



Corporate Policy and Performance Board

**Tuesday, 6 January 2015 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David WR'.

Chief Executive

BOARD MEMBERSHIP

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

*Please contact Ann Jones on 0151 511 8276 Ext. 16 8276 or e-mail ann.jones@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 3 March 2015*

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

Part I

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1. MINUTES	
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Corporate Services Policy & Performance Board

DATE: 6th January 2015

REPORTING OFFICER: Strategic Director, Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

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

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

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

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

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

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

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

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

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

REPORT TO: Corporate Services Policy and Performance Board
DATE: 6th January 2015
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

Extract of Executive Board Minutes relevant to the Corporate Policy and Policy and Performance Board

2nd October 2014

**RESOURCES PORTFOLIO, PHYSICAL ENVIRONMENT
PORTFOLIO AND ECONOMIC DEVELOPMENT
PORTFOLIO**

EXB70 BUSINESS RATES PROPOSAL - UNIT 3 ARAGON COURT, MANOR PARK

The Board considered a report of the Strategic Director, Children and Enterprise, which detailed a request for Business Rates relief.

The Board was reminded that in April 2013, the Government had introduced a Business Rates Retention Scheme, which enabled Councils to keep a proportion of the business rates revenue as well as growth on the revenue that was generated within their area.

The Board was advised of a request for Business Rates Relief from a company that had agreed a long lease on premises in Manor Park, Runcorn, the details of which were set out in the report.

RESOLVED: That

- 1) the proposals set out in the report be approved; and
- 2) subject to the required outcomes being delivered regarding capital investment and job creation, approval be given on an exceptional basis to the award of Business Rate Relief to Jem Recycling Group for the period of six months at the level as set out in the report.

Strategic Director
- Children and
Enterprise

6th November 2014

RESOURCES PORTFOLIO

EXB84 INTRODUCTION OF UNIVERSAL CREDIT

The Board considered a report of the Strategic Director, Policy and Resources, which provided an update on the planned implementation of Universal Credit and the implications for the Council.

The Board was advised that Universal Credit was a single payment for people looking for work or who were on a low income. It had been introduced on a pilot basis in 2013 and replaced a number of benefits including Income Support, Child Tax and Working Tax Credits, Housing Benefit and Income Based Jobseeker's Allowance.

In Halton, Universal Credit applications from single persons or couples without children would become 'live' from 17 November 2014. It was noted that for the first six months, the number of applications expected would be relatively low. However, the vast majority of claimants receiving benefits would move to Universal Credit in 2016, which would then include families with children.

It was reported that the Department for Work and Pensions (DWP) had asked the Council to enter into a Delivery Partnership Agreement to facilitate the introduction of Universal Credit in Halton. This would set out the roles and responsibilities of each party for the period 17 November 2014 to 31 March 2015. It was further reported that as part of the process for operating Universal Credit, applicants would be offered the opportunity to access 'Personal Budgeting Support'. It was proposed that this support be provided in-house utilising existing resources within the Revenues, Benefits and Customer Services Division. In addition, the DWP had sought the help of the Council with the provision of 'Assisted Support' for applicants, and it was noted that this could be provided through the two main Halton Direct Link Offices.

The report and Appendix A outlined the manner in which claims for Council Tax Support from claimants of Universal Credit would be treated, for Members' information.

The Board was further advised that the DWP had offered to provide awareness training for Elected Members to assist them in dealing with enquiries from constituents.

RESOLVED: That

- 1) a Delivery Partnership Agreement be entered into with the Department for Work and Pensions, to facilitate the introduction of Universal Credit, which outlines roles and responsibilities from the

Strategic Director
- Policy &
Resources

period 17 November 2014 to the 31 March 2015;

- 2) the Council agrees to provide a “Personal Budgeting Support Service” for Universal Credit applicants, utilising existing resources within the Revenues, Benefits and Customer Services Division;
- 3) the Council agrees to provide an “Assisted Support Service” to Universal Credit applicants, via the two main Halton Direct Link Offices in Widnes and Runcorn;
- 4) the Department for Work and Pensions be asked to provide awareness training for Members regarding the implementation of Universal Credit; and
- 5) Universal Credit be treated within the Council Tax Support Scheme assessment, as outlined in Appendix A attached to the report.

