



## Executive Board

**Thursday, 12 December 2013 11.30 a.m.  
The Boardroom, Municipal Building**

A handwritten signature in black ink, appearing to read "David W. R." or a similar variation.

**Chief Executive**

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

#### **PART 1**

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<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST</b>	
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.	
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*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, 9 January 2014*

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

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Strategic Director, Children & Enterprise

**PORTFOLIO:** Leader

**SUBJECT:** European Programme 2014-2020

**WARD(S)** Borough-wide

## 1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to obtain Executive Board approval to develop a European Action Plan for Halton as part of the next European Programme 2014 -2020. The report is divided into two sections.

Section 1 outlines the process for accessing EU funds. Section 2 provides information on work being undertaken to identify and develop Halton's priorities. Reference is also made to the next steps and further work needed to develop the Action Plan.

## 2.0 RECOMMENDATION: That

- 1) The Board notes the progress being made and supports the development of a Halton Action Plan for the European Programme 2014-20;
- 2) Officers be authorised to identify potential match funding opportunities in order to maximise the benefit to Halton that the European Programme provides;
- 3) the Board authorises the Operational Director Economy, Enterprise and Property in consultation with the Leader to take all steps necessary to deliver the programme; and
- 4) any commitments to match funding utilising Council resources be brought back to the Executive Board for consideration.

## 3.0 SUPPORTING INFORMATION

### Section: 1 Accessing European Funds

3.1 The 2014-2020 European Programme primarily covers the European Regional

Development Fund (ERDF) and European Social Fund (ESF) grant schemes. For the first time UK Government has devolved European Union (EU) funding to Local Enterprise Partnerships (LEPs). The LEP has been required to produce an EU Investment Plan setting out how the Liverpool City Region proposes to spend its EU funding allocation.

- 3.2 Budgets have now been allocated, with Liverpool City Region (LCR) receiving €221.9m (circa £185m). This is roughly one third of the funding received by the LCR in the previous programme period 2007-13 and the Liverpool City Region is currently seeking a Judicial Review on this matter. It is unlikely that the outcome of the Judicial Review will impact on Halton significantly.
- 3.3 It appears that Halton will receive an indicative allocation of £16.9m by the LEP out of the £185m pot. (See Appendix 1 Indicative Halton Spend Profile). This is because Government allocated resources based on the regional geography of 2006 (when Halton was classed as part of Cheshire) and apportioned resources for Halton accordingly.
- 3.4 EU Regulations for the new programme require all EU funding to be spent on 11 thematic objectives; the Liverpool City Region has agreed that these themes will be taken forward through 5 portfolios:
  - Blue/Green Economy
  - Business Economy
  - Innovation Economy
  - Inclusive Economy
  - Place and Connectivity

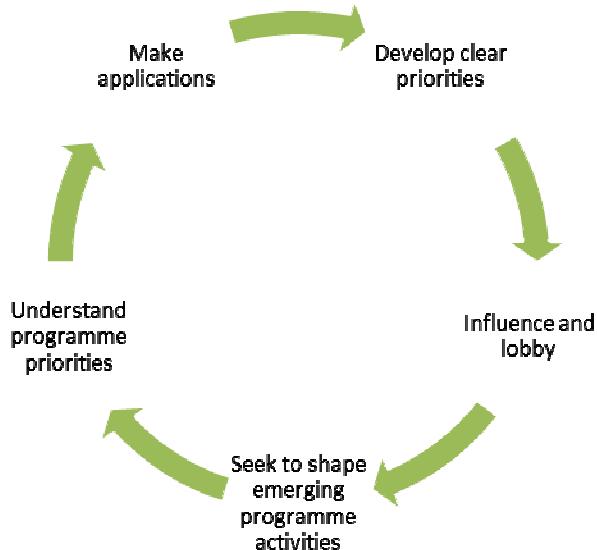
(N.B. The term portfolio is used in this context is to describe specific headings. It does not mean Executive Board Portfolios).

## **Section 2: Identifying and Developing Halton's priorities**

- 3.5 Given that the Liverpool City Region LEP will be required to distinguish between the resources set aside for Halton and the rest of the City Region, it is logical to develop a European Funding Investment Plan/Action Plan for Halton.

Halton has mirrored the 5 Portfolios in developing its own set of projects under the same themes. An internal officer group chaired by the Strategic Director for Children & Enterprise has been meeting since April 2013 to develop Halton's priorities in relation to the new programme.

The approach we are taking can be summarised by the diagram below:



Portfolio leads have been identified and draft Portfolios produced which identify key projects to be delivered via the Programme. Drafts have been shared with LCR leads for each portfolio area.

The Portfolio leads are:

Jim Yates - Blue-Green Economy  
Tim Leather - Business Economy  
Wesley Rourke - Innovative Economy  
Siobhan Saunders - Inclusive Economy  
Mick Noone - Place and Connectivity

- 3.6 The next steps will be to develop these 'high level' Portfolios in more detail, and to consult with stakeholders (internal and external) to the Council. Final drafts of Halton Portfolios will need to be submitted to the LEP by 31<sup>st</sup> December 2013, but there is a period from January to July 2014 where we will have an opportunity to develop and make applications.
- 3.7 We will, therefore, develop a Halton European Action Plan which will provide further detail on individual projects. It is important to note that projects will be large-scale.
- 3.8 A central resource will be required for the lifetime of the programme and beyond to develop projects and applications and to monitor progress and spend.

## 4.0 POLICY IMPLICATIONS

- 4.1 This is in line with the Council's Corporate Priorities and with the requirement to lever as much external funding as possible into the borough to support the communities of Halton.
- 4.2 It is proposed that the Operational Director for Economy, Enterprise and Property will take the lead on the day to day management of the programme and will be

supported by the External Funding Team who will offer a borough-wide service helping with application writing, funding claims and the ongoing monitoring.

Whilst Halton has an allocation it is imperative that all Halton's applications are realistic and robust and meet the eligibility criteria and that they are underpinned by a comprehensive monitoring system.

It is therefore, anticipated that additional support will be required from the Council's Internal Audit and Accountancy Divisions.

## 5.0 OTHER/FINANCIAL IMPLICATIONS

### 5.1

An indicative allocation of £16.9 million is good news for the Borough. However, in order to draw down the maximum grant available over the 7 year period, it will be necessary to identify and secure appropriate matching funding, because, depending on the type of project, the level of matching funding required can vary between 20% and 50%. In broad terms to draw down £16.9m of European grant, a further £40m to £50 million of additional funding will be required.

However, this additional funding can be drawn down using a variety of sources, for example, Government departments (DWP, Skills Funding Agency, Business Innovation and Skills), Lottery Funding, Trust Funding, Landfill Communities funding, Regional Growth Fund, Growing Places Fund, as well as private sector contributions from businesses and developers.

In addition, 'in kind' and 'actual' costs can be used as matching funding, providing the costs are attributable to the project. Examples of in-kind contributions include land, equipment, and unpaid voluntary costs. Actual costs can include premises, salaries, overheads and fees.

There are also opportunities for Halton to apply economies of scale principles by either 'slip-streaming' regional initiatives, or working collaboratively with neighbouring LEP areas. In cases such as these, the Council would not always be the provider of the service, but could still use its influence and its EU allocation to direct the most effective deployment of these resources for the benefit of Halton's residents and businesses.

Therefore, colleagues have developed realistic options which are not only based on need and demand, but reflect opportunities for drawing down external funding.

## 6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

### 6.1 Children & Young People in Halton

There is a significant opportunity for the EU programme to benefit all of the Council's priorities. Specific projects will be developed to support Children and Young People, targeting the resources where they are most needed.

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

Overall the EU programme will assist in providing job opportunities for local people and will go some way in addressing the level of unemployment in Halton. The projects being developed will support the local economy, local businesses and the local community which in turn will skill up Halton's workforce and create more jobs locally.

**6.3 A Healthy Halton**

The EU programme will promote healthier communities through jobs opportunities, the development of green transport and housing initiatives.

**6.4 A Safer Halton**

The EU programme will complement the initiatives of the Mersey Gateway Regeneration Strategy and the good work of the Police and Community Safety and through its projects look to reduce the fear of crime.

**6.5 Halton's Urban Renewal**

The EU programme will act as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

**7.0 RISK ANALYSIS**

7.1 There is a risk that the Council will not be in a position to access the EU grant funding if it cannot source the match funding required which is a minimum of £16.9m. If the Council were to place an over reliance external match, Halton could potentially lose out.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 It is anticipated that reference to Equality and Diversity principles will be a prerequisite for any funding available. In fact, the theme 'Inclusive Economy' focuses on supporting disadvantaged either to enter into the work place or remain in the work place.

**9.0 REASON(S) FOR DECISION**

An indicative allocation of £16.9m is a much needed resource which will support the borough in delivering its strategic priorities

**10. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

N/A

**11. IMPLEMENTATION DATE**

January 2014 onwards

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

None under the meaning of the Act.

**European Programme 2014-2020 - Halton's Priority Projects**

<b>Blue-Green Portfolio – lead Jim Yates</b>	
Project 1	Heat Networks – decentralised energy network East Runcorn
Project 2	Retrofit - development of a domestic and industrial retrofit programme
Project 3	Hydrogen Fuel Network, a development infrastructure project that is part of a wider plan to develop Ultra Low Carbon transport capability in LCR
Project 4	Green Networks – helping businesses to take up microtechnologies/renewable technologies
<b>Business Economy – lead Tim Leather</b>	
Project 1	Winning new business via LCR, MAS and UKTI networks; develop new market/investment opportunities; support to increase sales; business to business networks
Project 2	Business start-ups support and Entrepreneurial Culture programmes
Project 3	Business Support and Investment Readiness
Project 4	Skills Development – support to develop current and future workforce via higher level apprenticeships and higher level skills/qualifications
<b>Innovative Economy – lead Wesley Rourke</b>	
This Portfolio currently focuses on further developing the Sci-Tech Daresbury site, specifically to implement the capital elements of the agreed Masterplan quicker to enable more business start-ups and expansion; to support the continued commercialisation of science; to deliver an enhanced business support offer to Campus companies to support growth, including continued access to venture capital, loan and grants.	
<b>Inclusive Economy – leads Siobhan Saunders and Stiofan O'Suillibhan</b>	
Project 1	Tackling Youth Unemployment (NEET 16-24s)
Project 2	Helping adults back into work 24+
Project 3	Skills Development: 'Knowledge Economy Pathway'
Project 4	Social Growth & Connectivity
Project 5	Halton Community Services: Supported Employment Project, Assistive Technologies Project, SureStart to Later Life 'Age and Opportunities' Project
<b>Place and Connectivity – lead Mick Noone</b>	
Project 1	To kickstart the delivery of the MGSTS via the delivery of a <b>Rapid Transport Network</b> and a range of other sustainable transport schemes, including an improved cycle network linking Halton and the wider LCR.
Project 2	The <b>Realtime/Smartcard/Intelligent Transport System (ITS)</b> ; aims to encourage greater use of all sustainable transport modes by providing for seamless journeys for the entire door-to door journey. The provision of accurate, accessible and reliable information; convenient and affordable tickets, and safe and comfortable transport facilities.

**INDICATIVE HALTON SPEND PROFILE FOR EU PROGRAMME 2014 - 2020**

**TOTAL ALLOCATION £16,927,600 (£8,486,380 ERDF; £8,486,380 ESF)**

<b>PORTFOLIOS</b>	<b>Portfolio Priorities</b>	<b>ERDF (£m)</b>	<b>ESF (£m)</b>
<b>Blue Green</b>			
	Energy	£375,000	
	Sector and supply chain development	£375,000	
	Low carbon Infrastructure (grants)	£375,000	
	<b>Skills</b>		<b>£337,500</b>
<b>Business</b>			
	Winning new business, international trade	£525,000	
	Business start-ups and entrepreneurial culture	£665,000	
	Business support and investment readiness	£525,000	
	<b>Skills</b>		<b>£900,000</b>
<b>Innovation</b>			
	Infrastructure, facilities for collaborative research (grant)	£375,000	
	Innovation for business start and early growth	£285,000	
	Innovation for business growth	£490,000	
	<b>Higher level skills</b>		<b>£562,500</b>
	Promotion of LCR Knowledge Brand	£75,000	
<b>Inclusive</b>			
	<b>Tackling youth unemployment (NEETS)</b>		<b>£3,250,000</b>
	<b>Helping adults back to work</b>		<b>£2,180,000</b>
	<b>Social growth and connectivity</b>		<b>£1,100,000</b>
<b>Place &amp; Connectivity</b>			
	Business infrastructure (gap funding)	£450,000	
	Transport infrastructure	£520,000	
	Place marketing	£215,000	
<b>Financial Instruments</b>			
	JESSICA (business,energy, innovation infrastructure)	£1,650,000	
	JEREMIE (VCLF / finance for business)	£1,386,380	
	<b>LOCAL IMPACT FUND</b>	<b>£200,000</b>	<b>£146,380</b>
		<b>£8,486,380</b>	<b>£8,476,380</b>

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Chief Executive

**PORTFOLIO:** Leader

**SUBJECT:** First World War Commemorations

**WARD(s):** Borough Wide

## 1 PURPOSE OF REPORT

1.1 To determine the Council's approach to the First World War Commemorations 2014 -2018.

## 2 RECOMMENDATIONS: That

- 1) the Council develop a local programme of events to commemorate the First World War and funding bids be drawn up as appropriate;
- 2) the plans for a regional event be noted and once detailed plans are drawn up, the Council consider its involvement in the event; and
- 3) the Leader be nominated as the appropriate portfolio lead.

## 3 BACKGROUND INFORMATION

3.1 The 4<sup>th</sup> August 2014 will mark 100 years since the start of the First World War. The Department for Culture, Media and Sport has announced plans to build a commemoration fitting of this significant milestone in world history, working alongside partners including Imperial War Museums (IWM's), Heritage Lottery Fund and the Commonwealth War Graves Commission. The focus for events is one of commemoration and remembrance rather than celebratory and is intended to cover the four year period of the war.

3.2 The government has contributed over £50 million of funding to support commemoration activities. The plans announced so far include a national series of commemorative events, starting on 4 August 2014 with:

- A service for Commonwealth leaders at Glasgow Cathedral; an event at the Commonwealth War Graves Commission, St Symphorien Military Cemetery in Mons, Belgium; a candlelit vigil at Westminster Abbey.
- Commemorative paving stones to be laid in communities where Victoria Cross recipients of the First World War were born. The first paving stone will be laid on 23 August 2014 marking the exact date that the first Victoria Crosses were won.

- A £5.3 million educational programme providing the opportunity for 2 students and a teacher from every state school in the country to visit First World War battlefields and undertake research on people local to their school who fought in the war.
- A Christmas Day 'Truce' football match on the battlefields of Flanders to commemorate the anniversary of British and German soldiers ceasing fighting to play football in no man's land.
- 2,500 local war memorials to be given the opportunity to win listed building status, reflecting their historical special interest, and Liverpool War Memorial to be upgraded to a Grade I listed building.
- £34 million from the Heritage Lottery Fund, including a new £6 million community project fund to enable young people working in their communities to conserve, explore and share local heritage of the First World War.

#### **4 LOCAL EVENTS**

**4.1** A number of local authorities are taking the lead locally and engaging residents to establish a programme of commemoration events over a four year period.

**4.2** Many local authorities are developing commemoration programmes and are involving residents in planning local commemorations that bring communities together to commemorate the local impact of the First World War. Examples include

- Involving the community in local exhibitions
- The restoration of war memorials and an online Roll of Honour
- Exhibitions across local Museums showing the impact of the war locally
- Events based around war poetry, art and music in libraries
- Online resources that enable people to learn about the lives of local men, women and children who were affected by the First World War in different ways and information about local regiments and battalions
- Working with communities to plan activities and events to commemorate those who were affected by the First World War in their own towns and villages
- Work with the media – reproduction of archive news reports relating to key local items from each week of the war over the period of The Great War and coverage of local commemorative events over the period.

- An interactive blog to share memories from families affected by The Great War – this could be through combat or the wider impact of living at this time
- Memorial parade involving members of the Armed Forces, local cadets and veterans
- Church services
- The laying of ceremonial paving slabs to commemorate residents awarded the VC (Halton will be provided with two commemorative paving slabs to commemorate its VC residents)
- Schools competition/research of the local impact of the First World War

## 5 FUNDING

5.1 There are a number of funding sources available to support local commemorations, in particular, the Heritage Lottery Fund (HLF) is offering grants from £3,000 to £100,000 upwards, and Councils are able to join the IWM's First World War Centenary Partnership to access a range of digital resources. The HLF are awarding for community projects that focus on the First World War with a focus on any heritage related to the First World War, and are encouraging new perspectives and stories not previously told.

5.2 The government has also announced a scheme to commemorate the 100th anniversary of World War I and give thousands of schoolchildren the opportunity to visit the Great War battlefields. Pupils and teachers from every maintained secondary school in England will have the chance to go on a tour of the great battlefields and take part in remembrance ceremonies on the western front.

## 6 REGIONAL EVENT

6.1 Liverpool City Council in consultation with local regiments have started to scope a potential First World War Commemoration Event to place in Liverpool 12th/14th September 2014. The event is themed around an educational schools day, display day and a day of commemoration via church services and parades.

## 7 POLICY IMPLICATIONS

None

## 8 OTHER IMPLICATIONS

The local programme will be developed by utilising existing events and in-kind support. Any projects requiring funding will be the subject of bids to the various funding streams.

**9      IMPLICATIONS FOR COUNCIL'S PRIORITIES**

**9.1    Children and Young People in Halton**

The local programme will help Children and Young People understand the impact of the First World War nationally and locally.

**9.2    Employment Learning and Skills in Halton**

None

**9.3    A Healthy Halton**

None

**9.4    A Safer Halton**

None

**9.5    Halton's Urban Renewal**

None

**10     RISK ANALYSIS**

None

**11     EQUALITY AND DIVERSITY ISSUES**

None

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

None under the meaning of the Act.

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Strategic Director – Children & Enterprise

**PORTFOLIO:** Children, Young People and Families

**SUBJECT:** Capital Grant – Two year old Free Entitlement

**WARD(S)** Borough-wide

## 1.0 PURPOSE OF THE REPORT

- 1.1 To seek Executive Board approval to commence with the capital works detailed in this report and delegation of approval to the Capital Grant Funding Panel for any future bids received
- 1.2 To inform of the membership of the Capital Grant Funding Panel
- 1.3 To provide details on next steps and timescales with regard to the expansion of 2 Year Old Provision in Halton.

## 2.0 RECOMMENDATION: That Executive Board

- 1) approve the capital expenditure detailed in this report to assist with the expansion of the 2 Year Old Early Years entitlement in Halton; and
- 2) agree to delegate the approval of any further bids received for 2 Year Old capital funding to the Capital Funding Panel comprising appropriate members of the Children & Enterprise Directorate and Council's Finance Department, in consultation with the Portfolio holder for Children, Young People and Families, (As detailed in paragraph 3.3 below).

## 3.0 SUPPORTING INFORMATION

### 3.1 2 Year Old Place Expansion

From April 2009 all local authorities in England have received funding from the Department of Education (DfE) to provide a targeted free entitlement to the most vulnerable two year olds that met strict criteria. Halton was allocated place funding sufficient for 70 two year olds for 10 hours per week for 38 weeks per year.

This free entitlement increased and in 2011 two year olds meeting the eligibility criteria could access up to 15 hours per week. In 2011-12 the DfE announced an expansion of the Two Year Old Free

Entitlement Programme. It was announced that Halton would receive sufficient funding to deliver a free entitlement to up-to 493 eligible 2 year olds from September 2013, increasing to 800 two year olds in September 2014.

### **3.2 Department for Education 2 Year Old Capital Allocations**

To support the necessary expansion of place capacity in areas of greatest demand needed to accommodate the increase in the 2 year old entitlement, the Department for Education allocated Capital Funding to all local authorities. Halton was allocated £355,915 and details of this were reported to the Executive Board on 28<sup>th</sup> March 2013 in the “Capital Programme 2013/14” report submitted by the Strategic Director – Children and Enterprise, where the Executive Board approved the proposal for the 2 Year Old Capital programme.

### **3.3 Capital Grant Allocation Process**

Capital application forms were sent to all Early Years and Childcare providers in the Private, Voluntary and Maintained sectors, ten completed applications were received by the deadline (12<sup>th</sup> July 2013), the total value of these allocations was £313,467 (including VAT), which are estimated to create an additional 186 places for 2 year olds.

A Capital Funding Panel was established to assess the bids against the DfE Guidance and determined criteria, (Appendix 1). The Panel consisted of:

Mark Conway (Child Place Planning Lead)  
Belinda Yen ( 2 year old Project Officer)  
Jacki Durr (Early Years & FIS Support Officer)  
Julia Calcasola (Early Years & FIS Support Officer)  
Janet Harvey (Early Years & FIS Support Officer)  
Jill Farrell (Early Years Schools & Settings Improvement Officer)  
Phil Dove (Capital Development Officer)  
Naheem Shafiq (Principal Finance Officer)  
Emma Taylor (Divisional Manager- TAF Services)

### **3.4 Capital Grants Received and approved in principle by the Capital Grants Funding Panel**

The Capital Grants Funding Panel met on 1<sup>st</sup> October 2013 to consider the applications received against the determined criteria and approved, in principle, the following applications:

#### **3.4.1 Brookvale Neighbourhood Nursery**

The original application was submitted by the Pre-school Learning Alliance (PLA) for two elements of funding, capital build and resources. It was the view of the panel that the proposed

expenditure met the DfE capital criteria and would create an additional 63 places in the area of highest demand. The application for £157,104 (inc. VAT) was approved in principle. However, as the PLA run nursery is a tenant of Halton Borough Council in the Brookvale Children's Centre, it was considered more appropriate for the council to submit the bid for the capital build element, and both parties resubmitted their applications accordingly.

#### **3.4.2 Early Learners Day Nursery**

The application was reviewed and it was agreed that the funding required was to carry out capital work within the nursery and as such met the capital criteria in the DfE Guidance document. The project, when complete would create an additional 18 places for funded 2 year olds. The application for £29,819 (inc. VAT) was approved in principle.

#### **3.4.3 Palace Fields Day Care**

The application was reviewed and it was agreed that the funding required was to provide age-appropriate resources to furnish an additional room. As the resources have a lifespan of more than one financial year this is eligible capital expenditure. The project, when complete would create an additional 26 places for funded 2 year olds. The application for £14,080 (inc. VAT) was approved in principle.

#### **3.4.4 Acorn Community Nursery**

The application was reviewed and it was agreed that the funding required was to provide age-appropriate resources to re-configure and furnish the Hall area, which would allow the nursery to provide an additional 20 places for funded 2 year olds. If the resources have a lifespan of more than one financial year this is eligible capital expenditure. The Panel determined that the eligibility and need for all of the resources included in the application was not warranted, and proposed that the amount of funding approved should be capped at £12,000.

#### **3.4.5 Sunshines Under Fives Pre-School**

The application was reviewed and it was agreed that the funding required was to carry capital work within the Pre-school and as such met the capital criteria in the DfE Guidance document.

The project, when complete would create an additional 10 places for funded 2 year olds. The application for £45,350 (inc. VAT) was approved in principle.

#### **3.4.6 Gorsewood Pre-school**

The application was reviewed and it was agreed that the funding

required was to provide age-appropriate resources to furnish and re-configure the existing space. The project, when complete would create an additional 8 places for funded 2 year olds. The application for £6,195 (inc. VAT) was approved in principle.

#### 3.4.7 **Holy Spirit Pre-school**

The application was reviewed and it was agreed that the funding required was to provide age-appropriate resources to furnish the Children's Centre crèche room and also to equip the out-door play area. The setting are currently waiting for the Diocese of Shrewsbury to issue a formal licence in respect of their occupation of Pre-school section of the building in addition the setting will require a sub-licence from Halton Borough Council in respect of the crèche room adjacent to their rooms. The additional accommodation will provide an additional 15 funded 2 year old places. The application for £6,000 (inc. VAT) was approved in principle.

However, the original application was submitted by Halton Borough Council, but as it was for age-appropriate resources it was considered appropriate that the Pre-school should resubmit the application by 28 October 2013, which has now been received.

#### 3.4.8 **Ditton Early Years Centre**

The application was reviewed and it was agreed that the funding required was to carry out capital work within the nursery and as such met the capital criteria in the DfE Guidance document. The project, when complete would create an additional 8 places for funded 2 year olds. The application for £11,346 (inc. VAT) was approved in principle.

#### 3.4.9 **Warrington Road (Bambini Day Nursery)**

The application was reviewed and it was agreed that the funding required was to carry capital work within the nursery and as such met the capital criteria in the DfE Guidance document. The project, when complete would create an additional 4 places for funded 2 year olds. The application for £3,536 (inc. VAT) was approved in principle.

#### 3.4.10 **Beechwood Early Years**

The application was reviewed and it was agreed that the funding required was to carry capital work within the nursery and as such met the capital criteria in the DfE Guidance document. The project, when complete is estimated to create an additional 14 places for funded 2 year olds. The application for £23,692 (inc. VAT) was approved in principle.

### 3.5 **Timescales**

The Children and Enterprise Directorate's Senior Management Team met on 5th November 2013 to consider, and approve in principle, the applications received. Upon approval from the Executive Board providers will be informed of the decision and issued with a capital grant contract. The contract will detail the payment arrangements, which will be determined by the value of the grant awarded. Grants up to the value of £10,000 will be paid in full on receipt of 3 quotations.

For grants above £10,000, 50% of the value will be paid on receipt of 3 quotations and the balance up to the value of the award will be paid 3 months following first payment.

Following completion of the works the setting will submit paid invoices. If the value of paid invoices is less than the grant awarded, the overpayment will be clawed back.

All capital work will be complete by August 2014.

### 4.0 **POLICY IMPLICATIONS**

- 4.1 Securing sufficient childcare is a statutory duty in the Childcare Act 2006.
- 4.2 The local authority is required to have sufficient capacity for 800 funded 2 year olds by September 2014, the creation of the additional places detailed in this report will make a significant contribution to achieving this target.

### 5.0 **OTHER IMPLICATIONS**

- 5.1 None

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

- 6.1 Children & Young People in Halton:

The expansion of the free entitlement for 2 year old from low income families will help to ensure that children have sufficient, high quality childcare provision, giving them the best start in life.

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

In ensuring that supply meets demand for childcare provision in Halton, the Childcare Sufficiency Assessment provides parents/carers with the opportunity to work and/or undertake further education/training whilst ensuring that their children are in high

quality and locally available childcare provision.

**6.3 A Healthy Halton**

Joint projects between the Local Authority and the Health Service ensure that childcare providers in Halton are promoting healthy lifestyles to parents and children. As a result of training and qualifications gained by settings they are better able to support parents and children with health issues.

**6.4 A Safer Halton**

It is the responsibility of all adults to be committed to building a culture of safety and Halton's childcare providers have a legal duty under the Early Years Foundation Stage (EYFS) to provide an environment where children feel safe and valued.

**6.5 Halton's Urban Renewal**

The Halton Childcare market is a multi-million pound enterprise with an annual turnover estimated in the region of £11m. In addition to providing childcare for children, allowing parents/carers to undertake further education and/or training, it also provides in excess of 700 direct employment opportunities within the childcare sector in Halton. The expansion of the free entitlement for 2 year olds is having a very positive impact on the sustainability of Early Years and Childcare providers.

**7.0 RISK ANALYSIS**

7.1 If the LA did not create the additional capacity for the 2 year old free entitlement it would be failing in its statutory duty

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The provision of places for the 2 year old free entitlement ensures that parents/carers from low income families have access to high quality childcare provision at an early stage than is currently possible.

**9.0 REASON(S) FOR DECISION**

The Local Authority is statutorily required to have sufficient provision of 2 year old free entitlement places.

**10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

None.

11.0 **IMPLEMENTATION DATE**

Completion of works by August 2014 will allow for the additional places created to be used from September 2014.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Children Act 2004	Rutland House	Mark Conway
Childcare Act 2006	Rutland House	Mark Conway

**Appendix 1****Free Two Year Old Early Education Capital Grant 2013/15****GUIDANCE NOTES****Background**

Halton Children and Enterprise Directorate is committed to making best use of funding resources to prepare early years providers for the expansion of the Free Entitlement for Two Year Olds from low income households. From 1 September 2013 this will become a statutory entitlement for eligible two year olds with the Local Authority having a duty to secure sufficient provision.

**It is stressed that this capital grant funding is available to settings that require changes or purchases to be made in order to increase their capacity and in making these changes/purchases creates additional places for the eligible 2 year olds.**

**Purpose of Early Years Capital Funding**

Capital funding is available to increase capacity for expansion of the two year old free entitlement on creating additional high quality places to ensure Halton provide the statutory places as defined by the Government.

**Examples of eligible spend:**

1. Creating easier access to additional rooms within your building that will increase your capacity.
2. Creating or redefining of space/areas to increase additional spaces.
3. Purchasing of appropriate equipment and/or resources to increase places for funded 2 year olds.

