integrated in the development site so as to avoid the over concentration of affordable housing in any particular location within the development site and in order to achieve seamless design

The affordable housing contribution may only be reduced where robust and credible evidence is provided to demonstrate that the affordable housing target would make the development unviable.

There will be a presumption that any affordable supply will be provided on site. Off-site provision or a financial contribution in lieu of on-site provision may only be made in exceptional circumstances where on-site provision is proven to be unachievable or localised need does not necessitate affordable housing provision.

Planning permission will be refused on development sites which are sub-divided into separate development parcels below the affordable housing threshold, unless the affordable housing provision is proportionate to that which would have been required on the site as a whole.

- 3.15 The following sections discuss in more detail the components of the Core Strategy policy including thresholds, tenure, size, on/ off-site provision, financial contributions, viability and design and how these considerations should be incorporated into development design.

4. Thresholds

- 4.1 Halton Borough Council will seek to negotiate affordable housing on developments of 10 or more dwellings or on sites of 0.33 hectares or greater for residential purposes where there is a net gain in housing (i.e. excluding replacement dwellings after demolitions). On all qualifying sites the Council will seek 25% of the total residential units proposed as affordable in order to maximise the affordable housing contribution in accordance with Halton's housing needs as set out in the SHMA. In circumstances where the calculation of affordable housing results in a fraction of a unit (e.g. 0.7) the Council will round the number up or down to the nearest whole unit (with 0.5 being rounded up).
- 4.2 For the purposes of planning policy in Halton, a dwelling is defined as falling under the C3 Use Class in the Town and Country Planning Use Classes Order¹⁵. The requirement will apply to all planning applications for residential development which would result in a net gain of 10 or more dwellings to be sold on the open market. This includes some specialist accommodation such as certain types of older persons housing. However, the policy does not apply to development providing accommodation outside Use Class C3, for example residential care and nursing homes (where the residential accommodation is not within self-contained units), hotels and hostels. For housing schemes proposed by Registered Providers comprising wholly of affordable housing, the Core Strategy policy requirement for affordable housing is superfluous and will not apply. Where Registered Provider schemes comprise of, or include 10 or more non-affordable units, the full policy provisions will apply.
- 4.3 In the case of phased developments where an application for residential development is subject to a single permission, but is due to be delivered in phases, the affordable housing requirement will be applied across the whole scheme. Where outline planning permission is sought for residential development, a commitment to the delivery of affordable housing will be necessary at this stage in order for the proposal to be in conformity with the policy framework. This will generally be secured through a Section 106 Agreement, and then implemented on a subsequent Reserved Matters application. Proposals for developments that appear to be designed or artificially sub-divided to fall below the qualifying thresholds at which affordable housing is required will have an affordable housing requirement assessed on the basis of the reasonably achievable site capacity or by combining spilt sites as appropriate.

KEY POINTS

- Affordable housing units will be negotiated on planning applications for 10 or more dwellings or on sites of 0.33 hectares or greater
- Provision will be sought at 25% of the total residential units proposed
- Affordable housing requirements will be applied across the overall scheme

¹⁵ The Town and Country Planning (Use Classes) Order 1987 as amended

5. Tenure Mix and Dwelling Size

- 5.1 To support the creation of sustainable, inclusive and mixed communities, the Council will aim to ensure a mix of housing tenures and sizes for the affordable housing elements of a scheme which respond to identified needs.
- 5.2 In accordance with the findings of the SHMA, the Council will seek to secure 50% of all affordable housing units as social and affordable rented tenures and 50% as intermediate housing tenures in order to meet the Borough's identified needs. This is the tenure split sought for all affordable housing secured through the planning system across the whole of Halton, and will be used to inform the tenure split sought through individual planning applications. Negotiations on a site-by-site basis will take into account the most up to date housing needs and the financial viability of the site in question. Where the applicant wishes to deliver a significantly different mix of affordable housing tenures, they will be required to provide reasoned evidence to justify their proposals through the planning application, ideally supported by a Registered Provider.
- 5.3 The size and type of affordable supply sought on individual sites will be dependent on the most up to date SHMA indicating priorities to meet local needs within the sub-area. Consideration will also be given to the site location and localised housing mix. The 2011 SHMA looked at the likely sizes of affordable housing that would be required to meet housing need. Information was taken from both the household survey and the Housing Register. Overall, it is estimated that at 2011, around 80% of additional affordable housing should be smaller homes (one and two-bedroom) and around 20% should be delivered as larger homes (three and four plus bedroom)¹⁶. This takes account of both need and the supply and turnover of existing properties. The Council's preference is that two-bedroomed units are provided as houses or bungalows. The Council will agree the sizes of affordable houses on a site-by-site basis having regard to the findings of the most up to date SHMA at the time of the application for planning permission. When meeting size needs, a mix of dwelling types (houses, bungalows and flats), reflecting the mix on the wider development scheme should be provided.

KEY POINTS

- The Council will seek to secure a tenure split of:
 - 50% social and affordable rented tenures
 - 50% intermediate housing tenures
- The sizes of affordable housing units to be provided will be based on the Council's most up to date SHMA
 - Data in the 2011 SHMA indicates that the greatest need is for one and two-bedroomed properties
 - Two bedroomed properties should be delivered as houses or bungalows
- A mix of dwelling types (houses, bungalows and flats) reflecting the wider development scheme should be delivered.

¹⁶ Appendix A indicates size requirements for affordable homes, as detailed in the 2011 Strategic Housing Market Assessment

6. On / Off-Site Provision

On-Site Provision

- 6.1 The Council will require any affordable housing secured through the planning process to be delivered on-site. The provision of affordable housing on-site has a number of advantages, including making it easier to integrate such provision within the wider development and thus contribute towards creating balanced and mixed communities. Section 9 provides further guidance on the integration of affordable housing into a site.

Off-Site Provision

- 6.2 Only in **exceptional circumstances** will off-site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) be accepted. This would need to be robustly justified in accordance with the National Planning Policy Framework and may only be accepted as long as the agreed approach contributes to the creation of mixed and balanced communities in the local authority area. Off-site provision will only be agreed by the Council where off-site provision would be more suitable, either partly or wholly. This would need to be subject to robust justification based upon, for example:
- scheme viability (see Section 7);
 - where housing need priorities could be better met in an alternative location; or,
 - where there is already a dominance of a particular type of affordable housing provision in the immediate area.

- 6.3 Where it is agreed that the affordable housing units are to be provided by the developer on an alternative identified site, the Local Planning Authority will require provision of affordable housing of equal value as generated by the original application site. The location of off-site provision will be subject to the Council's absolute discretion, however, this should generally be within the vicinity of the development site and be equally well located in terms of amenities and facilities. Provision of affordable housing units on an alternative site will be in addition to any applicable affordable housing requirement arising from the development of any market housing on the alternative site.

- 6.4 The Council will require applicants to have secured planning permission for the required amount of off-site affordable housing before any occupation of the market housing development on site.

Use of Commuted Sums

- 6.5 In the instance where it has been demonstrated exceptional circumstances dictate that affordable housing provision cannot be delivered on-site and in the unlikely situation where there is no reasonable prospect of delivering the affordable housing off-site in a timely manner, a commuted sum will be negotiated. It should be emphasised that this is seen as the least preferable option by the Council and the overwhelming preference is for on-site provision of affordable housing.
- 6.6 The payment in lieu which is calculated for off-site provision of affordable housing covers the basic costs associated with site acquisition, servicing and construction of the commensurate number of units. In addition the associated costs of project management and professional and legal fees involved in delivering the affordable housing elsewhere will have to be taken into account in calculating the appropriate level of contribution. This is justified as the need to incur these costs has arisen directly through a failure to provide affordable housing on site in the first instance as required by the Core Strategy policy. Applicants will also have to bear the costs of any financial assessment and development appraisal work required to ascertain the veracity of submitted material in support of payments in lieu.

- 6.7 In calculating a commuted sum the following approach will be adopted:
- An agreement between the Council and developer will be reached on the number and type of affordable units required (based on the Council's most up to date SHMA)
 - The Council will agree the Open Market Value (OMV) of these units
 - Advice usually required from at least three local Estate Agents
 - The cost will be ascertained as to the amount a Registered Provider would pay to purchase the properties whilst ensuring the properties remain affordable
 - Advice usually required from at least three Registered Providers
 - The level of contribution required will be equal to the difference between the OMV and the average price that the Registered Provider(s) could pay

For Example:

- Scheme of 10 dwellings
 - 25% of 10 units = 2.5, rounded up to 3 affordable units
 - Tenure required in this location is intermediate housing
 - For all properties the Open Market Value (OMV) agreed is £150,000
 - For shared ownership properties the Registered Provider is able to pay a average of £100,000
 - Level of commuted sum
 - Difference between OMV and maximum price = £50,000 per unit
 - 3 x £50,000
 - Total commuted sum = £150,000
- 6.8 As with the provision of on- or off-site affordable housing, where it can be proven by way of a financial viability assessment that the required commuted sum would render the development scheme unviable, this will be taken into consideration. Further guidance on viability is detailed in Section 7.
- 6.9 The Council will ensure that the money collected from commuted sums is used to prioritise the delivery of new affordable housing to meet current needs. The financial sum agreed will be paid into a "ring fenced" affordable housing fund to be used to finance additional affordable housing schemes across the Borough in accordance with the latest Housing Strategy.

KEY POINTS

- Affordable housing will be required to be provided on-site
- Off-site provision will only be agreed in **exceptional circumstances**
- The location of off-site provision will be subject to the Council's absolute discretion
- In the unlikely circumstance where neither on-site nor off-site provision is feasible, a commuted sum will be negotiated

7. Viability

Viability

- 7.1 The provision of affordable housing within market housing developments is often viewed as an additional cost to the developer. If an applicant claims that it would be unviable to provide the required amount of affordable housing on a particular development site then the onus will be on them to prove this through the use of an appropriate Financial Viability Assessment submitted by them at the same time as their planning application.

Financial Viability Assessment

- 7.2 Applicants should undertake their Financial Viability Assessments using the Homes and Communities Agency Development Appraisal Tool¹⁷ as the basis for this. This tool is designed to appraise in detail the viability of an individual site and is intended to be transparent, supporting a collaborative approach.
- 7.3 Financial Viability Assessments need to cover costs and expected receipts arising from a development, including a profit margin to which the developer has reasonable expectations (which may vary), in order to provide the necessary net residual value. The net residual value is the surplus that remains after all development costs (except land costs), have been met from revenue. The residual value should cover the land acquisition costs and for development to be economically viable, the residual value must be large enough to at least cover the cost of acquiring the site. It should be noted that the actual price paid for the land does not factor into the Financial Viability Assessment. A summary of the residual valuation methodology is provided in Appendix B.
- 7.4 When assessing Financial Viability Assessments that have been submitted by the applicant alongside the planning application, the Council will use the residual valuation method and will be working to ensure that the estimations that have been made are reasonable, particularly with regard to build costs and house prices. An open book approach is advocated to assist in demonstrating what planning obligations a development can and cannot support. The results of these assessments will then be used when negotiating affordable housing provision (see section 11).
- 7.5 The applicant should ensure that the Financial Viability Assessment covers all the major components of development including:
- Details of the residential product to be offered:
 - Dwelling Types, Number of Bedrooms, Likely Sale Price
 - Gross Development Value - Anticipated revenue from the proposed development including a full market research report and offers from Registered Providers
 - Build costs including :
 - Demolition
 - Site abnormalities such as remediation costs
 - Ground conditions
 - Surveys e.g. ecological
 - Drainage or flood prevention means
 - Construction costs
 - Landscaping
 - Contingency sum
 - Professional Fees – Architects, Engineers, Quantity Surveyors
 - Details of any finance agreements / other sources of funding
 - Finance Costs – Loan fees related to acquiring land and site development

¹⁷ <http://www.homesandcommunities.co.uk/ourwork/development-appraisal-tool>

- Section 106 - Other policy requirements such as planning obligations for open space / highways improvements
 - Profit Margin – Desired level of developer profit
- 7.6 Applicants will be required to pay for the costs associated with carrying out Financial Viability Assessments and the Council's reasonable costs associated with the subsequent assessment of them. This is because the Financial Viability Assessment seeks to justify the planning merits of reduced affordable housing provision or financial contribution in lieu of on-site (or off-site) affordable housing provision, as an exception to Halton's adopted planning policy for affordable housing (Core Strategy Policy CS13: Affordable Housing).
- 7.7 Where the applicant and the Council are unable to agree the financial appraisal, the Council may request an independent assessment. Both parties will abide by the results of the independent viability assessment. The costs of any additional assessment will again be borne by the applicant including any specialist technical information required for the purposes of agreeing the assessment.
- 7.8 Where viability affects a particular site and this can be reasonably justified by means of a Financial Viability Assessment which is agreed by all parties, the Council will reduce the requirement for affordable housing to align with the point where the scheme becomes viable.

KEY POINTS

- Where the affordable housing provision is claimed to be unviable this must be proven through a Financial Viability Assessment submitted by the applicant alongside the planning application
- Financial Viability Assessments will be assessed by the Council, with the use of independent assessors should a position of stalemate be reached
- Applicants are required to pay for the costs associated with carrying out any Financial Viability Assessment

8. Delivery of Affordable Housing

Legal Agreements

- 8.1 Affordable housing (at the time of writing) is excluded from the Community Infrastructure Levy Regulations 2010 and therefore will continue to be provided through Section 106 Agreements (S106 Agreement). The provision of affordable housing on open market residential development sites will therefore be secured by means of a legal agreement (planning obligation) with the landowner under the provision of Section 106 of the Town and Country Planning Act 1990. The cost of preparing the agreement will be borne by the applicant. Draft Heads of Terms for a Section 106 Agreement should be submitted alongside a planning application so that negotiation of the legal agreement does not unduly delay the process.
- 8.2 The S106 Agreement will ensure that the agreed proportion of affordable housing will be provided and will define the terms under which it should be provided. It will detail nomination rights, staircasing arrangements and transfer rights. It should ensure that the housing provided remains affordable in perpetuity and will be available to successive occupiers who need affordable housing. This is with the exception of shared ownership or shared equity homes, where a shared owner has 'stair cased' to outright ownership or where the value is recycled to provide other forms of affordable housing.
- 8.3 To ensure the timely delivery of the affordable housing element of the scheme, the Council will require through the S106 Agreement that no more than 90% of the total number of market units in the development are to be occupied until all the affordable housing units have been completed and handed over to the Registered Provider. For larger residential schemes, detailed phasing arrangements to ensure the timely completion of affordable units will be included within the Section 106 Agreement.

Funding Affordable Housing

- 8.4 As has previously been the case in the past, the Homes and Communities Agency will no longer provide financial support for affordable housing secured through S106 Agreements. Registered Providers will need to make their own arrangements to fund the purchase of the affordable homes.

In Perpetuity

- 8.5 The Council wishes to ensure that affordable housing remains affordable and is occupied by local people in housing need in the long term. The involvement of a Registered Provider will ensure a greater element of control over the future occupancy of new affordable housing.
- 8.6 Whilst Halton Borough Council are not prescriptive about which Registered Providers should work in particular locations or on individual developments, the Council does have established relationships with a number of Housing Associations and will assist developers in negotiations with them regarding particular sites. Applicants are advised to contact the Council's Housing Commissioning Manager regarding Registered Providers operating in Halton.
- 8.7 In order to safeguard the quality of delivery, Registered Providers are expected to be registered with the Homes and Communities Agency (or its successor).
- 8.8 Tenants to occupy properties developed as a result of a S106 Agreement will be selected in accordance with the Council's allocation policy prevailing at the time of development. Shared ownership properties in Halton are frequently marketed to potential tenants through the HomesHub (www.homeshub.co.uk).

Management and Maintenance

- 8.9 Many new developments, particularly flat/ apartment schemes, require the payment of annual service maintenance charges for the upkeep of internal and external shared areas. These costs will be included in the assessment of the 'affordability' of the proposed units factored into the Viability Assessment. In developments where the affordable housing provided would be subject to service and/ or maintenance charges, this should be minimised so that occupancy does not become unaffordable.