20 November 2014

RESOURCES PORTFOLIO

EXB86 ANNUAL AUDIT LETTER 2013/14

The Board considered a report of the Strategic Director, Policy and Resources, which presented the Annual Audit Letter for 2013/14.

The Board was advised that the Annual Audit Letter (the Letter) summarised the findings from the 2013/14 audit completed by the Council’s external auditors. The Letter included messages arising from the audit of the financial statements and the results of work that had been undertaken in assessing the Council’s arrangements to secure value for money in the use of its resources.

Mike Thomas, the external auditor from Grant Thornton UK LLP, attended the meeting and reported that an unqualified opinion had been issued on the Council’s financial statements. Of particular note however, was the recognition that the Council had robust systems and processes in place to effectively manage financial risks and opportunities to secure a stable financial position. The Council was prioritising its resources within tighter budgets, by achieving cost reductions, improving efficiency and productivity.

The Board was advised that this was the final meeting which Mike Thomas, external auditor from Grant Thornton, would attend, as audit regulations required a rotation of external audit staff. The Board wished to place on record their thanks for his work and support given to the Council and its Staff and Members over the past seven years. The Board also wished to place on record their thanks to all Officers that had assisted in the preparation of the audit inspection.

RESOLVED: That the Annual Audit Letter 2013/14 be approved.

EXB87 DETERMINATION OF THE 2015/16 COUNCIL TAX BASE

The Board considered a report of the Operational Director, Finance, on the requirement for the Council to determine the 'Tax Base' for its area and the tax base for each of the Parishes.

The Council was required to notify the figure for the Cheshire Fire Authority, the Police and Crime Commissioner and the Environment Agency by 31 January 2015. In addition, the Council was required to calculate and advise the Parish Councils, if requested, of their relevant tax bases.

The Board was advised that the Tax Base was the measure used for calculating the council tax and was used by both the billing authority (the Council) and the major precepting authorities (the Cheshire Fire Authority and the Police and Crime Commissioner), in the calculation of their council tax requirements. It was arrived at in accordance with a prescribed formula representing the estimated full year number of chargeable dwellings in the Borough expressed in terms of the equivalent of Band "D" dwellings. Taking account of all the relevant information and applying a 96.5% collection rate, the calculation for 2015/16 gave a tax base figure of 32,100 for the Borough as a whole.

It was noted that from 2013/14 onwards, the tax base calculation included an element for the Council Tax Reduction Scheme (the replacement for Council Tax Benefit).

RESOLVED: That Council be recommended to approve

- 1) the Council Tax Base for 2015/16 be set at 32,100 for the Borough, and that the Cheshire

Operational
Director - Finance

Fire Authority, the Cheshire Police & Crime Commissioner and the Environment Agency be so notified; and

- 2) the Council Tax Base for each of the Parishes as follows:

Parish	Tax Base
Hale	649
Halebank	488
Daresbury	153
Moore	320
Preston Brook	324
Sandymoor	948

EXB88 MEDIUM TERM FINANCIAL STRATEGY 2015-18 - KEY DECISION

The Board considered a report of the Operational Director, Finance, on the Medium Term Financial Strategy for 2015/16 to 2017/18.

The Board was advised that the Medium Term Financial Strategy (MTFS) set out a three-year projection of resources and spending based on information currently available.

The projections in the forecast clearly showed there was a need to make a significant level of savings over the next three years, as a result of the effect of the Government policy to reduce the national deficit through reductions in public sector funding. The strategy took into account the following:

- The 2013 Comprehensive Spending Review;
- The Autumn Statement 2013;
- The Budget 2014;
- The 2014/15 and 2015/16 Technical Consultation on the Local Government Finance Settlement; and
- The 2015/16 Technical Consultation on the Local Government Finance Settlement.