**CAPITAL GRANT CRITERIA**

. All providers requesting capital funding must:

1. Offer 570 hours of early education in 1 year commencing the term after a child's 2<sup>nd</sup> birthday in a flexible way.
2. Provide a service within a minimum of 3 hours and a maximum of 5 hours of quality early education in any one day in a flexible manner.
3. Provide a maximum of 15 hours early education in any one week from September 2013.
4. Have at least a Good or above Ofsted grading or ITERS score of 4.00 or more at time of application.

5. **Priority will be given to settings located in the areas of the borough where the local authority has identified excess demand for 2 year old places.**

### **Additional explanatory notes**

**The expectation by DFE is that the 2 Year Old Capital Funding is used to increase capacity within the borough for the expansion of the two year old free early education to ensure Halton secure free early education for all eligible two year olds from 1<sup>st</sup> September 2013 thus supporting delivery of the two year old entitlement.**

- Capital for purposes of 2 year old capital grant means bulk purchases of capital assets whose collective worth exceeds £2,500 (including VAT) (£2,127 net)
- Capital assets means assets which will give continuous service beyond the financial year in which they were purchased, such as buildings, land, vehicles and computer servers.
- Note that any major items of capital spend may have additional criteria which should be explored before making any commitment.
- All Capital expenditure has to be completed by the 31<sup>st</sup> August 2014. Any capital applications requiring a building programme will need to demonstrate ability to complete within the required time frame, and this will need to be considered where applications are made for such initiatives.
- Applications are encouraged for part of costs where providers have sufficient reserves or may wish to match fund with other funding initiatives

#### **Disposal of Capital items:**

Where the market value exceeds £2,500 consultation with DFE is necessary if it is proposed to dispose of, change the use of or transfer ownership of a tangible asset (e.g. land, building and equipment) or intangible assets (e.g. copyrights) which has been financed by 2 Year Old Capital grant.

The proceeds of any disposal can be reinvested in other 2 Year Old projects with DFE permission. Alternatively, the proceeds will be returned to DFE. If a disposal becomes apparent or is being considered, consult with the financial team at the earliest opportunity for guidance.

#### **Building Works:**

It is important that all settings address the following matters when progressing any project involving land & buildings:

**Security of tenure** – if you are applying for capital grant for a project involving land & buildings you must have security of tenure of the land & buildings where the project is to take place for at least 3 years post funding.

Landlord's approval – depending on the type of setting it will be necessary to seek landlord's consent to the proposed works from the owner of the building – Local Authority, Diocese etc.

CDM Regulations (Construction, Design & Management Regulations) – these are health & safety regulations relating to building contracts to ensure the safety of the public, the occupants & the workmen. They require the preparation of a Health & Safety Plan for the works & notification to the Health & Safety Executive.

Building Regulations – confirmation from the Local Authority Building Control Service that the project proposals & plans comply with the building regulations. You should ensure that the appointed technical agent is fulfilling these requirements.

Planning Approval – if you are applying for a capital grant for a project involving land or buildings you will be expected to apply for planning permission & any other necessary statutory consents.

Asbestos – the Local Authority arranged surveys of all school buildings in order to provide an accurate & up to date register. These were Type 2 surveys, which are non-intrusive but provide a good indication of probability & potential risk from asbestos – these surveys were issued to all schools. If there are plans to undertake works in an area of your building where asbestos is present or assumed to be present, then you must inform any contractor appointed to perform the works, of the risk. Before any works are allowed to proceed you must arrange a full Type 3 survey of the area by an authorised inspector & ensure the results are made known in full to the contractor.

Procurement/Best Value – in order to demonstrate value for money it is recommended that three competitive quotes are obtained for the building works/equipment required.

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Gerald Meehan, Strategic Director Children & Enterprise

**PORTFOLIO:** Children, Young People & Families

**SUBJECT:** Virtual School Headteacher (VSH) Report

**WARD(S)** Borough-wide

## 1.0 PURPOSE OF THE REPORT

- 1.1 To provide the annual update regarding the attainment and achievement of Halton children in care.

## 2.0 RECOMMENDATION: That

- 1) the report is accepted and that the key attainment and achievement outcomes are noted and
- 2) support is given to the Virtual School for the future developments identified within the report.

## 3.0 SUPPORTING INFORMATION

### 3.1 The vision statement for the Virtual School is that:

*All children and young people in care in Halton are resilient and effective independent learners, that they achieve their full potential and are full and active participants in society.*

- 3.2 The oversight and governance arrangement for the Virtual School rests with the Children in Care Partnership Board, which sits within the Children's Trust.
- 3.3 The work of the Virtual School is supported by multi-agency working across the LA and partners, including early years providers, schools and further education establishments.

The 'virtual' nature of the school not only refers to incorporating all children in care into one school, but also the multi-agency working relationships that underpin the work of the school. Each of the agencies and teams that operate within the virtual school are committed to working to achieve the vision statement and prioritise children and young people in care within their own service delivery.

### 3.4 Operational functions of the Virtual School:

- To track attendance, attainment and progress of all Halton children in care.
- To provide good quality data to support the work of the LA in promoting the educational achievements of children in care.
- To monitor and quality assure the completion of Personal Education Plans.
- To monitor and quality assure that the pupil premium is used to improve the educational outcomes of each individual child in care.
- To provide appropriate individual support packages for identified children in care who are not performing in line with their predicted progress, through a variety of interventions.
- To provide training, support and guidance to a range of professionals working with children in care, in particular, Designated Teachers, Governors, social workers, foster carers and other professionals.
- To challenge schools who are not meeting the needs of children in care.

### 3.5 Personal Educational Plans (PEPD)

3.6 In line with the statutory duty on local authorities to ensure that all children in care have a PEP, the VSH regularly monitors and quality assures PEPs. In addition, an Education Support Worker is allocated as a link officer to the CIN teams to provide support, advice and guidance on completing PEPs.

### 3.7 PEP Completion Rates

Completion	Q1 June	Q2 Sept	Q3 Dec	Q4 March
2011-12	90%	96%	87%	86%
2012-13	90%	86%	89%	84%
2013-14	55%	89%		

Analysis has shown that the dips in performance represent:

- small numbers of PEPs that have not been completed within timescales;
- the impact of changes of social workers in the CIN teams; and
- the impact of changes within early years education in relation to

PEP completion for Reception age children.

### 3.8 Future developments

- A planned development for 2013-14 is the establishing of a multi-agency PEP Quality Assurance group (including Designated Teachers, Social Workers, Carers, team managers and an IRM).

## 4.0 Pupil Premium

The VSH gained agreement from Schools Forum that the pupil premium for Halton CIC would remain within the LA until it was activated via the individual child's PEP. It was also agreed that the pupil premium had to be linked clearly to an academic target on the PEP with an indication of how the impact of the intervention was to be measured. This process allows the money to be placed within the school's budget, clearly identified via the child's initials, so ensuring that the pupil premium money is used specifically to target the underachievement of that individual child rather than being part of an overall 'pot'.

4.1 The impact of the pupil premium is discussed at each PEP Review following allocation. The School Improvement Link Advisor also discusses and asks for evidence on the use of the Pupil Premium with each Headteacher during their link officer visits.

4.2 Future developments:

Within their role as Corporate Parents, the CIC Partnership Board will formally request from each school an annual report on how the Pupil Premium has been used to support the achievements of CIC in Halton.

## 5.0 Attainment outcomes for 2012/13 – Early Years

5.1 Due to changes within the Early Years Foundation Stage it is not applicable to compare previous years performance with this last academic year.

5.2 2012-13 cohort context:

- 4 children in total;
- 50% male/female split;
- 25% had a statement due to complex needs;
- 50% were at SA+ on the SEN Code of Practice for behaviour and emotional difficulties; and
- 1 child has been placed for adoption during Reception year.

5.3 2012-13 results:

- 4 children in the cohort
- 25% achieved a Good Level of Development

- 50% achieved expected or exceeded outcomes in Communication
- 25% achieved expected or exceeded outcomes in Literacy
- 25% achieved expected or exceeded outcomes in Maths

#### 5.4 **Closing the gap**

Largest gaps between both national and local outcomes were in:

- Good Level of Development (Halton 12%; National 27%),
- Literacy (Halton 21%; National 26)
- Maths (Halton 28%; National 41)

The largest gaps in outcomes at early years are in Literacy and Maths. This reflects the low attainment for these children in comparison with expected outcomes.

#### 5.5 For those who did not achieve the expected outcomes in literacy and numeracy their progress is being monitored through the PEP and the use of the pupil premium. In addition, where appropriate they will receive personalised literacy and numeracy packs.

#### 5.6 Future developments

Each Reception age child in this current academic year is receiving a personalised literacy pack.

### 6.0 **Key Stage 1 results (see Appendix A)**

#### 6.1 2012-13 results:

- 4 children in the cohort
- 75% achieved Level 2 or above in Reading Writing; Maths
- 75% achieved Level 2b or above in Reading and Maths
- 50% achieved Level 2b or above in Writing
- 100% achieved in line with expected outcomes in all 3 areas

#### 6.2 Closing the gap

- Attainment gap was closed with national in Reading and Writing at Level 2 or above
- Decreasing gaps evident across all areas at Level 2b or above

Key Stage 1 cohorts are generally very small due to the numbers of children who proceed to adoption and therefore are no longer in care. This can lead to very volatile gaps and make it difficult to look at trends.

#### 6.3 CIC performance in Reading:

- Is a positive picture where there has been consistently small gaps and has at times exceeded that of the general population at both Level 2+ and Level 2b+
- They achieve at least in line with their individual expected outcomes.

- Their performance is broadly in line if not better than their FSM eligible peers.
- Overall Halton CIC performance exceeds that of their peers in care regionally and nationally.

6.4 CIC performance in Writing:

- Is volatile but with small and decreasing gaps at both Level 2+ and Level 2b+
- They generally achieve in line with their individual expected outcomes.
- Their performance is broadly in line if not better than their FSM eligible peers, particularly at Level 2b+.
- Overall Halton CIC performance exceeds that of their peers in care regionally and nationally

6.5 CIC performance in Maths:

- Is volatile but with small and decreasing gaps at both Level 2+ and Level 2b+
- They achieve at least in line with their individual expected outcomes.
- Their performance is broadly in line if not better than their FSM eligible peers, particularly at Level 2b+.
- There is an improving picture for Halton CIC in comparison with their peers in care regionally and nationally

6.6 The key priority is to improve both writing and Maths performance. These areas are being targeted through use of the pupil premium in schools and personalised literacy and numeracy activity packs through the Virtual School.

6.7 Future developments

- Specific creative writing packs are being developed in collaboration with another LA and also a local book shop.
- Foster carer training will be delivered encompassing the use of the writing packs to increase the capacity of the carers to support writing opportunities in placement.

**7.0 Key Stage 2 (see Appendix B)**

7.1 2012-13 results:

- 7 children in the cohort
- Reading – 86% achieved Level 4 or above and 71% achieved Level 4b or above
- Writing – 71% achieved Level 4 or above
- Maths – 71% achieved Level 4 or above and Level 4b or above
- 57% achieved Level 4 or above combined in Reading, Writing and Maths
- 100% achieved their expected outcomes or above in Reading

and Writing

- 57% achieved their expected outcomes or above in Maths

7.2 Closing the gap

- Closed the gap both locally and nationally at Level 4 or above in Reading
- Closed the gap both locally and nationally at 2 levels of progress in Reading and Writing.
- Decreasing gap in Maths

7.3 Key Stage 2 cohorts are generally very small due to the numbers of children this can lead to very volatile gaps and make it difficult to look at trends, as each individual child has a large statistical significance.

7.4 CIC Performance in Reading:

- Is a very positive picture where there has been consistently small gaps and has at times exceeded that of the general population at both Level 4+ and Level 4b+;
- There is a high percentage achieving 2 levels of progress, with their performance exceeding that of their peers locally and nationally, resulting in a closing of the gap.
- They achieve at least in line with their individual expected outcomes with a higher percentage achieving beyond expected levels.
- Their performance is better than their FSM eligible peers.

7.5 CIC Performance in Writing:

- There remains a gap in attainment both at Level 4+ and Level4b+
- There is a high percentage achieving 2 levels of progress, with their performance exceeding that of their peers locally and nationally, resulting in a closing of the gap.
- They achieve at least in line with their individual expected outcomes, with a high percentage achieving beyond expected levels.
- There remains a gap in attainment at Level 4+ in comparison with their FSM eligible peers.

7.6 CIC Performance in Maths:

- There remains a gap in attainment both at Level 4+ and Level4b+
- There remains a gap in those achieving 2 levels of progress.
- The majority achieve at least in line with their individual expected outcomes, with some achieving beyond expected levels.
- There remains a gap in attainment at Level 4+ in comparison with their FSM eligible peers.

7.7 CIC Performance in Reading, Writing and Maths combined

- There is a decreasing gap in attainment at Level 4

7.8 The key priority is to improve both writing and Maths performance. These areas are being targeted through:

- Use of the pupil premium in schools;
- Personalised literacy and numeracy activity packs through the Virtual School;
- Direct work support sessions delivered by the Education Support Workers from the Virtual School; and
- Skills based activity days in the school holidays delivered by the Education Support Workers from the Virtual School

7.9 Future Developments

- Specific creative writing packs are being developed in collaboration with another LA and also a local book shop.
- Foster carer training will be delivered encompassing the use of the writing packs to increase the capacity of the carers to support writing opportunities in placement.

## **8.0 Key Stage 4 results (see Appendix C)**

8.1 2012-13 results:

- There were 3 in the cohort
- No young people achieved 5A\* - C EM, 5A\* - C or Eng Bacc
- 67% achieved 3 levels of progress in English and Maths

8.2 Closing the gap

- There remains an attainment gap across all 3 key indicators
- Outcomes are generally positive for both 3 levels progress in English and Maths.
- Achievement remains inconsistent, but with generally more young people overall achieving at least in line with individual outcomes.

8.3 For Key Stage 4 in particular there continues to be a high number of young people who have a range of additional needs, including statements of special educational needs and mental health issues. These additional needs do have a negative impact upon the overall outcomes. The outcomes for individual young people according to their own expected progress are also affected by the age that they entered the care system.

8.4 CIC performance:

- There remains an attainment gap across all 3 key indicators
- Outcomes are generally positive for both 3 levels progress in English and Maths.
- Achievement remains inconsistent, but with generally more young people overall achieving at least in line with individual outcomes.

- There remains a gap in attainment at 5A\*-C EM in comparison with their FSM eligible peers.
- There is an improving trend in performance when comparing Halton CIC with their peers in care regionally and nationally.

8.5 The key priority is to improve both attainment across all 3 indicators at GCSE level. These areas are being targeted through:

- Use of the pupil premium in schools;
- Direct 1:1 tuition from subject specialists, as appropriate, commissioned through the Virtual School;
- Personalised literacy and numeracy activity packs through the Virtual School; and
- Skills based and aspirational activity days in the school holidays delivered by the Education Support Workers from the Virtual School

**9.0 Attendance and exclusions**

9.1 Welfare Call monitors attendance for all Halton children in care regardless of where they are educated on a daily basis. For those where an attendance issue is apparent the Education Welfare Service fast track support.

9.2 Attendance outcomes analysis

- In general Halton CIC have as good, if not better, attendance than their peers
- The decrease in secondary attendance this year is due to the impact of
  1. Older teenagers who had historical attendance issues came into care during the year;
  2. Young people who had missing from care episodes resulting in secure placements;
  3. Young people who have had involvement with YOS, resulting in 1 young person going to a YOI.

9.3 Exclusions outcomes analysis

9.4 Exclusions that do occur are due to low-level incidences of behaviour.

- The higher numbers are an accumulation of days rather than significant events.
- Overall Halton CIC receive less fixed term and permanent exclusions than their peers in care regionally and nationally

9.5 The key priorities are to ensure that all CIC

- Are accessing the provision that best meets their educational needs
- Receive fast track support from all professionals to maintain a high level of attendance

- Receive fast track support from all professionals to address any barriers to learning, including behavioural issues

9.6 These issues are constantly addressed through;

- Multi-agency approaches within the Virtual School, ensuring that CIC are a priority group for accessing all universal and targeted support services within schools and the LA.
- Challenge from the VSH when a CIC is at risk of exclusion;
- Ensuring that CIC are prioritised for admission to the school that best meets their educational needs, including across within other LAs, and the use of powers of direction when required
- Ensuring that schools work collaboratively to meet the needs of CIC and also creatively use the pupil premium as required
- Raising awareness around legislation of attendance and exclusion to social care professionals and foster carers

## **10.0 POLICY IMPLICATIONS**

Provision of a Virtual Headteacher and support for the educational outcomes for children in care, in line with the forthcoming Children and Families Bill. Monitoring and supporting young people's participation in Education and Training in line with the RPA.

## **11.0 OTHER/FINANCIAL IMPLICATIONS**

11.1 None

## **12.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **12.1 Children & Young People in Halton**

Improving the educational outcomes of children in care is one of Halton's key priorities. This report demonstrates how the Virtual School in Halton is supporting the young people, schools and professionals in closing the attainment and achievement gap.

### **12.2 Employment, Learning & Skills in Halton**

Improving educational outcomes for children in care increases the likelihood of them gaining access to further educational and employment opportunities and also reduces the risk of them becoming NEET.

## **13.0 RISK ANALYSIS**

There are no risks associated with this report.

## **14.0 EQUALITY AND DIVERSITY ISSUES**

Improving the attainment of children in care and narrowing the gap between their performance and that of their peers, is key to ensuring that children in care have equality of opportunity both during their

education years and in their future working life.

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

None under the meaning of the Act.

## Appendices

### APPENDIX A

#### Key Stage 1

##### Cohort results supporting data

(Abbreviations as follows: SA = School Action; SA+ = School Action Plus; S = Statement; R = Reading; W = Writing; M = Maths)

KS1 L2+	07/08		08/09		09/10		10/11		11/12		12/13	
	Cohort = 5 SA+ = 1; SA = 1		Cohort = 5 SA+ = 1; SA = 3		Cohort = 0		Cohort = 1 SA+ = 1		Cohort = 3 SA = 1 S = 1		Cohort = 4 SA+ = 3	
	No	%	No	%	No	%	No	%	No	%	No	%
L2+ R	4	67	5	83			1	100	2	67	3	75
L2+ W	4	67	4	67			1	100	2	67	3	75
L2 M	3	50	4	67			1	100	2	67	3	75

KS1 L2b+	07/08		08/09		09/10		10/11		11/12		12/13	
	Cohort = 5 SA+ = 1; SA = 1		Cohort = 5 SA+ = 1; SA = 3		Cohort = 0		Cohort = 1 SA+ = 1		Cohort = 3 SA = 1 S = 1		Cohort = 4 SA+ = 3	
	No	%	No	%	No	%	No	%	No	%	No	%
L2b+ R	3	60	3	60			1	100	2	67	3	75
L2b+ W	1	20	2	40			0	0	1	33	2	50
L2b+ M	3	60	3	60			0	0	2	67	3	75

##### Achievement in line with individual expected outcomes supporting data

(Abbreviations as above)

KS1	No in Cohort	No. achieved below their expected outcomes			No. achieved in line with their expected outcomes			No. achieved above their expected outcomes		
		R	W	M	R	W	M	R	W	M
07/08	5	0	0	0	4	4	4	1	1	1
08/09	5	0	1	2	4	4	3	1		
09/10	0	0	0	0	0	0	0	0	0	0
10/11	1	0	1	0	1	1	0	0	0	0
11/12	3	0	1	0	2	2	0	1	0	1
12/13	4	0	0	0	2	3	2	2	1	2

Closing the gap supporting data

(Abbreviations as above; shaded boxes represent where the attainment gap has closed)

KS1 L2+	% Pt Gap to All Halton pupils			% Pt Gap to National pupils			Context
	R	W	M	R	W	M	
07/08	0	-3	27	4	0	30	5 in cohort; 60% Female; 20% SA+; 20% SA; 1 child experienced placement breakdown due to challenging behaviour (adoption breakdown); 1 child was assessed as well below average at EYFS
08/09	2	0	8		1	9	5 in cohort; 80% Female; 10% SA+; 60% SA; 1 child was assessed as well below average at EYFS
09/10	X	X	X		X	X	None in this cohort
10/11	-16	-20	-11	-15	-19	-10	1 in cohort; 1 Female; 100% SA+; She had 1 placement change within the year
11/12	18	14	22	20	16	24	3 in cohort; 67% Male; 33% had a statement (ASD Special School); 33% SA; 1 had a placement change in the academic year
12/13	11	5	14	14	10	16	4 in cohort; 50% male; 75% SA+; 2 were assessed as well below average at EYFS; 1 had a school change in the academic year

KS1 L2b+	% Pt Gap to All Halton pupils			% Pt Gap to National pupils			Context
	R	W	M	R	W	M	
07/08	7	36	9	11	38	14	5 in cohort; 60% Female; 20% SA+; 20% SA; 1 child experienced placement breakdown due to challenging behaviour (adoption breakdown); 1 child was assessed as well below average at EYFS
08/09	9	15	12		20	14	5 in cohort; 80% Female; 10% SA+; 60% SA; 1 child was assessed as well below average at EYFS
09/10	X	X	X		X	X	None in this cohort
10/11	-31	54	71	-26	61	74	1 in cohort; 1 Female; 100% SA+; She had 1 placement change within the year
11/12	22	58	23	26	64	26	3 in cohort; 67% Male; 33% had a statement (ASD Special School); 33% SA; 1 had a placement change in the academic year
12/13	-2	10	0	4	17	3	4 in cohort; 50% male; 75% SA+; 2 were assessed as well below average at EYFS; 1 had a school change in the academic year

Benchmarking supporting data

(For tables below colour code – **Red** - below both regional and national; **Amber** – below in one; **Green** – above in one; **Dark Green** above in both)

**AWAITING 2012/13 DATA – STATISTICAL RELEASE DUE IN DEC 2013**

KS1	% Achieving L2+ Reading			% Achieving L2+ Writing			% Achieving L2+ Maths		
	H	NW	NAT	H	NW	NAT	H	NW	NAT
07/08	67	51	57	67	50	50	50	61	62
08/09	83	60	58	67	53	52	67	66	65
09/10		54	58		48	51		60	62
10/11	100	60	59	100	55	52	100	66	63
11/12	67	71	67	67	60	57	67	75	71
12/13	75			75			75		

## APPENDIX B

### Key Stage 2

Due to the national changes in attainment data the performance for 2012/13 cannot be compared on a like for like basis.

#### Cohort results supporting data

(Following abbreviations in the tables refer to: SA = School Action; SA+ = School Action Plus; S = Statement)

The following table represents the Halton CIC age expected attainment and achievement over the past 5 years.

KS2	07/08		08/09		09/10		10/11		11/12	
	Cohort = 4 S = 1; SA = 3		Cohort = 6 S = 2; SA+ = 2; SA = 1		Cohort = 11 S = 2; SA+ = 3; SA = 3		Cohort = 6 SA = 1 SA+ = 3 S = 1		Cohort = 5 SA+ = 3	
	No	%	No	%	No	%	No	%	No	%
<b>L4 E</b>	2	<b>50</b>	3	<b>50</b>	5	<b>45.5</b>	4	<b>67</b>	3	<b>60</b>
<b>L4 M</b>	1	<b>25</b>	3	<b>50</b>	4	<b>36</b>	5	<b>83</b>	3	<b>60</b>
<b>L4 E&amp;M</b>	1	<b>25</b>	2	<b>33</b>	3	<b>27</b>	4	<b>67</b>	2	<b>40</b>
<b>2L Prog E</b>	3	<b>75</b>	5	<b>83</b>	7	<b>64</b>	5	<b>83</b>	5	<b>100</b>
<b>2L Prog M</b>	1	<b>25</b>	5	<b>83</b>	6	<b>54.5</b>	5	<b>83</b>	5	<b>100</b>

Therefore, the performance for this last academic year and the previous year is as follows (for progress it is the 2 full levels measure that is recorded):

KS2	11/12		12/13	
	Cohort = 5 SA+ = 3		Cohort = 7 S = 2 SA+ = 2	
	No	%	No	%
<b>L4+ R</b>	4	80	6	86
<b>L4+ W</b>	4	80	5	71
<b>L4+ M</b>	2	40	5	71
<b>L4+ RWM</b>	2	40	4	57
<b>L4b+ R</b>	2	40	5	71
<b>L4b+ M</b>	1	20	4	57
<b>2LP R</b>	5	100	7	100
<b>2LP W</b>	5	100	7	100
<b>2LP M</b>	5	100	5	71

#### Achievement in line with individual expected outcomes supporting data

KS2	No in cohort	No. achieved below expected outcomes			No. achieved in line with expected outcomes			No. achieved above expected outcomes		
		R	W	M	R	W	M	R	W	M
<b>11/12</b>	5			1	1	2	1	4	3	3
<b>12/13</b>	7			2	2	3	2	5	4	3

Closing the gap supporting data

KS 2	% Pt Gap to all Halton Pupils					% Pt Gap to all National Pupils					Context		
	L4+				L4b+		L4+						
	R	W	M	RW M	R	M	R	W	M	RW M	R	M	
11/12	9	3	46	37			7	1	44	35			5 in cohort; 80% male; 60% SA+; 40% were at L1 or below at KS1 for Reading and Writing, and Maths; 1 YP had a placement in the academic year
12/13	0	15	15	20	6	18	0	12	14	5	4	16	7 in the cohort; 57% female; 29% SA+; 29% Statement (1 MLD; 1 BESD); 1 child was disappplied due to level of additional needs; at KS1 71% were L1 or below in Reading; 54% were L1 or below in Writing; 43% were L1 or below in Maths

KS2	% Pt Gap to all Halton Pupils				% Pt Gap to all National Pupils			Context						
	2 Levels Progress				2 Levels Progress									
	R	W	M		R	W	M							
11/12	-9	-7	-10		-10	-10	-13	5 in cohort; 80% male; 60% SA+; 40% were at L1 or below at KS1 for Reading and Writing, and Maths; 1 YP had a placement in the academic year						
12/13	-13	-7	19		-12	-9	17	7 in the cohort; 57% female; 29% SA+; 29% Statement (1 MLD; 1 BESD); 1 child was disappled due to level of additional needs; at KS1 71% were L1 or below in Reading; 54% were L1 or below in Writing; 43% were L1 or below in Maths						

Benchmarking supporting data

(For tables below colour code – **Red** - below both regional and national; **Amber** – below in one; **Green** – above in one; **Dark Green** above in both)

**AWAITING 2012/13 DATA – STATISTICAL RELEASE DUE IN DEC 2013**

KS2	% Achieving L4+ English			% Achieving L4+ Maths			% Achieving L4+ English & Maths		
	H	NW	NAT	H	NW	NAT	H	NW	NAT
07/08	50	54	50	25	50	47	25	42	38
08/09	50	50	48	50	48	48	33	39	37
09/10	45.5	56	50	36	55	49	27	47	40
10/11	67	58	54	83	58	52	67	49	43
11/12	60	64	60	60	58	56	40	53	50

KS2	L4+ Reading			L4+ Writing			L4+ Maths			L4+ RWM		
	H	NW	NAT	H	NW	NAT	H	NW	NAT	H	NW	NAT
12/13	86			71			71			57		

**APPENDIX C**

**Key Stage 4**

**Cohort results supporting data**

(Following abbreviations in the tables refer to: SA = School Action; SA+ = School Action Plus; S = Statement)

The following table represents the Halton CIC age expected attainment and achievement over the past 6 years.

KS4	07/08		08/09		09/10		10/11		11/12		12/13	
	Cohort = 16 S = 8; SA+ = 2; SA = 2		Cohort = 13 S = 9; SA+ = 0; SA = 1		Cohort = 20 S = 5; SA+ = 7; SA = 5		Cohort = 16 SA = 3 SA+ = 4 S = 6		Cohort = 5 SA+ = 1 S = 1		Cohort = 3 SA+ = 2	
	No	%	No	%	No	%	No	%	No	%	No	%
1A* - G	10	62.5	6	46	17	85	10	62.5	4	80	3	100
5A* - G	9	56	4	31	11	55	9	56	4	80	2	67
5A* - G EM	9	56	4	31	11	55	9	56	4	80	2	67
5A* - C	5	31	2	15	6	30	7	44	3	60	0	0
5A* - C EM	3	18	1	8	3	15	4	25	3	60	0	0
Eng Bacc	0	0	0	0	0	0	0	0	1	20	0	0
3L Prog E	6	37.5	5	23	5	25	5	31	3	60	2	67
3L Prog M	5	31	4	31	4	20	6	37.5	4	80	2	67

**Achievement in line with individual expected outcomes supporting data**

KS4	No in Cohort	No. achieved below expected outcomes			No. achieved in line with expected outcomes			No. achieved above expected outcomes		
		E	M	Overall	E	M	Overall	E	M	Overall
07/08	16	6	5	4	6	6	6	4	5	6
08/09	13	5	5	5	6	5	4	2	3	4
09/10	20	11	11	4	5	8	8	4	1	8
10/11	16	9	5	6	5	7	6	2	4	4
11/12	5	2	1	1	3	3	4		1	
12/13	3	1	1	1	1	1	1	1	1	1

**Halton FSM/CIC Gap supporting data**

(Abbreviations: E = English; M = Maths; ENG BACC = English Baccalaureate)

\*Halton figures do include Special Schools but do not include Alternative Provision – all CIC are included.