KEY POINTS

- The provision of affordable housing will be secured through S106 Agreements
- The cost of preparing the agreement will be borne by the applicant
- No more than 90% of the market units should be occupied before all of the affordable units are completed
- The S106 Agreement will ensure that affordable housing remains affordable and is occupied by local people in housing need in the long term
- Tenants for the affordable homes will be selected in accordance with the Council's allocation policy prevailing at the time of development

9. Design, Integration and Layout

Good Design

- 9.1 Affordable housing should be visually indistinguishable as far as practicable from the market housing on site. Where a unit will be transferred to a Registered Provider, the Council will expect the affordable units to conform to the current Design and Quality Standards¹⁸ produced by the Homes and Communities Agency as a minimum standard.
- 9.2 Halton Borough Council will expect high standards of design for all developments, which respects the character of the area and reflects local distinctiveness in accordance with the Council's most up to date adopted policy and guidance. Detailed guidance on the design of residential development is available in the Council's Design of Residential Development SPD¹⁹. This provides guidance for developers, designers and architects in order to contribute towards securing sustainable, high quality and well designed residential developments across Halton.
- 9.3 Where appropriate, the Council will consider removing permitted development rights to ensure that dwellings are not extended or altered in such a way as to increase their value beyond an affordable level. However, this will not prevent appropriate adaptations or extensions necessary to meet the needs of an occupant.

Integration

- 9.4 The integration of affordable homes within market housing developments works towards social inclusion and against segregation, in accordance with the Government's aims for balanced, mixed and sustainable communities. Affordable units should not be grouped together in a single cluster but evenly distributed or 'pepper potted' across the entire site. If a cluster of affordable housing is proposed this should be proportionate to the size of the development, but in any case should not normally be larger than 6 dwellings. In the case of flats/ apartments, the affordable housing element may be grouped together as long as the block of flats/ apartments remain integrated into the wider site.

Layout

- 9.5 For full planning applications, the location and number of affordable homes should be clearly shown on layout plans. In the case of outline applications, the layout of affordable housing needs to be agreed in principle and should be set out within the S106 Agreement.

KEY POINTS

- Halton Borough Council will expect high standards of design for all developments
- Market and affordable homes should be indistinguishable and achieve the same high design quality
- Affordable homes should be integrated within market housing developments with pepper potting of affordable units throughout the site preferred
- The location and number of affordable home should be clearly shown on layout plans

¹⁸ Or as superseded by a 'Local Standards Framework'

¹⁹ HBC (2012) Design of Residential Development SPD

10. Sustainability and Access Standards

Code for Sustainable Homes

- 10.1 For all affordable units, developers will be encouraged to meet the Code for Sustainable Homes. From April 2011 affordable housing schemes directly funded by the Homes and Communities Agency were required to reach Code Level 4 with a view to the achievement of Code Level 6 by 2015²⁰.
- 10.2 It should also be acknowledged that the Core Strategy includes aspirations for residential development to reach Code for Sustainable Homes Level 6 by 2016 (CS19: Sustainable Development and Climate Change). Affordable housing developments will be encouraged to meet these standards in the absence of more stringent Government requirements.

Lifetime Homes

- 10.3 The Lifetime Homes standard²¹ is intended to give the widest range of people, including those with physical and/ or sensory impairments, older people and children, convenient and independent access into and around their homes. To achieve the Lifetime Homes standard, residential developments are scored against a set of 16 criteria which aim to remove the barriers to accessibility often present in dwellings, and ensure flexibility and adaptability within the design and structure of a home to meet a diverse range of needs over time.
- 10.4 The Council will encourage the delivery of all homes, including affordable homes, to meet Lifetime Homes standards. This is set out in Core Strategy policy CS12: Housing Mix. Additional guidance relating to the achievement of the Lifetime Homes standard is available in the Council's Design of Residential Development SPD²². It should also be acknowledged that the Lifetime Homes standard is mandatory for the achievement of Level 6 of the Code for Sustainable Homes.

Wheelchair Accessible Housing

- 10.5 Although the Lifetime Homes standard will assist accessibility for wheelchair users, it will not necessarily provide full wheelchair access throughout the home. The Halton SHMA has illustrated that there is a need for specialist wheelchair accessible housing in the Borough²³. Wheelchair accessible homes are those that are constructed to a higher specification of accessibility so that they are suitable for immediate or future occupation by a wheelchair user (with or without adaptation to meet a user's specific needs). In residential developments of 10 or more dwellings, 10% should meet wheelchair housing standards or be easily adapted for residents who are wheelchair users. Wheelchair accessible homes are required for sale on the open market, as well as through affordable housing schemes. Residential applications with an affordable housing requirement should seek to achieve wheelchair accessible housing in a proportion of the affordable housing units.

²⁰ Housing Corporation (2007) Design and Quality Strategy

²¹ Further information relating to the Lifetime Homes criteria is available at: www.lifetimehomes.org.uk

²² HBC (2012) Design of Residential Development SPD

²³ GL Hearn and Justin Gardner Consulting (2011) Halton and Mid-Mersey Strategic Housing Market Assessment, Figure 16.4 and 16.9

KEY POINTS

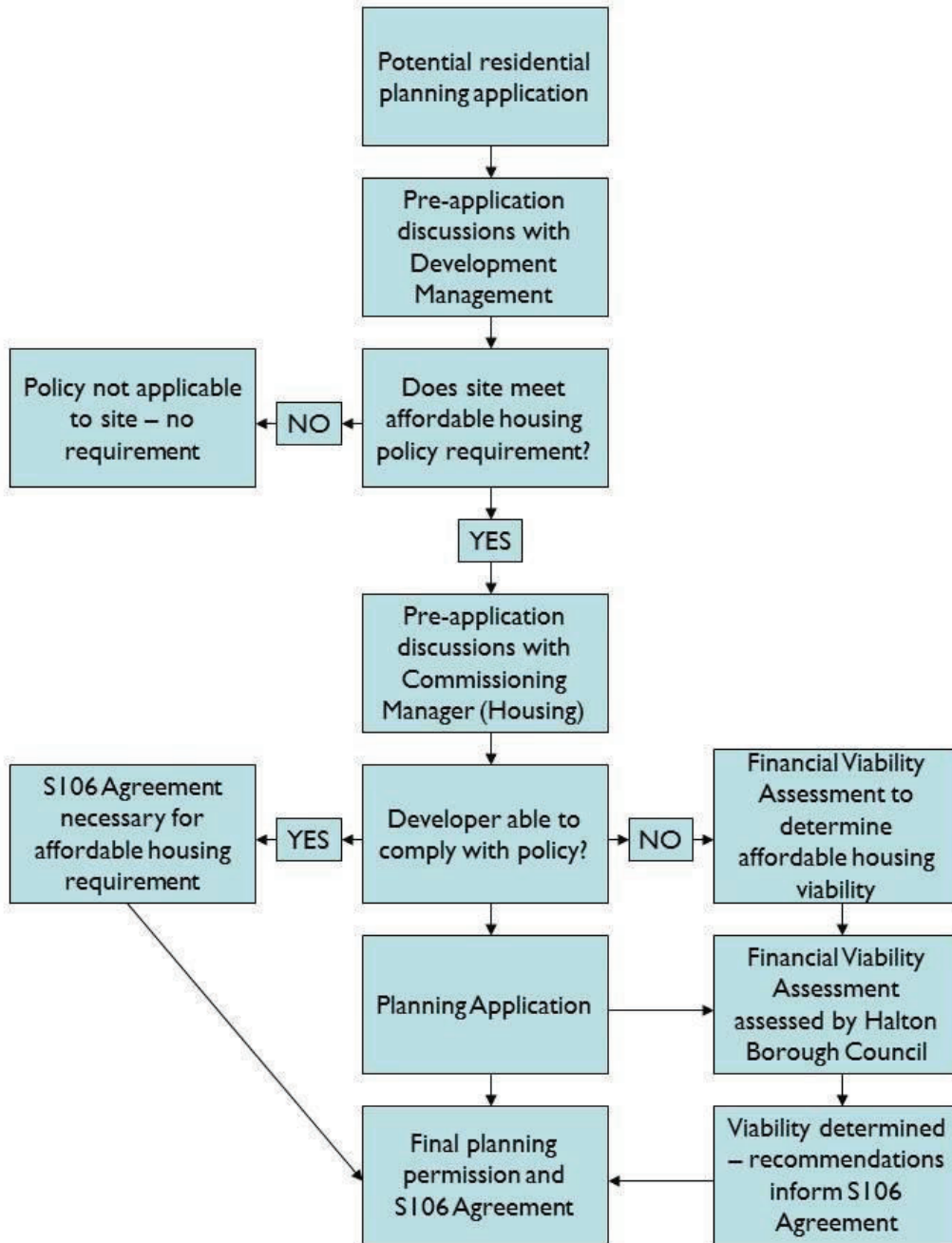
- Affordable housing developments are encouraged to meet the Code for Sustainable Homes targets as set out through the Core Strategy
- Affordable housing developments are encouraged to meet the Lifetime Homes standard
- In developments of 10 or more dwellings, 10% should meet wheelchair housing standards or be easily adapted for residents who are wheelchair users

II. Procedures

Negotiations Process

- II.1 Implicit to the delivery of affordable housing is the need for the Council and Applicants to enter into negotiations on affordable housing at the earliest possible stage of the planning process. The Council’s negotiations procedure which is informed by this SPD is set out in the chart below:

SUGGESTED PROCEDURE



- 11.2 The negotiations procedure highlights that applicants should consult the Council at the earliest opportunity to determine planning requirements on a particular site prior to a planning application. The applicant and the Council should enter into pre-application discussions to identify the amount, type and location of affordable housing provision. Where it has been agreed that a specific Registered Provider should be involved in the provision and management of affordable housing on a site, they should also be part of the pre-application discussions. Pre-application agreement on matters relating to the amount, type and location of affordable housing provision and any Heads of Terms for a legal agreement will be expected to be resolved in advance of the submission of the application.
- 11.3 When residential planning applications come forward, the applicant should demonstrate that they have met the policy requirement for affordable housing. In the circumstance where the developer feels that meeting the policy requirement would present viability issues, a Financial Viability Assessment will be necessary and this should also be submitted with the application to be assessed by the Council so that the viability of the scheme can be assessed.
- 11.4 A decision on the planning application will then be determined based on the outcome of negotiations and a condition attached to any planning permission granted to secure the provision of affordable housing via a S106 Agreement.
- 11.5 Following the procedure outlined, the planning application should have benefitted from early pre-application discussions/ advice. Where applicants have not sought pre-application advice, this may result in significant delays and potential refusal. Applications failing to provide affordable housing in accordance with the Core Strategy and the Affordable Housing SPD will be refused.

Appendices

Appendix A: Extracts from Halton Strategic Housing Market Assessment 2011

Demand for housing (by size of property)

Figure 12.17 Estimated size requirement for additional affordable housing – Halton				
	Households in need	Households in need (priority)	Housing Register	Average
1 bedroom	43.5%	39.9%	35.2%	39.5%
2 bedrooms	37.2%	39.1%	45.2%	40.5%
3 bedrooms	12.8%	14.0%	15.8%	14.2%
4+ bedrooms	6.5%	7.0%	3.8%	5.8%
Total	100.0%	100.0%	100.0%	100.0%

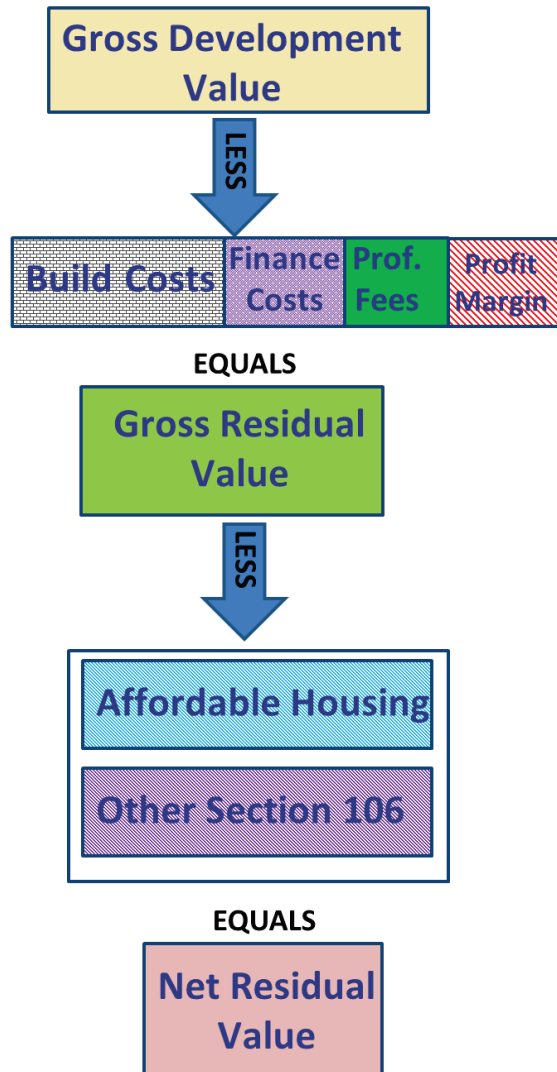
Source: Halton Borough household survey (2010) and HSSA 2010

Ward level housing need

Figure 12.18 Estimated housing need by sub-area					
	Gross annual need	Annual supply	Net need	Households	Need as % of households
Appleton, Kingsway, Riverside	371	215	156	7,902	2.0%
Beechwood, Halton Lea	117	107	10	4,312	0.2%
Birchfield, Farnworth, Halton View	165	96	68	8,505	0.8%
Broadheath, Ditton, Hough Green	344	212	132	8,796	1.5%
Daresbury	23	4	20	1,730	1.1%
Grange, Halton Brook, Heath, Mersey	584	225	359	11,518	3.1%
Hale	4	3	1	795	0.1%
Halton Castle, Norton (N & S), Windmill Hill	445	299	146	9,119	1.6%
Total	2,053	1,162	891	52,677	1.7%

Source: Halton Borough household survey (2010); various secondary data sources

Appendix B: Summary of Residual Valuation of Methodology



Appendix C: Contact Information

For more information relating to this SPD or planning policy advice on affordable housing, please contact:

Planning and Transport Strategy
Policy and Development Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7657
Email: forward.planning@halton.gov.uk

For general advice relating to submitting a planning application and for pre-application discussions, please contact:

Development Control
Policy and Development Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7606
Email: dev.control@halton.gov.uk

For advice relating to Housing Strategy and for pre-application discussions, please contact:

Commissioning Manager (Housing)
Runcorn Town Hall
Heath Road
Runcorn
WA7 5TD
Tel: 0151 511 8859
Email: steve.williams@halton.gov.uk

For advice relating to Financial Viability Assessments, please contact:

Property Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 8528 / 8621
Email: peter.o'donnell@halton.gov.uk / louise.risk@halton.gov.uk

REPORT TO:	Executive Board
DATE:	5th September 2013
REPORTING OFFICER:	Strategic Director – Policy and Resources
PORTFOLIO:	Physical Environment
SUBJECT:	Statement of Community Involvement (SCI) Local Plan Document
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek approval for the formal adoption of Statement of Community Involvement (SCI) 2013 (Appendix A) as part of the Halton Local Plan Framework.
- 1.2 Propose responses to representations made and amendments to the text of the SCI to accommodate these representations, where appropriate (Appendix B).

2.0 RECOMMENDATION: That

- 1) the Statement of Community Involvement (Appendix A) be adopted as a Local Plan Document and the procedures for adoption, as set out in the Town and Country Planning (Local Development)(England) regulations be carried out;**
- 2) the results of the public consultation, as set out in the Statement of Consultation (Appendix B) are noted; and**
- 3) further editorial and technical changes that do not materially affect the content or intended purpose of the SCI be agreed by the Operational Director, Policy, Planning and Transportation in consultation with the Portfolio Holder for the Physical Environment if necessary, before the document is published.**

3.0 SUPPORTING INFORMATION

- 3.1 The Draft Statement of Community Involvement was approved for the purposes of public consultation by the Executive Board on 23rd May 2013 for a period of four weeks from 4th July to 1st August 2013. It was resolved that the results of the public consultation exercise and the revised SCI be reported back to the Executive Board to consider its adoption as part of the Local Plan. The SCI, sets out the way the Council will involve the local community, stakeholders and statutory bodies in the

preparation and revision of Local Plans. The SCI informs the community about how and when they can get involved. The SCI also describes the Council's procedures and arrangements for involving the community when considering planning applications and major proposals for development. Once adopted the procedures contained in an adopted SCI must be followed for consultation on all Local Plan documents and all planning applications within Halton.