The forecast provided initial guidance to the Council on its financial position into the medium term. Revenue savings of approximately £19m, £13m and £10m would be required over the next three years. It was noted that as a result, £42m would need to be removed from the Council's budget which represented 23% of the gross expenditure budget.

The Board was reminded that the MTFS had a number of objectives, as listed in the report. The Council would need to consider these objectives when balancing its budget over the next three years.

RESOLVED: That

- 1) the Medium Term Financial Strategy be approved;
- 2) the base budget be prepared on the basis of the underlying assumptions set out in the Strategy;
- 3) the Budget Strategy and Capital Strategy be approved;
- 4) the Reserves and Balances Strategy be approved;
- 5) the award of Council Tax support for 2015/16 remains at the 2014/15 level of 21.55%; and
- 6) the Council's 2015/16 Council Tax Support Grant is not shared with the Parish Councils.

Operational
Director - Finance

EXB89 TREASURY MANAGEMENT 2ND QUARTER: JULY-SEPT 2014

The Board considered a report of the Operational Director, Finance, which updated Members on the activities undertaken on the money market, as required by the Treasury Management Policy.

The report provided supporting information on the economic background, interest rate forecast, short term borrowing rates, longer term borrowing rates, borrowing/investments, new long term borrowing, policy guidelines and treasury management indicators. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

EXB90 INITIAL BUDGET PROPOSALS 2015/16

The Board considered a report of the Operational Director, Finance, on initial revenue budget proposals for 2015/16.

The Board was advised that budget savings proposals for 2015/16 were being developed by the Budget Working Group. However, a number of those proposals detailed at Appendix 1, could be implemented immediately in order to achieve a part-year saving in 2014/15. In addition, a number of the proposals would take time to implement and therefore by commencing the process as soon as possible, would assist in ensuring that they could be fully implemented by 1 April 2015. Further, the information in Appendix 1 also presented the impact in 2016/17 of certain savings proposals.

The Budget Working Group had proposed the use of £5.5m from the Council's reserves to provide a one-off saving which would delay the need to achieve these savings until 2016/17, thereby allowing additional time to assist the Council with identifying the necessary permanent savings and reshaping the business where necessary to achieve this.

It was noted that the Government would announce its Grant Settlement for Local Government in late December 2014, at which point the Council's actual funding gap would be identified. Further savings proposals that would enable the Council to deliver a balanced budget would be recommended to Council at its meeting on 4 March 2015.

RESOLVED: That Council be recommended to approve the initial budget proposals for 2015/16 as set out in Appendix 1.

Operational
Director - Finance

EXB91 2014/15 HALF YEAR SPENDING

The Board received a report of the Operational Director, Finance, which reported on the 2014/15 Half Year Spending as at 30 September 2014.

A summary of spending against the revenue budget up to 30 September 2014 was attached to the report at Appendix 1. This provided individual statements for each department. The Board was advised that in overall terms, the revenue expenditure was below the budget profile, although this was only a guide to eventual spending.

The report contained details on a number of significant areas of the budget including:

- The employee budget and vacant posts;
- Expenditure on general supplies and services;
- Children's Out of Borough residential placements;

- Spending on in-house adoption;
- Budget pressures on some budgeted income targets;
- The collection rate for Council Tax and the retained element of Business Rates; and
- The Council's net overall spending.

The report also outlined details of a revision to the capital spending programme at Appendix 3 and monitoring of the Council's balance sheet. Schemes that had been revised within the programme were listed within the report.

RESOLVED: That

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

Operational
Director - Finance

REPORT TO: Corporate Services Policy and Performance Board
DATE: 6th January 2015
REPORTING OFFICER: Chief Executive
SUBJECT: Halton Strategic Partnership Board minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

HALTON STRATEGIC PARTNERSHIP BOARD

**Minutes of a meeting held on Wednesday, 10 September 2014 at the
Karalius Suite, Halton Stadium, Widnes**

Present:

Board Members:	Councillor R. Polhill	HBC (Chairman)
	N. Atkin	HHT
	G. Batchelor	DWP
	S. Banks	Halton Clinical Commissioning Group
	S. Boycott	Cheshire Police
	J. Duff	Faith Communities
	S. Henshaw	Cheshire Fire & Rescue Service
	A. McIntyre	HBC – Halton’s Childrens Trust
	M. Noone	HBC Chair E&R SSP
	T. Parle	Halton Sports Partnership
	D. Parr	HBC
	C. Whittaker	Bridgewater NHS Trust

Advisors to the Boards J. Gallagher - (HBC) and T. Gibbs (HBC)

In Attendance: L. Derbyshire (HBC), Z. Gill (BITC) and V. Wright (HBC)

Apologies for Absence: P. Cain (Chamber of Commerce), K. Fallon (Bridgewater NHS Trust), M. Murphy (Riverside College), E. O’Meara (Director of Public Health), W. Rourke (HBC – Chair ELS SSP), S. Semoff (HBC – Policy and Strategy) and S. Yeoman (Halton & St Helens VCA).

**1 DELIVERING DIFFERENTLY: FEEDBACK AND SPOTLIGHT AREAS FROM
11 JUNE 2014 HSPB MEETING**

The Board considered a report which outlined common areas of discussions raised as part of the feedback from the Delivering Differently session that had been held on 11 June 2014. The Board were requested to agree which areas they would like to take forward as part of a Partnership Action Plan and agree partner contributions/resources to progress each area. Appendix A to the report represented the feedback from the workshop.

The Board was advised that there had been a general consensus that the environment that everyone was now working continued to evolve, in light of Government cuts and policy changes. It was felt that the current economic situation offered different drivers of change, and these offered opportunities that had yet to be explored.

The key ‘spotlight’ areas for further innovation that emerged from the session were as follows:-

Partnership Spotlight Areas for innovation:-

- Better data sharing arrangements and taking forward more formal Information Sharing Protocols;
- Looking at early intervention and prevention rather than reactionary service provision;
- Resource targeting in a more effectively (evidence based) way;
- Encouraging communities to become more resilient and self-reliant – upskilling and maximising community skills. This required a culture shift within communities and service providers; and
- Improved 2 way communication: across the Partnership and with Halton's communities.

Public perceptions were as follows:-

- Joint working – there was a need to promote the joint working currently taking place;
- A need for an understanding of what Partners do and their respective responsibilities;
- A better understanding of what networks/groups/forums already existed in Halton, instead of creating more;
- More risk taking and innovative service delivery – looking at who delivered what and asking if they were necessarily the right ones;
- Better signposting across agencies and service providers;
- The Partnership must not lose sight of those most vulnerable in the community; and
- Sharing best practice.

The following comments arose from the discussion:-

- It would be beneficial to have the ability to concentrate on one geographical area; make a difference in that area and take forward lessons learned. In response, it was reported that the key was for the Partnership to do things 'differently' and a number of ideas on how to achieve this had been raised at the Delivering Differently session';
- The importance of helping the community to change its dependency culture whilst not creating a new dependency was noted. It was

suggested that the voluntary faith sector working in communities would have a significant role in helping to achieve this challenge;

- After considerable discussion, it was agreed that a small forum of the faith community voluntary sector be established to explore further how the Partnership could do things differently. They would also consider how various sectors worked with the public and private sector to encourage the public to be self sufficient. It was also noted that this would help the Partnership achieve more with limited resources;
- It was reported that there was evidence that 40 % of the population, very often the most vulnerable, living in the poorest areas was not being reached. This, it was reported, resulted in higher death rates as they presented too late. However, it was highlighted that work had been taking place to address this issue. Work was also taking place with groups such as 4Estates, and the Wellbeing Enterprise in order to bring funding into the Borough. When individuals accessed the service, they received a quick diagnosis and treatment, the issue was getting them to access the services. It was suggested that support for further ideas on targeting was required with a universal offer for all;
- It was suggested that there needed to be a focus on resources where they were really needed based on the point raised in the previous bullet point. Helping people to access services, change perceptions of several generations who were used to a certain level of service. This would enable the changes to be more focussed;
- It was reported that further targeted work undertaken with the faith communities would enable them to have a greater understanding of the changes that were required;
- Concern was raised at targeting particular areas of deprivation as it was highlighted that there were some affluent areas that had severe problems and the universal approach could be lost. It was also reported that a significant amount of time and resources had been spent looking at how to engage with hard to reach people and nothing was getting done and action was required now;
- It was noted that a lot of courage, leadership, drive and direction was required as the needs of everyone could not be achieved. There would always be some people who would be disappointed. A method of working was required which targeted the needy and also benefitted the less needy. This which would help to alleviate the financial costs and help people who are more affluent to have a greater understanding of the situation which would also contribute towards bridging the gap;