**AWAITING NATIONAL DATA**

5A* - C EM	CIC	FSM	GAP
07/08	18%	24%	6%
08/09	8%	24%	16%
09/10	15%	30%	15%
10/11	25%	34%	-9%
11/12	60%	39%	-21%
12/13	0	47%	47%

**Closing the gap supporting data**

(Abbreviations: E = English; M = Maths; ENG BACC = English Baccalaureate)

\*Halton figures do include Special Schools but do not include Alternative Provision – all CIC are included.

**AWAITING NATIONAL DATA**

KS4	% Pt Gap to all Halton pupils			% Pt Gap to National pupils			Context
	5 A*-C	5A*-C	ENG BACC	5 A*-C	5A*-C	ENG BACC	

07/08	40	31		34	30		16 in cohort; 50% Male/Female split; 50% had statements; 12.5% SA+; 12.5% SA; 3 YP were in alternative provision that did not provide GCSEs including YOI and secure units; 3 YP attended special schools due to high level of learning difficulties and did not take GCSEs; 6 YP had poor attendance; 1 YP had severe mental health issues
08/09	57	36		55	43		13 in cohort; 54% Male; 69% had statements; 8% SA; 3 YP had placement moves during the academic year; 4 YP had poor attendance; 4 YP attended special schools due to high level of learning difficulties and did not take GCSEs; 3 YP were in alternative provision that did not offer GCSEs (including YOI); 2 YP had missing from care episodes
09/10	52	35	7	45	38.5	16	20 in cohort; 55% Male; 25% had statements; 35% SA+; 25% SA; 8 YP had placement changes; 4 YP spent time in secure accommodation or were sectioned; 4 YP had mental health issues; 5 YP had missing from care episodes; 3 YP were in provision that did not offer GCSEs
10/11	43	31	5	36.5	33	15	16 in cohort; 50% Male/Female; 19% SA; 25% SA+; 37.5% had statements; 2 were unaccompanied asylum seekers; 5 YP were in provision that did not offer GCSEs (special schools, YOI or secure accommodation); 2 YP spent time in custody or secure accommodation; 2 YP had YOT involvement; 3 YP had placement changes within the academic year (1 YP had 6 due to behaviour and 2 periods in custody)
11/12	27.5	-1	-7	22.5	-2	-4	5 in cohort; 60% Male; 20% SA+; 20% had statements; 1 YP had severe disability and ASD and could not take GCSEs; 2 YP had a placement change within the academic year
12/13	87	62	23				3 in cohort; 67% male; 67% SA+; 1 UASC; 1 YP had 2 placement changes in academic year; 1 YP was in residential placement; 2 YP were resident out of Halton

KS4 3L Progress	% Pt Gap to All Halton pupils		% Pt Gap to All Halton pupils		Comments
	E	M	E	M	
09/10	39	42	46	44	20 in cohort; 55% Male; 25% had

						statements; 35% SA+; 25% SA; 8 YP had placement changes; 4 YP spent time in secure accommodation or were sectioned; 4 YP had mental health issues; 5 YP had missing from care episodes; 3 YP were in provision that did not offer GCSEs
10/11	38	24.5		41	27.5	16 in cohort; 50% Male/Female; 19% SA; 25% SA+; 37.5% had statements; 2 were unaccompanied asylum seekers; 5 YP were in provision that did not offer GCSEs (special schools, YOI or secure accommodation); 2 YP spent time in custody or secure accommodation; 2 YP had YOT involvement; 3 YP had placement changes within the academic year (1 YP had 6 due to behaviour and 2 periods in custody)
11/12	10	-12		8	-12	5 in cohort; 60% Male; 20% SA+; 20% had statements; 1 YP had severe disability and ASD and could not take GCSEs; 2 YP had a placement change within the academic year
12/13	5	0				3 in cohort; 67% male; 67% SA+; 1 UASC; 1 YP had 2 placement changes in academic year; 1 YP was in residential placement; 2 YP were resident out of Halton

Benchmarking supporting data

(For tables below colour code – **Red** - below both regional and national; **Amber** – below in one; **Green** – above in one; **Dark Green** above in both)

**AWAITING 2012/13 DATA – STATISTICAL RELEASE DUE IN DEC 2013**

KS4	% Achieving 5A* - C			% Achieving 5A* - C EM			
	H	NW	NAT	H	NW	NAT	
	07/08	31	21	19.5	18	11	10
08/09	15	26	24	8	11.5	11	
09/10	30	31	29	15	12	12	
10/11	44	34	33	25	14	14	
11/12	60	40.5	37	60	16	15	
12/13	0			0			

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Director of Public Health

**PORTFOLIO:** Health and Wellbeing

**SUBJECT:** Procurement of integrated sexual health services in Halton

**WARD:** Borough wide

## 1.0 PURPOSE OF REPORT

- 1.1 To seek Members approval to proceed with a tender exercise to test the current market and, subject to the financial implications from any tender submissions received, seek to appoint a provider or providers to provide integrated sexual health services in Halton.
- 1.2 To request approval for the waiver of procurement standing orders for a 6 month extension of the Community Sexual Health and Young People's Sexual Health Service which are due to expire on 1<sup>st</sup> April 2014.

## 2.0 RECOMMENDATION: That Executive Board

- 1) approve the proposal to tender for an integrated sexual health service for Halton;
- 2) agree to using Procurement Standing Orders 1.8.4 (a) to waive Part 3 of the Procurement Standing Orders which refers to contracts whose value is in excess of £173,934 but not exceeding £1,000,000 for the delivery of the service in relation to the Community Sexual Health Service contract;
- 3) agree to using Procurement Standing Orders 1.8.4 (a) to waive 4.1 of the Procurement Standing Orders in relation to the Young Persons Sexual Health contract;
- 4) authorise a six month extension to the above contracts to provide service continuity during the tendering process; and
- 5) approve the timeline for the tender process detailed in Appendix B.

## 3.0 BACKGROUND

- 3.1 Under the terms of the Health and Social Care Act 2012, responsibility for commissioning public health services was transferred from the Primary Care Trust to local authorities on 1<sup>st</sup>

April 2013. The Department of Health has identified five areas of public health for which local authorities have a mandatory responsibility, one of which is the commissioning of most sexual health services.

3.2 The services for which the Council is responsible are as follows.

- Contraception outside the GP contract (this includes long acting reversible contraception including implants and intra uterine devices);
- HIV testing (HIV treatment is the responsibility of NHS England);
- Chlamydia testing as part of the National Chlamydia Screening Programme and treatment;
- Testing and treatment of other sexually transmitted infections;
- Sexual health aspects of psycho sexual counselling;
- Any sexual health specialist services e.g. sexual health promotion, young persons' services, HIV prevention, outreach work, teenage pregnancy etc

#### **4.0 CURRENT POSITION**

4.1 Financial provision for sexual health contracts is contained within the Public Health budget. The current total value of sexual health services to be included in the integrated service is £1.1 million. This figure excludes non-contracted activity for Halton residents who visit open access genito-urinary medicine (GUM) clinics in other areas, enhanced service payments provided to GPs for chlamydia screening, contraceptive implants and intra uterine devices and the provision of support for patients diagnosed with HIV which will not be included in the commission.

4.2 Currently sexual health services are delivered under four separate contracts each with a different focus or area of responsibility but with strong interdependencies between service providers. A summary of in scope services is provided as Appendix A.

4.3 Other than the main Community Sexual Health and Young Persons Sexual Health contracts (both of which expire on 31<sup>st</sup> March 2014) all contracts were due to end on 31<sup>st</sup> March 2013 but were extended for a 12 month period with an option to extend for a further 12 months to March 2015 if necessary.

4.4 It is proposed that the Community Sexual Health and Young Persons' Sexual Health services are also extended until October 2014 to enable the tender process to take place.

4.5 The authority also commissions an HIV support and prevention service. This service provides practical support for people

diagnosed with AIDS and HIV as opposed to treatment. It is not intended that this contract form part of the integrated Sexual Health service due to the non-medical nature of the service. Opportunities to re-commission this service on a wider footprint are being explored.

## 5.0 INTEGRATED SEXUAL HEALTH SERVICES

5.1 An integrated model of service delivery would bring together the four service contracts into one large contract. There are a number of different delivery models available including where there is one lead provider with more specialist elements of the contract sub contracted as necessary or where there is a partnership arrangement between different providers.

5.2 The Public Health White Paper “Healthy Lives, Healthy People: Our Strategy for Public Health in England” published in 2010 highlighted the Department of Health’s commitment to work towards an integrated model of service delivery to allow easy access to confidential, non-judgemental sexual health services (including for sexually transmitted infections, contraception, health promotion and prevention).

5.3 Moving towards a more integrated model offers a number of different advantages as listed below.

- It offers the potential for a “one stop shop” approach to service delivery thereby streamlining the customer facing element of the service;
- It eliminates any potential for duplication in service delivery;
- It ensures that service users are offered a full and comprehensive sexual health service e.g. the service can deal with both contraception and sexual transmitted infections at one appointment;
- It reduces the risk of service users “falling between the cracks” of different services. This is a considerable risk in the delivery of sexual health services due to the sensitive and personal nature of the service;
- It offers the potential for a more flexible and responsive service e.g. if demand is high in one area of the service resources can be diverted from an area with less demand;
- It makes contract management more straightforward for commissioners since the lead provider is responsible for all elements of the contract;
- It offers the potential for greater efficiency in service delivery and therefore improved cost effectiveness.

5.4 The advantages of an integrated service as listed above are

expected to result in improved outcomes for Halton residents. For example sometimes patients are seen by one service for their contraceptive needs but then have to be referred to another service for sexually transmitted infections and vice versa. The pathways do not facilitate easy, fast interventions for the patient and the costs associated with this approach are often borne by the patient in relation to time and travel to another clinic appointment. This could delay treatment which could lead to an increase in unwanted pregnancies and/or the prevalence sexually transmitted infections.

5.5 Consequently the expected outcomes of an integrated sexual health service are:

- A reduction in unwanted pregnancies, particularly teenage pregnancies since currently service users (often young people) visiting genito-urinary medicine clinics are offered condoms only and their longer term contraceptive needs are not discussed;
- A reduction in the prevalence of sexually transmitted infections. It is important to note that initially the integrated service is likely to show an increase in the number of STIs as more people are offered tests. This is a positive thing as it means they can be treated thus helping to control the spread of the infection.

5.6 The Department of Health has published a suggested specification for integrated sexual health services which local authority Public Health Departments are free to adopt or tailor as they wish to fit local circumstances. The authority is also participating in an on-going review of sexual health services across Cheshire and Merseyside facilitated by public health collaborative service *CHAMPS* and as part of this has carried out Sexual Health surveys with the general public and with stakeholders. The outcome of this work will be used to inform the development of Halton's specification.

5.7 Tender submissions will be evaluated on quality as well as price and tenders will be reported to the Board in the normal way.

5.8 A timetable for the proposed tender is attached for Executive Board's approval at Appendix B.

## **6.0 BUSINESS CASE**

### **6.1 Value for Money**

The purpose of the extension to the two contracts is to ensure service provision is maintained at current levels until the new service is operational. The contract for the new service will be awarded on

the basis of quality and price, thus ensuring value for money.

**6.2 Transparency**

Contracts will be recorded in the Council's Contracts Register accessible via the internet together with the publication of all spend in excess of £500,000.

**6.3 Propriety and Security**

The extension of the contracts referred to in this report will be compliant with Halton Borough Council's Procurement Standing Orders. Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisation or their staff.

**6.4 Accountability**

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

**6.5 Position of the Contract under the Public Contracts Regulations 2006**

These contracts are Part B exempt services and do not need to be advertised in the OJEU.

**7.0 POLICY IMPLICATIONS**

**7.1** The method of procurement complies with the Council's procurement policy and Procurement Standing Orders, and will utilise The Chest e-procurement portal.

**8.0 FINANCIAL IMPLICATIONS**

**8.1** As outlined in the report the provision of Public Health sexual health services in Halton currently costs over £1.1 million and therefore represents a significant proportion of the total Public Health budget.

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

**9.1 Children and Young People in Halton**

The services provided aim to prevent the spread of sexually transmitted infections in young people (and adults) and reduce levels of teenage pregnancy.

**9.2 Employment, Learning and Skills in Halton**

N/A

**9.3 A Healthy Halton**

The services aim to prevent the incidence and spread of sexually transmitted infections in Halton.

9.4 **A Safer Halton**  
N/A.

9.5 **Halton's Urban Renewal**  
N/A.

**10.0 RISK ANALYSIS**

10.1 Risk will be a particular consideration in the tender evaluation process. Robust service monitoring should provide early warning of any performance issues.

10.2 Some existing sexual health services are currently shared with St Helens including the Community Sexual Health contract. There is a risk that commissioning decisions made by either authority could result in destabilisation of the services. Commissioners from both local authorities are working together to try to minimise this risk.

**11.0 EQUALITY AND DIVERSITY ISSUES**

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

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

None.

## Appendix A

### Public Health Sexual Health contracts included in scope of Integrated Sexual Health contracts

Name of service	Description	Current service provider	Contractual position
Community Sexual Health Service (CASH and Health Improvement)	<p>Community sexual health services provide clinics within the community to provide contraception advice, support and interventions and sexually transmitted infection advice, support and interventions/treatment that does not need specialist doctor and nurse level intervention. Within Halton there are both young people's specific clinics and adult clinics.</p> <p>Sexual health promotion is delivered by two specialists which includes delivery of training, events and promotional materials and the development and updating of the Halton and St Helens branded website 'www.getiton.org.uk'</p> <p>The service includes referrals for erectile dysfunction and psychosexual counselling which mean that people with ongoing sexual health problems can be seen and treated in community clinics rather than referral into hospital settings.</p>	St Helens and Knowsley NHS Teaching Hospitals Trust	Contract expires March 2014 Extension sought to 1 <sup>st</sup> October 2014
Young People's Sexual Health Support Service	This service provides advice, support and non specialist interventions on contraception and sexually transmitted infections specifically for young people aged under 25. The service is mainly provided via clinics at Connexions in Halton Lea which are staffed by a nurse and education worker.	Brook Liverpool, Halton and Wirral	Contract expires March 2014 Extension sought to 1 <sup>st</sup> October 2014
Genito-urinary medicine (GUM) Provision	This service is provided from Halton Hospital and provides all levels of sexually transmitted infections screening, health promotion, contact tracing and treatment. This will include diagnosis of HIV/AIDS which is a Local Authority responsibility, however treatment of patients with HIV is commissioned by the National Commissioning Board.	Halton and Warrington NHS Foundation Trust	Original contract expired March 2013 – Executive Board approved a 12 months with an option for a further 12 months at its meeting of February 28 <sup>th</sup> 2013
Chlamydia screening	This service was set up as part of the Chlamydia screening programme with the aim to co-ordinate tests for Chlamydia in the 15 – 24 year olds. THT co-ordinate the screens training services in touch with young people to opportunistically test, they do outreach to areas where young people are not in touch with services to increase testing, they provide treatments for positive cases, compliance checks and contact tracing of	Terrence Higgins Trust	Original contract expired March 2013 – Executive Board approved a 12 months with an option for a further 12 months at its meeting of February 28 <sup>th</sup> 2013

	partners.	
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## Appendix B

<b>PROJECT TIMETABLE</b>	<b>Provision of Sexual Health Services</b>
<b>TYPE OF CONTRACT</b>	<b>Open process (Part B Exempt)</b>
<b>PERIOD OF CONTRACT</b>	<b>3 years with option for annual extensions up to two additional years</b>

## TENDER TIMETABLE

<b>ACTION</b>	<b>OPEN PROCESS</b>	
	<b>Date (provisional)</b>	<b>Time Allocated</b>
Prepare Preliminary Estimates Report	November 2013	
Draft Tender Documents. Comprising: MIQ / PQQ (questionnaire and matrix) , ITT (contract and specification(s)), TUPE, Performance Monitoring etc.	<i>Finalise all documents prior to/in advance of tender publication</i>	3 months
Prepare Advertising Document (template)	November 2013 – January 2014  The timeline incorporates a minimum 6 week consultation period	
- Advertise Contract on The Chest portal.	Week commencing 3 <sup>rd</sup> February 2013 <i>All tender documents issued</i>	1 day

Provider event?	<i>To be confirmed</i>	
Closing date for questions relating to ITT	Week commencing 3rd March 2014	
Closing date/time for submission of ITT / Tenders	Week commencing 17 <sup>th</sup> March 2014	6 weeks (from advertising)
Verification – 'Remove Seal'	Week commencing 24th March 2014	1 day
Evaluate mandatory information on ITT	Week commencing 31 <sup>st</sup> March 2014	1 week
Evaluate / Moderate ITTs - Panel	Weeks commencing 7 <sup>th</sup> and 14th April 2014	2 weeks
Inform Short-listed Suppliers	Week commencing 14 <sup>th</sup> April 2014	1 day
Presentation & Interview	<i>Weeks commencing 5<sup>th</sup> and 12th May 2014</i>	2 weeks
Final evaluation		
SMT	<i>Held every Wednesday morning.</i>	1 day
Sign off at Executive Board (allow 5 working days from publication of minutes for call-in period)	Week commencing 9th June 2014	1 day
Intention(s) to Contract	Week commencing 23rd June 2014 (following 5 day call in period)	1 day
Mobilisation period	1 <sup>st</sup> July 2014 to 30 <sup>th</sup> September 2014	3 months
Award Contract / Contract start date	1 <sup>st</sup> October 2014	1 day
OJEU Award Notice (My Tenders)		1 day
<b>Internal only:</b>		
1. Check if successful supplier is set up on Agresso		1 day
2. Provide client with correct expenditure code		
3. Provide client with correct ProClass code		

**These dates are indicative and are subject to change by the Council**



**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Strategic Director - Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Directorate Performance Overview Reports for Quarter 2 2013/14

**WARDS:** Borough wide

## 1.0 PURPOSE OF REPORT

**1.1** To report the Council's performance for the second quarter period to 30<sup>th</sup> September 2013. The report details progress against key objectives/milestones and performance targets, and describes factors affecting each of the three Directorates.

## 2.0 RECOMMENDED: That

- 1) Executive Board note the information contained in the report**
- 2) Consider the progress and performance information and raise any questions or points for clarification.**

## 3.0 SUPPORTING INFORMATION

### Background and Context

#### 3.1 Revised Performance Framework from 2012/13

3.2 A review of the Council's existing performance management and monitoring arrangements was undertaken in 2011, based upon an agreed set of principles (agreed by Corporate PPB), based around the better management of performance information in terms of both strategic focus and volume, which involved:

- Capturing the views of Lead and Senior Officers and Elected Members in a number of forums;
- A review of adopted practice elsewhere e.g. in other neighbouring Councils, Primary Care Trusts and best practice in Local Government and the Private sector;
- Consideration of the potential requirements and expectations of local authority self-regulation; and

- The on-going need to ensure that available resources are being deployed to best effect in addressing strategic priorities of the Council.

3.3 As a result of these review findings it was approved that the authority develops an approach to the future use of performance information that is, as far as possible, focussed primarily upon the needs of the receiving audience as opposed to being determined by the existing organisational structure. This also reflected a transition away from Local Authorities being performance managed by central government and toward being held to account at a local level through the transparent provision of accessible performance data.

3.4 In addition, it is essential that the Council maintains a planning and performance framework that allows the identification and on-going monitoring of key activities and performance measures that meet organisational needs. Performance management will also continue to be important in our demonstration of value for money and outward accountability.

3.5 The Directorate Performance Overview Report provides a strategic summary of the key issues arising from performance in the relevant quarter for each Directorate and being aligned to Council priorities or functional areas. Such information is central to the Council's performance management arrangements and the Executive Board has a key role in monitoring performance and strengthening accountability.

3.6 Information for each of the Council's Directorates is contained within the following appendices:

- Appendix 1 - Children and Enterprise
- Appendix 2 - Communities
- Appendix 3 - Policy & Resources

3.7 Directorate Risk registers are presently being reviewed and refreshed in conjunction with the development of Directorate Business Plans 2014 – 17 and the monitoring of high risks will be reported to the Board in due course.

#### **4.0 POLICY IMPLICATIONS**

4.1 The Council's Performance Management Framework will continue to form a key part of the Council's policy framework.

#### **5.0 OTHER IMPLICATIONS**

5.1 These reports would also be available to support future scrutiny arrangements of services by Members and Inspection regimes for Ofsted and Adult Social Care.

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

6.1 Existing and future performance frameworks at both local and national level are linked to the delivery of the Council's priorities.

6.1 The introduction of Directorate Overview Reports for Executive Board, reporting key objectives/ milestones and performance indicators will further support organisational improvement.

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

## **7.0 RISK ANALYSIS**

7.1 The new revised performance framework for 2012/13 and beyond will allow the authority to both align its activities to the delivery of organisation and partnership priorities and provide appropriate information to all relevant stakeholders in accordance with the “transparency agenda”. Performance Indicators are used by external agencies and the public at large in informing any judgement they make as to how the authority is currently performing.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Minority and disadvantaged groups and geographic areas are involved with and taken into account in all stages of performance management, including planning, data collection and analysis, service delivery, policy and service development and the impact of policies.

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

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

## Directorate Performance Overview Report

**Directorate:** Children and Enterprise Directorate

**Reporting Period:** Quarter 2, Period 1 July 2013 – 30 September 2013

### 1.0 Introduction

This report provides an overview of issues and progress within the Directorate that have occurred within Quarter 2. The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix (section 8).

Please note initials have been provided to indicate which Operational Director is responsible for the commentary to aid Members, as requested by the Children and Young People Policy and Performance Board. A key is provided at the end of the report in Appendix (section 8).

### 2.0 Key Developments

#### 2.1 Ofsted Inspection Framework

This has now been published and will cover all aspects of local authority children's services, from early help, assessment, children in need and child protection to children in care and care leavers. It will also include the fostering and adoption services as well as children who are missing education and quality of alternative provision. Ofsted has been very explicit that the bar has been raised in judging effectiveness and outcomes for children, and that it anticipates there will be a significant increase in the Local Authorities judged as "requires improvement"<sup>1</sup>. The Local Safeguarding Board will also be reviewed at the same time, and a judgement made about its effectiveness.

Work is already underway in preparing for the inspection which is implemented from November 2013. The inspection is unannounced, and takes place over a 4 week period. Inspections take place over a three yearly cycle, and as Halton's last full inspection was in February 2011 it is anticipated that Halton will be in the first or second phase of the cycle. Following inspection, the Local Authority will be required to publish its plan in response to the recommendations. (TC)

#### 2.2 Adoption Inspection August 2013

The outcome of the adoption inspection was adequate overall, with good judgements for safeguarding and quality of outcomes, but adequate judgments for leadership and management, and quality of service. The revised and more exacting methodology and approach which will be part of the new Inspection Framework (see 2.1) was evident in the adoption inspection, even though it was undertaken under the Adoption Inspection Framework which will cease from November. There were no requirements made, and an action plan has been drawn up and implemented in response to the recommendations. (TC)

#### 2.3 Contact Advice & Referral Team (known as CART)

This is a newly established central team which receives all contacts and referrals to Children's Social Care in one place. This team will ensure that the quality of information received is of a consistently high quality to inform decision-making about how the Levels of Need Framework is applied, and the outcomes for children and families are clearly recorded and overseen by one manager. (TC)

#### 2.4 Performance reports

In conjunction with IT services, a new suite of performance and management information reports has been developed and implemented. This will improve the "real-time" management of activity

<sup>1</sup> "Requires Improvement" to be good

within the service, and also enables oversight and management of that activity at all levels within the service to be evidenced. This suite of reports will be key in improving outcomes for children and young people.

## **2.5 School Improvement Link Officer Support**

Following the national cessation in 2011 of funding to local authorities for the National Strategies' School Improvement Partner (SIP) programme, and at the same time the significant reduction in the number of school improvement personnel, a decision was taken not to maintain a link officer role within all of our schools. The expectation was that schools would have increased autonomy and accountability for their own improvement. Funding for consultants and advisory teachers was withdrawn from local authorities and was re-directed to schools to enable them to purchase their choice of school improvement, including external SIPs. The Local Authority focused its remaining school improvement resource on working with those schools that were not yet judged to be good or better.

As a result and overtime our knowledge, particularly of our good and outstanding schools, has diminished and we have genuinely missed those opportunities to engage with all of our head teachers in their schools on a personal level. Some of our head teachers have missed this too. Despite diminishing resources there is an expectation that the local authority maintains a good knowledge of all their schools, beyond desktop analysis and scrutiny of published data. This has become particularly apparent following recent inspections of some schools where it has been Ofsted's scrutiny of the schools' current internal data that has resulted in 'downgrading' of their overall effectiveness, including schools previously judged to be good or outstanding.

Sir Michael Wilshaw, Chief Inspector of Schools in England and head of Ofsted stated that; '*local authorities should support all schools, including academies .... Council's have a statutory responsibility to ensure that all children in their area have access to a good education so should also raise the alarm if academies were underperforming*'.

In response the Learning and Achievement Department have made the decision to reintroduce a link school improvement officer for all schools. For good and outstanding schools, this will continue to be relatively 'light touch' but there is an expectation that Head Teachers of good and outstanding schools, including academies, will agree to meet with their link officer for at least one meeting during the year. This will provide the opportunity to share what has been particularly successful and any areas of good practice that they would be willing to share with other schools. For other schools where we have identified that more support is needed, we will continue to ensure that the link officer works to support them and, as now, broker in any additional support that is identified. A schools' category will continue to determine how much officer time will be offered to each school. (SN)

## **2.6 Ofsted inspections of Schools**

Ofsted inspections include an increased focus on the use of the pupil premium. In 2012-13 eligibility was extended to pupils who have eligible for free school meals at any point in the last six years (known as Ever6) as well as those that have been looked after continuously for more than six months and children of service personnel. Inspectors consider the different in performance of these groups, supported through the pupil premium, with that of their peers in English and mathematics at the end of Key Stage 2, and GCSE at Key Stage 4. They report on whether the gap is narrowing and whether the £900 pupil premium per disadvantaged pupil is being used effectively. Inspectors are also reporting upon the use and impact of the primary school sport funding on pupils' lifestyles and physical wellbeing. (SN)

## **2.7 Inspiring Families (nationally known as Troubled Families)**

The wider impact across the partnership for the 101 families where the payment by results has been claimed is showing the following;

- Engagement with 205 young people and 248 adults
- 3519 less police calls for the service in Year 1. There is the potential for the Police Service to benefit by £2000 per family per year in reduced calls/arrest
- 48 adults on the Work Programme

- 70 families successfully claimed education outcome
- 42 families successfully claimed YOT outcome. There has been a 78% reduction in the number of offences and 75% reduction in the number of young people offending
- 93 families successfully claimed ASB outcome
- Improved engagement with adult drug and alcohol services
- An increase of families with registered doctors and dentists; and
- 38% of young people are accessing youth provision. (AMc)

## **2.8 Missing from Home**

Cheshire Constabulary will be producing local data for 13/14 onwards which will include a split of adults and young people. For quarter 3 onwards this will include CICOLAs (Children in the Care of Other Local Authorities) and the breakdown of incidents and number of repeat young people. For quarter 2 there were 178 incidents for 96 children, of which 45 incidents were for Children in Care.

Performance mapping is regularly taking place to enable targeted prevention work, particularly in schools. There have been a series of sessions on Risks and Dangers delivered in both primary and secondary schools. Catch22 have co-facilitated with HSCB training events to highlight the Missing from Home Service and the link of Missing to potential Child Sexual Exploitation.

The Department for Education has been consulting around revised statutory guidance on children who go missing from home or care. The guidance is being updated to take account of recent developments, in particular around child sexual exploitation, hidden missing, unauthorised absences from care placements. It is expected that the guidance will come into effect next year. This will impact on the current pan-Cheshire protocol as each local authority will need to have a process in place around absence/unauthorised absence. (AMc)

## **2.9 Shared Services: Commissioning**

In July, Halton Borough Council and Cheshire West and Chester Council appointed a Strategic Lead for Children's Commissioning to undertake an interim role. The role is focussing on four key areas;

- Commissioning of services including the effective performance management of outcomes and resources
- Develop, lead and manage a Children's Joint Commissioning service across both local areas
- Effectively manage the commissioning activity for children, young people and their families so that the totality of resources are used effectively and efficiently to improve agreed outcomes
- Act as the strategic lead officer for Youth Services across the Borough by developing, commissioning and implementing an integrated youth support services strategy.