- 3.2 The Council's first SCI was adopted in 2006. It is being updated in 2013 because there have been a number of legislative changes to the way that planning documents are prepared. In addition, technological advances have seen the emergence of online and electronic communication as the preferred media for many individuals and organisations.

4.0 POLICY IMPLICATIONS

The SCI has been produced to ensure that through its function as a Local Planning Authority the Council is in accordance with National Planning Policy and Regulations.

5.0 OTHER IMPLICATIONS

No other known implications

6.0 RISK ANALYSIS

No legal or financial risks to the Council can be identified so long as the statutory procedures for the preparation of the SCI are met.

Continuing with the original SCI entails minor financial risk as its requirements become increasingly out-of-date and out of step with modern communication practices impeding potential cost savings.

7.0 EQUALITY AND DIVERSITY ISSUES

No equality and diversity implications have been identified.

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

Document	Place of Inspection	Contact Officer
Planning and Compulsory Purchase Act (2004 as amended) Section 18	Planning & Transport Strategy, Municipal Building	Alasdair Cross
Town and Country Planning (Local Planning) (England) Regulations 2012	Planning & Transport Strategy, Municipal Building	Alasdair Cross
Halton Local Development Scheme	Planning & Transport Strategy, Municipal Building	Alasdair Cross

SCI Consultation

Consultation period: 4th July to 1st August 2013

Date of consideration of representations: 2nd August 2013

Representations received - Statement of Community involvement (SCI) Consultation Draft

Note – All paragraph and page references relate to the numbers as set out in the consultation draft

Representors	Section/paragraph/page no	Comment Summary	Response	Action
Environment Agency (EA)	All	The EA are keen to be involved in early consultations on both the development plan documents and supplementary planning documents, starting in the preproduction stage. The Agency also encourages pre application discussions so that any applications can be dealt with more efficiently and specific requirements met.	Acknowledged	None Required
English Heritage	All	No comments	Noted	None Required
Natural England (NE)	All	NE are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.	Acknowledged	None Required
United Utilities	All	Have no specific comments to make, but wish to be included in further consultations	Acknowledged	None Required

Representors	Section/paragraph/page no	Comment Summary	Response	Action
		and where necessary, the development of future sustained economic growth plans and policies, to ensure that all new growth can be delivered sustainably and with the necessary infrastructure available in line with the Council's delivery targets.		
The Coal Authority	All	No comments	Noted	None Required
Health and Safety Executive (HSE)	All	No representation to make at this stage.	Noted	None Required
Marine Management Organisation (MMO)	Section 2, page 5	The MMO recommend that the Marine and Coastal Access Act (2009) is included in this section in particular, in relation to marine planning, as a marine licence may be needed for activities involving a deposit or removal of a substance or object below the mean high water springs mark or, in any tidal river to the extent of the tidal influence.	Agreed	Reference to the Marine and Coastal Access Act (2009) included in Section 3 -Regulatory Framework, Para 3.6
Network Rail	All	It is noted that under both Specific Consultation Bodies and also Government Departments and Other Consultees that Network Rail is not on the list. It is requested that Network Rail is included on the list of consultees for Local Plan consultation.	Agreed	Network Rail is included on the Halton Local Plan consultation database.
Group Solicitor	Part A pages 7,8,9,10,11, Figure 2	All reference to Local Plan Documents (LPD) should read Local Development Documents (LDD) as per section 17 of the Planning and Compulsory Purchase Act 2004 and	Agreed	Change implemented

Representors	Section/paragraph/page no	Comment Summary	Response	Action
		Regulation 5 of the Town and Country Planning Regulations 2012.		
Divisional Manager, Policy Strategy, Development and Building Control	Part A Page 10 para 4.15 Page 12 para. 4.21	No longer has a legal requirement to be advertised in the local press suggested removing this statement.	Agreed	All references to advertising in the local press at the adoption stages removed.
Councillor Thompson	Part B page 13	The addition of a diagram to illustrate public engagement in the Planning Application Process would provide clarity and ease understanding of the process.	Agreed	Diagram (figure 4) inserted in final SCI at Page 15
Mr Phil Harper	All	<p>I have reviewed the Draft SCI document and agree that it addresses the stated purpose of providing “the community with clarity on the levels of involvement that they should expect in planning processes”</p> <p>‘Involvement’ is addressed, however, I do not consider that the proposals provide the appropriate level of local influence required to conform to the 2011 Localism Act that “introduced the ability for local communities to shape their local communities and have a greater say in the planning of their areas, Section 110 setting out a new ‘duty to co-operate’.” which is necessary as “This applies to all local planning authorities and to a</p>	<p>Acknowledged</p> <p>Noted. The Localism Act 2011 proposed a number of requirements that are still to be implemented through secondary legislation.</p> <p>Section 110 (enacted) sets out the 'duty to co-operate' which covers a number of public bodies in addition to councils. These bodies are prescribed in Part 2 of the Town &</p>	None Required

Representors	Section/paragraph/page no	Comment Summary	Response	Action
		number of other public bodies.”	Country Planning (Local Planning) (England) Regulations 2012. These bodies are included in the LDF consultation database as statutory consultees and the Council will ensure that appropriate levels of engagement are achieved.	

Statement of Community Involvement

September 2013



Operational Director
Policy, Planning and Transportation
Halton Borough Council,
Municipal Building,
Kingsway,
Widnes,
WA8 7QF

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I. Introduction and Purpose

Statutory basis for this Statement of Community involvement (SCI)

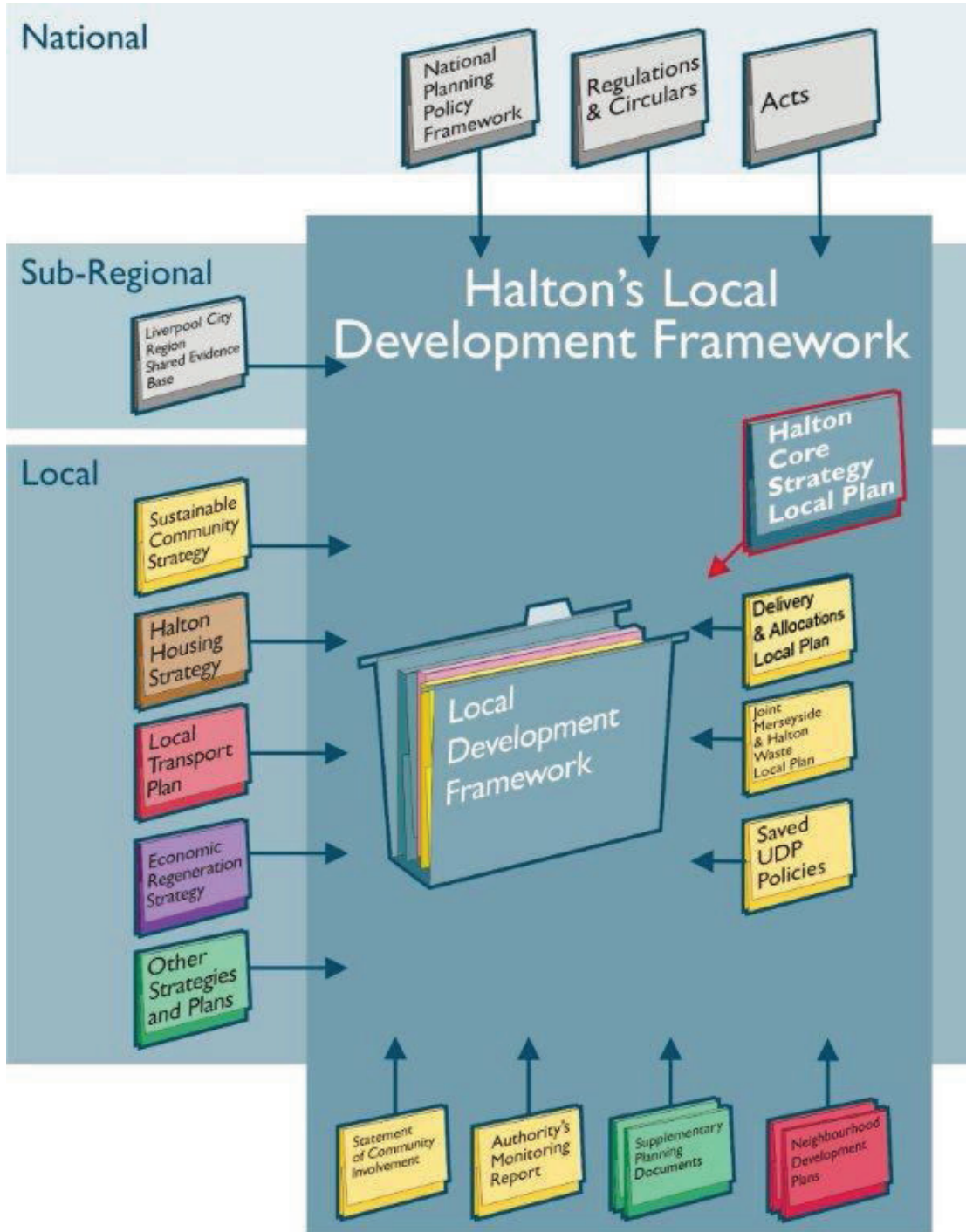
- 1.1 The requirement to prepare a SCI was introduced by section 18 of the Planning and Compulsory Purchase Act 2004. A SCI is a statement of the Council's policy as to the involvement of interested parties in the exercise specified under sections 19, 26 and 28 of this Act and Part 3 of the Town and Country Planning Act 1990. This relates to persons who appear to the authority to have an interest in matters relating to development in their area.
- 1.2 The functions specified for the purpose of SCI's are the Council's functions relating to:
- 1.2.1 The preparation and revision of local development documents (including joint local development documents) and
- 1.2.2 The provisions relating to the control of development in Part 3 Town and Country Planning Act 1990.

Our Statement of Community Involvement (SCI): Role and Purpose

- 1.3 The role and purpose of the SCI is to provide the community with clarity on the levels of involvement that they should expect in planning processes. This statement explains how the Council will involve the community in planning for the future use of land in the Borough. It gives a level of certainty to key stakeholders and the general public as to how they can be involved in plan making and development control processes.
- 1.4 The Council is responsible for preparing planning documents used to shape the future development of the Borough. Together, these documents are known as the Local Development Framework (LDF). The policies within these documents need to take into account local, regional, sub-regional and national policies, needs and interests. This document is the second Statement of Community Involvement (SCI) Halton Borough Council has produced and is part of the LDF. The first SCI was adopted in 2006 but now requires revision because of:
- recent changes in the planning regulations and procedures governing plan making.
 - the introduction of the 'Duty to Inform, Consult and Involve' arising from the Local Government & Public Involvement in Health Act 2007.

1.5 The LDF is a folder made up of a number of different Local Development Documents (LDDs), Supplementary Planning Documents (SPDs) and process documents such as the Authority’s Monitoring Report (AMR) and the Statement of Community Involvement (SCI). These plans and documents can be prepared and reviewed separately, increasing opportunities for community involvement, as different LDDs and SPDs will be prepared at different times in response to changing circumstances. The Halton LDF is illustrated in figure 1 below.

Figure 1: SCI Policy context



2 Regulatory Framework

- 2.1 The Council's first SCI¹ was prepared in the context of the Town and Country Planning (Local Development) (England) Regulations 2004². It was adopted in July 2006.
- 2.2 The Government has since made changes to the planning process through legislation³ and associated revised regulations⁴, together with revised policy in the National Planning Policy Framework (NPPF)⁵. This second version of the SCI has been prepared in the context of these changes and to ensure that the legal requirements for community involvement will be met.
- 2.3 The requirements set out in the regulations can be summarised as follows:
- Formal consultation for a defined period: this must be for a minimum of six weeks for Local Development Documents (LDDs) and four weeks for Supplementary Planning Documents (SPDs).
 - Notification and issue of information to specific consultation bodies which the Council considers would have an interest in the subject matter.
 - Notification to 'general' consultees which the Council considers appropriate or have expressed an interest in the preparation of a LDD or SPD and whose details are held on the LDF database.
 - Information made available on the Council's website.
 - Make information available at 'deposit locations' as identified in Appendix A.
 - Publish a statement setting out who has been consulted during the preparation of the LDD and how the consultation was undertaken. The statement will also include a summary of the main issues raised and details as to how the issues have been addressed in the document.
 - Publish an adoption statement on the website, and post to consultees who had requested to be notified of the adoption of a LDD document.
- 2.4 The 2011 Localism Act introduced the ability for local communities to shape their local communities and have a greater say in the planning of their areas. Furthermore, local planning authorities and a number of other public bodies now have a 'duty to co-operate' as set out in Section 110. The new duty relates to sustainable development or use of land that would have a significant impact on at

¹ HBC (2006) Statement of Community Involvement

² CLG (2004) Town and Country Planning (Local Development)(England) Regulations

³ CLG (2008) The Planning Act

⁴ CLG (2012) Town and Country Planning (Local Planning)(England) Regulations 2012

⁵ CLG(2012) National Planning Policy Framework

least two local planning areas or on a planning matter. It requires that councils set out planning policies to address such issues and requires that councils and public bodies 'engage constructively, actively and on an on-going basis' to develop strategic policies.

- 2.5 The National Planning Policy Framework (NPPF) was published in April 2012; Paragraph 156 of the NPPF sets out the strategic issues where co-operation might be appropriate. Paragraphs 178-181 of the NPPF give further guidance on 'planning strategically across local boundaries', and highlight the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure planning.
- 2.6 The Marine and Coastal Access Act (2009) set out requirements for marine plans for English inshore and offshore waters and in particular in relation to marine planning. As the River Mersey is a tidal Estuary the Marine Management Organisations (MMO) and Halton Council have a responsibility to ensure all plans produced are compatible and compliant with legislation.
- 2.7 The Halton Core Strategy was adopted by the Council in April 2013 and became the principal local development document against which planning applications will be tested and which begins the process of replacing the saved policies from the Unitary Development Plan.
- 2.8 Nothing in this SCI overrides any statutory provision relating to the preparation, adoption or revision of local development documents (including joint local development documents).

3 How to interpret this document

- 3.1 The Central part of this document is divided into Part A and Part B to reflect the requirements of Section 18 Planning and Compulsory Purchase Act⁶.
- 3.2 **Part A** deals with the preparation and revision of local development documents (including joint local development documents and supplementary planning documents).
- 3.3 **Part B** deals with the provisions relating to the control of development in Part III of the Town and Country Planning Act 1990⁷.

⁶ HMSO (2004) The Planning and Compulsory Purchase Act

⁷ HMSO (1990) The Town and Country Planning Act

PART A:

Preparation and Revision of Local Development Documents

3 Community Involvement in the Local Development Framework

- 4.1 Halton Borough Council is responsible for preparing a LDF to guide development in the borough. The Core Strategy Local Plan is the overarching strategic planning document. The LDF also includes the saved policies from the Halton Unitary Development Plan (UDP)⁸ and a range of adopted SPDs. These documents will be in place until superseded by the adoption of new local plans which are subject to examination in public by an independent inspector, appointed by the Secretary of State. An update on the production of the various documents that make up the Local Development Framework is provided annually, in December, with the production of the Authority's Monitoring Report and made available on the Council website.

Key Contacts and LDF Consultation Database

- 4.2 The Council holds a database of contact details for organisations and community groups. It contains details of people who have responded to previous consultations or have requested to be informed of the production of LDDs and SPDs. This is a 'live' database, updated on a regular basis as requests for inclusion or removal are received.
- 4.3 The database will be used to identify which groups can be involved in specific and more general issues, and contains the contact details for consultees. All data held is pursuant to the principles of the Data Protection Act ⁹(1998).