- The Board noted that Cheshire Police had undertaken a project to engage with the community in the Grange ward and additional resources had been identified with a view to reducing crime and anti-social behaviour in that area. It was reported that a wider issue of establishing a relationship with the public and doing things differently had been identified. Over 700 people had been involved and 18 projects had been put forward. The project had been a great success i.e on one of the projects funding had been put into a lunch time club at the community centre and it had made a difference, the police were able to engage directly with young people in the community and the community had since taken ownership of the centre;
- Clarity was sought on how different the approach would be to the neighbourhood management scheme. In response, it was reported that the Neighbourhood Management Scheme had been based on funding whereas this project would also require a small amount of initial funding, to be discussed at a later date, which would be used to support initiatives;
- The Board noted the work undertaken by Wirral in testing locality working in respect of Health in Birkenhead. It was agreed that Gemma Batchelor be invited to the meeting to share lessons learned;
- The Board noted that meetings had taken place with Windmill Hill Community Group regarding community engagement; asking what does your community want and training people serving the community to do things in a different way;
- It was noted that there was a lot of activities taking place in communities. It was suggested that the JSNA which looked at all the issues in the wards would be a good place to start; and
- The Board noted the challenges in respect of road safety as a result of significant budgetary cuts. The Board also noted that a meeting had taken place with Officers and relevant fire service officers to identify how this issue could be addressed more efficiently with fewer resources. The Director of Public Health had also identified a small amount of funding and a dedicated officer to work with HBC Officers on road safety initiatives. Since 4 June 2014, it was reported that services had been more co-ordinated and there had been a better sharing of resources with better outcomes.

At the end of the discussion, the Board agreed that a small group from n the voluntary community faith sector with Job Centre Plus and the business community would be established to consider ideas and ground rules. The group would present an action plan to the next meeting of the Board.

RESOLVED: That the report and comments raised be noted.

2 SUSTAINABLE COMMUNITY STRATEGY (SCS) ADOPTION AND PERFORMANCE MONITORING FRAMEWORK

The Board considered a report which informed the Members of the need to have the refreshed Sustainable Community Strategy (SCS) formally adopted by the Partnership Board and to agree a proposed performance monitoring process that could be put in place for the SCS indicators.

RESOLVED: That

- (1) the refreshed SCS be formally adopted at the September 2014 meeting;
- (2) the proposed bi-annual performance monitoring template and framework be agreed; and
- (3) the identification of measures and annual targets be finalised.

3 STREET PASTORS SCHEME

The Board considered a report requesting financial support for the Street Pastor scheme in Halton.

The Board was advised that Widnes Street Pastors had been established late in 2012, with support from the Ascension Trust, a national Christian Charity – working to support local churches in much the same way as the Trussell Trust supports Food Banks.

The Board was further advised that Cheshire Police had requested that churches in Widnes establish a Street Pastor scheme. This dovetailed with discussions that had been taking place within the church community, and they were pleased to work with the Police to establish such a scheme.

It was reported that initially it was felt that the best way forward for the new scheme would be for the churches to get it up and running, thus providing evidence for a business case to demonstrate the role of the scheme and highlighting the benefits, prior to requesting funding. Subsequently, a team of Street Pastors had been on the streets each Saturday since June 2013.

Furthermore, it was reported that the scheme had been initially set up for a three year period (2013-2015), and had been in operation for 20 months. The funding had been received from local churches and members of the community. In addition, it was reported that earlier this year, the scheme had been awarded funding from the Police and Crime Commissioner, with a promise of match funding coming from Halton's Community Safety Team.