It has been identified that there is an opportunity to look at developing a shared service for children's commissioning. (AMc)

## **2.10 Teenage conceptions**

In Halton teenage conceptions have continued to reduce. The latest data indicated a reduction of 10.7% on the previous quarter, with Halton conception rates at their lowest since 1998. (AMc)

## **2.11 Post-16 destinations**

The 2013 school leavers entered the 16-18 cohort during August and are currently being tracked into learning destinations. Monthly tracking data shows that a high proportion of 16 year olds are currently recorded as 'not known'. The Halton Borough Council commissioned tracking service is following up these young people to confirm their education status. Halton has achieved its best ever performance in the September Guarantee Offer (to ensure all young people leaving school have an appropriate offer of learning) with 98.2% of Year 11 school leavers having received and post-16 offer. This is an increase from 97.9% recorded in 2012. A quality assured NEET figure is expected in mid-November. (AMc)

## **2.12 European Programme 2007-13**

### Merseyside Business Support (ERDF 4.2) Programme

The Business Improvement and Growth (BIG) Team have been managing the Halton element of the pan-Merseyside European Regional Development Fund 4.2 Merseyside Business Support Programme for almost 12 months. The programme supports local eligible small and medium enterprises (SME) who have been trading for twelve months. Support is in the form of expert advice and guidance on a range of business critical activities following the development of an Action Plan for Growth. To date the programme has;

- Received 131 enquiries since November 2012
- Actively assisted 77 businesses who are receiving assistance via the programme either in the initial diagnostic phase or the subsequent specialist intervention phase
- Established formal links with Halton Employment Partnership (HEP) to ensure that the additional support is available to those businesses seeking assistance with recruitment. Currently eight businesses have been referred to HEP and a further three are in the pipeline.
- Undertaken a comprehensive expenditure re-profile to extend the end date for financial completion of the programme from September 2014 to March 2015. This means that the programme can support additional eligible local SMEs.

Feedback from businesses has been very positive to date. The programme also recently underwent two audits covering business files, expenditure and compliance. The project was described as '*a beacon of good practice*'.

A statement explaining the vision of the European Programme and frequently asked questions will be developed and circulated to stakeholders in the coming months. (WR)

## **2.13 Regional Growth Fund**

### Liverpool City Region Business Growth Fund

The Liverpool City Region Business Growth Grant scheme has been soft launched and can provide a grant of between £0 and £750,000 across the city region based on a private sector leverage ratio of 5:1 and the creation of sustainable jobs.

The delivery of the scheme in Halton has been fully process mapped with input from colleagues from Halton Borough Council's Legal and Finance Departments. A report will be presented to the Executive Board in October 2013 seeking approval to sign the formal agreement with the Liverpool City Region Local Enterprise Partnership to roll out the programme in Halton. (WR)

## **2.14 Employment and Skills Governance Board**

Merseylink established the Employment and Skills Governance Board which has been put in place to drive forward the Employment and Skills Delivery Plan/ The Divisional Manager for Employment, Learning and Skills and the Halton Employment Partnership will sit on the Board alongside the Divisional Manager for 14-19, the National Apprenticeship Service and colleagues from the Merseylink Consortia. (WR)

## **3.0 Emerging Issues**

### **3.1 European Programme 2014-20**

Work continues via an internal cross Directorate sub-group to develop Halton's priorities for the 2014-20 funding programme. Halton has received an indicative allocation of £16.9 million and we are working to prioritise the best use of this funding. The Business Improvement and Growth team are developing a number of potential business support programmes under the "business" thematic portfolio. Potential projects include;

- SME competitiveness as a follow on project for the current ERDF 4.2 Business Support Programme (outlined in 2.11 above)
- Business Engagement to proactively engage with the most significant employers and fastest growing companies in the Borough

- Develop a bespoke Halton advanced manufacturing programme which complements existing sub-regional and national provision, for example, AMSCI (Advanced Manufacturing Supply Chain Initiative) and MAS (Manufacturing Advisory Service)
- Maximising the benefits of Superfast Broadband
- Open Innovation in partnership with Science and Technology Facilities Council and others
- Place Marketing

The team are also discussing with Sci-Tech Daresbury and The Heath Business and Technical Park, the development of a series of stand-alone propositions to complement the above. (WR)

### **3.2 Work Programme**

The greater emphasis on supporting those furthest away from being 'job ready' into work will be a challenge for the division. 'Priority Group' customers that enter employment will result in greater income being received. Other changes to the Work Programme payment model include the loss of income for 'attaching' customers onto the Work Programme. (WR)

### **3.3 Governor Support (Administration and Clerking)**

Officers are currently working with colleagues in Cheshire West and Chester to explore the option of a shared service for Governor Support. It is hoped that some economies of scale can be identified, whilst broadening the offer available to Halton's schools. (AMc)

### **3.4 Two Year Old Free Entitlement**

The Department for Education has made available £355,000 capital funding to Halton to support Childcare providers in Halton to increase their capacity in relation to funded two year old places in areas of the authority with the greatest demand. The team promoted the availability of the funding to all providers and has asked for bids to be submitted which will be assessed against agreed criteria. The local authority will work with those providers whose bids are successful to ensure that additional capacity is appropriately placed, and that any places created will enhance the teaching and learning environment for the children of Halton. (AMc)

### **3.5 Alternative Provision Consultation**

An independent education consultant has been tasked to review the existing alternative education provision within the borough. This will include re-shaping the current alternative provision offer to coincide with the recent amalgamation of the Key Stage 3 and Key Stage 4 Pupil Referral Units (not The Bridge School). The consultation will provide a set of key recommendations to inform the future model for implementation in January 2014. The consultation will include;

- Questionnaires
- A workshop
- Discussions with pupils, families and other agencies
- Face to face meetings with Schools and other providers
- Desk based analysis of existing provision and performance data (AM)

### **3.6 Information Advice Guidance commissioning**

The current Liverpool City Region Connexions contract for the delivery of Careers Information Advice and Guidance services and the Tracking of Young People ends on 31 March 2014. All six local authorities are in the process of planning potential service options which will improve the service offer to young people and provide budget efficiencies. (AMc)

### **3.7 Social Work Reform**

As part of ensuring that we deliver consistently good outcomes for children and young people, a range of activities are currently underway to improve the underpinning systems and structures for staff, investment in staff training and support, and reviewing the current model of service delivery. Proposals on the new model should be ready for consultation in the new year. (TC)

## 4.0 Risk Control Measures

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2013/14 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks was undertaken during Q2 reporting with no issues to report.

## 5.0 Progress against high priority equality actions

The Council must have evidence that it reviews its services and policies to show that they comply with the Public Sector Equality Duty (PSED) which came into force in April 2011. The PSED also requires us to publish this information as it is available.

As a result of undertaking a Departmental Equality Impact Assessments no high priority actions were identified for the Directorate for Quarter 2 2013/14.

## 6.0 Performance Overview

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

### Driving economic prosperity

#### Key Milestones

Ref	Milestones	Q2 Progress
EEP 02	Deliver the BID Year 1 action plan by March 2014	
EEP 03	Deliver Work Programme via sub contract arrangements to Prime Contractors A4E and Ingeus Deloitte in line with the contract	

#### Supporting Commentary

EEP02: All outputs associated with the BID Year 1 Action Plan are on programme and on budget.

EEP02: Job start and job outcome targets for Ingeus Deloitte were achieved in quarter 2. Performance on the A4E contract was slightly behind target but a performance development plan was implemented.

#### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
DIS LI 05	Number of inward investment enquiries per annum	246	130	126		
DIS LI 06	Inward investment enquiry conversion rate percentage	15%	10%	12%		
SCS ELS 01	Number of active enterprises within the Borough	N/A	N/A	N/A	N/A	N/A
SCS ELS 02	The proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor economy	N/A	N/A	N/A	N/A	N/A
SCS ELS 03	The number of people classed as self-employed	6.2%	6.5%	6%		
SCS ELS 04	The proportion of people achieving NVQ Level 4 and above	24.5%	11.25%	N/A	N/A	N/A

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
SCS ELS 07 NI 152	The percentage of people registered unemployed and seeking employment (JSA Claimants)	5.2%	5.2%	4.5%		
SCS ELS 08	The percentage of the working age population claiming out of work benefits	16.87%	17%	15.74%		

### Supporting Commentary

DISLI05: Enquiries continue to rise.

DISLI06: Conversion rate is higher than the same period last year.

SCS ELS03: 15 learners accessing Halton People into Jobs Enterprising Halton service gave become self-employed during Quarter 2. The quarter 2 performance is based on the Local Economic Assessment made in July 2013.

SCS ELS07: In August 2013, there were 3663 people registered unemployed and on JSA. This is a decrease of 588 from the same time last year.

SCS ELS08: In August 2013, the percentage of the working age population claiming out of work benefits was 15.74% (12,783) – an improvement on quarter 1 performance.

## Integrated Commissioning

### Key Milestones

Ref	Milestones	Q2 Progress
COPS1	Complete the Childcare Sufficiency Assessment (CSA) and implement the action plan to ensure sufficient provision in all areas and age groups	
COPS1	Ensure that priorities in capital spend are in line with the Government guidance and agreed by all representative bodies	
COPS2	Evaluate and monitor the sustainability of current school provision following the transfer of maintained schools to academies and the introduction of Free Schools, working in partnership with all schools to ensure diversity for parents by March 2014	

### Supporting Commentary

COPS1 The CSA review has been completed and an action plan prepared. Key actions are to continue to identify 2 year old free entitlement places for 2013/14 and 2014/15 and to work with 3 and 4 year old free entitlement providers in the Upton Children's Centre reach area to increase provision. Officers continue to work with key stakeholders and partners on those actions to ensure sufficient provision in all areas and across all age groups.

COPS2 A members briefing was delivered on Academisation in September 2013. A briefing note has now been circulated to members and a briefing note will be provided to all local authorities on governing bodies. Cavendish School have indicated they would wish to convert to academy status on 1 January 2014. The Heath Family Trust have indicated that they would wish the conversion of The Park to take place 1 March 2014.

### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
SCS CYP15 (NI112 adjusted)	Under 18 conception rate, percentage change from 2009 baseline (58.9 rolling quarterly rate)	41.5 Rolling quarterly average rate	56.3 Rolling quarterly average rate	Refer comment below		

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
SCS CYP07	Rate of CYP admitted to hospital for substance misuse from 2010/11 (22.7 rate per 10,000 baseline)	6.7	N/A	6.7	N/A	N/A
SCS SH04	Reduce the number of Young People who repeatedly run away in Halton	623	N/A	178	N/A	N/A
SCS CYP09	Percentage of maintained educational settings with overall effectiveness of Good or Outstanding	74%	84.5%	74%		

SCS CYP15: Halton continues to reduce teenage conceptions and in Q1 2012 there were 25 conceptions, which equates to a reduction of 10.71% compared to quarter 4 2011. Halton conception rates are at their lowest since 1998.

SCS CYP07: Local data is showing that the numbers have dropped in 2012/13 for admissions specifically due to alcohol and substance misuse in under 18's. There has been a reduction of 3% from 2011/12 to 2012/13. Further analysis of hospital admissions data is needed to identify if admissions are related to the over the counter medicines and therefore possible mental health issues and not experimental, recreational or dependence on illegal substances.

SCS SH04: Cheshire Constabulary will be producing data for 13/14 onwards that will include a split of adults and young people. Cheshire Constabulary have seen a 25% increase in the number of episodes reported during the quarter, although the number reported from children missing from care has reduced by approximately 29%. Numbers presented above should be used as an indication only at this stage.

SCS CYP09: Based upon reports of maintained schools published as of 30<sup>th</sup> September 2013. Overall effectiveness across phases: Nursery 67%, Primary 78%, Special 100%, Secondary 25%, PRU's 0%. This measure excludes Academies and Free Schools.

## Child's Journey through the Continuum of Need

### Key Milestones

Ref	Milestones	Q2 Progress
CFS2	Further develop opportunities to integrate and co-locate teams by partner agencies by March 2014	
CFS2	Embed integrated services further within Department, Directorate and Halton Children's Trust by March 2014	
CFS2	Statement on new Level of Needs framework and family assessment programme to be implemented after the launch April 2012	
CFS3	Implement the new social work assessment and planning model in line with deadline required	
CFS3	Effectively implement the new Framework for the Assessment of Children in Need and the changes to Working Together to Safeguard Children	
CFS1	Evaluate the impact of the management trainee programme for aspiring managers, with the aim of increasing candidates by September 2012	

### Supporting Commentary

CFS2: A series of meetings have taken place within the Trust, focussing on the next steps of the early help model. The general consensus is to establish multi-agency teams operating at level 2 of the levels of need framework, with a remit of 0-19 year olds and their families. Further project meetings will progress this further, with more detailed discussion around line management, roles and responsibilities and membership of these teams. As of September 2013, a health visiting team has been co-located within Kingsway Children's Centre, alongside Children's Centre staff. This is the second arrangement in the Borough.

The Trust project group has agreed that processes, systems and services should be more integrated, from universal to universal plus to Level 2 of the framework. The learning from Kingsway

and Warrington Road Children's Centres will inform how services can become more integrated across the Trust.

Guidance on Halton's new levels of need has been published and sent to partners across the Trust. Individual presentations have been made to key stakeholders, for example, GP's.

CFS3: The single assessment has been implemented in line with the timescale, 2 September 2013.

CFS1: The management trainee programme will form part of the new service model referenced at 3.7 above.

### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
CFS LI02	Social Work Assessment measures				Refer comment	
CFS LI03	Number of multi-agency interventions (e.g. CAF) which are in place and operating	318	250	285		
SCS CYP12	Improve the identification of Special Educational Needs at School Action and School Action Plus	19.7%	20.2%	18.4%		
SCS CYP8	Percentage of referral to social care where there is evidence of multi-agency planning in the previous 12 months				Refer comment	

CFS LI02: There will be a number of review point in the new Single Assessment; Number of children seen within 5 working days (98% target), Number of assessments completed within 45 working days (95% target). As this is a new process that not all Local Authorities have implemented yet, it is difficult to establish a baseline to inform the reporting measures and this reporting of target and progress will need refining over the next 18 months.

CFS LI03: The number of CAF's is in line with the target, although lower than the level seen at the same time last year.

SCS CYP12: The data given is the position excluding Academies and Free Schools. It rises to 20.6% when including all pupils in Halton. The position is slightly above the national average and is making good progress.

SCS CYP08: The Children's Trust are currently completing a piece of work to incorporate all assessments under one banner for this measure.

### Improving opportunities for our most vulnerable young people

#### Key Milestones

Ref	Milestones	Q2 Progress
CFS4	Continue to implement the appropriate action plan from the multi-agency Children in Care strategy (2011-14) by March 2014	
LAS1	Review the performance of all schools and Early Years settings with a specific focus on those currently graded as satisfactory/requiring improvement by October 2013	
LAS1	Evaluate the outcomes of school inspection through the School Development Panel, and summarised within the Ofsted summary reports, to ensure that learning resulting from the inspection process is effectively shared with schools on an on-going basis.	
LAS2	Conduct analysis of school performance data and ensure appropriate deployment of School Improvement support for identified schools and settings, including school to school support as appropriate	
LAS3	Through data analysis RAG rate schools with end of Key Stage attainment gaps between Free School Meals pupils and their peers and identify areas of need and support required by December 2013	
LAS3	Analyse, evaluate and report on attainment and achievement outcomes for pupils identified as part of the Virtual School for Vulnerable Groups, including Children in Care, by December	

	2013	
LAS3	Analyse the levels of absence, including persistent absence, across all phases on a termly basis	<input checked="" type="checkbox"/>
COPS1	Review and improve the quality of childcare provision, in particular child minders through targeted training and support by August 2014	<input checked="" type="checkbox"/>

### Supporting Commentary

CFS4 Actions continue to be implemented and reviewed at the Children in Care Partnership Board.

LAS1, LAS2, LAS3 The performance of all schools is monitored as new data becomes available. Following publication of un-validated 2013 test and assessment outcomes, a detailed analysis of school performance has been undertaken. However, validated data will be available in late Autumn when further analysis will be conducted. Target schools will be identified as a result of this analysis. Ofsted outcomes are included as part of the dataset, as well as feedback from Early Years Consultant Teachers and school improvement officers. In providing levels of support the categorisation of private and voluntary settings is undertaken by Early Years Consultant Teachers. This is an ongoing process with categories subject to change depending on the context of the setting. This categorisation of settings informs the level of support provided.

Absence analysis is completed for all schools on a monthly basis. National comparison is completed on a termly basis when data is available. Absence is also benchmarked against Halton's statistical neighbours.

COPS1 Level 2 Safeguarding Training has been delivered to all Childminders. Satisfactory Childminders have been targeted with support visits and additional training. A programme of Safeguarding and Welfare Audits has been targeted at after school clubs who had a satisfactory grade and is now being rolled out to all settings.

### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 Target	Q2	Current Progress	Direction of Travel
SCS CYP16	Percentage of Children in Care achieving expected outcomes at KS2 and KS4	100% KS2 60% KS4	N/A		Refer comment	
SCS CYP03	Proportion achieving 5+GCSE A*-C including English and Maths	59%	56%		Refer comment	
SCS CYP10	Achievement gap at Key Stage 2 English and Maths FSM and peers	13%	12%		Refer comment	
SCS CYP11	Achievement gap at Key Stage 4 FSM and peers	31.9%	24%		Refer comment	
SCS CYP01	Early Years Foundation Stage	54.1%	N/A		Refer comment	
SCS CYP14	The percentage of children with Statements of Special Educational Needs or receiving enhanced provision achieving levels or sub-levels of progress	86.2% English 79.6% Maths	N/A		Refer comment	
SCS CYP02	Proportion achieving level 4 Key Stage 2 English and Maths	83%	81%		Refer comment	

Due to the timing of this report all attainment data currently available is un-validated. A full report will be provided at the point of published data. In addition, nationally available measures have been subject to significant refresh and therefore comparison with previous years is not always relevant. The full report will cover this data and future reports will need amending to pick up the changes to the measures.

## 7.0 Financial Summaries

### CHILDREN & FAMILIES DEPARTMENT

#### SUMMARY FINANCIAL POSITION AS AT 30 SEPTEMBER 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	8,016	4,089	4,100	(11)
Premises	418	201	206	(5)
Supplies & Services	1,332	511	437	74
Transport	34	6	5	1
Agency Related Expenditure	305	147	141	6
Commissioned Services	404	157	147	10
Out of Borough Placements	1,600	871	1,287	(416)
Out of Borough Adoption	80	56	43	13
Out of Borough Fostering	414	137	110	27
In House Adoption	387	84	382	(298)
In House Foster Carer Placements	1,695	868	919	(51)
Care Leavers	316	121	100	21
Family Support	113	37	23	14
Capital Financing	11	9	9	0
<b>Total Expenditure</b>	<b>15,125</b>	<b>7,294</b>	<b>7,909</b>	<b>(615)</b>
Fees & Charges	-113	-56	-62	6
Adoption Placements	-42	0	0	0
Transfer to/from Reserves	-1,726	-1,322	-1,322	0
Early Intervention Grant	0	0	0	0
Government Grant Income	0	0	0	0
Reimbursements & Other Grant Income	-222	-20	-21	1
<b>Total Income</b>	<b>-2,103</b>	<b>-1,398</b>	<b>-1,405</b>	<b>7</b>
<b>NET OPERATIONAL BUDGET</b>	<b>13,022</b>	<b>5,896</b>	<b>6,504</b>	<b>(608)</b>
Premises Support Costs	347	174	174	0
Transport Support Costs	91	42	42	0
Central Support Service Costs	3,090	1,535	1,535	0
Asset Rental Support Costs	46	0	0	0
<b>Total Recharges</b>	<b>3,574</b>	<b>1,751</b>	<b>1,751</b>	<b>0</b>
<b>Net Expenditure</b>	<b>16,596</b>	<b>7,647</b>	<b>8,255</b>	<b>(608)</b>

### **Comments**

Employee expenditure is slightly above budget. This is due to some agency workers being utilised and some areas not achieving their staff savings turnover targets. There have been a number of vacancies across the Department, which have offset some of the over spend.

Supplies and Services expenditure is below budget, due to staff across the Department reducing the demand on these budgets. This is expected to stay within budget for the year.

Expenditure relating to Out of Borough Placements is over budget, which is expected to be the trend for the year. Every effort is made to use in house services, but in some cases this is not possible. At present there is a high demand for long term placements. This is an unpredictable budget due to emergency placements or some long term placements ending earlier or continuing longer than originally anticipated.

In house Adoption is currently over budget. This is due to an increased demand, particularly around Special Guardianship. Some Special Guardianship allowances have recently been re-assessed and subsequently increased. This increase has also had to be back dated and these additional costs are reflected above.

There has been a recent increase in demand for the in house Fostering service, which has consequently meant expenditure has gone above budget.

The over achievement of income on fees and charges is due to the Community Cafes and Catering Sales Income.

In overall terms it is anticipated that net expenditure will be significantly above the overall Departmental budget by year-end, as a result of the increasing demand on Out of Borough Placements and In House Adoption.

## LEARNING &amp; ACHIEVEMENT DEPARTMENT

SUMMARY FINANCIAL POSITION AS AT 30<sup>th</sup> September 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	3,870	1,436	1,374	63
Premises	10	7	7	0
Supplies & Services	982	157	61	96
Agency Related Expenditure	91	41	35	6
Commissioned Services	34	0	0	0
Independent School Fees	1,584	692	692	0
Asset Recharges	3	1	1	0
Inter Authority Recoupment	811	198	198	0
Speech Therapy	120	60	60	0
<b>Total Expenditure</b>	<b>7,505</b>	<b>2,592</b>	<b>2,428</b>	<b>164</b>
<b>Income</b>				
Fees & Charges	-153	-27	-32	5
Government Grant Income	-77	-39	-39	0
Inter Authority Income	-578	-15	-15	0
Reimbursements & Other Income	-40	-5	-6	1
Schools SLA Income	-39	-32	-32	0
<b>Total Income</b>	<b>-887</b>	<b>-118</b>	<b>-124</b>	<b>6</b>
<b>NET OPERATIONAL BUDGET</b>	<b>6,618</b>	<b>2,474</b>	<b>2,304</b>	<b>170</b>
Premises Support Costs	112	56	56	0
Transport Support Costs	19	10	10	0
Central Support Service Costs	667	334	334	0
Asset Rental Support Costs	1	0	0	0
<b>Total Recharges</b>	<b>799</b>	<b>400</b>	<b>400</b>	<b>0</b>
<b>Net Expenditure</b>	<b>7,417</b>	<b>2,874</b>	<b>2,704</b>	<b>170</b>

**Comments**

There is a staffing underspend to date as there are a number of vacancies within the Department. There are 3 vacancies within the 0-19 Division. There are also vacancies within the 0-25 Inclusion Division such as Education Psychologists. These vacancies are contributing to the Department's staff turnover savings target.

There is an underspend to date due to the Inclusion Panel having limited numbers of individual case agreements in relation to Enhanced Payments. Therefore fewer cases are being brought / agreed by them and fewer payments are being made.

The underspend to date on supplies & services is linked to the graduate leader fund, only existing commitments are being expended and no new funding has been approved for graduate courses.

Budgets will be monitored closely throughout the year and it is expected that spend will remain within budget to the end of the year. The department is making a conscious effort to reduce expenditure on supplies and services as various budgets have been offered up as proposed savings for 2014-15.

## CHILDREN'S ORGANISATION &amp; PROVISION DEPARTMENT

## SUMMARY FINANCIAL POSITION AS AT 30th SEPTEMBER 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	3,602	1,658	1,609	49
Premises	438	29	29	0
Supplies & Services	1,191	524	514	10
Transport	5	1	1	0
Agency Related Expenditure	1,954	255	251	4
Commissioned Services - Youth Serv.	900	450	450	0
Commissioned Services	1,695	509	500	9
Connexions	1,123	442	363	79
Capital Financing	11	10	10	0
Nursery Education Payments	2,170	1,737	1,737	0
Schools Contingency Costs	397	0	0	0
NQT Contingency	230	0	0	0
Schools Non Delegated Support	99	3	3	0
Schools Transport	866	320	338	(18)
Special Education Needs Contingency	1,129	155	155	0
<b>Total Expenditure</b>	<b>15,810</b>	<b>6,093</b>	<b>5,960</b>	<b>133</b>
Fees & Charges	-271	-22	-22	0
Transfer to / from Reserves	-571	-571	-571	0
Dedicated Schools Grant	-10,926	-5561	-5561	0
Reimbursements & Other Income	-461	-332	-341	9
Schools SLA Income	-527	-527	-547	20
<b>Total Income</b>	<b>-12,756</b>	<b>-7,013</b>	<b>-7,042</b>	<b>29</b>
<b>NET OPERATIONAL BUDGET</b>	<b>3,054</b>	<b>-920</b>	<b>-1082</b>	<b>162</b>
Premises Support Costs	167	86	86	0
Transport Support Costs	272	152	152	0
Central Support Service Costs	1,141	445	445	0
Asset Rental Support Costs	6,854	0	0	0
<b>Total Recharges</b>	<b>8,434</b>	<b>683</b>	<b>683</b>	<b>0</b>
<b>Net Expenditure</b>	<b>11,488</b>	<b>-237</b>	<b>-399</b>	<b>162</b>

**Comments**

Employee Expenditure is below budget to date due to vacancies within Integrated Youth Services Division, and Place Planning & Provision. Further savings have been achieved as a result of the Divisional Manager vacancy within Transforming Children's Environment and maternity leave savings across all Divisions. Savings have contributed towards the staff turnover savings target.

Supplies and Services expenditure is below budget as budget managers have restricted spend within controllable budgets in a conscious effort to achieve savings were possible

Agency Related expenditure is underspent to date due to Childcare Sustainability applications. The costs result when childcare providers fall into financial difficulty. It is anticipated that payments will be less than the budget provision set aside for these claims.

There is an underspend to date on Commissioned Services as we have received a reimbursement in relation to a contract within Integrated Youth Support Services Division.

Connexions underspend to date has been achieved due to the renegotiation of contract, and reduction in spend.

There is an overspend to date within School Transport due to increased costs in relation to the need to provide additional transport provision, resulting in increased contractual costs.

Reimbursement and Other Grant Income: Over achievement of income is as a result of additional income mainly achieved within Place Planning & Provision Divisions Technical Services Budget.

Income relates to payment for services such as training, and reimbursement of other services provided. Income has also been achieved within COP Management in relation to educational visit training.

School SLA Income: There has been an overachievement of income as extra provision has been offered and schools have bought back these additional services.

In overall terms it is anticipated that net expenditure will below the overall Departmental budget by year-end.

## ECONOMY ENTERPRISE &amp; PROPERTY DEPARTMENT

## SUMMARY FINANCIAL POSITION AS AT 30 SEPTEMBER 2013

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	4,360	2,184	2,225	(41)
Repairs & Maintenance	2,541	1,264	1,262	2
Energy & Water Costs	603	283	279	4
NNDR	647	806	809	(3)
Rents	372	291	291	0
Marketing Programme	85	15	12	3
Promotions	60	12	6	6
Supplies & Services	1,240	536	526	10
Capital Financing	7	4	4	0
Other	4	5	5	0
Agency Related Payments	176	90	90	0
<b>Total Expenditure</b>	<b>10,095</b>	<b>5,490</b>	<b>5,509</b>	<b>(19)</b>
Fees & Charges	-501	-398	-398	0
Rent - Markets	-758	-382	-382	0
Rent - Industrial	-970	-440	-422	(18)
Rent – Commercial	-516	-324	-320	(4)
Government Grant Income	-916	-431	-431	0
Transfer from Reserves	-215	-100	-100	0
Recharges to Capital	-649	-325	-325	(0)
Reimbursements & Other Grant Income	-370	-39	-38	(1)
Schools SLA Income	-501	-501	-501	0
<b>Total Income</b>	<b>-5,396</b>	<b>-2,940</b>	<b>-2,917</b>	<b>(23)</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,699</b>	<b>2,550</b>	<b>2,592</b>	<b>(42)</b>
Premises Support Costs	1,498	767	767	0
Transport Support Costs	38	16	16	0
Central Support Service Costs	1,707	870	870	0
Asset Rental Support Costs	2,390	0	0	0
Repairs & Maintenance Recharge Income	-2,185	-1,093	-1,093	0
Accommodation Recharge Income	-2,759	-1,380	-1,380	0
Central Supp. Service Rech Income	-1,891	-946	-946	0
<b>Total Recharges</b>	<b>-1,202</b>	<b>-1,766</b>	<b>-1,766</b>	<b>0</b>
<b>Net Expenditure</b>	<b>3,497</b>	<b>784</b>	<b>826</b>	<b>(42)</b>

**Comments**

Expenditure for employees remains above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover across the department. In particular the Building and School Cleaning Staffing Service which needs to fully staffed at all times.