When and how can the community get involved in the production of the LDF documents?

Local Development Documents

- 4.4 Each Local Development Document (LDD) that the Council prepares has to go through a number of stages, with consultation taking place along the way. The stages are described below and illustrated in Figure 2.

⁸ HBC (2005) Halton Unitary Development Plan

⁹ HMSO (1998) Data Protection Act

Pre-Production

- 4.5 The Council will seek the involvement of the relevant groups in the formation of evidence; this will be used to support planning policies. The Council will ensure that based upon the relevance of the subject of the LDD, the most appropriate consultees will be selected from the LDF consultation database.
- 4.6 Information will be made available for viewing at deposit locations (as listed in Appendix A) and made available on the Council's website. As a method of reducing duplication and achieving greater efficiency, the Council anticipates that where topics overlap it will be possible to consult jointly on two or more documents.
- 4.7 Planning Authorities must undertake a Strategic Environmental Assessment (SEA) on documents which are likely to have significant environmental effects under European Directive 2001/42/EC¹⁰. It is also mandatory for LDDs to produce a Sustainability Appraisal (SA)¹¹. The SA process ensures that we assess the environmental, economic and social effects of policies and proposals as the LDD is being produced. The overall aim is to check whether our policies and plans are contributing towards achieving sustainable development. The SA takes place alongside the preparation of the Local development document and includes opportunities for involvement at key stages of the document's production. Whilst the SA and SEA tests are distinct, it is possible to carry them out in one appraisal process. At the production stage of a LDD the SA and SEA will be made available at deposit locations and on the Council website.

Production

- 4.8 Using extensive evidence previously gathered or commissioned, the Council will begin work on preparing a draft document that;
- a) has considered alternative approaches and is justified in the selected approach, and;
 - b) is underpinned by both the evidence base and SA.
- 4.9 The draft LDD will be subject to a six week public consultation period. Appropriate stakeholders, stored in the LDF consultation database will be contacted. The draft LDD and supporting documents will be placed at deposit locations and will be made available on the Council website.
- 4.10 Representations received following the public consultation will be taken into consideration and the LDD altered as appropriate. A concise report called a 'Statement of Consultation' will be prepared summarising the representations

¹⁰ European Union Directive (2001) The European SEA Directive 2001/42/EC

¹¹ Sustainability Appraisal

received and how they are to be, or have been, addressed in the 'submission' version of the LDD.

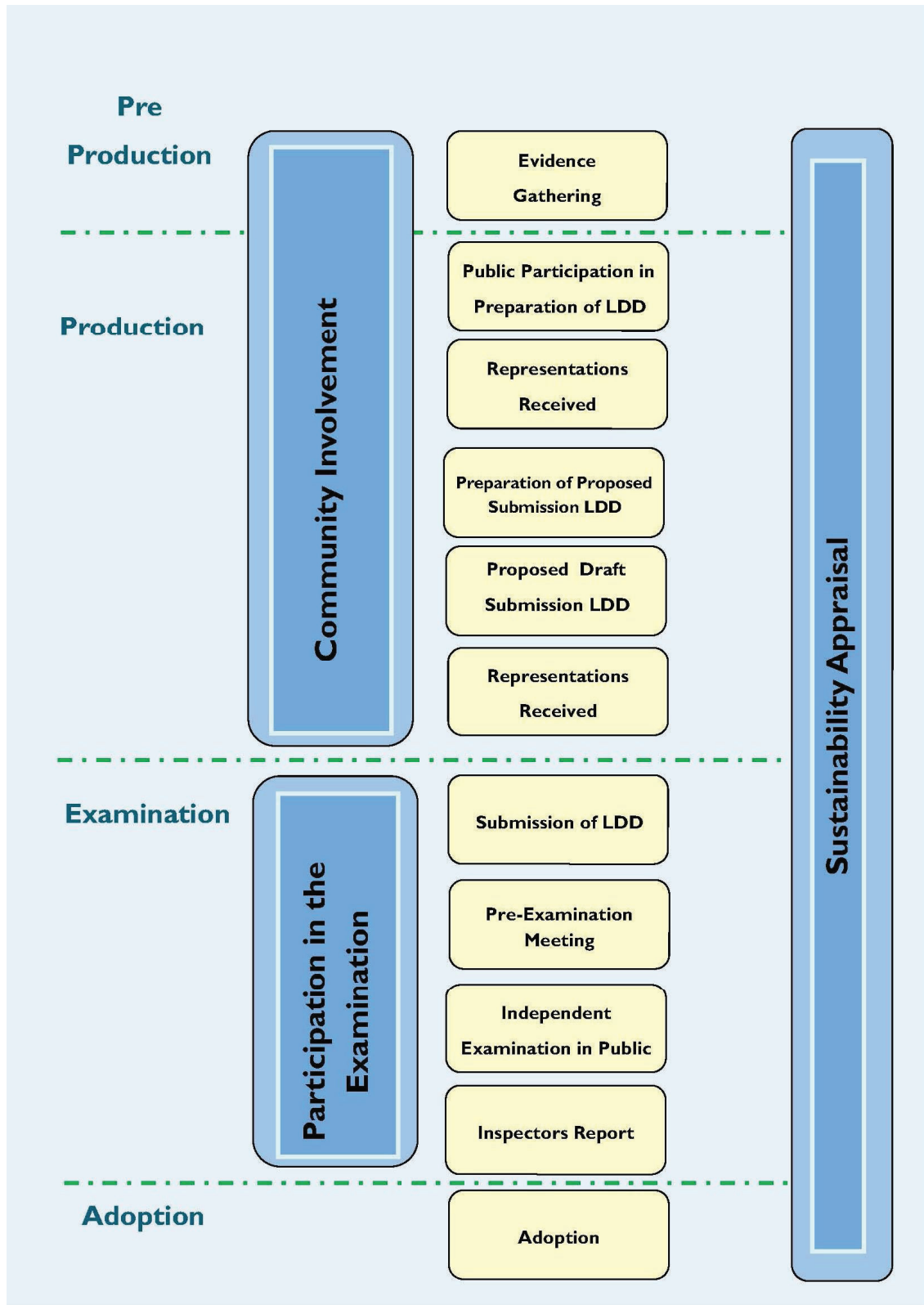
Submission - Examination

- 4.11 The 'submission' version of the LDD, the SA and supporting documents will be placed at deposit locations and on the Council website. These documents will also be sent to the Secretary of State. Representations can be made at this stage, however, they will not be considered by the Council, but by an independent Inspector, appointed by the Secretary of State, who will hold a public examination.
- 4.12 At least six weeks before the examination hearing sessions begin all details of the hearing sessions will be advertised in the local press and on the Council website. This information will include times, dates and the location of the examination and the name of the inspector appointed.
- 4.13 It is at the inspectors' discretion as to whether a 'pre examination' meeting is called. This would take place 8 weeks prior to the start of an examination.

Adoption

- 4.14 Following an examination, the Inspector will produce a report which informs the Council of his or her findings. If no major changes to the LDD are required the Council can proceed to adoption. If major changes are required these will be subject to a six week public consultation.
- 4.15 The Council will produce an adoption statement; this will be available on the Council's website. A notification letter will also be posted to all consultees that have previously requested to be notified of the adoption of the LDD.

Figure 2: LDD production stages



Supplementary Planning Documents (SPD)

- 4.16 Supplementary planning documents are produced to provide more detailed planning policy guidance to applicants or their agents seeking planning permission. They supplement existing Local Development documents. The following section describes when and at what stage public consultation takes place in the production of an SPD and is illustrated in figure 3 below.
- 4.17 Unlike a LDD, an SPD is not required to be examined by the Secretary of State, as the content of the SPD is intended to 'supplement' policies within a LDD which will have undergone an examination in public.

Pre-Production

- 4.18 At this stage evidence is gathered to support policies to be written. As previously stated SPDs supplement existing LDD policies or saved Unitary Development Plan (UDP) policies. Therefore, evidence will exist in support of the SPD. Where additional evidence is required, consultation will occur with selected groups determined by the Council on their relevancy to the SPD content.

Production

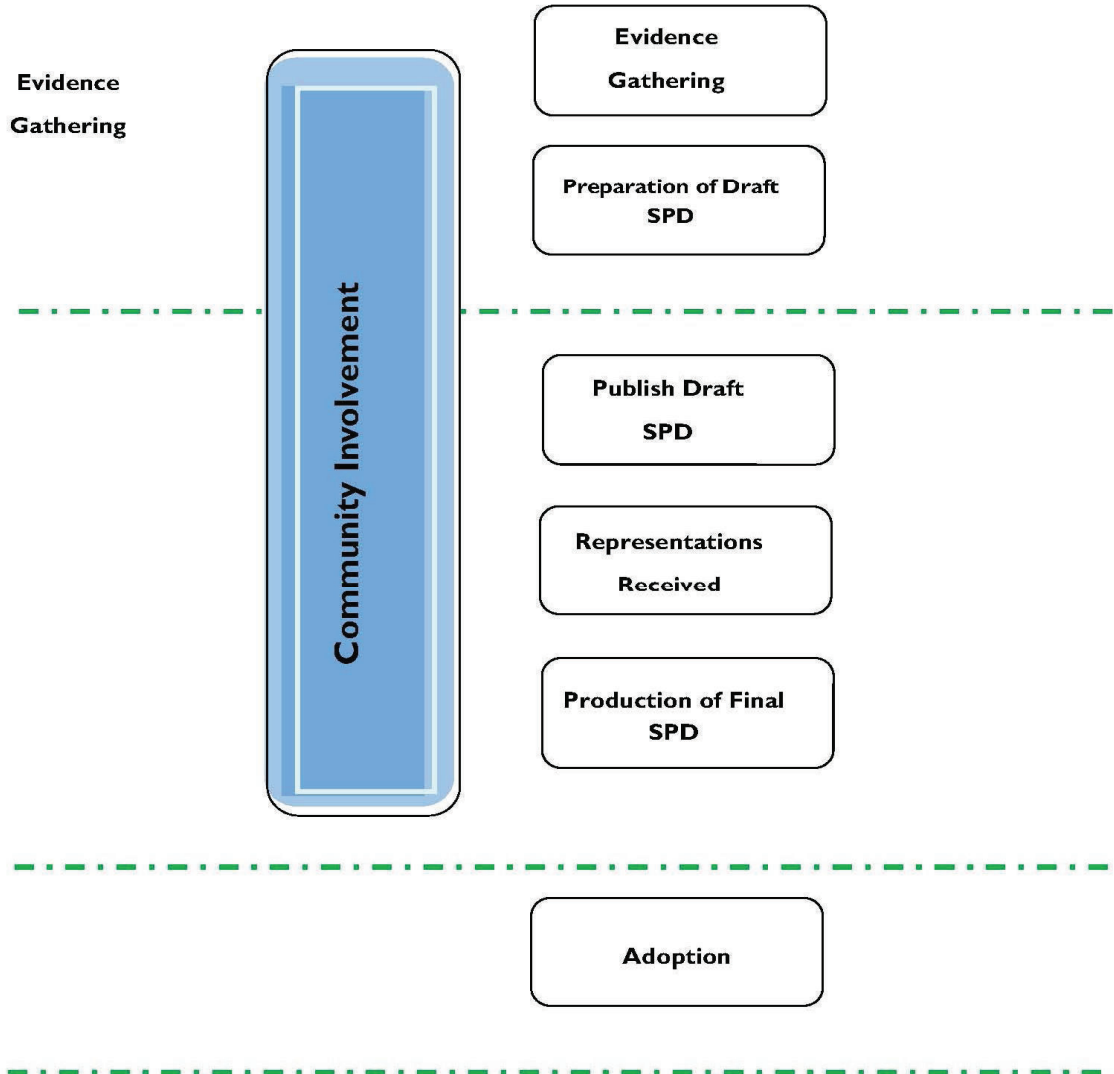
- 4.19 A draft SPD is prepared and is subject to a minimum four week consultation period. Appropriate stakeholders stored on the LDF database and any organisation or person requesting to be kept informed of the production of SPDs will be contacted and informed that the SPD is available at deposit locations. The SPD consultation will be advertised and made available on the Council's website.
- 4.20 In accordance with Regulation 17 (d)(i) of the Town and Country Planning (Local Planning)(England) 2004 Regulations 2012¹² a 'Statement of Consultation' will be produced. This will list all representations received as a result of the consultation and will explain how they have been taken into consideration and, where appropriate, the SPD altered.

Adoption

- 4.21 Following an internal approvals process, the statement of consultation and an adoption statement will be made available on the Council website and at deposit locations. An adoption statement will be posted to any person who had requested to be notified of the adoption of the SPD.

¹² CLG (2012) Town and Country Planning (Local Planning)(England) Regulations

Figure 3: SPD production stages



PART B:

Community Involvement and Planning Applications

4 Provisions relating to the control of development in Part III Town and Country Planning Act 1990.

5.1 In addition to setting standards of community involvement in the preparation of the Local Development Framework, this SCI also identifies how we engage the community who have an interest in planning applications. When planning applications are received by the Council, the Council will follow the requirements relating to publicity set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010. These provisions in relation to a valid planning application consist of the following:

- Public notices in the local press,
- On-site or 'near to site' publically visible site notice, and;
- Letters of notification to occupiers and owners of adjoining properties.

The extent to which these minimum requirements may be extended will depend on the facts of any given application for planning permission.

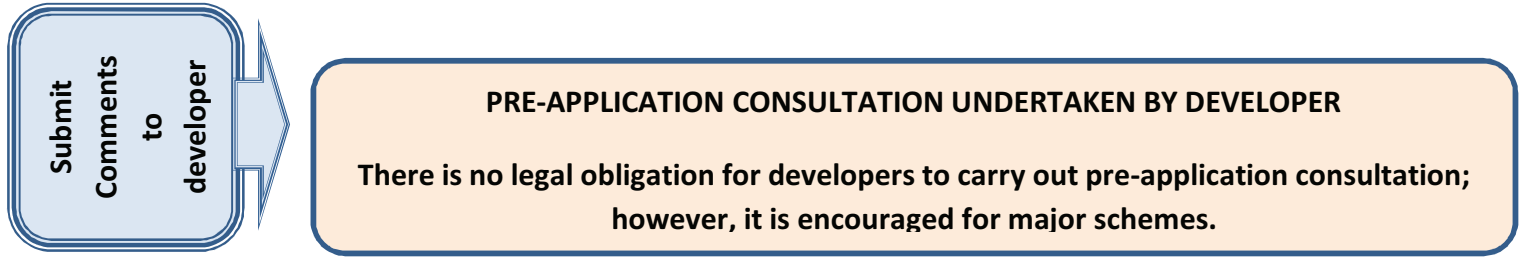
5.2 The results of consultation are considered by officers and Members when making decisions on the acceptability of planning applications, known as development control or development management.

5.3 The obligations on the Council relating to publicity in the 2010 Order are supplemented in the case of certain planning applications by requirements on applicants to engage in consultation before submitting a planning application. These requirements are set out in sections 6IW to 6IY of the Town and Country Planning act 1990¹³. Development orders will designate the types of applications caught by these provisions.