The Board noted the current financial situation and that the sum required to ensure the scheme's continuation until the end of December 2015 was £10,121. The Board also noted that it was anticipated that fundraising from the

churches and individuals would continue. It was proposed that £3,000 was committed from the Partnership budget, along with £2,000 from Public Health which would leave a shortfall of £1,000. Partners were requested to consider a contribution to meet the shortfall.

In addition, it was reported that consideration should be given to actually extending this timescale to March 2016 in order to fit more appropriately with a financial year calendar, as well as ensuring the scheme was in place for the busiest part of the year for the Night Time Economy, i.e. Christmas and New Year. It was also reported that there was also a commitment of £3,000 from Halton's Community Safety Team, which would be used to cover the three month extension.

The Board noted the six month analysis of the Street Pastor Night time work and the information relating to the Ascension Trust.

After considerable discussion, the Board agreed the £3,000 commitment from the Partnership. Information was also requested by Mr Simon Bell, NHS Halton CCG, on the analysis in respect of call outs so that consideration could be given to funding the £1000 shortfall.

RESOLVED: That

- (1) the Board support the funding request;
- (2) the Board agree to fund from the Partnership Funds £3,000 to support the Street Pastor Scheme; and
- (3) other members of the Partnership agree matched funding to achieve a total of £6,000.

4 PARTNERSHIP ASSET MANAGEMENT PLAN

The Board considered a report which updated the Members on the progress to date of the Partnership Asset Management Steering Group.

The Board noted the progress to date set out in paragraph four of the report.

The following comments arose from the discussion:-

- Mr Simon Banks reported that work had taken place on some void estates including Victoria House and Holloway in Runcorn. An Asset Utilisation and Disposal meeting had taken place on 19 September 2014 to firm up proposals for such properties. However, NHS property services, would not allow the CCG to sell Victoria House and it was suggested that an approach to the CX of NHS property Services was required as there would be a saving for all partners in the Borough if Victoria House was sold. It was highlighted that it was an opportunity to make the best use of some of the Borough's

facilities. The Board also noted the national agencies requirement that market value for such properties was secured, which was unrealistic. It was also reported that a third business case had been developed for how some of these assets could be utilised in order to provide a community base source with affordable rented housing. In response, it was reported that the CX had met with HCA. The Government had given them responsibility to manage derelict Government buildings and their responsibilities may extend to former NHS buildings. It was agreed that this would be investigated and encouragement given to HCA to take over these buildings; and

- It was noted that HBC held a register of all properties within the Borough and that it was annually updated.

RESOLVED: That

- (1) the progress to date and comments raised be noted;
- (2) the principle of the baseline data currently contained within the asset register to also be placed on the Local Authority's electronic P2 System be supported;
- (3) the principles behind this project and in particularly the ethos of closer and more integrated working in respect of shared assets be continued to be supported; and
- (4) the achievements to-date of the Steering Group and support the move towards a more strategic approach which will ensure that we are in a position to take advantage of greater opportunities when they present themselves be recognised.

5 SPECIALIST STRATEGIC PARTNERSHIP (SSP) BRIEFINGS

A briefing note from each of the key partners on their areas in respect of: the Health and Wellbeing Board, Environment, Skills and Learning, Children and Young People (Children's Trust), Environment and Regeneration, Safer Halton and the Housing Partnership had been circulated prior to the meeting of the Board. There were no questions arising from the briefing note. The Partners agreed to receive the information in the same format at future meetings.

RESOLVED: That the information contained in the briefing notes be noted.

6 EARLY HELP

The Board received a presentation from Veronica Wright, Divisional Manager, Children and Enterprise on Early Help. The presentation:-

- Gave an update on new locality based teams and the remit of these teams;

- Highlighted the new project work in locality teams, the links with schools, with early years settings and enhanced two year old offer and GP surgeries;
- Set out the links with the Inspiring Families agenda;
- Outlined the development in Contact And Referral Team (CART) – early help in CART and plans to further extend it and the access to multi-agency data bases; and
- Detailed the Common Assessment Framework (CAF) and Family Assessment work.