The adverse variances relating to property income has continued in year as tenant's vacate Moor Lane ready for the demolition of the site. There still remains a shortfall in income on Seymour Court and contingency plans are in place for 2014/15 budgets. Income within the remaining Industrial sites remains steady at the end of Quarter 2 with most units fully occupied.

The under achievement of Commercial Rent has reduced in Quarter 2 due to renegotiation of contacts which have resulted in additional income received in year.

Work has been undertaken with Managers during the last quarter to realign the budgets based on in year pressures and this is reflected in the variances above.

In overall terms it is anticipated that net expenditure will above the overall Departmental budget by year-end, primarily as a result of the Staff Savings target and the shortfalls in income.

## 8.0 Appendix – Explanation for use of symbols

Symbols are used in the following manner:

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

### Direction of Travel Indicator

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

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

### Key for Operational Director lead:

WR – Wesley Rourke, Operational Director, Economy Enterprise and Property Service (EEP)

AMc – Ann McIntyre, Operational Director, Children's Organisation and Provision Service (COPS)

SN – Steve Nyakatawa, Operational Director, Learning and Achievement Service (LAS)

TC – Tracey Coffey Operational Director, Children and Families Service (CFS)

## Directorate Performance Overview Report

**Directorate:** Communities Directorate

**Reporting Period:** Quarter 2 – Period 1<sup>st</sup> July 2013 – 30<sup>th</sup> September 2013

### 1.0 Introduction

1.1 This report provides an overview of issues and progress within the Directorate that have occurred during the second quarter 2013/14.

### 2.0 Key Developments

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

#### **COMMISSIONING AND COMPLEX CARE SERVICES**

##### **Housing**

News was received late September of additional funding awarded by the Homes and Communities Agency to Halton Housing Trust for the development of 218 dwellings across 8 sites. This together with the recent success in securing the extra care housing scheme at Pingot means investment of around £30m for the borough.

Following the Government announcement in the June spending review of £3.3 billion for the next phase of the Affordable Homes Programme (2015/16 to 2017/18), the Homes and Communities Agency has provided details of the bidding timetable. Guidance is to be released in December 2013 with bidding deadline of the end of March 2014. Funding decisions will be announced in June 2014.

The Council will liaise with and support Housing Associations in developing proposals in order to maximise investment in Halton and meet the needs identified in the Housing Strategy.

##### **Domestic Abuse**

A soft market test is taking place to gauge the level of provider interest in delivering Domestic Abuse services in Halton.

Riverside/English Churches Housing Group has confirmed that they have secured funding to remodel the current refuge into self-contained units.

Preparation work is underway to procure the support service.

##### **Domiciliary Care Tender**

A new service specification has been developed to deliver the provision of domiciliary and personal care services in Halton. The Tender will be three years initially with an option to extend for an additional year on top. The Council intend that the new contracts will be flexible enough to cater for innovation and the wish of the authority to move towards a

model of provision that demonstrably delivers positive outcomes for its citizens. They will be accompanied by a quality monitoring framework that acknowledges the importance of the workforce capacity and capability as well as the systems and processes that go together to ensure that people get what they need and when they need it.

## **Supported Living Project**

A task and finish group has been established to carry out a comprehensive multi-disciplinary review of Supported Living Services. Early findings have highlighted some good practice and opportunity to change practice to improve outcomes.

## **Alcohol**

### Night Time Economy Scrutiny Topic Group

The scrutiny review concluded in July. The review has provided an opportunity to review our local night time economy and identify what works well and what could be improved to provide a safe, accessible, well managed night time economy that meets the needs of residents and businesses and attracts visitors to the borough.

As a result of the review it has been recognised that there is much good practice happening in Halton and our town centres are well managed through the excellent working relationships between the council and our partners, businesses and the public. The review has identified a series of recommendations for further improvement which have been drawn into an action plan.

### Alcohol Evidence Paper

Work commenced at the end of Q2 on drawing together sources of data for a local Alcohol Evidence paper. Work will take place mid-October to define the format and content of the Evidence Paper. It is intended that the Evidence paper will inform the production of a local Alcohol Strategy for Halton. It is envisaged that the Evidence Paper and Strategy will also be informed by the work recently undertaken by the Night Time Economy Scrutiny Topic Group and Alcohol Harm Reduction Plan.

## **Market Analysis**

Internal consultation has commenced on a draft Evidence Paper which will inform the production of a local Market Position Statement for Adult Social Care. All Local Authorities will have a duty to shape their local Adult Social Care market from 1<sup>st</sup> April 2014. The Market Position Statement will be a key document which stipulates current demand and supply alongside predicted future demand and supply. One of the main purposes of the Market Position Statement is to increase dialogue between Local Authorities and Service Providers. The Market Position Statement will identify key local challenges regarding the local Adult Social Care market including areas for development and gaps in service.

## **Mental Health Services**

Section 136 Mental Health Act 1983: this is a legal provision which allows police officers to take to a place of safety any adult who they believe to be mentally disordered and who may pose a risk to themselves or other people. This requires close co-operation between the police, social services and the health services. All areas are required to have an agreed multi-agency policy and procedure which clearly identifies roles and responsibilities of each agency, and also clearly identifies the designated places of safety. A draft policy has been developed, which can be agreed by both the police and the Borough Council, and work is taking place with colleagues in the 5Boroughs to finalise the policy.

At the last Quarterly Monitoring Report, it was reported that a Mental Health Strategy for Halton was to be presented to the Health Policy and Performance Board in September 2013. This has now been deferred to later in the year, to allow more time for consultation.

A pilot scheme has been developed by the Mental Health Outreach Team to provide support to people known only to primary care services. The intention of this is to offer structured support at an earlier stage in people's lives, to prevent them from deteriorating and needing greater levels of support. All GP surgeries were given information about the pilot and a number have expressed interest in this. This is being taken forward in this Quarter.

### **Other developments within the Commissioning and Complex Care Division**

**Emergency Duty Team:** this service is provided jointly between children's and adult's services, and across St Helens and Halton; it provides emergency out of hours social care support for people in crisis. The partnership to deliver this service has worked successfully for a number of years, but there is now the potential for it to be extended to other council areas. Initial approaches have been made by another Borough Council to join the partnership and processes are being developed to evaluate the potential for this.

**Interface with children's services:** the last Quarterly Monitoring Report reported on the extent to which adults and children's services are increasingly working together to deliver their shared agendas. A successful meeting between front line managers from both Directorates recently took place, which identified common issues and areas for future working, and these meetings will be continued on a quarterly basis. A protocol for joint working of complex cases has been refreshed and updated. In addition, a report has been taken to the children's Safeguarding Board which identifies learning from national inspections and serious case reviews in children's services that have had input from adult mental health services, and an action plan is being developed to ensure that the learning from these is applied locally.

## **PREVENTION AND ASSESSMENT SERVICES**

### **Care Management and Assessment Services**

The Care Management Teams are participating in the development of community Multi-Disciplinary Teams already consisting of social workers and occupational therapists, that will be locality based, and aligned to GP practices across Widnes and Runcorn. The teams are realigning their work to match against General Practices and staff have begun attending the surgeries in Widnes (as they do in Runcorn) to move the forward. There is on-going work with Halton Clinical Commissioning Group, General Practices, Bridgewater Community Healthcare Trust, in developing an integrated approach to delivering care for people with high level needs based around their GP practice. We are currently moving forward on gaining some Clinical Facilitator time to support practices in implementing their models.

### **Care and Support for You Portal**

There is on-going development of an online, "Care and Support for You" portal. This is a website where you can easily find lots of information about Adult Social Care Support and Services to help you get on with your life and keep your independence. 'Care and Support for You' delivers information and advice, signposting citizens to the relevant information, and towards enabling self-assessment and self-directed support. The portal has now gone LIVE with over 3,000 organisations now available in the public domain. 'Care and Support for You' is also being used by our care management teams to signpost citizens to

the relevant information required. System Administration access has been given to a number of providers for them to amend and change information on their own service page; this enables the information on the website to be up to date. <http://halton.olminfoserve.co.uk/home/defaultalt2.aspx>

## **Learning Disability Nurses**

The team continue to work proactively with individuals, their family, carers and professionals such as GPs, allied Health professionals etc.

Progress:

- The women's health and relationships group has finished with an increase in understanding and knowledge
- The Friendships and Relationships training via the Learning Disability Training Alliance has been requested for another year due to the feedback being excellent
- The friendships and relationships walks in the park are continuing. The number has increased to 11 people in attendance regularly.
- Those individuals who have been admitted to inpatient services, have been monitored throughout their stay via face to face contact with the nursing team, and supported to be discharged with positive prevention plans to reduce the risk of further admissions.
- The team and the health improvement team have collaborated to make the FreshStart programme (a healthy eating and exercise programme) accessible for people with a learning disability. The pilot was held in August and was a great success! The full 6 week course commences in Widnes in October. A Runcorn session will begin in the New Year.
- A team member attended a Saturday health check morning at Brookvale to support the surgery to carry out the annual health LD checks. 13 people attended.
- The team supported the successful Big Health Day for people with a learning disability. This enabled people with a learning disability to talk and think about health checks and supporting them to be empowered around their health needs.
- The links into the GP surgeries are being consolidated, with support from the CCG's clinical lead for LD. The surgeries are being encouraged to plan the completion of the health checks until the end of the financial year.
- The team were inspected by CQC and received an extremely positive inspection report.
- The next men's group will start on 11th October 2013.
- Peer development meetings have commenced to reflect on cases, research and articles.

## **Winterbourne View**

Winterbourne View Review Concordat: Programme of Action was published by the Department of Health in December 2013. Halton CCG and the Council are in the process of developing a localised action plan – this will be monitored through the Learning Disability Quality and Performance Board and then reported to the Learning Disability Partnership Board and CCG Quality and Integrated Governance Committee.

- By April 2014, each area will have a joint plan to ensure high quality care and support services for all people with learning disabilities or autism and mental health conditions or behaviour described as challenging, in line with best practice as a consequence; there will be a dramatic reduction in hospital placements for this group of people.

- The Council has continued to work with health colleagues to review all out of area placements regardless of funding arrangements - 1st October 2013 report presented to the Complex Commissioning Board with overview of Out Of Area Placements.
- Halton have a strategic task group set up to ensure those placed out of area are managed and monitored appropriately with professionals tasked with reassessing those individuals to enable them return to Halton. This work has been on-going with successful placements now achieved locally with the co work of the care management teams, health colleagues and the Positive Behaviour team.
- 1st October 2013 report presented to the Complex Commissioning Board with overview of Out Of Area Placements and financial commitment.
- Multi-agency working group reviewing increased use of inpatient beds.
- The Health and Social Care Information Centre on behalf of the Department of Health will undertake a Learning Disability Census (As of 30thSeptember 2013) through hospitals registered with CQC. This will take a snapshot of provision, numbers of out of area placements and lengths of stay.

## **End of Life Care**

Training was held for staff across care management and assessment services with the aim of increasing knowledge of end of life care issues. The two day course was run in conjunction with Halton Haven Hospice and Halton Borough Council Learning & Development Division, The Learning outcome was to enable staff to identify and relate end of life care to client assessment. The course has started to equip staff with knowledge and confidence to use end of life care tools and advance care planning during assessment. We had a follow up event in June 2013 to develop fourteen staff as dedicated champions of end of life care.

These champions now attend a Multi-Agency End of Life Champions Forum. Work is underway to develop electronic systems in regard to service users preferred place of care, to ensure all agencies are aware and support this. Halton Haven have now recruited new staff and work will commence for the champions to spend dedicated time with staff at Halton Haven who will operated a buddying approach for staff, with the opportunity to shadow more experienced staff to enhance staff confidence, learning and development.

## **Integrated Safeguarding Unit**

The Integrated Adult Safeguarding Unit is now fully operational and funded jointly with the CCG. The Unit operates with a multidisciplinary team, including: Social Workers, Positive Behavioural Analyst, GP, Registered Nurse and Pharmacy Technician. This integrated approach ensures that the unit has the right mix of skills and knowledge to enable them to lead on the investigation of complex safeguarding investigations across Health and Social Care.

Events at Winterbourne have highlighted the particular vulnerability of people with learning disabilities/Autistic Spectrum Disorder who challenge services. There is now a strong and growing evidence base for the effectiveness of behavioural analytic approaches and these have been shown to significantly reduce the frequency, intensity and duration of challenging behaviour. Having a Positive Behaviour Analyst within the Unit helps to focus exclusively upon that group of people who are funded (in part or fully) by the NHS and who exhibit behaviour that challenge services

## **Winter Planning**

The changes in temperature during the winter months increase the number of people affected by respiratory and cardiac diseases as well as the spread on influenza. The

division has led on the planning for winter across health and social care. This includes working with NHS Halton Clinical Commissioning Group, NHS England, acute hospitals, General Practices, public health, community health services, domiciliary care and residential and nursing homes to ensure plans are in place to manage the increase in demands on these services. Additional resources have been made available locally and key areas of work will be supported that reduce the need for people to attend A&E. Publicity campaigns during the season will support local people to access the most appropriate services to help manage any illness they encounter

## **COMMUNITY AND ENVIRONMENT SERVICES**

### **The Stadium**

#### Pitch Activities:

- Widnes Vikings completed their second season back in Super League on a high point, winning their last three league games including an away win at Warrington Wolves, this meant they finished just outside the play offs in tenth place, it is vitally important next season that they do not finish in the bottom two as relegation is reintroduced at the end of the 2014 playing season.
- Liverpool Ladies also finished their first season playing here in style, they won the Woman's Super League on the last day of the season beating Bristol 2 – 0 to secure the Championship, over 2,500 spectators attended the event, and it now means they will play in the Woman's Champions League.
- Grange Sports Day - over 650 pupils and staff from The Grange School in Runcorn held their annual sports day here at The Stadium, the event was hailed as a complete success.
- British Drum Corp Championships were held at the Stadium, over 20 competing bands and over 2,000 spectators used the Stadium for over 15 hours bringing a unique experience Halton and a fantastic community event to all who attended.
- Everton Ladies have now agreed terms to play at The Stadium next year, this follows the successful 1<sup>st</sup> year of Liverpool Ladies playing and more recently agreeing to rent a room and train here.

#### Events:

A number of events have taken place at the Stadium, they include:-

- Twilight walk in aid of Halton Haven from the Stadium to Runcorn Town Hall and back again
- Wedding Fayre held in the Marquee Suite
- 10 Weddings – 30 Celebratory Parties
- Numerous meetings and conferences including:
  - Merseyside & South West CWU

- National Citizen Service
- Healthy Schools
- Health Watch
- Halton Safeguarding Children
- NW Ambulance
- Urgent Care Consultation
- Mersey Gateway meetings
- NW Cheshire Big Change
- Children's Trust and Health and Wellbeing
- Liverpool PCT
- Cheshire East
- Capita Business
- Dental Network Group

## **Stadium Fitness**

### Table Tennis

Halton Table Tennis Club received a number of awards this year.

Community Sport & Recreation Alliance Award, Karen Tonge MBE received the award in July from his HRH Prince Edward. This award is recognition for the clubs work with schools from all over the country.

They also have won the National Club of the year 2013 and the North West Regional Club of the year 2013.

Stadium Fitness staff continue to have an excellent working relationship with Karen and the Halton Table Tennis Club.

In July Stadium Fitness started a new Stay and Play session, a mums and tots session every Wednesday. It has been very successful up to date with the numbers increasing each week.

The new Hair & Beauty salon opened in June - Tenda Touch Hair and Beauty, this is a fantastic additional service at Stadium Fitness, and members also receive a discount on any treatments.

The Mayor of Halton attended a Tea Dance last week to celebrate Older People Day, the dance was held in our sports hall, another fantastic turn out, and during the Tea Dance everyone enjoyed afternoon tea of sandwiches and scones.

### Fitness Suite

Plans for the new Ladies Gym are in place and should be ready for the January; with the new treadmills in the main gym we will see an increase in the gym membership.

Type of membership		
FULL	705	
CASUAL ADULT	1771	
CASUAL JUNIOR	649	
HLC	124	

## **Libraries**

### The Library Strategy

The Library Strategy has now been endorsed by Executive Board and progress is underway to implement it, with action plans being drawn up for each of the five priorities. The Strategy consultation has now closed and 311 responses were received. The question asking people whether they agreed or disagreed with each of the 5 strategic priorities reflected overwhelming support for each of the priorities. The consultation also asked what people considered to be the most important services offered by the library,

the 5 highest ranked were “to borrow books”, “to use books and printed material within the library”, “to use the internet”, “to get advice from library staff” and “as a way to spend my spare time”.

### Try Reading Project

The public library services in the North West and Yorkshire & Humber regions (30 in total) were successful in their joint bid to the Arts Council for “Grants for Arts: Libraries” funding for the creative project “Try Reading”. The project celebrates the Rugby League World Cup 2013 and encourages people to read more and engage in writing and drama.

In July young people from Bankfield School took part in a professionally led workshop based on Mick Martin's play, “Broken Time” which tells the story of the birth of Rugby League, participants used scenes from the play to explore writing about character and how to create tension through the written word. During August the author of two rugby themed children's books Tom Palmer brought his Rugby Reading Game to Widnes Library. Children and parents were joined by players from Widnes Vikings and took part in the game and goal kicking competition.

One of the aims of Try Reading is to develop the digital skills capacity of staff in libraries, to support the project commissioned training in web and social media skills which staff have now attended and this will be cascaded over the next few months.

### Summer Reading Challenge 2013

Children aged four to eleven took part in this year's Summer Reading Challenge which aimed to keep them reading throughout the summer holidays. The theme was the “Creepy House” and on entering the challenge children embarked upon an exciting adventure with friendly characters as they explored the three creaking floors of the Creepy House. Participants had to read six books of their choice and after every two books another part of the Creepy House adventure was unlocked and new a hair-raising character revealed. Children could read any books they liked and there were activities to participate in and rewards along the way. 830 children joined the Creepy House Summer Reading Challenge with 39% of those who originally started, finishing the challenge. This is a 29% increase of children taking part in last year's challenge.

### Reminiscence therapy

The Library Service has established a resource collection of “memory boxes” which can be borrowed and used in the care of people with dementia. This is an extension of the Pictures to Share Collection which has proved to be extremely popular; the memory boxes will provide a variety of resources including books, photographs, objects, smells and music which help stimulate memory and are provided together as one themed collection.

Reminiscence Therapy is widely used in the care of people with dementia and consists of a carer stimulating the memories of the person living with dementia using content such as images and physical items as the catalyst to stimulate memory. This can be delivered either in the home, at a day centre or in a care home. One of the main advantages of this therapy is that it is an informal process that can be done by anyone, with minimal training. Memory boxes provide the resources to look at themed topics that should help stimulate memories of the past and long term memory. Memory boxes provide an excellent way of consolidating all the resources the library has including the wealth of local history material by providing a one-stop aid to reminiscence. This also compliments the libraries other

resources such as Mood Boosting Books, Books on Prescription and strengthens the services offer and commitment to improving the health and well-being of local people.

## **School Meals**

### The New School Food Plan

The new School Food Plan was published (July 2013). This plan encourages Head Teachers to take a very active role in increasing the numbers of children having a school meal. This will be an excellent support for the school catering service in increasing the numbers.

The key issues are:-

- Head Teacher to be given lead responsibility in school meal delivery
- To increase the uptake of school meals
- Aim to replace nutritional standards with food based standards from September 2014
- Compulsory cooking instruction for children up to the age of 14
- Packed lunches to be discouraged

### Free school meals for all infants from Sept 2014

All pupils at infant schools in England are to get free school lunches from September 2014.

All children in reception, year one and year two. This will save parents about £400 a year per child.

Mr Clegg said "Targeting infants would ensure every child gets the chance in life they deserve, teach healthy eating habits and boost attainment".

He also said: "A healthy hot meal gives children the ability to concentrate and do well in the classroom".

The school catering team are now looking at the logistics required to ensure each school kitchen is prepared for September 2014.

Dining area space, times of lunch services and all the additional catering equipment that will be required are now being investigated.

### Cashless payment of school meals

A trial is taking place in 3 schools Farnworth CE, Moorfield and St Martins with All Pay which is a company that arranges the payment of school meals, uniform, school trips etc. by parents or guardians over the internet either by computer, mobile phone or Pay point. The trial has been a success, however there are a few issues with the software that need to be addressed before this service can be recommended for all schools. The major cost of the service is the transaction charges; however there is a significant saving in school office time. It is possibly being proposed that there will be an SLA arrangement for this service.

### Awards Evening

Since 1998 there is a comprehensive training programme for our catering staff. Courses include: - Professional Cookery, Nutrition, Food Hygiene, Health & Safety, Customer Care and Fire Marshalling. An awards evening was held in July to celebrate the success of the students and the hard work of the catering staff. This evening also motivates the staff to continue to improve the quality of the service and provide tasty meals to as many children as possible. Schools are invited to provide nominations for various awards.

## **Waste and Environment**

### Partnership Working

During this Quarter, the Council's Executive Board reaffirmed Halton's commitment to work in partnership with the Merseyside Recycling & Waste Authority (MRWA) to provide a long term solution for treating Halton's waste by the approving the delegation of defined aspects of the Council's Waste Disposal Authority Function to the MRWA. The delegation shall come into effect at the commencement of the Resource Recovery Contract (RRC) as this is the date from which MRWA will arrange for Halton's waste to be disposed of using the RRC. The principles of the delegation will be detailed in a formal Inter Authority Agreement (IAA), which Executive Board Members also approved be entered into with the MRWA.

### APSE Awards

The Environmental Quality and Improvement Team were finalists in the APSE 2013 Service Awards. The team were shortlisted for an award in the Best Service Team Street for Cleansing & Streetscene. The submission focused on the Team's Environmental Regulation and Enforcement activity and, whilst the team did not win the award, being shortlisted was an achievement in itself.

## **Open Space Services**

### The Brindley

In Q2 the Brindley, Arts and Events functions were merged through a small scale restructure within the Open Space Service. There was obvious synergy within the three functions and they are now managed by a Brindley, Arts and Events Manager.

Through the restructure associated with the Brindley a new post of Open Space Officer (Trees and Woodlands) has been created. The post was a recommendation of an Environment Policy and Performance Board Tree Working Group and will allow the Council to meet its legal obligations with regards to tree inspection. The post has been created within existing resources.

### New Cemetery

Work to create a new cemetery in Widnes is progressing. Demolition of the former Fairfield High School was almost complete at the end of quarter 2.

### New Cremators

The procurement process for two replacement cremators was concluded at the end of Q2. A contract for replacement cremators will be awarded in the early part of Q3.

### The Vintage Rally

The Vintage Rally took place at Victoria Park on 28<sup>th</sup> and 29<sup>th</sup> September 2013. The weather was perfect and many thousands attended. Feedback has suggested the event was one of the best yet.

## **Sport and Recreation**

### USA Rugby League Visit

Halton will provide the USA training team camp base for the duration of their tournament stay. A mascot competition received over 300 entries from young people in Halton, the mascot has been launched and Tom the Eagle is proving extremely popular having already visited local schools and businesses, community events will be held to promote participation in sport.

### Sports Development Update

During the last two quarters the Sports Development Team, in addition to regularly circulating information to over 400 sports contacts, has supported other agencies and HBC colleagues and provided specific advice and support to many groups, such as, Widnes Football Forum, Halton Sports Partnership, Get Active Forum, and sports specific clubs such as Widnes RUFC, Avon Athletic FC. Assisted 9 coaches with coaching qualifications and distributed 17 bursary grants and 7 sport group grants.

The Councils Leisure facilities will have to compete with 2 low cost Gyms. In order to remain competitive they will launch their own Gym only membership in the next quarter.

## **3.0 Emerging Issues**

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

### COMMISSIONING AND COMPLEX CARE SERVICES

#### **Supported Housing Network (Learning Disabilities)**

The service will refresh its quality standards to ensure that service users have the best quality outcomes. This will be achieved through reviewing the Active Support (a means of staff supporting service users towards independence) and will be subject to systematic evaluation.

#### **Day Services**

There is a wide range of employment and employment related activities for people with learning disabilities, some of which have won national awards. The service will now look to expand this type of service for a wider range of service users including people with physical disabilities and those with mental health issues. Bids are being prepared for external funding to support these projects.

#### **Development of an Older People's Vision**

Commissioning in partnership with the Clinical Commissioning Group and Older People have begun the process of developing an Older People's Vision for Halton. Titled "Halton – a good place to grow older in" it focuses on some of the softer outcomes that help people to enjoy a better quality of life and clearly compliments some of the disease specific work delivered in the Borough. It is anticipated that the draft will be completed in Quarter 3 and the vision signed off in Quarter 4.

### **Market Analysis – Sub Regional Analysis of Self Funders**

To support Local Authorities in their role in shaping the local Adult Social Care market, the Institute of Public Care (IPC) is providing all Local Authorities support under their programme 'Developing Care Markets for Quality and Choice'. Halton Borough Council is working collaboratively with other Local Authorities in the region. Collectively Councils have opted for support from the IPC to undertake a sub-regional analysis of Self Funders. The analysis will be undertaken by the IPC during October and November and will culminate in a Workshop at the end of November that is being hosted by Liverpool City Council. It is anticipated that the work will provide a useful analysis to help bridge a gap in local knowledge about those who fund their own care. This work will feed into the wider piece of work being undertaken on the production of a Market Position Statement and Evidence paper.

### **Mental Health Services**

Inspection of 5BoroughsPartnership: it has been announced that the Care Quality Commission will be carrying out an inspection of the mental health services provided by the 5Boroughs Partnership in November 2013. The main focus of the inspection will be on the assessment and management of compulsory admissions to hospital under the 1983 Mental Health Act, which is a process which centrally involves the Council's Approved Mental Health Professionals. The Council is working closely with the 5Boroughs to deliver a positive outcome for this inspection.

### **Other developments within the Commissioning and Complex Care Division**

Performance management within Adult Social Care: in April 2014, a new national process for reporting adult social care performance is being introduced – SALT, which refers to Short And Long Term packages of care and support. This will focus much more on the outcomes of the help and support that are provided to people eligible for services. This will require substantial changes to the types of information that are collected within the Council's IT system, and will also require significant training of front line staff. A project is in place to deliver this. In addition, work is being undertaken to establish whether a new system can be developed to provide "real time" performance information (that is, information that is valid on the date it is supplied, rather than being some weeks out of date). This would mean that front line managers would have accurate and timely information about the quality of their service delivery.

## **PREVENTION AND ASSESSMENT SERVICES**

### **Mobile Working**

In care management we are developing mobile working solutions for staff. With the introduction of electronic assessment forms in CareFirst 6, Social Care Practitioners could potentially use a range of devices, i.e. I pads or laptops whilst visiting people in their own homes. A pilot will be implemented to test some of these systems, an evaluation and recommendations will be developed.

### **Making Safeguarding Personal**

"Making Safeguarding Personal 2013-14" is a sector-led improvement project supported by funding from the Association of Directors of Social Services (ADASS) and the Local Government Association (LGA) Safeguarding Adults Programme.

Halton have been invited to participate in this improvement project. This work aims to facilitate a shift in emphasis from processes to a commitment to improve outcomes for

people at risk of harm. The purpose of this work is to enable staff to use their skills, knowledge and judgement to work with people to *Make Safeguarding Personal* and to improve and capture outcomes with them, rather than to feel they are only there to follow a process.

## **COMMUNITY AND ENVIRONMENT SERVICES**

### **Waste and Environmental Improvement**

#### Recycling Issues

From 1<sup>st</sup> January 2015, waste collection authorities must collect waste paper, metal, plastic and glass separately. Co-mingled collections of materials, such as Halton's blue bin service, can be deemed acceptable if the appropriate level of quality of materials can be demonstrated or/and it is not technically, environmentally and economically practicable (TEEP) to collect materials separately. This legislation is set out under The Waste (England and Wales) (Amendment) Regulations 2012, which are transposed from the EU's revised Waste Framework Directive. It will be for local authorities to determine that their own collection systems are TEEP and this will be monitored by the Environment Agency. Guidance is due to come from Defra in Autumn 2013 and once this has been issued, Officers will consider any potential implications for the authority.

### **Open Space Services**

#### Operational Issues

The summer period was extremely busy in the Boroughs public parks due to the good summer weather. As reported in Q1 this put additional pressures on the service especially at weekends.

The service suffered a series of mechanical breakdowns to its cutting equipment during the summer months mostly related to the age of the equipment. Capital replacement of fleet items will take place during Q3 and Q4.

## **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2012/13 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

## **COMMISSIONING AND COMPLEX CARE SERVICES**

Ref	Risk Identified	Q2 Progress
CCC1 (1)	Not implementing the Local whole system Dementia Strategy	<input checked="" type="checkbox"/>
CCC1 (2)	Failure to implement 5 Boroughs NHS Foundation Trust proposals to redesign pathways for people with acute Mental Health problems and services for Older People with Mental Health problems.	<input checked="" type="checkbox"/>

### **Supporting Commentary**

**CCC1 (1):**

The Dementia Strategy has recently been reviewed and updated. Further progress will be made during 2013/14.