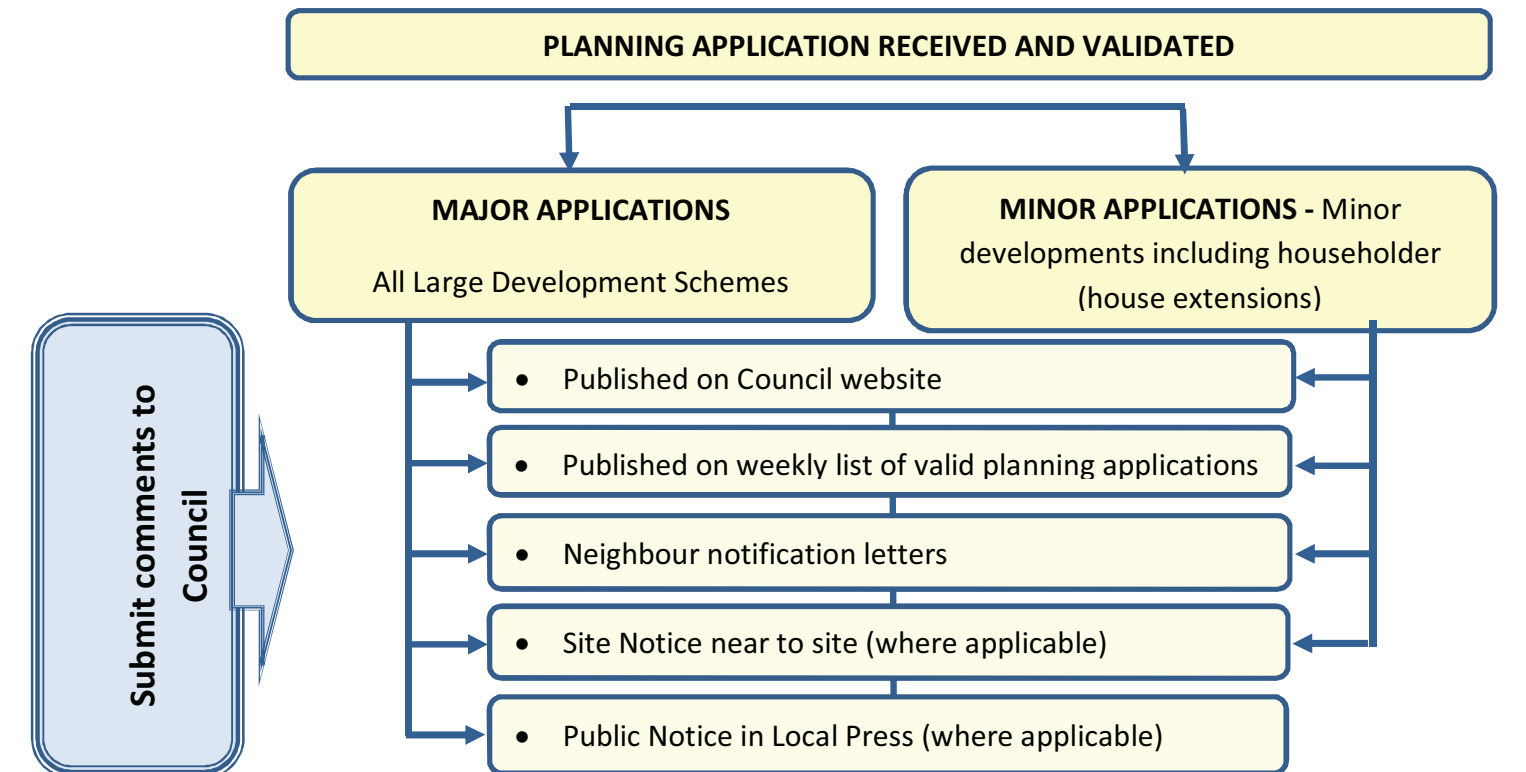
¹³ Inserted by section 122 of the Localism Act 2011

Figure 4: Summary of main planning application process

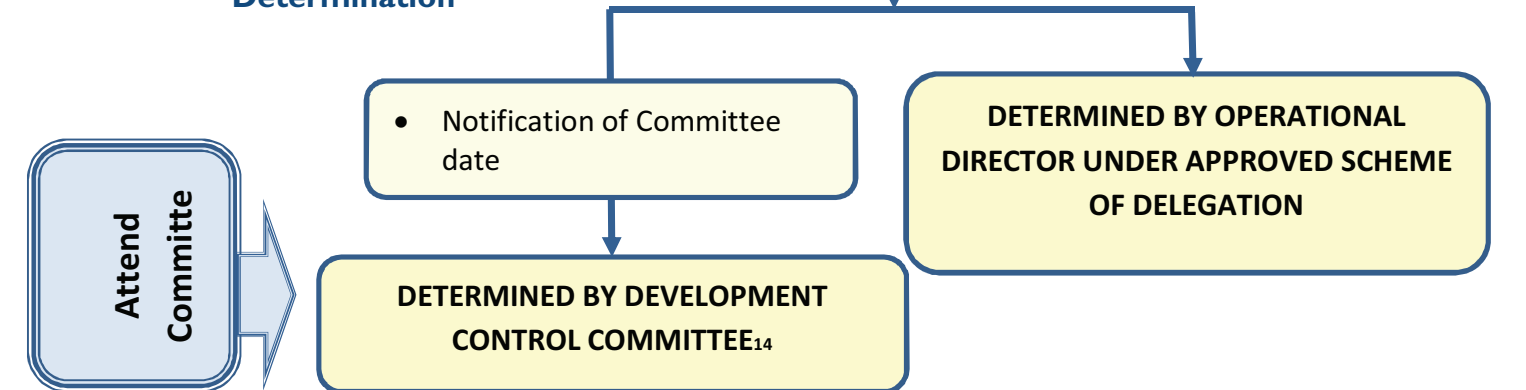
Pre-Submission



Planning Application Submitted to Council



Determination



14. As set out in the Council's most recent constitution.

6 Further Planning Advice

- 6.1 The aim of the SCI is to set out a clear set of guidelines on how the consultation process will take place. This is to ensure that all parties are aware of their rights and responsibilities throughout the process and to shift to a system of earlier and more open engagement on planning issues. However, it must be appreciated that consensus will not always be possible in every instance, as the results of community involvement, are one of many factors that need to be taken into account when arriving at decisions. The Council has to take into account, amongst other considerations:
- Legislation including European Directives;
 - The Government's national planning policies,
 - Regional and sub-regional planning policies and the policies of surrounding areas; and;
 - Legal rulings
- 6.2 Engagement, negotiation and discussion activities are at the heart of participatory planning. The implementation of the SCI will ensure that Halton continues to engage the community.
- 6.3 The Royal Town Planning Institute (RTPI) is helping to encourage public participation in planning issues by setting up a Planning Aid system in every region. The advice offered to community groups and individuals is complementary to the advice given by the local authority. Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees.

Planning Aid England (PAE)
Tel: 0330 123 9244
(www.advice@planningaid.rtpi.org.uk)

- 6.4 The planning portal is a web based source of planning information. (www.planningportal.gov.uk). The information provided allows members of the public to learn more about how the planning system works and find out how they can become involved. The planning portal provides comprehensive information for both planning policy and development control/development management.

7 Monitoring

- 7.1 The Council will maintain the LDF consultation database which will continue to be the main source to identify individual consultees for future consultation exercises. The Council will seek to work with partners and land owners to pursue delivery against the Vision and Strategic Objectives of the Sustainable Community Strategy and Core Strategy Development Plan Document, which is the overarching strategic planning policy document within the LDF.
- 7.2 The Authority's Monitoring Report (AMR) published on the Council's website annually, specifically charts the progress of the LDF and the success of its planning policies.

Appendix A

Availability of Consultation Material - Deposit Locations

- Halton Lea Direct Link, Halton Lea, Runcorn
- Widnes Direct Link, Brook Street, Widnes
 - Open 9:00am – 5:30pm Mon to Fri (*correct at time of writing*)

- Runcorn Direct Link, Granville Street, Runcorn
 - Open: 9.30 – 4.45pm Mon, Tue, Thurs and Fri (*correct at time of writing*)

- Halton Lea Library, Runcorn
- Widnes Library (Kingsway)
- Runcorn Library, Granville Street, Runcorn
- Ditton Library, Widnes
 - Opening times of the Council's Libraries can be found online at:
<http://www3.halton.gov.uk/educationandlearning/libraries/>

REPORT TO: Executive Board

DATE: 5 September 2013

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: Physical Environment

SUBJECT: Regenerating Halton, Regeneration Delivery Models and Future Governance

WARD(s): Borough Wide

1.0 PURPOSE OF REPORT

The purpose of this report is to set out potential regeneration delivery models which could be used to support Halton's continuing regeneration.

The report also presents an option for a new overarching governance arrangement, the adoption of which would bring forward specific regeneration projects from a number of strategic areas, into one single Regeneration Programme. This is intended to enable greater focus and efficiency in the oversight, management and delivery of regeneration projects once they have been prioritised within the Council.

The report provides a summary of next steps and actions required to drive Halton's economic prosperity and growth agenda

2.0 RECOMMENDATION: That

- 1) the preferred Governance option outlined in section 3.2 of the report is further developed;**
- 2) a Regeneration Board is established in line with the preferred Governance option;**
- 3) the delivery models outlined in section 3.3 of this report are considered;**
- 4) different delivery models will be applied to different projects and programmes; and**
- 5) different financing models outlined in section 3.4 of this report are considered;**

3.0 SUPPORTING INFORMATION

3.1 Background

Economic regeneration in the UK continues to face many challenges. Public sector cuts and reductions in grant funding mean that an even greater focus on efficiency and value for money is required. This environment is placing a greater emphasis on finding innovative and alternative ways to fund and deliver regeneration schemes.

A number of models are being increasingly used to combine private sector finance and skills with public sector land and property assets as a means of driving development and investment.

Finding and delivering innovative ways of working in regeneration is not new for Halton.

However, the development of the Mersey Gateway Project and its potential to further the regeneration of Halton, provides an excellent opportunity to review past, present and future models in order to maximise the regeneration benefits that the MGP will bring.

Equally, this is an opportune moment to reflect on the governance arrangements needed to drive the Borough's economic prosperity agenda. Having the appropriate governance and reporting measures in place will enable us to develop and implement new approaches to regeneration; engage with key partners more effectively; pool organisational resources efficiently; and coordinate our regeneration activities in a coherent and structured way. It is also important to ensure that the Mersey Gateway goes beyond physical regeneration per se, and is used to create an economically prosperous Borough that encourages investment, entrepreneurship, enterprise and business growth, and improves the education, skills and employment prospects of our **people** and workforce, so that we can all share in the opportunities the Mersey Gateway Project offers. This way of working is reflected in the proposed governance model outlined later in this report.

3.2 Governance framework for Halton's Regeneration

Halton's current working practices and governance arrangements have enabled projects to be delivered, the results of which are clear to see. It is appropriate however to consider how the increased range and complexity of project delivery and financing options could be actively and effectively used and managed. These are set out in set out in sections 3.3 and 3.4 below.

The drive behind regeneration as we move forward is primarily within the Mersey Gateway Regeneration Strategy, the Core Strategy, the Housing Strategy, and the Economy, Enterprise & Property Departmental Strategic

Regeneration Framework; each containing a broad spread of possible projects across a number of key geographical and thematic areas, and covering a range of possible regeneration outcomes.

One option to consider as the regeneration agenda is taken forward is to place all regeneration projects within a Regeneration Framework as they become 'live', regardless of their strategic origin. This would provide an organisational umbrella under which projects can be progressed, monitored and controlled. The Regeneration Framework would be developed through input from a range of stakeholder groups and would accommodate projects of varying sizes and scope, but with a common understanding that the projects within the Framework had been afforded a higher degree of regeneration priority.

Oversight of the Regeneration Framework would come from a Regeneration Board. The Council has an established precedent for an arrangement such as this in its Efficiency Programme Board, having overseen a range of projects of varying magnitude and scope since its inception in 2009.

The Regeneration Board would incorporate the activity currently undertaken by the Capital Development Group.

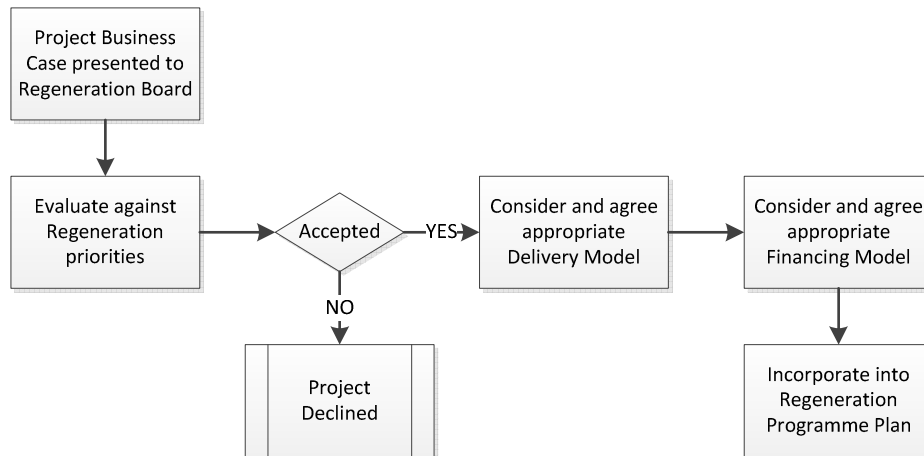
A schematic illustrating how the Regeneration Board would operate in practice is attached at Appendix 1.

The key benefits of placing projects within a Regeneration Framework would be;

- Initial prioritisation of projects against outcomes criteria for inclusion in the Framework,
- Bringing together of key disciplines,
- Synergies between projects become visible,
- Ability to identify and prioritise resources (human and financial),
- Focussed consideration of suitable delivery and financing models,
- Opportunity to present regeneration in a broader economic prosperity context,
- Concentrated monitoring and accountability against desired outcomes,
- Provides a mechanism for providing a coherent and consistent message to stakeholders (elected members, partners, regional, national)

The Regeneration Framework would be documented through a Regeneration Programme Plan, which would be updated on an annual basis.

Selection of projects for inclusion in the Framework would be through analysis and evaluation of a project business case against regeneration priorities, and subject to acceptance, the appropriate delivery and financing models would be considered and agreed.



Once incorporated into the Regeneration Programme Plan, monitoring of progress through to delivery stage would be within the remit of Regeneration Board.

Appropriate reporting of all constituent projects within the framework would be facilitated to the Regeneration Board.

3.3 Regeneration Models/Vehicles

In this section of the report a summary of regeneration models is provided.

i) Local Asset Backed Vehicles (LABV)

In the LABV model, a public sector body, for example, a Local Authority will create a corporate entity with a private sector partner. The Local Authority transfers real estate to this entity and the private sector matches the value of these assets with cash. These investments form the equivalent of the parties “equity” in the LABV.

The advantage of this approach is that the vehicle is endowed with both land and cash. The cash could be invested in a way which would enhance the value of the site, for example, by obtaining planning permission, providing infrastructure or carrying out development works. Profit is then shared between the public and private sector partners, enabling the Local Authority to either recycle funds in the LABV, or use the money for other purposes.

The nearest example of this model in Halton was the establishment of Widnes Regeneration Limited.

Following the decision to wind up the company, relations between respective parties have become strained, but it is worth noting the advantages and benefits that the Local Authority and the private sector partners accrued over the years. For Halton BC we used the company to regenerate a significant

proportion of Widnes Town Centre, whilst using out land as equity. We used our influence to drive a longer-term and coherent vision for the area, ensuring that the business model reflected a socio economic rather than a purely bottom line approach to the delivery of regeneration projects in Halton.

ii) Joint Venture

Alongside the LABV model, the establishment of a joint venture (JV) is often used to implement a business agreement in which the parties agree to develop, for a finite time, a new entity and new assets by contributing equity.

Sci-Tech Daresbury is an example of a Joint Venture. In this case, it is set up as a Limited Liability Partnership, (LLP) where Halton BC Langtree PLC and the Science Technology Facilities Council (STFC) are developing the next phases of the Daresbury Science and Innovation Campus.

The model has worked well in bringing together public and private sector expertise to successfully bid for Enterprise Zone status and external funding. The private sector partner provides commercial experience in managing existing assets on the campus, as well as knowledge of the market and demand for future developments. Halton BC provides planning, highways and regeneration input and the STFC provides Daresbury's USP i.e. a strong science and innovation offer. On the negative side, the complexity of the governance arrangements, as well as competing priorities, have delayed progress on developments.

iii) PSP

Recently, the Council received an approach from a company called Public Sector Plc (PSP) to investigate the establishment of a Limited Liability Partnership (LLP) which would facilitate a range of property opportunities with the Council.