**CCC1 (2):**

The changes within the 5Boroughs are monitored by the Mental Health Strategic Commissioning Board and CQC are conducting a brief inspection of Assessment and Admissions in November 2013. The outcome will subsequently be reported.

## 5.0 Progress against high priority equality actions

There have been no high priority equality actions identified in the quarter.

## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Communities Directorate. The way in which the Red, Amber and Green, (RAG), symbols have been used to reflect progress to date is explained at the end of this report.

### Commissioning and Complex Care Services

#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
CCC1	Continue to monitor effectiveness of changes arising from review of services and support to children and adults with Autistic Spectrum Disorder. <b>Mar 2014.</b> (AOF 4) <b>KEY</b>	<input checked="" type="checkbox"/>
CCC1	Continue to implement the Local Dementia Strategy, to ensure effective services are in place. <b>Mar 2014.</b> (AOF 4) <b>KEY</b>	<input checked="" type="checkbox"/>
CCC1	Continue to implement 5Boroughs NHS Foundation Trust proposals to redesign pathways for people with Acute Mental Health problems and services for older people with Mental Health problems. <b>Mar 2014</b> (AOF 4) <b>KEY</b>	<input checked="" type="checkbox"/>
CCC1	Develop a new housing strategy, in accordance with Part 7 of the Local Government Act 2003, to continue meeting the housing needs of Halton. Mar 2014. (AOF 4, AOF 18) <b>KEY (NEW)</b>	<input checked="" type="checkbox"/>
CCC1	Develop a Homelessness strategy for 3-year period 2013-2016 in line with Homelessness Act 2002. March 2014. (AOF 4, AOF 18) <b>KEY (NEW)</b>	<input checked="" type="checkbox"/>
CCC1	Conduct a review of Domestic Violence Services to ensure services continue to meet the needs of Halton residents. <b>Mar 2014</b> (AOF11) <b>KEY</b>	<input checked="" type="checkbox"/>

CCC2	Ensure Healthwatch is established and consider working in partnership with other Councils to deliver this. <b>Mar 2014</b> (AOF 21) <b>KEY</b>	<input checked="" type="checkbox"/>
CCC2	Update the JSNA summary of findings, following community consultation, to ensure it continues to effectively highlight the health and wellbeing needs of people of Halton. <b>Mar 2014</b> (AOF 21 & AOF 22) <b>KEY</b>	N/A
CCC3	Develop a newly agreed pooled budget with NHS partners for complex care services for adults (community care, continuing health care, mental health services, intermediate care and joint equipment services). <b>Apr 2013.</b> (AOF 21 & 25) <b>KEY (NEW)</b>	<input checked="" type="checkbox"/>
CCC3	Undertake on-going review and development of all commissioning strategies, aligning with Public Health and Clinical Commissioning Groups, to enhance service delivery and continue cost effectiveness, and ensure appropriate governance controls are in place. <b>Mar 2014.</b> (AOF 21 & 25)	<input checked="" type="checkbox"/>

### Supporting Commentary

#### **CCC1: Services for people with Autistic Spectrum Disorder:**

The Autistic Spectrum Conditions Strategic Group continues to monitor progress and the recently submitted Autism Self-Assessment showed good progress across a wide range of activity.

#### **CCC1: Implementation of Dementia Strategy:**

Services linked to the clinical pathway are now in place and are being evaluated during November. Low-level services including Dementia Care Advisors and Dementia Café's are being reviewed in line with the requirements of the Dementia Strategy

#### **CCC1: Supporting the continued Implementation of 5Boroughs redesign:**

The Acute Care Pathway for adults (18-64) with complex mental health problems has now been fully developed and is in place. There is a new assessment team, based in Warrington but covering both Halton and Warrington, a Home Treatment team to support people in crisis in their own homes, and a Recovery Team (which has full social services input) to support people on a longer term basis. The Later Life and Memory Service is also now largely in place and is delivering the requirements of the local dementia strategy; this again has social work input to the people with the most complex needs.

#### **CCC1: Develop a new Housing Strategy:**

The 2013/18 Strategy was approved by Executive Board on 27<sup>th</sup> June following a period of consultation.

#### **CCC1: Develop a homelessness strategy:**

Extensive consultation with local people, key stakeholders and elected members on the cause and effect of homelessness in Halton has been collated to inform the

development of a strategy. The draft strategy will be completed by December 2013.

**CCC1: Review Domestic Violence Services:**

Following a review of domestic violence services that highlighted that the current refuge is not fit for purpose, Riverside English Churches Housing Group have confirmed that they have secured funding to remodel the refuge into self-contained units.

**CCC2: Ensure establishment of Healthwatch:**

Halton Healthwatch established with all Executive Board posts filled and operational. The service is now working on a range of consultations to deliver against agreed targets and outcomes.

In relation to the Independent Complaints Advocacy Service (ICAS) this service is delivered in partnership with eight other authorities and provides quarterly data on the number of people from Halton who access the service.

**CCC2: Update Joint Strategic Needs Assessment:**

JSNA now dealt with by Public Health

**CCC3: Develop pooled budget arrangements with NHS partners for complex care arrangements:**

Pooled budget established and performance and service developments monitored via Executive Commissioning Board.

**CCC3: Review and development commissioning strategies aligned with Public Health and the Clinical Commissioning Group:**

Adult social care is working closely with the CCG on the development of an Integrated Commissioning Strategy. In preparation work is on-going to review/rewrite all Commissioning strategies. Recent work includes:

Dementia strategy  
Drugs strategy  
Mental Health Strategy  
PSD Strategy  
Homelessness Strategy  
Alcohol Strategy

**Key Performance Indicators**

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
<b>CCC 4</b>	Adults with mental health problems helped to live at home per 1,000 population (Previously AWA LI13/CCS 8)	3.23	3.97	2.88		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
<u><b>CCC 5</b></u>	Total number of clients with dementia receiving services during the year provided or commissioned by the Council as a percentage of the total number of clients receiving services during the year, by age group. (Previously CCC 8)	4.0%	5%	3.9%		
<u><b>CCC 6</b></u>	The proportion of households who were accepted as statutorily homeless, who were accepted by the same LA within the last 2 years (Previously CCC 8).	0	[1.2]	0		
<u><b>CCC 7</b></u>	Number of households living in Temporary Accommodation (Previously NI 156, CCC 10).	6	[12]	4		
<u><b>CCC 8</b></u>	Households who considered themselves as homeless, who approached the LA housing advice service, and for whom housing advice casework intervention resolved their situation (the number divided by the number of thousand households in the Borough) (Previously CCC 11).	5.42	[4.4]	8.7		
<u><b>CCC 11</b></u>	Carers receiving Assessment or Review and a specific Carer's Service, or	18.87%	25%	7.24%		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
	advice and information (Previously NI 135, CCC 14).					

### **Supporting Commentary**

#### **CCC4:**

There has been a reduction in the absolute numbers of people with mental health problems who receive services to help them to live independently, and when combined with an overall increase in the general population, this has reduced the overall proportion of people who are being helped. This is maybe due to the new acute pathway for severe mental illness, which means that services are being targeted more at people with the greatest need and risk. This means that new protocols are being addressed to manage people with less significant needs being managed through shared care. The redesign of the Outreach Service which will support these individuals is now agreed. A number of schemes to further increase awareness and self-management have been put into place.

#### **CCC5:**

There has been an increase in the number of people supported by the 5 Boroughs Partnership and Alzheimer's Society. This is alongside a significant increase in Primary Care dementia diagnosis. This rise will meet our end of year target of 62%, which also puts Halton high in the North West rankings. However, this increase is not reflected in this indicator as it only reports on clients recorded on Carefirst, with a primary need of dementia. Work is underway to more accurately report all clients in receipt of a service.

#### **CCC6:**

The Authority forms part of the Merseyside Sub Regional, No Second Night Out scheme which is proven to be a successful resource and fully utilised across the Merseyside Authorities. The service provides an outreach service for rough sleepers and has a close working partnership with Halton to identify and assist this vulnerable client group. The Authority will continue to strive to sustain a zero tolerance towards repeat homelessness within the district.

#### **CCC7:**

Established prevention measures are in place and the Housing Solutions Team continue to promote the services and options available to clients. There has also been a change in the Temporary Accommodation process and amended accommodation provider contracts. The emphasis is focused on early intervention and further promotes independent living. The improved process has developed stronger partnership working and contributed towards an effective move on process for clients. The Authority will strive to sustain the reduced Temporary Accommodation provision.

#### **CCC8:**

The Housing Solutions Team promotes a community focused service. During the last 2 years there has been an increase in prevention activity, as officers now have a range of resources and options to offer clients threatened with homelessness. Due to the proactive approach, the officers have continued to successfully reduce homelessness within the district

**CCC11:**

Good progress is being made on carers assessments but will need to be kept constantly under review in light of increased demand.

**Prevention and Assessment Services**

**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
PA1	Implement and monitor the pooled budget with NHS partners for complex care services for adults (community care, continuing health care, mental health services, intermediate care and joint equipment services). <b>Apr 2014.</b> <b>(AOF 21 &amp; 25) KEY (NEW)</b>	<input checked="" type="checkbox"/>
PA1	Engage with new partners e.g. CCG, Health LINks, through the Health and Wellbeing Partnership to ensure key priorities, objectives and targets are shared, implementing early intervention and prevention services. <b>Mar 2014.</b> <b>(AOF1, 3 &amp; 21) KEY (NEW)</b>	<input checked="" type="checkbox"/>
PA1	Review the integration and operation of Community Multidisciplinary Teams. <b>Mar 2014.</b> <b>(AOF 2, 4, &amp; 21). (NEW) KEY</b>	<input checked="" type="checkbox"/>
PA1	Develop working practice in Care Management teams as advised by the Integrated Safeguarding Unit. <b>Mar 2014</b> <b>(AOF 10) (NEW) KEY</b>	<input checked="" type="checkbox"/>
PA1	Embed and review practice in care management teams following the reconfiguration of services in 2012/13 to ensure the objectives of the review have been achieved. <b>Mar 2014</b> <b>(AOF 2, 4). (NEW) KEY</b>	<input checked="" type="checkbox"/>
PA1	Continue to establish effective arrangements across the whole of adult social care to deliver personalised quality services through self-directed support and personal budgets. <b>Mar 2014</b> <b>(AOF 2, AOF 3 &amp; AOF 4) KEY</b>	<input checked="" type="checkbox"/>

**Supporting Commentary**

**PA1: Implement and monitor the pooled budget:**

Pooled budget fully implemented. Executive Commissioning Board and Partnership Board in place to monitor impact, performance and spend.

**PA1: Engage with new partners to ensure that key priorities, objectives and targets are shared:**

Health and well-being partnership group in place, to lead on the future development and monitor performance against key priorities. Update report to Health and Well-Being Board by January 2014.

**PA1: Review the integration and operation of Community Multidisciplinary Teams:**

We are currently moving forward on gaining some Clinical Facilitator time to support practices in implementing their models using risk stratification. Social care teams are realigning their work to match against General Practices and staff have begun attending the surgeries in Widnes (as they do in Runcorn) to take this work forward.

**PA1: Develop working practice in care management teams as advised by the Integrated Safeguarding Unit:**

Working practices are continuing to be progressed within the new structure including a focus on prevention and quality.

**PA1: Embed and review practice in care management teams following service redesign:**

Work is progressing well, with the recent establishment of a practitioner groups to ensure ownership of the recent changes.

**PA1: continue to deliver personalised quality services through self-directed support and personal budgets:**

A review of systems to ensure effectiveness has taken place. A new range of streamlined self- directed support documents and processes have been developed. A pilot is underway to look at safeguarding and personalisation.

**Key Performance Indicators**

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
<u>PA 2</u>	Numbers of people receiving Intermediate Care per 1,000 population (65+)	84.35	99	38.16	?	
<u>PA 3</u>	Percentage of VAA Assessments completed within 28 days	86.73%	82%	89.8%		
<u>PA 7</u>	Percentage of items of equipment and adaptations delivered within 7 working days	94%	97%	90.3%		

**Supporting Commentary**

**PA2:**

Figures are cumulative and are generally higher in Q3 and Q4

**PA3:**

We have exceeded the target to date.

**PA7:**

On-going Issues with Helena contract- this will be addressed through regular performance meetings

### **Community and Environmental Services**

#### ***Key Objectives / milestones***

Ref	Milestones	Q2 Progress
CE1	Implement the new Sports Strategy (2012-2014) - <b>March 2014. (AOF 1 &amp; 2) KEY</b>	<input checked="" type="checkbox"/>
CE3	Deliver a promotion and educational campaign (School Lunches) - <b>September 2013 and January 2014. (AOF 1) KEY</b>	<input checked="" type="checkbox"/>
CE3	Review and update the strategy and action plan to increase the uptake of free school meals - <b>July 2013. (AOF 1) KEY</b>	<input checked="" type="checkbox"/>
CE3	Develop effective joint working and agree funding, with the private/public sector to address childhood obesity - <b>September 2013 (AOF 1) KEY</b>	<input checked="" type="checkbox"/>
CE4	Undertake CIPFA PLUS Survey (Public Library User Survey for Children) due to take place <b>September 2013. (AOF 6, 7, 13, 14, 22) KEY</b>	<input checked="" type="checkbox"/>
CE5	Runcorn Hill Park (Parks for People bid) – Deliver project (Subject to success of second round) - <b>March 2014. (AOF 18, 19) KEY</b>	<input checked="" type="checkbox"/>
CE5	Woodland Expansion - Additional 200m <sup>2</sup> of Woodland planted Borough wide - <b>March 2014. (AOF 18, 19) KEY</b>	<input checked="" type="checkbox"/>
CE6	Implement new operational arrangements as determined by the outcome of the review of waste and recycling	<input checked="" type="checkbox"/>

	collection systems - <b>September 2014.</b>  <b>(AOF 20) KEY</b>	
CE6	Continue to review and assess the effectiveness of projects and initiatives to help improve energy efficiency and reduce CO <sub>2</sub> emissions. <b>March 2014. (AOF 20) KEY</b>	<input checked="" type="checkbox"/>
CE6	Develop and publish a Waste Communications Plan and implement actions arising from the Plan - <b>March 2014. (AOF 20) KEY</b>	<input checked="" type="checkbox"/>
CE7	Continue to develop Action Plans and Protocols with External Agencies to effectively prevent and tackle a range of waste and environmental offences - <b>March 2014. (AOF 20) KEY</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

#### **CE1: implement the new Sports Strategy:**

A monthly report is produced by the Sport and Recreation Team highlighting the key areas of work under the Strategy headings.

Quarter 2 activities include:

Community Sports coaches delivered 304 hours coaching; 2595 coaching contacts and 413 training opportunities. 2 workshops delivered 21 attendees; 16 leaders and 21 young leaders trained. 5 clubs attended funding and information clinic. Other activities included; hosting Valiant international Boccia competition with Faroe Islands, Sport coaching at Halebank and West Bank community days attracted 65 participants.

- The Widnes Football Cup took place on Sat 24th August 2013. The Football Forum clubs will soon all be Charter Standard
- Join In at the Community Games – 3rd Aug. 100 people attended
- Sport Coaching at Party in the Park attracted 40 young people.
- Supported set up of No Strings Badminton sessions – 15 registered, this is to continue Wed.
- Swim for Health 23 signed up to 6 week course
- Girls Football Project – Just Play sessions started 25<sup>th</sup> Sept at the Stadium for school years 3 to 6.
- Launched RLWC mascot at Widnes Vikings home game – good press coverage and Twitter profile and page set up (124 followers)
- Re-Brand Walking schedule with new Walking for Health UK branding. Distributed Halton schedule for Oct-Dec to over 150 contacts, walks led by volunteers
- On-going support to community exercise classes, over 50 groups.

- 285 class timetables distributed at community events
- Taster New Age Bowls activity, volunteer training at Runnymede Court
- Coordinated and delivered the Halton Sports Awards 100+ in attendance. Nominations came in from 20 different sports / organisations
- Runcorn Boxing Club opened at new base during September 'Murdishaw Youth Club' – 50 people have tried boxing in first week.
- 165,044 Leisure centre visits during Jul/Aug/Sept. Total visits since 1 April 2013 340,196
- 1073 Leisure Card applications
- 5 Sportivate activities operating (sport sessions for 14 – 25 year olds)

**CE3: deliver a promotional and educational campaign for school lunches:**

All Primary schools have been provided with a themed calendar with a selection of posters for 2013-2014 to promote National Days, Festivals, Sporting occasions etc. All reception children's parents have been given an information pack on the benefits of school meals

**CE3: review the strategy and action plan to increase the uptake of free school meals:**

A number of tasting sessions have taken place increasing the number of opportunities for children to try different foods

**CE3: develop joint working and agree funding to address childhood obesity:**

Ongoing dialogue with Public Health

**CE4: undertake CIPFA Public Library User Survey for Children:**

The new format survey has been delayed but we are on schedule for this to be undertaken in the next allocated timeslot between 17<sup>th</sup> February 2014 and 1<sup>st</sup> March 2014.

**CE5: deliver project for Runcorn Hill Park:**

HLF funded staff are now in post and work is on schedule to deliver the project.

**CE5: Woodland expansion – plant an additional 200square metres of woodland borough wide:**

Areas for planting have been identified and planting will take place in Q3 and Q4.

**CE6: implement new operational arrangements coming from the review of waste and recycling collection schemes:**

During this quarter approximately 250 households were changed from a sack collection service to a wheeled bin service. This service change was part of the on-going review of properties that may be suitable for wheeled bin collections and the roll out of wheeled bins to further properties will take place over forthcoming periods.

**CE6: continue to review and assess effectiveness of projects and initiatives to improve energy efficiency and reduce CO2 emissions:**

Opportunities to reduce energy usage in corporate buildings continue to be explored. Individual building performance charts, comparing all monitored sites, now provide building managers with feedback on relative progress towards the achievement of energy usage targets.

**CE6: develop and publish a Waste Communications Plan and implement actions arising:**

A Waste Communications Plan has been produced and will be published. A number of actions arising out of the Plan have already been completed or implemented, including the development of specific Waste Management Facebook and Twitter accounts and the delivery of an interactive education programmes to primary schools.

**CE7: continue to develop action plans and protocols with external agencies to prevent and tackle a range of waste and environmental offences:**

Officers are continuing to work on joint operations with external organisations and enforcement agencies such as local Housing Associations, Cheshire Police and the Environment Agency to tackle waste and environmental related nuisance. During this period a multi-agency 'roadside check' took place which resulted in a Fixed Penalty Notice being issued to an unregistered scrap waste collector.

**Key Performance Indicators**

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
<u>CE LI</u> <u>1</u>	No. of meals served versus hourly input of labour (Previously SH1).	9.85	10.00	9.73		
<u>CE LI</u> <u>6</u>	Number of active users of the library service during the last 12 months.	16,468	23,000	16,257		
<u>CE LI</u> <u>6a</u>	Number of visits to libraries (annual total).	621,109	600,000	184,909		
<u>CE LI</u> <u>7</u>	% of adult population (16+) participating in sport each week (Previously NI8).	21.7%	24%	TBC		N/A
<u>CE LI</u> <u>8</u>	% Take up of free school meals to those who are eligible - Primary Schools (Previously SH LI 8a).	77.46%	85%	87.98%		
<u>CE LI</u> <u>9</u>	% Take up of free school meals to those who are eligible - Secondary Schools (Previously	76.59%	75%	79.08%		

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
	SH8b).					
<u><a href="#">CE LI 10</a></u>	Take up of school lunches (%) – primary schools (Previously NI52a).	51.71%	55%	49.21%	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 11</a></u>	Take up of school lunches (%) – secondary schools (Previously NI52b).	53.64%	55%	52.39%	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 14</a></u>	Residual household waste per household (Previously NI191).	633 Kgs	700 kgs	321 kgs (Estimated)	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 15</a></u>	Household waste recycled and composted (Previously NI192).	37.30%	40%	41.77% (Estimated)	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 16</a></u>	Municipal waste land filled (Previously NI193).	58%	60%	54.17% (Estimated)	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 17</a></u>	% satisfaction Overall of Library Users (Previously CS1) (3-yearly 2012).	94%	Top quartile in NW	N/A	N/A	N/A
<u><a href="#">CE LI 19</a></u>	Number of Green Flag Awards for Halton (Previously EAR LI3).	12	12	12	<input checked="" type="checkbox"/>	
<u><a href="#">CE LI 20</a></u>	Improved Local Biodiversity – Active Management of Local Sites (NI 197).	58.49%	54%	58.49%	<input checked="" type="checkbox"/>	

### Supporting Commentary

#### **CE LI 1:**

Although the present figure is lower than the annual target the period April – September is historically the quietest in the School Meals Service, it is fully anticipated that the target will be met or exceeded by year end

#### **CE LI 6:**

66,535 registered users, current figure of 16,257, having used the service in the last 12 months. This is down on the equivalent quarter last year, however the number of new borrowers joining in this quarter has risen by 20%

**CE LI 6A:**

Based on current figures target will be achieved

**CE LI 7:**

Active People Survey 7 results expected December 2013

**CE LI 8:**

This is an exceptional result and may be linked to the present economic climate, more parents are encouraging their children to stay for school lunch

**CE LI 9:**

This is an exceptional result and may be linked to the present economic climate, more parents are encouraging their children to stay for school lunch

**CE LI 10:**

Although the present figure is lower than the annual target, the period April – September is historically the quietest in the School Meals Service, it is fully anticipated that the target will be met or exceeded by year end

**CE LI 11:**

Although the present figure is lower than the annual target, the period April – September is historically the quietest in the School Meals Service, it is fully anticipated that the target will be met or exceeded by year end

**CE LI 14:**

This is an estimated cumulative figure and early indications are that this target will be met.

**CE LI 15:**

This is an estimated figure but early indications are that this target will be met.

**CE LI 16:**

This is an estimated figure but early indications are that this target will be met.

**CE LI 17:**

Next adult survey not due until autumn 2015

**CE LI 19:**

The number of Green Flag Parks will at best remain static. The Council does not have the resources to submit additional sites for the award.

**CE LI 20:**

The figure is likely to remain the same until Q4. The majority of conservation tasks are carried out during the winter period.



## APPENDIX: Explanation of Symbols

Symbols are used in the following manner:

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

## Direction of Travel Indicator

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

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

## Performance Overview Report - Policy & Resources Directorate

Reporting Period: **Quarter 2 – Period 01<sup>st</sup> July 2013 to 30<sup>th</sup> September 2013**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress within the directorate that have occurred during the period.

### 2.0 Key Developments

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

#### *Finance*

- Work is on-going on the implementation phase of the Council's Salary Sacrifice Scheme which will generate financial savings for the authority whilst allowing staff acquire a vehicle for an all-inclusive fixed monthly payment.
- A new fraud awareness e-learning module is now available to access through the Council's e-learning portal which provides general fraud awareness information for Elected Members and staff at all levels. This initiative will further embed the Council's counter-fraud culture and support the deterrence, prevention and detection of fraud related activity across the organisation.
- The Council's external auditor (Grant Thornton) has completed the audit of the Council's 2012/13 year-end accounts and have provided an unqualified audit opinion. They reported their findings to the Business Efficiency Board on 18<sup>th</sup> September at which time the Board also approved for publication the Council's Statement of Accounts.
- Grant Thornton's report highlighted the Council's achievement in preparing working papers of a high standard and emphasised the excellent co-operation they received from the finance team. They also included a Value for Money conclusion in which they were satisfied that in all significant respects the Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. A copy of the full report is available [here](#).
- In support of the unqualified VFM conclusion for 2012/13, Grant Thornton reviewed if the Council has proper arrangements in place for securing financial resilience. The overall conclusion was the Council had in place arrangements that meet or exceed adequate standards including; A proven track record of keeping expenditure within budget; Systems & processes that are well established; and a structured approach to identifying and managing budget pressures.

- The Benefits Cap has now been implemented and 51 households in the Borough have had their Housing Benefit reduced from amounts ranging from £1 to £162 per week. Some of these households have applied for and received Discretionary Housing Payment to provide temporary help with their Housing Benefit reduction.
- Following a review of the Discretionary Support Scheme in September, Corporate Policy & Performance Board (PPB) agreed that the Scheme should be amended to include the provision of fuel and that with immediate effect, and rather than referring people to the Food Bank, food requests would be considered in the first instance. The provision of fuel will be offered once arrangements with Paypoint can be put in place to distribute any awards. A further progress report will be presented to Corporate PPB in April 2014.
- With regards to the on-going delivery of the Efficiency programme the As-Is phase of the review of Intermediate Care Services (Adult Social Care) is nearing completion and is due to be considered by the Efficiency Programme Board in November 2013.
- Wave 5 of the Programme was agreed by Management Team and the Efficiency Programme Board during July 2013. The first workstreams in that wave are now underway; these being the Review of Halton Supported Housing Network, Review of the Libraries Service and the Review of Learning & Achievement Services.

### *Human Resources and Organisational Learning and Development*

- A new Managers Guide to Learning and Development has been produced which pulls together, for the first time, all management development activity into one easy to use booklet and also links to the Council's People Plan. In addition work continues to be undertaken to develop guidelines for managers and staff as the authority continues to introduce agile working practices.
- Briefings, which have been exceptionally well attended, have been held for Council Officers and school based staff on the requirements of the new Disclosure and Barring Service.

### *ICT and Administration Support Services*

- The CareFirst project has taken considerable resource during quarter 2 as ICT support staff worked with the Operational and Strategic Director to review the capabilities of the existing system. A decision has been taken to develop an in-house reporting system which allows for the interrogation of data and facilitates the production of essential statutory and operational reports.
- The project to replace over 165 MFD printers and to replace and upgrade print services machinery is now complete with the deployment of hardware underway with significant savings being achieved.

- The wireless upgrade project has now been completed and key remote sites, including Libraries and Community Centres, have been upgraded to provide considerably more secure wireless access.

### *Legal and Democratic Services*

- The development of a proposed Combined Authority for the Liverpool City Region and the proposed financial close of the Mersey Gateway project have both placed heavy demands upon the service and this will continue as these issues are progressed to completion.
- The latest issue of Inside Halton has been distributed to residents and includes a feature providing information on the progress of the Mersey Gateway Project in addition to a reader survey. As the contract for the design and production of the magazine is due to expire in December work is now underway to put in place new arrangements.
- Following work with colleagues from the Procurement and Print Teams the launch of the online design portal has dramatically reduced spend with external design and print suppliers.

### *Policy, Planning, and Transportation.*

- Construction of the second phase of the 3MG Western Link Road is due to commence on 28 October 2013. The £900,000 contract, which has been awarded to Wills Brothers of Ireland, will extend the highways embankment into the 3MG development site south of the railway and complete the road construction works.
- A planning application has been submitted by SciTech Daresbury LLP for highway and access improvements at Innovation Way and Keckwick Lane which will complement the junction improvement proposals on A558 Daresbury Expressway which was awarded DfT grant funding earlier this year.
- Officers are now considering the issues involved in preparation of the formal Business Case to back up the major funding bid to Liverpool City Region (LCR) Local Transport Body (LTB) for steady state bridge maintenance on the Silver Jubilee Bridge complex (£1.1m/yr for three years commencing 2016/17).

More information on the LTB can be found [here](#). Details on the Halton's Silver Jubilee Major Funding Bid can be found [here](#)

- The Halton Strategic Partnership Board (HSPB) has developed a work programme of activities that seek to maximise the value of partner organisations collaborating together on issues of mutual interest such as property management, public consultation and enhanced partnership working.
- The new HSPB website has now been launched at <http://www.haltonpartnership.com> which provides a simpler user friendly interface which will minimise future maintenance costs.

- Superfast Broadband roll out under the Council's [Connecting Cheshire](#) project has commenced in Halton. The precise location of the new cabinets and fibre infrastructure will be announced in December 2013.
- The procedures for the Council's Community Right to Bid Policy (Assets of Community Value) has been produced and approved with the first live trial of the procedures underway. A Social Value Policy is now being drafted to meet the Council's duties under the [Public Services \(Social Value\) Act](#) and the legal requirement to demonstrate that we have considered Social Value as part of our pre-procurement progress.
- The annual cycle of Business Planning will soon commence and Members will be engaged through Policy & Performance Boards in considering issues for inclusion in the coming financial year.
- The Public Sector Equality Duty Independent Review, which can be found [here](#) was published during September 2013 and the recommendations put forward are being assessed to address any implications for Halton. Additionally Equality and Diversity Awareness training for Elected Members has been scheduled during quarter 3.
- The Hate Crime Reduction Strategy has been presented to, and agreed by, both the Safer Halton Policy & Performance Board (PPB) and the Specialist Strategic Partnership (SSP). It will now be presented to the Executive Board and Partnership Board
- The Council's Contaminated Land Team has been nominated for a 'Brownfield Briefing Award' in the category of 'Best Use of a Combination of Remediation Techniques'.
- A Gypsy and Traveller Accommodation Assessment has been undertaken with the Cheshire Partnership (Cheshire East, Cheshire West and Chester, Warrington and Halton). The final report is expected at the beginning of November
- Work is underway on the [Delivery and Allocations Local Plan](#) (DALP) which will replace the remaining policies from the Unitary Development Plan (UDP). Initial work is to establish the 'scope' of the document, i.e. the topics it needs to address / policies it needs to contain. This will need to be subject to public consultation and reports will be prepared for Executive Board in due course.
- Halton has been successful in the joint bid with Merseyside to the [Clean Bus Technology Fund](#). Bus Service numbers 61 and 14 will benefit from this, with the value to Halton Travel being approximately £80k to reduce emissions.
- HBC have been successful with bid to get Electric Vehicle charging points at Runcorn Mainline Station to be installed approximately Easter 2014. This was funded by Virgin Trains and complements the existing charging point in Widnes at Bristol Street Motors, on Moor Lane.