The PSP model originated from the public sector. Although it is described as a 'unique' funding joint venture and not a LABV, the model shares a number of LABV / Joint Venture principles. The model primarily focuses on facilitating property projects with Local Authorities bringing finance, skills and resources to the partnership. PSP is regarded as an, 'additional option', which does not take away a Local Authority's ability to use other methods or vehicles, nor does it preclude the Council from getting a, 'better deal'. The PSP model advocates a concept known as, 'relational partnering'. In essence this means that partners enter into a long-term relationship. In advance of any contractual commitment, partners table potential areas of interest and work together to assemble a portfolio of assets for development. The PSP model brings with it strong financial backing, which is a key advantage, but there is an expectation that the Local Authority would need to provide (human) resources to oversee and steer the partnership. As with other partnership models, the more investment PSP would make, the larger the expected return on this

investment. Discussions with PSP are at an early stage and it is, therefore, uncertain whether the complexities of some of Halton's sites may prove to be unattractive to PSP.

Irrespective of the development of any future relationship with PSP, the model sets out a structured way of working on regeneration initiatives. See appendix 2. There are aspects of the PSP model that the Council might wish to consider alongside the phases of work described in section iv) below.

iv) The Council acting as a developer

The Council also has the capability to act as the developer and has done so on a number of sites, particularly at 3MG and the Widnes Waterfront.

We have tended to break this down into three phases of work:

Feasibility

- Identify site/s including land ownerships, constraints and history
- Work alongside the Local Planning Authority to consider land use options
- Develop a list of objectives
- Consult with Portfolio Holders
- Identify key stakeholders
- Identify key partners
- Take advice from the commercial sector around realism and deliverability
- Identify potential funding sources
- Determine approach to development and delivery
- Report to Asset Management Working Group

Development

- Develop project or programme of works, perhaps in the form a masterplan or a development brief
- Consider the enabling works which would facilitate the development
- Identify costs
- Produce a programme for delivery
- Report to Members and seek Member authority to progress
- Apply for external funding
- Make recommendations to the Council for allocations within the Capital Programme (albeit to use grant)

Delivery

- Undertake enabling works where necessary utilising available resources; road, rail, utilities, landscape work
- Market the opportunity and engage with developer/s
- Apply for planning permission in conjunction with the developer
- Engage with HEP to offer bespoke services
- Draw up development agreement and land agreements
- Determine commuted sums for maintenance obligations to be retained by Council

- Conclude legal agreements
- Support recruitment through HEP

This model is advantageous because the Council has retained a significant degree of control in managing the development. More importantly, the Council acts as a guardian of the Council's wider socio-economic priorities, notably creating jobs for local people. Where this approach is less advantageous is that the Council is required to allocate significant resources to developing and developing respective schemes.

v) Development Agreements

Development agreements are a contractual arrangement between a landowner and a developer to bring forward the development of property assets.

A development agreement is a way to manage the risks involved within the development process to ensure the parties' intentions are carried out by,

- Retaining some element of control to ensure the property asset is developed as intended,
- The financial offer for the property asset is clearly defined,
- Obligations of the parties are documented and there will be a mechanism for terminating the agreement if development is not forthcoming as agreed

There are however certain key aspects of a development agreement that require good project management i.e. ensuring that:

- An element of control without fettering the developer unnecessarily can be achieved by inserting key date milestones, long stop dates and retaining ownership of the land until the practical certificate of completion has been signed off.
- The agreement should clearly define the basis of the price for the property asset to include a base price, clear overage or top up payments, open book appraisal, definition of allowable costs especially around abnormals and developers profit/management fee
- the parties' obligations particularly in relation to planning, s106 and highway works are clearly defined and ensure an exit strategy if development does not materialise.

An example of the use of a development agreement in Halton has been the disposal of land at Gorsey Lane Widnes (the Bayer site) for development for employment use:

In this example, following a national advert for expressions of interest, a development partner was selected on the basis of written submissions, formal

presentation and interview. The developers were selected on the basis of price and quality including the initial proposal for terms of a development agreement.

One of the Council's objectives for the site is to ensure it is fully developed within a reasonable period to fulfil regeneration and employment objectives. The development agreement model has been adopted here to ensure the Council has an element of control to manage the risks as follows:

Deliverability – to ensure the site is developed clauses covering milestones for example submission and obtaining planning consent, a long stop date if there is no buyer or the planning consent has not been implemented, or possibility of extending the development agreement to allow some flexibility depending on market conditions.

Transparency of costs and returns – the original acquisition was funded by grant monies from BIS and the disposal must comply with their governance procedures in addition to the Council's protocols. The offer and costs of the development and developers return/management fee are defined and subject to open book appraisal. Mechanisms to handle unknown costs and 'abnormals' can be managed within the agreement and specific reference to remediation.

Financial offer - The offer has been agreed to specify a base price and the mechanism for further payments for overage on an open book basis.

3.4 Financing Models used in Regeneration

There are some examples of innovative financing models used in regeneration that require further investigation.

a) Tax Incremental Financing (TIF).

Tax Incremental Financing (TIF) is a means of funding public sector investment (usually) infrastructure judged to be necessary to unlock regeneration in an area, and which may otherwise be unaffordable to local authorities. The overarching goal of TIF is to support and guide the increasingly limited public finances available for assisting regeneration and helping to lever in additional private sector capital.

TIF uses future additional revenue gains from taxes to finance the borrowing required to fund public infrastructure improvements that will in turn create those gains. When a public project such as a new road system is constructed within a specific area, increases in the value of the land as well as new property and business investment can occur. Resultant increased site value

and investment generates increased tax revenues. These increased tax revenues (whether domestic or business property) are the 'tax increment'.

In Halton we are applying TIF principles at Sci-Tech Daresbury where borrowing for proposed infrastructure is based on anticipated business rates uplift as a result of this investment.

A key disadvantage of this approach is that it increases Local Authority. There are associated risks if the development is delayed, costs overrun or if forecast revenue is unable to cover the debt. Nevertheless, the cost of private finance may be prohibitively high if there is no Local Authority guarantee, particularly in the current climate and this is regarded as an alternative way of generating finance for investment in regeneration.

b) Business Rates Retention

In April 2013 the Government introduced a business rates retention scheme. This means that Councils will be able to keep a proportion of the business rates revenue as well as growth on the revenue that is generated in their area.

The scheme seeks to offer Councils a strong financial incentive to promote economic growth.

Where Councils have greater needs than their business rates income, they will receive a top-up payment from Government.

Councils can increase their business rates revenue by incentivising businesses to either relocate to the area, or encourage them to expand their existing business.

In Halton, whilst consideration has been given to developing a discretionary scheme, it is now considered more appropriate to consider applications for Business Rates Relief on a case by case basis and where there are exceptional reasons for doing this.

Again, a 'speculate to accumulate' model may be the approach the Council wishes to take in the future.

c) Changes to Capital receipts

It is worth noting that within the Comprehensive Spending Review, money raised from the sale of capital assets could be made more flexible. Whereas under previous rules money raised could only be spent on capital, there is a proposal that this money could be spent on revenue, albeit for one year and could not be used for continuous spend.

d) Community Infrastructure Levy,

The community infrastructure levy is a new levy that local authorities in England and Wales can choose to charge on new developments in their area. In areas where a community infrastructure levy is in force, land owners and developers must pay the levy to the local council.

The charges are set by the local council, based on the size and type of the new development.

The money raised from the community infrastructure levy can be used to support development by funding infrastructure that the council and local community want.

e) Venture Capital Loan Funds including 'JESSICA'

Earlier in this report, reference was made to the need to fund new and innovative ways of funding regeneration.

A recent "phenomenon" has been the emergence of public sector "co-investment fund structures".

In practice, a number of public bodies combine funding streams and sometimes assets into a particular area. A good example of this would be the "Chrysalis" fund which was originally an urban development fund under the snappy title Joint European Support for Sustainable Investment in the City Area (JESSICA) scheme. With the emergence of Single Local Growth Plans and Combined Authorities the structure and remit of this approach could be broadened to include other funding streams and agencies. However, it should be noted that loans are not popular and this is evidenced by the fact that the Chrysalis fund is set to return £10m of unused ERDF.

4.0 POLICY IMPLICATIONS

As outlined above, there are a number of options for the delivery of a large, complex programme of Borough wide regeneration. The Mersey Gateway does provide Halton Borough Council with an opportunity to create an LABV to deliver such large scale regeneration.

There would be sufficient regeneration projects and assets within the Mersey Gateway Impact areas to be included in a LABV type model.

Equally, the LABV provides the opportunity for partnership working and attracting appropriate expertise to the programme of regeneration.

The risk with such a delivery method is that it can become difficult to manage due to the size of the vehicle and the lock down of assets means a loss of flexibility for the Council.

Alternatively the skills, knowledge and expertise are available within the Council to develop and deliver the impact areas as a series of distinct programmes, each delivered using either Development Agreements or joint ventures.

In conclusion, there is no reason why the Council should be committed to one particular model over another. The successful regeneration of the Borough has been as a result of deploying a regeneration model according to the individual requirements of a site or project.

We can take the best of the above models. One approach might be to use the PSP process outlined in Appendix 2 alongside the 'using the Council as a developer model' as a way of capturing the main ingredients for developing our key strategic assets.

There is also recognition that the preferred bidder has committed to allocating 'time bank' resources to supporting the delivery of the Mersey Gateway Strategy, and the next steps and actions below would be a useful starting point for prioritising where the preferred bidder's input can offer maximum impact.

Next Steps

In regard to next steps, it would be worth setting out a number of key questions which could be used to choose the best model to drive maximum value out of Halton's regeneration programmes and projects.

These key questions are taken from work undertaken by Price Waterhouse Coopers and Centre for Cities. Although they relate to Local Asset Backed Vehicles, they have a wider resonance.

- 1) What do we want to achieve? Our vision.
- 2) Do we have the asset portfolio needed to seek investment?
- 3) What types of investment and partners can we attract?
- 4) What Governance structures should we propose for the LABV. This question has been considered in more detail in section 2.0 of this report.
- 5) Once established how can specialist delivery partners be brought in?

Appendix 3 provides a template for capturing information on the above.

It is proposed that the above questions would be considered in more detail at the inaugural meeting of the Regeneration Operations board outlined in section 4.0 of this report.

Key Actions

Key actions that the Regeneration Board would commission are as follows:

- Develop Baseline Position for each site identified;;

- Preparation of Respective Masterplans for each site;
- Preparation of Delivery Plan for each site identified;
- Development of an Investment Plan for Halton;
- Economic Impact Assessment Toolkit to include jobs and rateable value

5.0 FINANCIAL IMPLICATIONS

Section 3.4 of the report sets out potential financial models that have been used or that could be applied in the future. Although grants for regeneration are still available to the Council, for example, Regional Growth Fund, and European Funding, the Council has applied other innovative financial packages to deliver its regeneration priorities.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The proposals outlined in this report provide a framework for ensuring that the Borough's continuing economic prosperity has a positive impact on all the Council's priorities.

7.0 RISK ANALYSIS

There is a risk that the Council could deliver its regeneration schemes in isolation. However, the framework approach identified in the report removes this possibility.

There is also a risk that the Council takes a short-term view to bringing forward the Borough's sites for development. However, the governance arrangements proposed in this report would assist in ensuring that the Council continues to take a longer term view of regeneration opportunities in the Borough.

8.0 EQUALITY AND DIVERSITY ISSUES

There are no equality and diversity issues arising from this report.

9.0 REASONS FOR THE DECISION

In regard to the regeneration governance proposals set out in the report, it enables to the Council to maintain a coherent and structured approach to how it manages and delivers on its existing and future regeneration initiatives. Regarding the delivery models outlined in the report, the approach advocated allows the Council to 'pick and choose' the delivery model best suited to the development.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Consideration has been given to establishing a Regeneration Company. However, this would be time consuming and would still require the Council's Human and Financial resources to be factored into the development of such a company.

Consideration has also been given to entering into a long-term arrangement with one 'preferred' developer/partner, but this might reduce the Council's flexibility and rate of return on some developments.

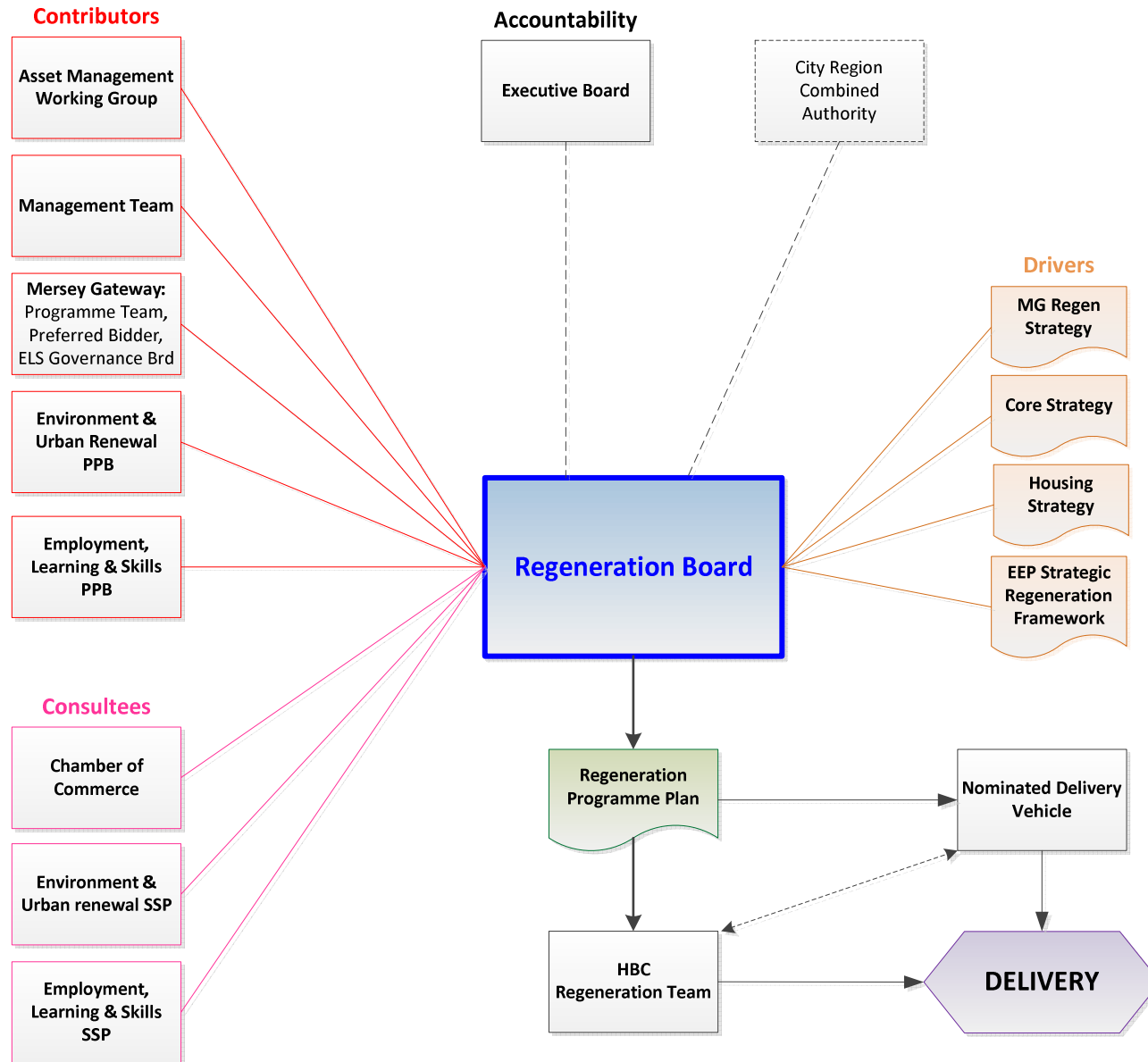
11.0 IMPLEMENTATION DATE

1st October 2013

12.0 LIST OF BACKGROUND PAPERS

None

PROPOSAL – REGENERATION BOARD



PURPOSE:

A one-stop forum for consideration of Regeneration proposals / projects within the borough.

Projects would be tested, scrutinised and endorsed (or rejected), resourced and placed into the appropriate delivery vehicle based upon a business case model.