- The [200 Service](#) goes from strength to strength since the route extension and has doubled its patronage. The route from the Runcorn Mainline Train Station through to the Old Town and then onto Astmoor and finally Manor Park. This service now operates from 6am to 8pm and this benefits lots of shift workers. Work being undertaken to extend service hours further to 10.30pm.
- Lidl have indicated that the opening of the new store at Halton Lea will be 12 December 2013 and work continues on the discharging conditions for the Mersey Gateway's multiple planning consents before works commence and financial year closes.
- Appeals have been received for the following planning applications. In these cases the applicant has requested that the appeal be undertaken by way of a Public Inquiry
  - Ineos – An inquiry on fuel delivery by road in January 2014
  - Daresbury Traveller Site – An Inquiry will take place between 12 - 14 November

### 3.0 Emerging Issues

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

#### *Financial Management*

- I. A common set of Public Sector Internal Audit Standards (PSIAS) have been introduced for internal audit providers in the UK public sector. As a consequence the Internal Audit Team will undertake a self-assessment against the new standards and will prepare a report to the Business Efficiency Board in due course.
- II. Work to identify savings to fund the £15m budget deficit for 2014/15 is well under way. The Budget Working Group has met several times to discuss the first tranche of saving proposals and will shortly begin to review a second tranche of proposals.
- III. Following the local retention of 50% of Business Rates from 1st April 2013, there has been a further increase during the first half-year in the number of rate avoidance schemes in respect of empty properties. Legal Services are presently considering existing options and advising as to the appropriate course of action in relation to a number of these cases.
- IV. The migration of benefits claimants from Incapacity Benefit to Employment Support Allowance remains a major focus for the Welfare Advice Team and the new Personal Independence Payment is also starting to impact. The start of the new appeals process where Mandatory Reconsiderations are required for Department for Works and Pensions benefits from November 2013 is expected

to further impact upon the team's workload and will potentially cause further delays within the welfare benefits system. Additionally these issues are continuing to have a negative and unavoidable impact upon response times within the Contact Centre.

*Human Resources and Organisational Development*

V. Consultations will commence during November with both staff and Trade Unions in relation to budget proposals that have HR implications and a Members Topic Group has been established to consider the implications of introducing a Living Wage within Halton.

*ICT and Administration Support Services*

VI. ITC related work will progress across a number of areas during the coming year including:

- In line with the considerable developments within the Carefirst solution, a project to develop the electronic social care record will also be undertaken using SharePoint as the solution. This will be integrated with the CF6 system and form the base of all digital archival of the social care records that the authority is required to maintain. The new Records Management Unit within the administrative Support Service will work closely with the care teams to ensure the delivery of this new process.
- The Council is in the process of fundamentally redesigning and redeveloping the Councils website and the design is currently being tested in advance of key content can being included.
- This project is split into two areas one looking at the opportunity of best practice and shared opportunity within the area of ICT provision, the other offering a proof of concept relating to the provision of Virtual Desktop Services into St Helens supported by Halton ICT services.
- Both projects relating to the St Helens MBC around sharing best practice and a proof of concept relating to the provision of Virtual Desktop services to St Helens are now underway. The proof of concept has been a little protracted but with some of the technical issues now being resolved by St Helens. The project is now underway and will provide a set of virtual (VDI) environments for the St Helens technical teams to test and evaluate. This project is targeted to complete by the end of November with decisions relating to the potential delivery opportunities to be discussed at a senior officer and Member level.

*Policy, Planning, and Transportation.*

- VII. The winter maintenance season for Halton's highways will commence on 10 October 2013. Pre-season trials and calibration of the gritting fleet and equipment have been completed and salt stores are fully stocked (1600 tonnes).
- VIII. The government has announced that Councils with a rate of determination falling below the national target time limits for decisions on major applications will be stripped of their planning powers. An announcement on designated authorities is expected at the end of October. It is anticipated that Halton will not be designated as such and an improvement plan to improve performance in the speed of decision making is being implemented..
- IX. Charging for pre-application advice on planning applications is being considered with a view to commencing on 01 January 2014. Additionally 2 FTE staff will join the planning team at the end of October 2013. Key deliverables that are affected are the Green Belt Review, Delivery and Allocations Local Plan, and Community Infrastructure Levy Charging Schedule, together with land use monitoring statistics.
- X. A formal out-of-hours service for dangerous structures will become operational in October 2013. This service would operate via the Council's contact centre who would forward on details to the relevant officer on call of any dangerous structures or buildings reported to the authority.
- XI. It is anticipated that Schedule 3 of the Flood and Water Management Act (2010), which relates to the implementation of Sustainable Drainage Systems (SuDS) legislation, will be enacted in April 2014. Halton will have new duties and responsibilities to approve, adopt and maintain sustainable surface water drainage systems on new and redeveloped sites. Details of implementation, funding, and new national standards for SuDS are expected in late October. The legislation is likely to have Policy implications for the Council.
- XII. The programme of converting street lights to Light Emitting Diodes (L.E.Ds) to reduce operating costs and save energy is continuing and options are being investigated to accelerate this programme to assist with achieving budget savings.
- XIII. A new camera has been installed in Halton Brook Local Centre, jointly funded by Riverside Housing, Community safety and Halton Borough Council. The possibilities of installing additional cameras are being looked at and investigations are also underway with a view to install a new camera near the Silver Jubilee Bridge to improve monitoring of the area. Discussions have also taken place following a number of incidents on the Silver Jubilee Bridge to try and reduce the impact of any future incidents. Multi-agency debriefs of the incidents have taken place.

#### **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers are presently being updated in conjunction with the development of the 2014 – 17 Directorate Business Plans.

The monitoring of high risk mitigation measures will be reported at the half-year stage in 2014-15

#### **5.0 High Priority Equality Actions**

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

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

## 6.0 Performance Overview

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

### Financial Management

#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board. <b>November 2013</b>	
FS 03	Complete the Draft Abstract of Accounts for certification by the Chief Financial Officer by <b>30 June 2013</b> .  Publish the Abstract of Accounts by <b>30 September 2013</b> .	

#### Supporting Commentary

The Medium Term Financial Strategy will be reported to Executive Board on 21<sup>st</sup> November 2013 and the Statement and Summary of Accounts, available [here](#), were published on the Council's website in September.

#### Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 05	Proportion of Council Tax that was due that was collected.	97.11%	96.00+	56.40		
FS LI 06	The percentage of Business Rates which should have been received during the year that were received.	97.13%	96.00+	56.43		
FS LI 08	Achieve investment returns for the year higher than the benchmark.	1.91	N/A	0.89		

#### Supporting Commentary

Although marginally lower than the same period last year the collection levels of Council Tax (57.5% Q2 last year) and Business Rates (58.84% Q2 last year) remains positive, particularly in light of changes to the administration regime that were introduced in April 2013, with investment returns continuing to outperform the benchmark rate.

## Human Resources & Organisational Development

### Key Objectives / milestones

Ref	Milestones	Q2 Progress
HRLD 01	To commence Real Time Tax information reporting to HMRC by <b>June 2013</b> .  To further enhance i-Trent system capabilities. <b>March 2014</b>	
HRLD 02	Promote and take forward the delivery of actions identified within the Corporate Peoples' Plan. <b>March 2014</b>  Monitor and review the implementation of revised Employee Development Review (EDR) process. <b>December 2013</b>	

### Supporting Commentary

Real Time Tax information reporting was implemented as planned.

Work is in-hand to further develop i-Trent with testing of the provision of electronic payslips having begun and work now being undertaken with colleagues in ITC to developed automated processes for leavers and change of name.

### Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
HRLD LI 1	The number of working days / shifts lost due to sickness (Corporate).	10.06	8.5	5.14		TBA
ODHR LI 5	% of training delegates attending as proportion of places reserved.	88	85	TBA	TBA	TBA
ODHR LI 6	The percentage of top 5% of earners that are:  a) Women b) From BME Communities c) With a disability	55.04 2.91 0.65	50 1.0 5.0	53.97 2.73 0.63	  	TBA
ODHR LI 7	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.36	7.50	1.44	TBA	TBA

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
ODHR LI 8	Minority of Ethnic Community staff as a % of total workforce.	0.89	1.00	1.13	<input checked="" type="checkbox"/>	TBA

### Supporting Commentary

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

## ICT Infrastructure

### Key Objectives / milestones

Ref	Milestones	Q2 Progress
ICT 01	SharePoint and Records Management enhancement. <b>March 2014</b>  Continued Social Care Systems Service Support Programme. <b>March 2014</b>  Schools Cloud Service Developments. <b>September 2013</b>  Interactive Web Services and further SharePoint integration. <b>March 2014</b>  Development of commercial ICT opportunity within Desktop, hosting and Disaster Recovery provision. <b>March 2014</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ICT 02	Continued development of document management and distribution services. <b>March 2014</b>	<input checked="" type="checkbox"/>
ICT 03	Deliver operational Records Management Unit Services. <b>August 2013</b>	<input checked="" type="checkbox"/>
ICT 04	Conduct and evaluate point of contact satisfaction survey for ICT & Support Services. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

The Sharepoint and Records management project is in line with planned deployment and is linked to Electronic Social Care Records system. Planned Social Care systems support developments to date are complete and in line with Children's Services requirements with Adult services needs now being considered.

The School Cloud Service developments are now complete and further developments will be on-going and reported as they emerge with interactive web services progressing as planned.

The development of commercial ICT opportunities continues with a number of areas currently being addressed.

Scanning arrangements will form an integral element of document management arrangements, which are progressing as anticipated and Records Management Unit staff are now in place and working with client base although there has been a slight delay in accommodation arrangements due to extended building works being required at Picow Farm Road.

**SATISFACTION SURVEY - COMPLETE BUT NEED TO ADD INFORMATIVE COMMENT.**

### ***Key Performance Indicators***

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI 1	Average availability of the Council's operational servers (%).	99	99	99.9	<input checked="" type="checkbox"/>	TBA
ICT LI 2	Average availability of the Council's WAN infrastructure (%).	99	99	99.9	<input checked="" type="checkbox"/>	TBA
ICT LI 4	% of all responsive repairs completed within 2 working days.	92	80	93	<input checked="" type="checkbox"/>	TBA
ICT LI 8	Average working days from order to completion of a new PC.	9	10	9	<input checked="" type="checkbox"/>	TBA

### **Supporting Commentary**

All measures continue to show high levels of performance.

### **Legal & Democracy**

#### **Key Objectives / milestones**

Ref	Milestones	Q2 Progress
LOD 01	Secure renewal of Lexcel and ISO Accreditations. <b>January 2014</b>	<input checked="" type="checkbox"/>
LOD 03	To ensure that all members have been given the opportunity of having a MAP meeting.	<input checked="" type="checkbox"/>

### **Supporting Commentary**

Work continues and reaccreditation is progressing as planned and it has been agreed

with the Law Society that the inspection process will take place in April as opposed to January as originally planned. MAP meetings continue to take place.

### ***Key Performance Indicators***

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7	10	10		
LD LI 04	Average time taken to send out first draft business lease from receipt of complete instructions from Property Services (working days).	15	20	20		
LD LI 05	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		
LD LI 15	% satisfaction with Inside Halton.	99	90	N/A	N/A	N/A

### ***Supporting Commentary***

All measures are currently on track to achieve their annual target. A satisfaction survey has been included within the latest edition of the Inside Halton magazine.

### **Policy, Planning and Transportation**

#### **Key milestones**

Ref	Milestones	Q2 Progress
PPT 01	Review progress, revise SJB maintenance strategy document and deliver 2013/14 major bridge maintenance works programme. <b>March 2014.</b>	
PPT 02	To deliver the 2013/14 LTP Capital Programme <b>March 2014.</b>	
PPT 03	Develop and consult on a local flood risk strategy for Halton (June-Nov 2013) and progress to adoption by <b>March 2014.</b>	
PPT 07	Mersey Gateway – Full business case approval, Financial close and Contract award and mobilisation – <b>November 2013.</b>	

**Supporting commentary**

Major bridge works programme continues to be delivered as is the LTP Capital Programme. Phase 1 of carriageway reconstruction is now complete with phase 2 works imminent and phase 3 in design and expected to commence in quarter 4.

The draft Local Strategy has been prepared and is currently being reviewed by the Environment Agency prior to formal partner / stakeholder consultation. A Progress report is being reported to the November meeting of the Environment and Urban Renewal PPB and is available [here](#).

A final Mersey Gateway Business case will be submitted to the DfT in October 2013.

***Key Performance Indicators***

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PPT LI 02	Net additional homes provided.	N/A	552			Figures not yet available due to vacancies. Appointments now been made and information will be provided in Q3.
PPT LI 03	Number of affordable homes delivered (gross).	N/A	100			

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PPT LI 04	% of planning applications processed: a) 'Major' applications > 13 weeks b) 'Minor' applications > 8 weeks c) 'Other' applications > 8 weeks	66.7 30.9 70.4	60 83 83	40 62.5 91.07		
PPT LI 11	Damage to roads and pavements (% dangerous damage repaired within 24 hours).	74	98	99		
PPT LI 15 (Ex NI 178)	Bus service punctuality, Part 1: The proportion of non-frequent scheduled services on time (%): a) Percentage of busses starting route on time b) Percentage of busses on time at intermediate timing points	97.74 89.31	97.80 97.40	96.89 89.28		
PPT LI 17	Number of passengers on community based accessible transport.	275,518	255,000	126,796		
PPT LI 19	Number of local bus passenger journeys originating in the authority area in one year (000s).	5,491	5,500	2,640		

### Supporting commentary

The Development Control Team have been fully staffed during quarter 2 and this should see an improvement in planning application processing times with performance dangerous repairs being almost at ceiling.

Although bus service punctuality is slightly lower when compared to the same time last year it has improved since quarter 1 and this trend is expected to continue as we move through the year. Bus passenger numbers continue to be affected by the economic climate and the withdrawal of some services.

Public Health**Key milestones**

Ref	Milestone	Q2 Progress
PH03	Work with the public and service providers to raise awareness of the early signs and symptoms of bowel, breast and lung cancer so we can identify it at an early stage in the population. <b>March 2014</b>	

**Supporting Commentary**

The Health Improvement Team have concentrated their efforts on raising public awareness of lung and skin cancer symptoms in the community and at summer events particularly working closely with the Community Development Team. Health Improvement Team volunteer's continue to support and raise cancer awareness at events. Data is collected at each event which includes gender, age and postcode. Many responses are recorded and followed up, with people encouraged to see their GP. The team have engaged one to one with around 1,500 people with many more via leaflets, posters and a national marketing campaign which is currently on the Television and Radio and national newspapers.

Ref	Milestone	Q2 Progress
PH 03	Increase smoking quitter rates amongst 16+ age range by working with local Hospital Trusts and the local 'Stop Smoking Service'. <b>March 2014</b>	

**Supporting Commentary**

Halton Q1 target is 287 people 16+ quitting smoking. The Health Improvement Stop Smoking service continues to work across a multitude of providers to increase quit rates. Particular emphasis has been placed on pregnant smokers and workplaces. Work is currently being undertaken to establish relationships with 5 Boroughs mental health trust to develop referral pathways for patients into the service. Halton has been selected as a pilot site for a sub-regional COPD initiative which will aim to increase referrals of clients with COPD into Stop Smoking.

Pressure on service – regionally there has been a marked drop (12%) in people accessing all services in Cheshire/Merseyside due to the emerging popularity of the E cigarette (which are not recognised as a quit aid by the NHS) and the current economic downturn.

Ref	Milestone	Q2 Progress
PH 03	Reduce obesity rates in the local population, thereby reducing the incidence of bowel cancer through promoting healthy eating and screening programmes for adults and children via a range of services. <b>March 2014</b>	

### Supporting Commentary

The Health Improvement Team delivers a comprehensive weight management programme for children and adults across Halton Borough.

An extensive range of services have been delivered across early year's settings, schools and the community to children and families. During quarter one, 22 programmes were delivered across children's settings engaging over 500 children and 100 parents. The adult service which is delivered as a joint service with Halton and Warrington Hospital has seen 200 adults engaged on the service with 100% of those completing the programme recording between 3 – 5% weight loss at 12 weeks.

Bowel cancer screening programmes are continuing to expand and uptake is increasing. It is not possible to identify at this stage if lifestyle interventions have successfully reduced bowel cancer rates. The improvements in the screening programme are likely to identify more early cancers and incidence may therefore increase in the short term.

Ref	Milestone	Q2 Progress
PH 03	Meet the target for the take up of HPV vaccination in girls 11-13, to reduce cervical cancer rates by working proactively with the School Nursing Service and GPs. <b>March 2014</b>	

### Supporting Commentary

HPV vaccination is undertaken during the academic school year. Activity has been underway this year. Published data on performance shows we met the national target for 2013. Uptakes rates have been increasing over previous years.

Ref	Milestone	Q2 Progress
PH 03	Work proactively with GPs, all service providers, Alcohol Liaison Nurses, teachers in schools to reduce the number of people drinking to harmful levels and alcohol related hospital admissions given the rise in pancreatic and liver cancer rates. <b>March 2014</b>	

### Supporting Commentary

An Action plan for the Reduction of Harm from Alcohol has been developed as part of the Health and Wellbeing Board Strategy. The plan identifies on-going action with key contacts and training for all front line workers including GPs, Alcohol Liaison Nurses, and children's workers etc., to identify and moderate unhealthy drinking behaviour. Alcohol rates are currently reducing

Ref	Milestone	Q2 Progress
PH O3	Implement and monitor the new Cancer Action plan to decrease morbidity and mortality from cancer locally. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

An Action plan for the Prevention and Early Detection of Cancer has been developed as part of the Health and Wellbeing Board Strategy. The plan identifies an overall target of a 1% Reduction in under 75 mortality rate from cancer (Baseline 2010 – 147.96/100,000).

A “Sun Safety” campaign, aimed at Early Years settings and Primary Schools, and also Environmental Health activity to mystery shop underage access to sunbeds have been undertaken to help prevent incidence of skin cancer in future years.

Ref	Milestone	Q2 Progress
PH O4	Facilitate the Early Life Stages development which focusses on a universal preventative service, providing families with a programme of screening, immunisation, health and development reviews, and health, well-being and parenting advice for ages 2½ years and 5 years. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

Through the Health and Wellbeing board a draft under 5's child development strategy is in place and actions are underway towards meeting this target. The 0-5 universal healthy child programme is being delivered and includes all components.

The Department of Health programme to increase the numbers of health visitors who deliver the universal child health programme is on target in Halton.

Ref	Milestone	Q2 Progress
PH O4	Facilitate the Halton Breastfeeding programme so that all mothers have access to breastfeeding-friendly premises and breastfeeding support from midwives and care support workers. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

The infant feeding team are providing breastfeeding support across Runcorn and Widnes.

Preparations are in on target for the UNICEF baby friendly initiative inspection of Bridgewater community health services in November. This inspection determines if health premises are supportive of breastfeeding. We have Continued to maintain Baby Welcome public venues, where women who breastfeed can go to feed their child.

Ref	Milestone	Q2 Progress
PH 05	Working with all service providers, implement the action plan to reduce falls at home in line with the Royal Society for the Prevention of Accidents (ROSPA) guidance as outlined in the new Falls Strategy. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

The Halton Falls Pathway has been reviewed and subsequently redesigned to include both universal prevention and education, and specialist treatment services. A comprehensive action plan, as part of the Health and Wellbeing board, has been implemented to deliver a community wide approach embracing the full range of community services with a robust performance framework for monitoring and evaluation.

Through a series of events held during national Falls Awareness Week in June a number of local organisations worked together to educate 400 older people across Halton about the dangers, how to avoid falls and stay healthy.

Ref	Milestone	Q2 Progress
PH 06	Implement the alcohol harm reduction plan working with a range of providers including schools, focusing on preventive interventions and behaviour change to target the following vulnerable groups – pregnant women, women with babies and young people under 16 years. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

An Action plan for the Reduction of Harm from Alcohol has been developed as part of the Health and Wellbeing Board Strategy. A range of actions across the whole life course, targeting all age groups have been developed, focussing largely on prevention and treatment to help provide a shift in attitudes and awareness of acceptable drinking habits and reduced alcohol harm.

Ref	Milestone	Q2 Progress
PH 07	Implement the Mental Health and Wellbeing Programme in all schools and provide training for GP Practices and parenting behaviour training in the Children's Centres. <b>March 2014</b>	<input checked="" type="checkbox"/>

### Supporting Commentary

An integrated Child and Adolescent Mental Health Strategy that will focus upon prevention, early detection and treatment across Public Health, Children's Services and NHS provision is currently in development. A stakeholder workshop around local provision took place in July 2013.

The Strategy will focus upon meeting the needs of local children, young people and their families and will focus upon the role of schools, GPs, Children Centres and other local facilities to support the implementation of the Mental Health and Wellbeing Programme.

Ref	Milestone	Q2 Progress
PH O7	Implement the Mental Health and Wellbeing Action Plan to improve the physical wellbeing of people with mental ill health. <b>March 2014</b>	

### Supporting Commentary

An Action plan for the Prevention and Early Detection of Mental Health Problems has been developed as part of the Health and Wellbeing Board Strategy. A range of actions across the whole life course have been developed, focussing largely on prevention to help provide a shift in attitudes and awareness of mental health issues.

An overarching Mental Health Strategy is in development, which will be further supported by the development of a Child and Adolescent Mental Health (CAMHS) Strategy.

### Key Performance Indicators

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 03	Excess weight rates in Primary School Age Children <sup>1</sup> :	Latest published data (2010/11)	Maintain in line with the North West average			
	In Reception - Age 4-5	28.4%		25%		
	In Year 6 - Age 10-11	37.5%		36.5%		
PH LI 04	MMR Immunisation Rates for children (By age 2).	90%* (2011/12)	95%	95.9% (2012/13)		
PH LI 05	Infant Mortality Rates (3 year rolling average)	4.8 (2009-11)	4.75 (based on 3 year rate)	4.1 (2010-12 provisional)		

### Supporting Commentary

All measures are presently showing a positive trend when compared to the preceding year and the annual target.

<sup>\*</sup>Data is provisional or from local unpublished sources

<sup>1</sup> Data available and reported one year in arrears – 11/12 actuals now confirmed with the Department of Health

<sup>2</sup> Data only available & published annually

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 06 (SCS HH5a)	All age, all-cause mortality rate per 100,000 Males (Previously NI 120a) 2011	811.4 (2010)	755.2	736.6 (July '12 – Jun '13)	?	
PH LI 07 (SCS HH5b)	All age, all-cause mortality rate per 100,000 Females (Previously NI 120b) 2011	573.6 (2010)	567.9	611.6 (July '12 – Jun '13)	?	
PH LI 08 (SCS HH6)	Mortality rate from all circulatory diseases at ages under 75 (Previously NI 121) 2011	74.0 (2011)	73.3	69.5 (July '12 – Jun '13)	?	

#### Supporting Commentary

Whilst rates for males continues to improve year on year female mortality has recently fluctuated and there has been no overall reduction since 2010, which in the main results from cancer rates.

In relation to circulatory diseases there has been a reduction of 47% since 2000 and performance now appears to have levelled. Whilst Halton is worse than the England average figures remain on par with statistical neighbours.

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 09 (SCS HH7)	Mortality from all cancers at ages under 75 (Previously NI 122) 2011	126.4 (2011)	125.1	138.0 (July '12 – Jun '13)	?	
PH LI 10 (SCS HH8)	16+ current smoking rate prevalence – rate of quitters per 100,000 population (Previously NI 123)	1235.5 (2011/12)	1263.6	161.7 (Q1)	?	

#### Supporting Commentary

Halton's smoking rate is just above the national average. Smoking quit rates are seasonal with most people quitting in January. We cannot yet say whether we will meet the target for 2013/14, as data is cumulative. Rate of quitters for 2012/13 did not reach expected targets. This was partly due to population changes from census data. But predominantly related to the impact of electronic cigarettes which are impacting upon those achieving quit status (e-cigarettes are not an NHS recognised quit tool)

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 11 (SCS HH2)	Prevalence of Breastfeeding at 6-8 weeks	17.81%	24%	25.5%		

### Supporting Commentary

Quarter 1 data is the latest available and represents an improvement in performance with an expectation that the annual target can be achieved.

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 12 New SCS Measure Health 2013-16	Falls and injuries in the over 65s (Public Health Outcomes Framework)	2962 (2011/12)	TBC	2942 (2012/13 provisional)		

### Supporting Commentary

Please note 2012/13 is based on local data and published rate may eventually be different due to population estimate changes, which affect the rate. Number in 11/12 was 659; 622 in 2012/13 (provisional).

Ref	Measure	12 / 13 Actual	13 / 14 Target	Q2 Actual	Q2 Progress	Direction of travel
PH LI 13 (SCS HH1)	Alcohol related hospital admissions, AAF > 0, rate per 100,000 population (previously NI 39)	2837 (2011/12)	3,142	2898.1 (Q1)		
PH LI 14 (SCS HH1)	Admissions which are wholly attributable to alcohol AAF = 1, rate per 100,000 population	994.5 (2011/12)	1039	921.6 (Q1)		

### Supporting Commentary

2012/13 local rate is provisional data and will be updated nationally in December 2013. Current quarter data shows a slight increase in the rate from 2012/13 although is currently below target. The national trend is also one of a year on year increase.

## 7.0 Application of symbols

Symbols are used in the following manner:

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

### Direction of Travel Indicator

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

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

**REPORT TO:** Executive Board

**DATE:** 12 December 2013

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Discretionary Housing Payment Fund and Discretionary Support Scheme

**WARD(S):** Borough-wide

## 1.0 PURPOSE OF REPORT

- 1.1 To seek the Board's approval to the removal of the ring fence around the Discretionary Support Scheme budget, to enable the Council to use that resource, if necessary, to supplement the Discretionary Housing Payment budget.
- 2.0 **RECOMMENDATION:** That the ring fence around the Discretionary Support Scheme Fund be removed, to enable the budget to supplement the Discretionary Housing Payment Fund, if that becomes necessary.

## 3.0 BACKGROUND TO BOTH SCHEMES

### Discretionary Support Scheme

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

2013/2014 Administrative funding £137,257

2014/2015 Programme Funding £649,558

2014/2015 Administrative funding £125,810

- 3.4 This funding was not ring fenced. However, the DWP stated that although they do not expect local authorities to replicate the existing scheme it was the intention of government that the funding would be used by Councils to provide support to vulnerable people in their area.
- 3.5 The Council agreed that the core elements of the previous DWP scheme be retained where possible, namely:

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

The scheme has been running since 1 April 2013 and is unlikely to spend its full allocation. Although some recent changes to the scheme will mean that expenditure will increase in the second half of the financial year, it will be important for the Council to fully review the scheme at the end of the first year. The Executive Board have previously asked the Corporate PPB to undertake that work.

### **Discretionary Housing Payment**

- 3.6 Discretionary Housing Payments (DHP) provides claimants with further financial assistance, in addition to any welfare benefits, when the Council considers that help with housing costs is required.
- 3.7 Discretionary Housing Payments are available to claimants who are entitled to:
  - Housing Benefit (HB), or
  - Universal Credit (UC), and
  - Have a rental liability, and
  - Require further financial assistance with housing costs.

The level of award may cover all or part of a shortfall in rent or to assist with the cost of taking up a new tenancy.

The various types of shortfalls that a DHP can cover include:

- under-occupation in the social rented sector
- benefit cap has been applied

- Local Housing Allowance restrictions
- rent shortfall (in part or in full) between eligible rent and HB award
- non-dependant deductions
- income tapers
- reductions in HB or UC

In general, 'housing costs' means rental liability and include:

- rent
- rent deposits, or
- rent in advance, or
- other lump sum costs associated with a housing need such as removal costs

Discretionary Housing Payments cannot be awarded towards:

- Ineligible service charges (example – gardening charges, water charges, meals)
- Support charges (example – charges related to care or supervision)
- Increases in rent to cover rent arrears which are not liable for HB
- Sanctions and reductions in benefit (including HB overpayment recovery action)
- Amounts of HB/CTB that have been suspended
- Rent where a person is getting support through a Council Tax Reduction Scheme (CTRS) but not HB or UC

This fund is ring fenced and for 2013/2014 Halton was allocated £310,964.