Ensure efficient working / allocation of resources against expected return / benefits

SCOPE:

To oversee all HBC Regeneration activity, including Core Strategy and MG Regeneration Strategy projects. This should form a 'Regeneration programme'

BOARD MEMBERSHIP:

Chief Executive,
SD Policy & Resources,
OD Economy & Enterprise,
Regeneration Manager(s),
DM Employment, Learning & Skills,
OD Planning, Highways, Transportation
Development Control Manager,
Elected Members x 3

ACCOUNTABILITY / GOVERNANCE:

Accountable to Executive Board (by exception)

Accountable for the Regeneration Framework, documented in 'Regeneration Programme Plan' (updated annually)

Governance structure to be developed, to incorporate project methodology and reporting arrangements.

Process



Stage	What	Who	Outcome
e1 Explore	<ul style="list-style-type: none"> Options Feasibility Outline ideas What if's 	<ul style="list-style-type: none"> PSP prepare Ops Board agree Members Board approve 	<ul style="list-style-type: none"> Indication of viability Approval or rejection of opportunity
e2 Examine	<ul style="list-style-type: none"> Initial appraisal Indicative layouts Site assembly options High level strategy Site valuations 	<ul style="list-style-type: none"> PSP prepare Ops Board agree Members Board approve Independent valuers 	<ul style="list-style-type: none"> Forecast returns Agreed project strategy Timetable for delivery
e3 Evaluate	<ul style="list-style-type: none"> Agreement to Success Criteria Demonstration of Value For Money 	<ul style="list-style-type: none"> PSP prepare ACS audit and report to Members Board 	<ul style="list-style-type: none"> Validation report demonstrates achievement of necessary tests
e4 Engage	<ul style="list-style-type: none"> Project delivery Disposal 	<ul style="list-style-type: none"> PSP manage Ops Board oversight of process 	<ul style="list-style-type: none"> Delivery of agreed works Income from disposals

LABV Toolkit

Taken from City Solutions: Delivering Local Growth – Price Waterhouse Coopers and Centre for Cities

Step 1 – What does your authority want to achieve?

It is vitally important that local authorities have a clear focus on why they are setting up a LABV in the first place. They must be able to answer a series of key questions before deciding whether the model is right for them. These include:

- What are our principal economic/regeneration aspirations?
- Could we pursue these goals directly as a council or through some other existing delivery vehicle? (URC, UDC, CDC, Development Agreement, joint venture company, PPP)
- If not, how could a LABV help to deliver aspirations and create additional value?
- Do we have a detailed pipeline of regeneration projects that require additional funding?
- Do we have the right kind of assets to attract private sector partners and investors?

Step 2 – Do we have the asset portfolio needed to secure investment?

Local authorities also need to consider very carefully which assets to place in the LABV. Ensuring a good mix between sites that are attractive to the market and other surplus, under-valued, or under-developed land is critical.

Appropriate assets could encompass any of the following:

- Surplus properties • Sites for development
- Public sector 'brownfield' sites • Operational assets
- Investment properties • Income-producing assets

Step 3 – What types of finance and partners can we attract?

Local authorities must be clear regarding the type of partners required to make a LABV a success. In order to do this, local authorities should:

- Evaluate the resources and skills they require
- Target specific private sector groups that are likely to be interested in their particular

assets

- Ensure the aims of the LABV link well with an existing coherent city development plan
- Be clear on the role of the public sector in the governance of the LABV
- Consider the level of risk they are willing to take on, and expect their partners to share
Display a high level of public ambition, and strong civic leadership, ensuring that there is sufficient cross-party support for the LABV and its underlying aims to be achieved over the medium to long term

Step 4 – What governance structure should we propose for the LABV? Councils and private sector partners must work carefully together to devise the necessary governance structures that will allow all parties to achieve their short and long term aspirations. This will require local authorities and interested financial and delivery partners to consider the following questions:

- What projects will the LABV undertake?
- How will the overall ownership of the LABV be arranged?
- How will the returns and risks be split between different partners?
- Will partners be able to extract profits from the vehicle at different times?
- Will the value of the assets and revenue contained in the LABV be borrowed against?

Step 5 – Once established, how can specialist delivery partners be brought in?

Any number of specialist partners can be introduced once the structure of the LABV is agreed. Delivery partners can include any of the following organisations

- Developers – operational or specialist • Contractors
- Infrastructure delivery companies • Other public/private sector bodies

REPORT TO: Executive Board

DATE: 5 September 2013

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Physical Environment

SUBJECT: Homeless Accommodation Update

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval to tender for Halton Domestic abuse Service and to seek approval on proposals concerning homelessness services and to seek approval to waive standing orders to extend existing contracts for Belvedere and Orchard House.

2.0 RECOMMENDATION: That Executive Board:

- 1) **agree to using Procurement Standing Orders 1.8.4 (a) and (e) to waive Part 2 of Procurement Standing Orders which refer to contracts between £173,934 and £1,000,000 in value, to extend existing contractual arrangements with Community Integrated Care (CIC) for the provision of support services at Belvedere Homeless Hostel and Orchard House Homeless Hostel for a period of 12months from 31/10/13-31/10/14, with an option to extend for a further 6months, to be determined on a month by month basis, in order to maintain levels of provision to meet current and anticipated demand and to ensure continuity of service;**
- 2) **agree to using Procurement Standing Orders 1.8.4 (a) and (e) to waive Part 2 of Procurement Standing Orders which refer to contracts between £173,934 and £1,000,000 in value, to extend existing contractual arrangements with Your Housing Group for the provision of support services at Grangeway Court for a period of 12months from 05/10/13-05/10/14, in order to maintain levels of provision to meet current and anticipated demand and to ensure continuity of service, whilst refurbishment works are undertaken;**
- 3) **approve the capital expenditure set out in the financial implications (section 6) relating to capital improvement works at the Council owned buildings at Grangeway Court;**
- 4) **approve the proposal to tender for the provision of the**

Support Services at Grangeway Court, with a view to awarding the new contract with effect from 05/10/14; and

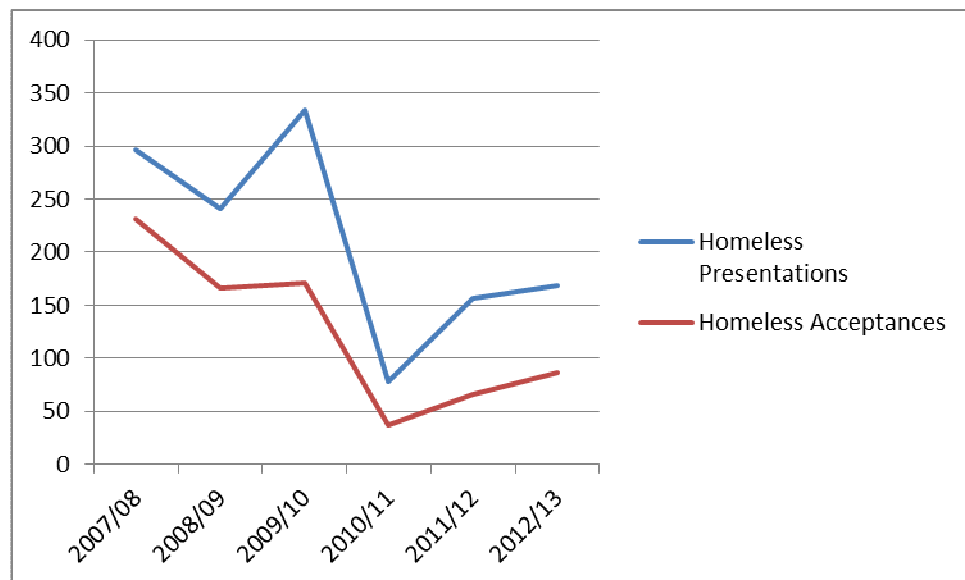
- 5) approve the proposal that the contract with Halton YMCA for the provision of the Nightstop service will expire on 30/09/13. Approve the proposal to tender for the provision of the Halton Domestic Violence Service, with a view to awarding the new contract with effect from 01/04/14.**

3.0 SUPPORTING INFORMATION

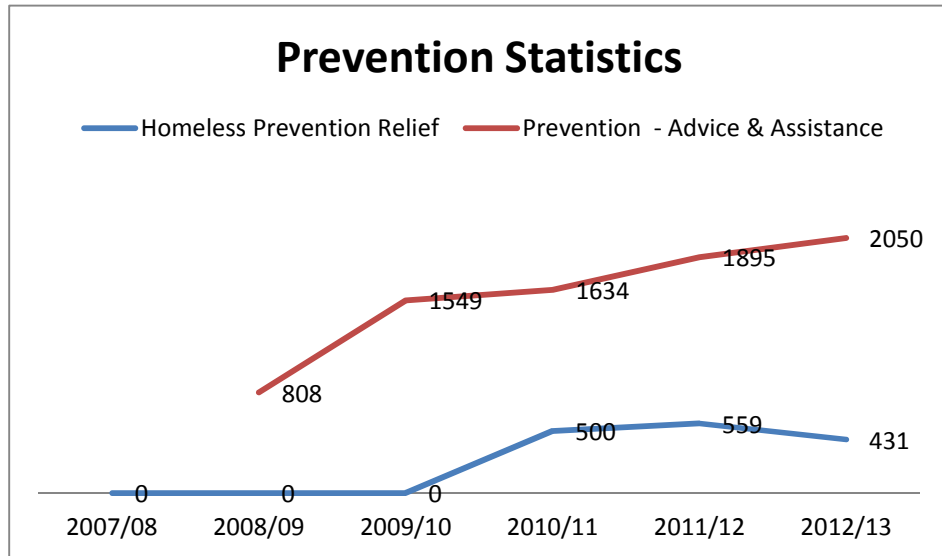
3.1 Prevention of homelessness

- 3.1.1 The 2006 Code of Guidance on statutory homelessness shifted emphasis from a duty to assist those whose homelessness need was immediate, to an approach which offers much earlier intervention to prevent homelessness. Local Authorities were directed to provide prevention advice and assistance to anyone at risk of homelessness, regardless to whether or not they were statutorily homeless. Halton embraced this approach to the prevention of homelessness and over the last five years has seen a significant decrease in the number of people applying as statutory homeless and in the number being accepted as statutory homeless. This is highlighted in the chart below:

Statutory Homelessness



- 3.1.2 At the same time there has been a significant increase in the number of local people provided with advice and assistance in order to prevent them from becoming homeless. The chart below illustrates the position:



- 3.1.3 Following the 2011/2012 PPB Scrutiny Review of Homelessness, a number of changes were made to the service offer in Halton's homelessness hostels. Key changes included a move away from open access to homeless hostels, to accommodating the most vulnerable individuals to whom we owe a statutory duty; and improving move on support with a view to helping individuals secure their own accommodation as soon as possible. This approach has proved highly successful and over the last twelve months we have seen a significant improvement in the move on of individuals and a significant increase in the number of individuals securing their own accommodation, as opposed to being accommodated within hostel provision. Whilst this is a positive outcome for individuals, it has resulted in an increase in void levels across hostel provision.
- 3.1.4 Access to homeless hostels has been managed through the Housing Solutions Team for a number of years, which has ensured that services were targeted towards meeting local need. This latest approach ensures that accommodation based solutions to housing need are only put in place where a statutory duty exists to do so and no other alternative housing is available.
- 3.1.5 The detailed position regarding occupancy levels, local occupancy and cost is attached in Appendix 1.
- 3.2 **Grangeway Court**
- 3.2.1 The service at Grangeway Court has been managed by Your Housing Group (Formerly Arena) since October 2008. The service has been well managed and has performed well. However, over the last year occupancy rates have started to reduce, varying between 84% and 50%, and averaging 67% during 2012/13.

- 3.2.2 It is likely that the reason for this reduced occupancy rate is the effectiveness of homelessness prevention, leading to reduced demand locally. Referrals are made through Housing Solutions, which ensures that the service is targeted at meeting local need.
- 3.2.3 During the 2011/2012 scrutiny review of homeless services members noted that the accommodation was in need of refurbishment and that there was a need for communal facilities.
- 3.2.4 The buildings at Grangeway Court are owned by Halton Borough Council and section 6 of this report sets out the estimated capital expenditure for the refurbishment, including the conversion of four units to provide communal/training facilities and works to improve security by increasing CCTV coverage and closing off public access through the site.
- 3.2.5 The proposal will reduce the number of units from 30 to 28, which is still viewed as sufficient to meet local need. However, occupancy levels will continue to be reviewed to monitor the impact of the welfare reforms.
- 3.2.6 Subject to Board approval to proceed with the refurbishment, this report also seeks a waiver of standing orders in order to extend the existing contractual arrangements for a period of 12 months, until 5th October 2014. A waiver is sought in order to ensure that levels of service are maintained to meet local need and to ensure continuity of service to vulnerable people, whilst the refurbishment work is undertaken.
- 3.2.7 Subject to the above extension, approval is also sought to conduct a tender for the provision of services at Grangeway Court with a view to awarding a new contract by 5th October 2014.
- 3.3 **Belvedere/Orchard House**
- 3.3.1 The Executive Board have previously agreed proposals to decommission Belvedere and to re-commission Orchard House as a Homelessness Crisis Intervention Service, when the new homelessness hostel opens in Widnes. This had originally been expected for autumn 2013 and in anticipation CIC, the current provider, agreed to extend their contracts to 31st October 2013.
- 3.3.2 In the intervening time Cosmopolitan Housing Association, who had secured the funding to develop the hostel in Widnes, ran into financial difficulty and had to surrender their development programme and grant funding. Other providers were invited by the Homes and Communities Agency (HCA) to submit proposals to utilise the clawed back grant and Halton Housing trust submitted a bid to take the lead in developing the hostel.
- 3.3.3 Funding decisions by the HCA are imminent, but due to lost time the timetable for completing the development is late 2014/early 2015. Further delay will put the project at risk as under current rules, HCA will not pay

grant on any scheme that does not complete by March 2015.

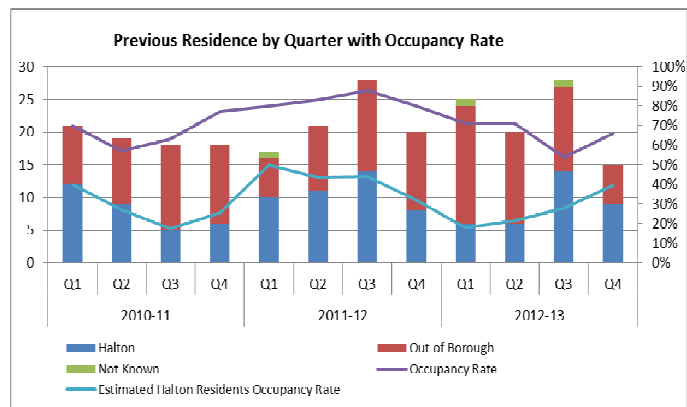
- 3.3.4 As the decision has already been taken to close Belvedere and remodel Orchard House, subject to the development of a new hostel in Widnes, this report seeks approval to extend the existing contractual arrangements with CIC for 12 months until 31st October 2014, with an option to extend for a further 6 months, on a month by month basis. The impending closures mean that compliance with standing orders is not possible and the extension would ensure that we retain provision to meet local need and continuity of service to vulnerable people.

3.5 **Domestic Abuse Services**

- 3.5.1 The domestic abuse service in Halton comprises 4 elements –
- Supported accommodation in a 15 bedroom hostel.
 - A floating support service to assist victims in the community.
 - Access to an Independent Domestic Violence Advisor (IDVA).
 - A Sanctuary Scheme to improve the physical safety features in victim's homes.
- 3.5.2 Halton and District Women's Aid (HDWA) has held a contract with the Council to provide services since 2003, the current annual value is £231,542 per annum.
- 3.5.3 The Domestic Abuse service was routinely re-tendered in 2012 but the only bid received was from HDWA. It was therefore decided to extend the existing contract until such time as further work could be done to develop the market. The current contract is due to expire on the 31st March 2014.
- 3.5.4 During the 2011/12 PPB Scrutiny review of Homelessness members raised concerns about the condition of the refuge. The building, whilst managed by HDWA, is owned by English Churches Housing Group (ECHG), part of the Riverside group. Subsequent discussions with ECHG have resulted in funded proposals to refurbish the hostel and to reduce capacity from 15 bedrooms to 12 self-contained units. According to ECHG the unit would not be financially viable to them as landlords if they received rent from any less than 12 units. The works are likely to be undertaken in the second half of this financial year although a final timetable is still awaited from ECHG.
- 3.5.5 Whilst the above refurbishment is to be welcomed in that it will significantly improve the dignity and well-being of individuals living at the hostel by providing self-contained family units, the size of the service remains excessive when we consider local demand for this service.