The DHP budget, perhaps not surprisingly, is under pressure. There has been an increase of 628% in the number of DHP applications so far received this year, compared with last. It is the Council's key tool in helping people who are having difficulty in paying their rent. It is not a permanent solution but it can provide people with some breathing space as they seek longer term solutions.

### **Proposals**

3.8 Given that the DSS budget can be used as the Council sees fit, it is suggested that the DSS budget be used, if necessary, to relieve the pressure on the DHP budget, thus giving maximum flexibility to the Council to help some of the most vulnerable members of Halton's Community. Spend on both budgets would be kept under close scrutiny via the Corporate Policy and Performance Board.

#### **4.0 POLICY IMPLICATIONS**

4.1 The Board is being asked to increase the flexibility of the use of the DSS budget.

#### **5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

5.1 It has the potential to affect all Council priorities.

#### **6.0 RISK ANALYSIS**

6.1 Payments will be monitored from both Schemes to ensure that these remain with budget.

6.2 A report will be submitted to the Corporate PPB at the end of the current financial year updating the Board on the above arrangements, as previously agreed by the Executive Board.

#### **7.0 EQUALITY AND DIVERSITY ISSUES**

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

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Various letters from the Department of Works and Pensions	Revenues & Benefits & Customer Services Division Kingsway House Widnes	Peter McCann

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	12 <sup>th</sup> December 2013
<b>REPORTING OFFICER:</b>	Operational Director – Finance
<b>PORTFOLIO:</b>	Resources
<b>TITLE:</b>	Treasury Management 2013/14 Mid Year Review
<b>WARDS:</b>	Borough-Wide

## 1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to update the Board about activities undertaken at the mid-year point of 2013/14 as required by the Treasury Management Policy.
- 2.0 **RECOMMENDED:** That the report be noted and Council approve the revised Prudential Indicators and Counterparty List as set out in Appendix 1 and 2 respectively.

## 3.0 SUPPORTING INFORMATION

- 3.1 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operation is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.
- 3.2 The second main function of the treasury management function is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 3.3 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011 was adopted by the Council on the 10<sup>th</sup> February 2011.
- 3.4 The primary requirements of the Code are as follows:
  1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.

2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Executive Board.

3.5 This mid-year report has been prepared in compliance with CIPFA's Code of Practice, and covers the following:

- An economic update for the first six months of 2013/14;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure (prudential indicators);
- A review of the Council's investment portfolio for 2013/14;
- A review of the Council's borrowing strategy for 2013/14;
- A review of any debt rescheduling undertaken during 2013/14;
- A review of compliance with Treasury and Prudential Limits for 2013/14.

#### **4.0 KEY CHANGES TO THE TREASURY AND CAPITAL STRATEGIES**

4.1 There have been no material changes to the treasury or capital strategies for the first 6 months of 2013/14.

#### **5.0 ECONOMIC UPDATE**

5.1 The economic update and forecast covered between 5.2 and 5.11 has been provided by the Council's specialist financial advisors, Capita Asset Services.

5.2 During 2013/14 economic indicators suggested that the economy is recovering, albeit from a low level. After avoiding recession in the first quarter of 2013, with a 0.3% quarterly expansion the economy grew 0.7% in Q2. There have been signs of renewed vigour in household spending in the summer, with a further pick-up in retail sales, mortgages, house prices and new car registrations.

5.3 The strengthening in economic growth appears to have supported the labour market, with employment rising at a modest pace and strong

enough to reduce the level of unemployment further. Pay growth also rebounded strongly in April, though this was mostly driven by high earners delaying bonuses until after April's cut in the top rate of income tax. Excluding bonuses, earnings rose by just 1.0% y/y, well below the rate of inflation at 2.7% in August, causing continuing pressure on household's disposable income.

- 5.4 The Bank of England extended its Funding for Lending Scheme (FLS) into 2015 and sharpened the incentives for banks to extend more business funding, particularly to small and medium size enterprises. To date, the mortgage market still appears to have been the biggest beneficiary from the scheme, with mortgage interest rates falling further to new lows. Together with the Government's Help to Buy scheme, which provides equity loans to credit-constrained borrowers, this is helping to boost demand in the housing market. Mortgage approvals by high street banks have risen as have house prices, although they are still well down from the boom years pre 2008.
- 5.5 Turning to the fiscal situation, the public borrowing figures continued to be distorted by a number of one-off factors. On an underlying basis, borrowing in Q2 started to come down, but only slowly, as Government expenditure cuts took effect and economic growth started to show through in a small increase in tax receipts. The 2013 Spending Review, covering only 2015/16, made no changes to the headline Government spending plan, and monetary policy was unchanged in advance of the new Bank of England Governor, Mark Carney, arriving. Bank Rate remained at 0.5% and quantitative easing also stayed at £375bn. In August, the Monetary Policy Committee (MPC) provided forward guidance that Bank Rate is unlikely to change until unemployment first falls to 7%, which was not expected until mid 2016. However, 7% is only a point at which the MPC will review Bank Rate, not necessarily take action to change it. The three month to July average rate was 7.7%.
- 5.6 Consumer Price Index (CPI) inflation (MPC target of 2.0%), fell marginally from a peak of 2.9% in June to 2.7% in August. The Bank of England expects inflation to fall back to 2.0% in 2015.
- 5.7 Financial markets sold off sharply following comments from Ben Bernanke (the Federal Reserve chairman) in June that suggested the Federal Reserve may 'taper' its asset purchases earlier than anticipated. The resulting rise in US Treasury yields was replicated in the UK. Equity prices fell initially too, as Federal Reserve purchasing of bonds has served to underpin investor moves into equities out of low yielding bonds. However, as the market moves to realign its expectations, bond yields and equities are likely to rise further in expectation of a continuing economic recovery. Increases in payroll figures have shown further improvement, helping to pull the unemployment rate down from a high of 8.1% to 7.3%, and continuing house price rises have helped more households to escape from negative equity. In September, the Federal Reserve surprised financial markets by not starting tapering as it felt the run of economic data in recent months had been too weak to warrant taking early action. Bond yields fell

sharply as a result, though it still only remains a matter of time until tapering does start.

5.8 Tensions in the Eurozone eased over the second quarter, but there remained a number of triggers for a renewed flare-up. Economic survey data improved consistently over the first half of the year, pointing to a return to growth in Q2, so ending six quarters of Eurozone recession.

#### Outlook for the next six months of 2013/14

5.9 Economic forecasting remains difficult with so many external influences weighing on the UK. Volatility in bond yields is likely during 2013/14 as investor fears and confidence ebb and flow between favouring more risky assets i.e. equities, and safer bonds. Downside risks to UK gilt yields and PWLB rates include:

- A return to weak economic growth in the US, UK and China causing major disappointment to investor and market expectations
- The potential for a significant increase in negative reactions of populaces in Eurozone countries against austerity programmes, especially in countries with very high unemployment rates e.g. Greece and Spain, which face huge challenges in engineering economic growth to correct their budget deficits on a sustainable basis.
- The Italian political situation is frail and unstable: the coalition government fell on 29 September.
- Problems in other Eurozone heavily indebted countries (e.g. Cyprus and Portugal) which could also generate safe haven flows into UK gilts.
- Monetary policy action failing to stimulate sustainable growth in western economies, especially the Eurozone and Japan.
- Weak growth or recession in the UK's main trading partners - the EU and US, depressing economic recovery in the UK.
- Geopolitical risks e.g. Syria, Iran, North Korea, which could trigger safe haven flows back into bonds

Upside risks to UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- UK inflation being significantly higher than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.
- Increased investor confidence that sustainable robust world economic growth is firmly expected, together with a reduction or end of Quantitative Easing operations in the US, causing a further flow of funds out of bonds into equities.
- A reversal of Sterling's safe-haven status on a sustainable improvement in financial stresses in the Eurozone.

- In the longer term - a reversal of Quantitative Easing (QE) in the UK; this could initially be implemented by allowing gilts held by the Bank to mature without reinvesting in new purchases, followed later by outright sale of gilts currently held.
- Further downgrading by credit rating agencies of the creditworthiness and credit rating of UK Government debt, consequent upon repeated failure to achieve fiscal correction targets and sustained recovery of economic growth, causing the ratio of total Government debt to Gross Domestic Product (GDP) to rise to levels that provoke major concern.

5.10 The overall balance of risks to economic recovery in the UK is now weighted to the upside after five months of robust good news on the economy. However, only time will tell just how long this period of strong economic growth will last, and it remains exposed to vulnerabilities in a number of key areas. The longer run trend is for gilt yields and PWLB rates to rise, due to the high volume of gilt issuance in the UK, and of bond issuance in other major western countries. Near-term, there is some residual risk of further QE if there is a dip in strong growth or if the MPC were to decide to take action to combat the market's expectations of an early first increase in Bank Rate. If the MPC does takes action to do more QE in order to reverse the rapid increase in market rates, especially in gilt yields and interest rates up to 10 years, such action could cause gilt yields and PWLB rates over the next year or two to significantly undershoot the forecasts in the table below. The tension in the US over passing a Federal budget for the new financial year starting on 1 October and raising the debt ceiling in mid October could also see bond yields temporarily dip until agreement is reached between the opposing Republican and Democrat sides. Conversely, the eventual start of tapering by the Federal Reserve will cause bond yields to rise.

### 5.11 Economic Forecast

	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17
<b>Bank rate</b>	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%
<b>5yr PWLB rate</b>	2.50%	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.80%	2.90%	3.00%	3.20%	3.30%	3.50%	3.60%	3.70%
<b>10yr PWLB rate</b>	3.70%	3.70%	3.70%	3.70%	3.80%	3.80%	3.90%	4.00%	4.10%	4.20%	4.30%	4.40%	4.50%	4.60%	4.60%
<b>25yr PWLB rate</b>	4.40%	4.40%	4.40%	4.40%	4.50%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.10%	5.10%	5.20%
<b>50yr PWLB rate</b>	4.50%	4.40%	4.40%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.20%	5.20%	5.20%	5.30%

(The Capital Assets Services forecasts above are for PWLB certainty rates.) Expectations for the first change in Bank Rate in the UK are now dependent on how to forecast when unemployment is likely to fall to 7%. Financial markets have taken a very contrary view to the MPC and have

aggressively raised short term interest rates and gilt yields due to their view that the strength of economic recovery is now so rapid that unemployment will fall much faster than the Bank of England forecasts. They therefore expect the first increase in Bank Rate to be in quarter 4 of 2014. There is much latitude to disagree with this view as the economic downturn since 2008 was remarkable for the way in which unemployment did not rise to anywhere near the extent likely, unlike in previous recessions. This meant that labour was retained, productivity fell and now, as the MPC expects, there is major potential for unemployment to fall only slowly as existing labour levels are worked more intensively and productivity rises back up again. The size of the work force is also expected to increase relatively rapidly and there are many currently self employed or part time employed workers who are seeking full time employment. Capita Asset Services take the view that the unemployment rate is not likely to come down as quickly as the financial markets are currently expecting and that the MPC view is more realistic. The prospects for any increase in Bank Rate before 2016 are therefore seen as being limited. However, some forecasters are forecasting that even the Bank of England forecast is too optimistic as to when the 7% level will be reached and so do not expect the first increase in Bank Rate until spring 2017.

## **6.0 TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY UPDATE**

- 6.1 The Treasury Management Strategy Statement (TMSS) for 2012/13 was approved by this Council on the 6<sup>th</sup> March 2013.

## **7.0 THE COUNCIL'S CAPITAL POSITION (PRUDENTIAL INDICATORS)**

- 7.1 As part of the Council's ongoing requirement to report to members the current capital position, the Council is required to prepare prudential indicators and report on any significant variations to those set as part of the Treasury Management Strategy. These indicators can be found in Appendix One to this report.
- 7.2 The estimated Capital Financing Requirement (CFR) has been revised from £124.63m to £123.30m as a result of slippage in the 2012/13 programme.
- 7.3 There are no further material changes expected to the capital programme as set out in the original budget for the remainder of 2013/14.
- 7.4 The Authorised Limit for External Debt and Operational Boundary for External Debt have both increased by £30m in order for the Council to be in a position to undertake borrowing in preparation for the milestone payments towards the construction cost of the Mersey Gateway project.

If such borrowing were to be undertaken, the Council would:-

- Ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need.
- Ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered.
- Evaluate the economic and market factors that might influence the manner and timing of any decision to borrow.
- Consider the merits and demerits of alternative forms of funding.
- Consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.
- Consider the impact of borrowing in advance and temporarily increasing investment cash balances (until required to finance capital expenditure) and the consequent increase in exposure to counterparty risk, and other risks, and the level of such risks given the controls in place to minimise them.

7.5 The Operational Director - Finance reports that no difficulties are envisaged for the current or future years in complying with any of the prudential indicators.

## **8.0 INVESTMENT AND BORROWING PORTFOLIO**

### Investments

8.1 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. It is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the 0.5% Bank Rate. The introduction of the Funding for Lending scheme has reduced market investment rates even further. The continuing Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk adverse environment, investment returns are likely to remain low.

8.2 The Council held £52.65m of investments as at 30<sup>th</sup> September 2013 (£47.85m at 31<sup>st</sup> March 2013) and the investment portfolio yield for the first six months of the year is 1.04% against the 7-day LIBID rate of 0.36%.

There was one occasion in April when a counterparty limit was breached with the NatWest Bank (the Council's bank) for £50,000 for three days. The decision was taken to exceed the counterparty limit based on the grounds of security and liquidity and the need to access the funds to match cash flow requirements during that time. The Operational Director - Finance confirms that there were no further breaches of approved limits

within the Annual Investment Strategy during the first six months of 2013/14.

The Council's budgeted investment return for 2013/14 is £0.257m. Performance for the year to date is £0.045m above budget.

The Department for Transport has indicated that it may pay a substantial capital grant to the Council during the latter months of 2013/14 which had previously not been anticipated to be received until 2014/15. In view of this, the counter party limits for two banks has been increased. Both of these banks have a current credit rating of AA-, the highest rating of all of the banks and building societies on the Council's counterparty list. A revised list is attached. (Appendix Two)

### New Borrowing

8.7 The Council's capital financing requirement (CFR) for 2013/14 has been revised down to £123.30. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

8.8 Due to the overall financial position and the underlying need to borrow for capital purposes, external borrowing sourced to finance the Capital Programme at 30<sup>th</sup> September 2013 of £70m has been secured from the PWLB / market as follows:

Source	Value (£m)	Rate (%)	Start	End	Period
Eurohypo	10,000	4.42	06/02/2006	06/02/2066	720 months
PWLB	10,000	3.70	23/01/2006	23/01/2056	600 months
PWLB	10,000	2.24	09/11/2011	09/11/2016	60 months
PWLB	10,000	1.76	15/02/2012	15/02/2016	48 months
PWLB	10,000	1.92	18/05/2012	18/05/2017	60 months
Market	10,000	1.05	17/09/2012	18/09/2015	36 months
Market	5,000	1.00	31/10/2012	23/10/2015	36 months
Market	5,000	1.15	25/01/2013	25/01/2016	36 months
<b>Total</b>	<b>70,000</b>				

### **9.0 DEBT RESCHEDULING**

9.1 Debt rescheduling opportunities have been limited in the current economic climate and consequent structure of interest rates. During the first six months of 2013/14 the following debt rescheduling was undertaken:

Market loan balance at 01/04/13 of £473,682 was repaid in full in July 2013. This had previously been scheduled to be repaid over a remaining period of 9 years with an interest rate of 4%.

**11.0 POLICY IMPLICATIONS**

11.1 None

**12.0 OTHER IMPLICATIONS**

12.1 None

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

**13.1 Children and Young People in Halton**

None

**13.2 Employment, Learning and Skills in Halton**

None

**13.3 A Healthy Halton**

None

**13.4 A Safer Halton**

None

**13.5 Halton's Urban Renewal**

None

**14.0 RISK ANALYSIS**

14.1 The main risks with Treasury Management are security of investment and volatility of return. To combat this, the Authority operates within a clearly defined Treasury Management Policy and annual borrowing and investment strategy, which sets out the control framework

**15.0 EQUALITY AND DIVERSITY ISSUES**

15.1 There are no issues under this heading.

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

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

**APPENDIX ONE****HBC Treasury Management Prudential and Treasury Management Indicators 2013/14 to date**

		Original £m	Revised £m
<b>Prudential Indicators</b>			
Total capital expenditure	£m	43.91	72.20
Capital Financing Requirement (CFR) 2012/13	£m	124.63	123.30
<b>Treasury Management</b>			
Adopted CIPFA Code of Practice for Treasury management		yes	yes
Authorised limit for external debt	£m	104.32	134.32
Operational boundary for external debt	£m	93.82	123.82

**Appendix TWO****Counterparty List for 2013/14**

	Limits		
	less than 3 months	more than 3 months	
	£m	£m	
<b>Banks</b>			
HSBC Plc	30.00	20.00	
Santander UK Plc	15.00	10.00	
Barclays Plc	15.00	10.00	
Lloyds TSB/BOS	30.00	20.00	
National Westminster Plc (Liquidity Account)	15.00	10.00	
Standard Chartered Bank Plc	20.00	15.00	
Royal Bank of Scotland Plc	30.00	20.00	
Clydesdale Bank	10.00	7.50	
<b>Building Society</b>			
Nationwide BS	15.00	10.00	
Yorkshire BS	10.00	7.50	
Coventry BS	10.00	7.50	
Skipton BS	10.00	7.50	
<b>Local Authorities</b>			
	5.00	2.50	
<b>DMADF</b>			
	2.50	2.50	

Note: the proposed limits for 2013/14 for HSBC Plc and Standard Chartered Bank Plc have been increased. All other Counterparty limits remain the same as set out in the Treasury Management Strategy Statement for 2013/14.

<b>REPORT:</b>	Executive Board
<b>DATE:</b>	12 December 2013
<b>REPORTING OFFICER:</b>	Strategic Director, Policy & Resources
<b>PORTFOLIO:</b>	Transportation
<b>SUBJECT:</b>	Objections to Proposed 20mph Speed Limits, Halton Castle Ward
<b>WARDS:</b>	Halton Castle

## 1.0 PURPOSE OF REPORT

- 1.1 To report on objections that have been received following public consultation on a proposed Traffic Regulation Order to introduce 20mph speed limits on roads within the Halton Castle ward. A plan of the area affected is shown on Appendix 'A' and the proposals are set out in Appendix 'B'.
- 1.2 The report was considered by the Environment and Urban Renewal Policy and Performance Board (E&UR PPB) on 11<sup>th</sup> September 2013, who supported the recommendations listed in 2.1 below.

## 2.0 RECOMMENDATIONS: That

- 1) notice be given of the Council's intention to introduce an Order to implement a 20mph speed limit on those roads listed in the Appendix 'B'; and
- 2) the objectors be notified accordingly.

## 3.0 SUPPORTING INFORMATION

- 3.1 Under delegated powers and after consultation with the ward councillors, the Executive Board Member – Transportation and Cheshire Police, the Operational Director (Policy, Planning & Transportation) issued approval on 28 May 2013 to advertise a proposal to implement a 20mph speed limit over most of the residential areas of Halton Castle ward. The roads affected are set out in Appendix 'B'.
- 3.2 The purpose of 20mph speed limits is to encourage lower driving speeds and create a safer environment for vulnerable road users in essentially residential areas, redressing the balance between people and traffic. The introduction of 20mph areas is encouraged by national government.
- 3.3 However, prior to that during the Autumn of 2011, at the request of the Castlefields Implementation Group, an earlier consultation exercise was carried out with Halton Castle ward residents concerning the introduction of 20mph zones. Over the complete consultation area, the vast majority of respondents (87%) were in favour of the introduction of 20mph speed limits on a large scale within the Castlefields Neighbourhood Area. The overall response rate was reasonable with 507 responses from 1900 letters delivered. After subsequent evaluation of the suitability of Castlefields Avenue North and East for 20mph speed limits with ward members and the Executive Board Member – Transportation, it was decided that these routes are currently more suited to their present 30mph limit but the members expressed a desire to see the

20mph implementation area extended to include The Calvers, The Clough, The Croft and the remainder of the Halton Village area excluding Halton Brow. This can be accomplished with a minimum of extra signing.

3.4 The proposals for 20mph speed limits, as set out in Appendix 'B', moved forward to formal consultation, with approximately 2960 letters being delivered to all households within the ward, in addition to on-street and local newspaper advertising. At the end of the consultation period, two objections had been received and these will be available at the meeting. No letters of support were received.

Objection 1, from a resident of Chester Close: disagreed with the proposal but did not provide any relevant detailed reasons.

Objection 2, from a resident of Lodge Lane: disagreed with 20mph limits on roads "such as Castlefields Avenue South. . . . as they are main roads and travelling at 20mph is completely unnecessary and impractical."

However, the proposals have the support of ward councillors, the Executive Board member – Transportation and the Castlefields Implementation Group and are in line with national policy. Cheshire Police have been consulted and raised no objections.

3.5 Two residents requested the introduction of 20mph speed limits on Castlefields Avenue East & North as set out in paragraph 3.3 above. These routes are not presently suited to a 20mph limit, although this situation could be reviewed in the future as the continuing regeneration of the neighbourhood may change the character of these two roads.

## 4.0 FINANCIAL IMPLICATIONS

4.1 It is estimated the speed limit and associated gateway signing would cost in the order of £14,000. These costs will be charged to the Castlefields regeneration project.

## 5.0 OTHER IMPLICATIONS

5.1 The introduction of 20mph speed limits has been shown to reduce the number of collisions on residential roads and reduce the severity of any accident casualties due to a reduction in average speeds. Road safety casualty reduction work is consistent with the policies and approaches incorporated in Halton's current Local Transport Plan.

5.2 There are no other direct social inclusion, sustainability, value for money, legal or crime and disorder implications resulting from this report.

## 6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

### 6.1 Children & Young People in Halton

By helping to create a safer environment, road safety casualty reduction work assists in the safeguarding of children and young people and in the achievement of accessible services through encouraging walking and cycling.

### 6.2 Employment, Learning & Skills in Halton

There are no direct implications on the Council's 'Employment, Learning & Skills in Halton' priority.

### 6.3 A Healthy Halton

A reduction in road casualties will have the direct benefit of releasing health resources and thereby enable funding to be focused on other areas of health care.

#### 6.4 **A Safer Halton**

The introduction of 20mph speed limits have been shown to reduce the number of collisions on residential roads and reduce the severity of any accident casualties. The reduced speed limit will help to create a safer environment for vulnerable road users and encourage drivers to be more aware of the residential nature of their surroundings.

#### 6.5 **Halton's Urban Renewal**

There are no direct implications on the Council's 'Halton's Urban Renewal'.

### 7.0 RISK ANALYSIS

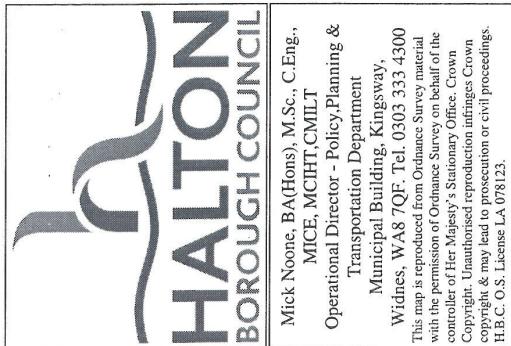
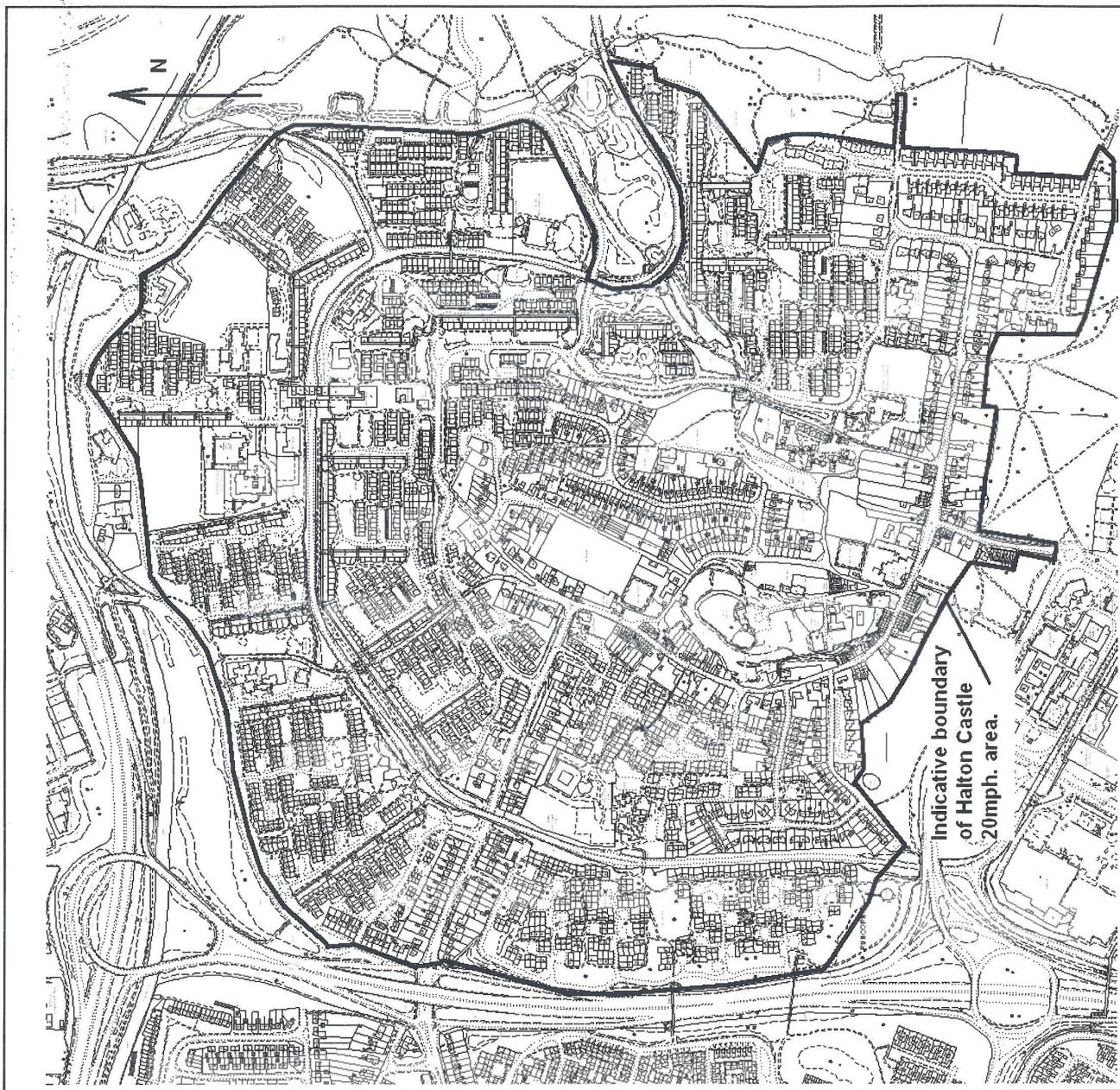
7.1 The introduction of 20mph speed limits has been shown to reduce the number of collisions on residential roads and reduce the severity of any accident casualties. However in some areas of the country this has not been the case. The reduced speed limit will help to create a safer environment for vulnerable road users and encourage drivers to be more aware of the residential nature of their surroundings, which is one of the aims of the regeneration of the Castlefields area. No full risk assessment is required.

### 8.0 EQUALITY & DIVERSITY ISSUES

8.1 There are no direct equality and diversity issues associated with this report.

### 9.0 BACKGROUND PAPERS

9.1 There are no background papers under section 100D of the Local Government Act 1972.



### Proposed 20mph. Speed Limits, Halton Castle

#### To cover the following roads:

Castlefields Avenue South, Caesars Close, Centurian 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, Convoy 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 and excluding Castlefields Avenues East & North, Flavian Court, Roman Close, Warrington Road, Halton Brow & Busway.

Drg. No.: 9108. Scale: NTS. Date: Apr. 2013  
Drawn: SJ Checked

**Appendix 'B'**

Details of Proposed Order

[a] Type: 20mph Speed Limits

[b] Details: The full adopted lengths of the following highways in 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 .

[c] Associated revocations: None.

[d] Exemptions: Standard.

[e] Statement of Reasons: Speed limit reduction to 20mph. to encourage safer driving and to highlight the residential nature of the roads covered.

[f] Plan: Drg. no. 9108.

[g] Date to be advertised: ASAP.

[h] Date to be effected: ASAP.

[i] Advertising code: 2050 1625 W041 (To be recharged to C.I.G.)