3.5.6 Details of the occupancy levels and former residency are shown below:

Refuge Occupancy Rates and previous residence over 3yrs:



Breakdown of information:

Year	Quarter	Previous Address			Total	*Occupancy Rate %	Est occ Halton residents only %
		Halton	Out of Borough	Not Known			
2010/11	1	12	9	0	21	70	40
	2	9	10	0	19	57	27
	3	5	13	0	18	63	18
	4	6	12	0	18	77	26
2011/12	1	10	6	1	17	80	50
	2	11	10	0	21	83	43
	3	14	14	0	28	88	44
	4	8	12	0	20	80	32
2012/13	1	6	18	1	25	71	18
	2	6	14	0	20	71	21
	3	14	13	1	28	54	28
	4	9	6	0	15	66	40

* Please note occupancy rates are calculated taking into account the length of stay in addition to number of people in the service

3.5.7 Occupancy levels over the last three years are just above 70%. However, 51 out of 88 (58%) people accessing the service in 2012/13 were from out of borough. This compares to only 11 Halton cases being accommodated elsewhere, highlighting that Halton is a significant net importer of domestic abuse victims. A contributing factor to the reduction in local demand is our commitment to preventing homelessness and to keeping women and families at home whenever it is safe to do so.

3.5.8 This therefore means that the cost of the current refuge service equates to:

Cost of Refuge service

Refuge service costs approximately 58.5% of total contract value (on pro-rata basis of previous contract values)

Contract value	£216,542
Refuge service element	£126,677
Weekly unit cost (service operating at full capacity)	£162.41
Indicative unit cost (based on 2012-13 average utilisation)	£248.46
Indicative unit cost (based on occupancy levels for Halton residents only)	£625.78

- 3.5.9 Consideration was given to defer re-tendering of the service until after the hostel refurbishment was completed. However, in addition to concerns over the utilisation of the service, the following concerns over the performance of the current provider came to light in this financial year.
- 3.5.10 The electronic case recording system, MODUS, was not being routinely used or updated by HDWA, potentially creating safeguarding issues. Members of the Multi-Agency Risk Assessment Conferences Board also highlighted that update reports concerning actions due to be undertaken by HDWA were often either not actioned or were inadequate, again creating potential safeguarding issues.
- 3.5.11 It was agreed with Elected Members that Officers from the Commissioning and Quality Assurance Teams would provide support to the current provider to improve performance. The following support has been provided to HDWA:
- The Council provided the equivalent of 15 days officer time to update MODUS, relieving HDWA of the pressure to deal with the backlog, so they could in effect start using the case management system with a clean slate.
 - The Council paid for Paloma (the software company) to provide dedicated training to HDWA staff on the 22nd May in the use of the system.
- 3.5.12 Having assisted to bring the MODUS system fully up to date an audit was undertaken between the 10th to 12th of June by Council officers to check that HDWA staff were continuing to maintain and update the system as per discussions and the contract variation. Despite the support described in 3.6.11, officers concluded that despite some slight improvement, record keeping was still inconsistent and incomplete. These deficiencies were highlighted to HDWA staff in a follow up meeting and priorities for action were identified in an attempt to manage the shortcomings to minimise risk.
- 3.5.13 Taking into consideration on-going concerns over the performance of the current provider, it is proposed to re-tender the service as soon as possible with a view to having a new contract in place by 1st April 2014.

3.6 **Nightstop**

- 3.6.1 In order to improve homelessness prevention for young people between 16 and 18yrs, the Housing Solutions Team, in partnership with Children's Services, agreed to dedicate the time of a housing solutions advisor to assist young people at risk of homelessness. The post has proved extremely successful and through mediation between the young person and parents the officer has been successful in keeping 85% of young people at home. However, over the same period of time we have seen a significant reduction in the number of young people requiring assistance through the commissioned Nightstop service. Performance information also indicates that the performance of Nightstops mediation service is poor when compared with the success rate of the mediation provided through the Housing Solutions Team. The current contract value for this service is £46,250. The unit costs are broken down below:

Unit cost breakdown

Service element	Cost per unit	Cost per week
Bed nights	£126.98	£888.86
Mediation	£75 per hour	N/A

This is based on 256 hours mediation which is approximately 5 hours per week and 213 bed nights provided which is approximately 17% utilisation.

- 3.6.2 The service is currently commissioned through Halton YMCA at a cost of £46,250 per annum. The current contract includes an option to extend the contract on an annual basis up to 1st April 2015. However, taking into consideration reduced demand for the service and poor performance in terms of outcomes, the existing contractual arrangements have only been extended until 30th September 2013.
- 3.6.3 Despite a number of recent changes implemented to improve performance, there is no evidence of local need for this service, or any significant improvement in performance. It is therefore proposed that the current contract expires with effect from 30th September 2013. Young people will be able to access the housing solutions advisor dedicated to young people, Orchard House will continue as an option and an annex at the existing YMCA will be utilised to provide night stop accommodation. This will release a saving to the Council of £46,250 and will be used as part of the savings target required by the Council for 2014-15.

4.0 **BUSINESS CASE SUPPORTING THE PROPOSAL TO WAIVE**

4.1 Value for Money & Competition

Existing contracts Belvedere and Orchard House were awarded following a competitive tendering process and as part of that process were assessed for value for money. The impending closures and remodelling will provide opportunities for efficiencies.

The existing contract for Grangeway Court was awarded following a competitive tendering process and as part of that process the submission was assessed for value for money. Subject to Board approval a further competitive tender exercise will be undertaken in 2013/14.

4.2 Transparency

In order to ensure transparency, the services will continue to be closely monitored by Halton Borough Council against set standards within the existing contract specifications.

4.3 Propriety & Security

The contracts comply with Halton Borough Council's Standing Orders in relation to procurement. The contracts are liable to termination if any instances of corruption by this organisation or its staff members occur, ensuring compliance with anti-corruption practices.

Additionally if the services fail to meet the performance standards and targets set to the satisfaction of the Council, then the Council will have the option to terminate the contracts, giving 3 months' notice.

4.4 Accountability

The Operational Director for Commissioning & Complex Care has responsibility for all contracts.

In common with other contracts this process will be open to both internal and external audit.

4.5 Position of the contract under the Public Contracts Regulations 2006

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

5.0 **POLICY IMPLICATIONS**

5.1 The proposals set out in this report are in line with Halton's Homelessness strategy.

6.0 **FINANCIAL IMPLICATIONS**

6.1 Detailed costs for the proposals set out in this report are set out in Appendix 2.

6.2 Domestic Violence Service

Although the capacity of the service post the remodelling will reduce to 12 units, it is not anticipated that the tender will result in any significant savings as staffing levels are likely to be maintained in order to provide an 24hr service. Following the award of the contract in April 2014, It is proposed that in light of the current welfare reforms and potential impact on domestic violence services that the service and arrangements are reviewed in 18 months' time to assess whether provision is meeting local need.

6.3 The capital costs for Grangeway Court improvements are estimated at £347,160.

6.4 The cost of proposals set out in the report can be met within existing budgets.

7.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

7.1 **Children & Young People in Halton**

Homeless services provide safe accommodation and support for children, young people and families. Wherever possible children and young people are enabled to remain in their home and continue to access and maintain existing schools, health services and support networks.

7.2 **Employment, Learning & Skills in Halton**

Individuals within Haltons' homelessness services are supported to maximise opportunities to access training and employment.

7.3 **A Healthy Halton**

All services support people to minimise the risks of harm, and access relevant services to improve their physical and mental health and wellbeing.

7.4 **A Safer Halton**

Homeless services safeguard children, young and vulnerable people and families by providing safe accommodation or support to remain safe at home.

7.5 **Halton's Urban Renewal**

None identified.

8.0 **RISK ANALYSIS**

8.1 This report has highlighted that Halton's success in preventing homelessness and targeted approach to the provision of services to the

most vulnerable, has resulted in an a reduction in occupancy across our homeless services. However, the report also highlights that more recently we have started to see an increase in the numbers of people approaching the Housing Solutions team for assistance.

8.2 The proposals set out in this report will ensure that we have sufficient continued provision to meet our statutory duty to assist people at risk of homelessness, but will also allow us to review our position over the next 12months to 2years when we will be in a position to assess potential future need taking into account the full impact of the fiscal downturn and the welfare reform.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 All support providers are required to demonstrate that they embrace and comply with the Equality Act, and services are monitored to ensure this is the case.

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

Document	Place of Inspection	Contact Officer
Homelessness Services Executive Board Report 12/07/12	Municipal Building Widnes	Strategic Director Communities
Reconfiguration of Domestic Abuse Accommodation Services Executive Board Report 29/11/12	Municipal Building Widnes	Strategic Director Communities
Reconfiguration of homelessness service at Orchard House Executive Board Report 13/12/12	Municipal Building Widnes	Strategic Director Communities

Appendix 1 – Halton Homeless Hostels

Cost of homeless services, based on 2012-13 data

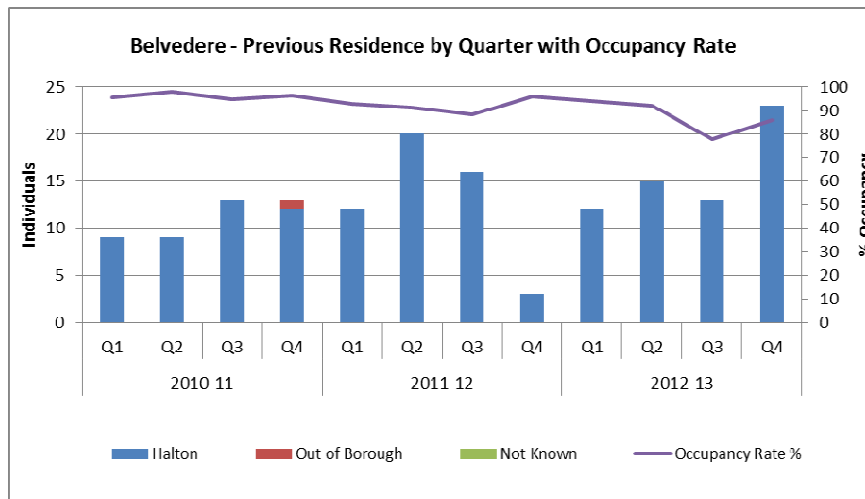
Note: There were no out-of-borough clients in the following services during 2012-13

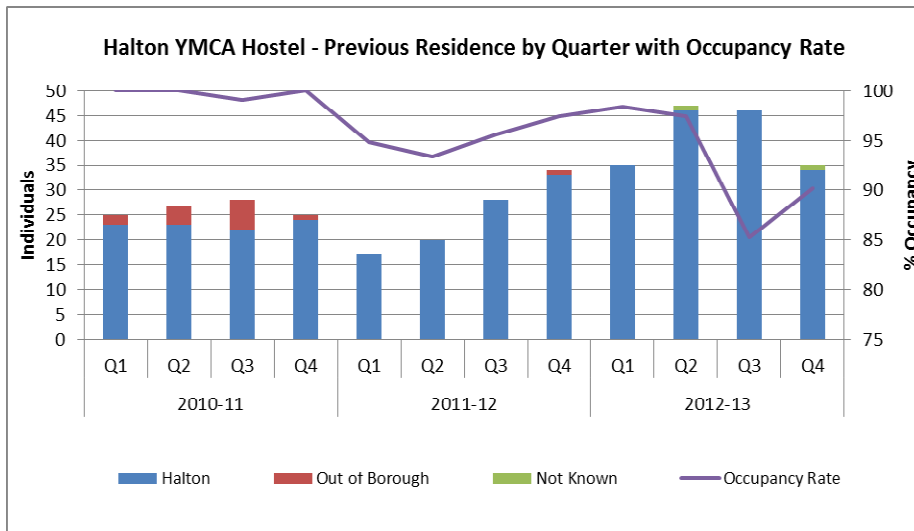
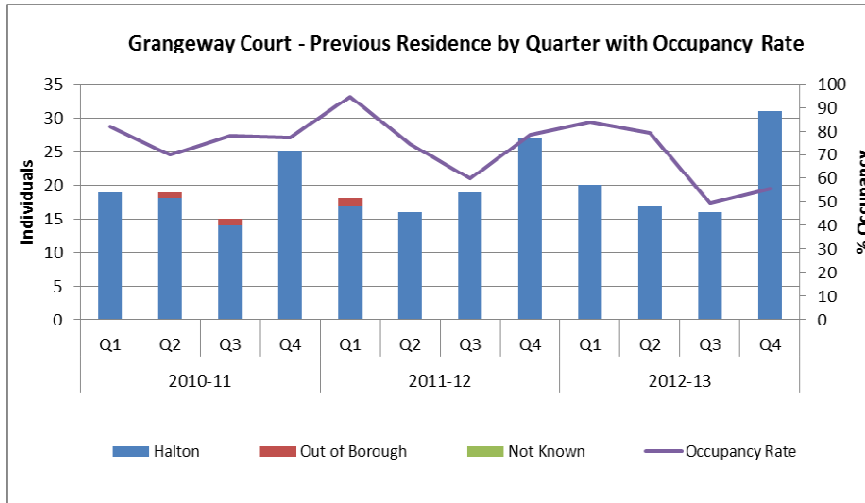
Service	Contract value	Weekly unit cost (service operating at full capacity)	Indicative unit cost (based on 2012-13 average utilisation)
Belvedere	£343,761	£286.64	£329.09
Orchard House	£149,883	£479.08	*£624.88
Halton YMCA	£408,636	£118.74	£124.60
Grangeway Court	£209,762	£125.71	£187.91

* Utilisation at Orchard House was low at the beginning of the year pending the decision not to close the hostel in order to provide a Crisis Intervention Service

Occupancy Level and Previous Occupancy 2010- 2013

The tables below indicate the overall occupancy rate within Halton's hostel provision (Refuge in separate appendices) and the previous residence of new people accessing the services within each quarter.





NB: figures for Orchard House will be reported to a future Board.

Appendix 2.

Accommodation/ Service	Description	No. of Units	Support Provider	Current Annual Cost	Contract Period	Recommendation	Financial Implication
NightStop	Supported lodgings/mediation service for single homeless	N/A	Halton YMCA	£46,250	1/4/2012 for 1+1+1 (first extension granted to 31/9/13)	Contract to expire on 31 st September 2013.	Saving £46,250 per annum.
Grangeway Court, Runcorn (owner HBC)	Accommodation for homeless families	32	Your Housing Group	£209,762	6/10/2008 for 5 years (due to expire on 5 th October 2013)	Approve capital expenditure to refurbish buildings. Extend existing contract for the period of 12months to 5 th October 2014.	£347,160 (capital) £209,762
Belvedere, Runcorn (owner HBC)	Accommodation for homeless single persons aged 16+	23	CIC	£343,760	1/4/2008 for 2+1 (contract extended	Extend contract for 12months, to 31/10/14 . With an option to extend for a further 6 months, on a month by month basis, to be to determined by progress with	£343,760 for 12 months (additional £28,647 per

					to 31/10/13)	build of new hostel on Albert Road Widnes. . Belvedere to be closed when new hostel completed	month for a potential 6 months =£171,880)
Orchard House, Widnes (owner Sanctuary Group)	Accommodation for homeless single persons aged 16+	6	CIC	£149,883	1/4/2008 for 2+1 (contract extended until 31/10/13)	Extend contract for 12months, to 31/10/14. With an option to extend for a further 6 months, on a month by month basis, to be to determined by progress with build of new hostel on Albert Road Widnes. . Belvedere to be closed when new hostel completed	£149,883 for 12 months (additional £12,490 per month for a potential 6 months ££74,941)

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