The Board noted that early years intervention was crucial and there was a much more robust approach to early intervention activities in the Borough.

RESOLVED: That

- (1) the presentation and comments be noted; and
- (2) Veronica Wright be thanked for her informative presentation.

Meeting ended at 11.15 am

REPORT TO: Corporate Policy and Performance Board

DATE: 6th January 2015

REPORTING OFFICER: Strategic Director Policy & Resources

PORTFOLIO: Resources

SUBJECT: Code of Practice – Data Transparency

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to bring to the attention of the Board the introduction of a statutory requirement for the authority to publish items of data in accordance with the Local Government Transparency Code.

2.0 RECOMMENDED: That the Policy and Performance Board

1) note the authority's new statutory obligation to publish prescribed information in accordance with the Code and consider that which is recommended;

2) note the authority's additional resource requirements

3.0 SUPPORTING INFORMATION

3.1 In September 2011, as part of its local accountability agenda, Government published a Code of Recommended Practice for Local Authorities on Data Transparency. The Code identified a series of data sets that authorities were, as a minimum, encouraged to publish in order to promote local accountability

3.2 In autumn 2012 the government undertook a consultation exercise in which it was suggested that the original Code would be substantially revised with its basic requirements becoming mandatory and its scope extended.

3.3 Following the publication of the government's response to this consultation the DCLG finalised and published the [Local Government Transparency Code](#). The Code is accompanied by a [Frequently Asked Questions](#) document which addresses technical questions related to the publication of specific data sets. This Code set out specific data sets that were both required to be published and recommended for publication on a quarterly and annual basis.

3.4 Following this publication the Code was further revised by DCLG in October 2014 and the extended the data sets were required for

publication. In addition the Code specified that authorities were required to publish quarterly data as specified by 31st December 2014 and annual data by no later than 02nd February 2015.

- 3.5 The Code specifies a total of 116 items of data of which 82 are required for publication and 34 are recommended.
- 3.6 The Code states that the requirements have been made mandatory as *'the government want to put more control over local services and assets in the hands of local people and make it easier for them to participate in local democratic processes and decision making'*.
- 3.7 However it is arguably the case, on the basis of the specific data requirements and the timeframe of introducing re-useable publication formats, that the Code has been developed upon the publication of data that government consider is *in the public interest*, and for which there may be an existing or future demand from interested parties, e.g. organisations and private sector entities outside of the local community, as opposed to simply data that *is of interest* to local people.
- 3.8 Compliance with the Code will not be monitored by the Information Commissioners Office. The ICO will however react to complaints being received from interested parties and under existing frameworks, e.g. Freedom of Information Act, to ensure authorities fulfil their obligations.

Current position

- 3.5 The Code specifies a number of datasets that must be published, or are recommended for publication, within the following areas:-

Expenditure and Procurement

Authority land and Assets

Council constitution and senior organisational structures, responsibilities and salaries

Trade Union facility time

Fraud activity

Parking income and expenditure and waste collection contracts (neither of which are applicable to this authority)

- 3.6 The Council currently publishes the majority of the information in line with the original Code of Recommended Practice (2011) and which is specified as a requirement within mandatory Code published by the DCLG in October 2014.
- 3.7 The mandatory Code no longer specifies the publication of Members Allowances and Policies, Performance and External Audits which are currently published by the Authority and were identified within the original Code of Recommended Practice (2011). However it should be

noted that the Council has a responsibility to publish some of this data under other legislation¹.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 In considering the data that is required and recommended for publication within the Code the most significant implications are that in addition to existing resource requirements² :

1. Approximately four weeks work would be needed to upgrade Agresso and related systems to collate data on spend > £500. Enquiries are currently being made as to whether the Agresso supplier has, or will be developing, a stand-alone module which can be used for this purpose and if so at what cost.
2. The recommended publication of expenditure > £250 would increase the time required to collate the information and redact personal data each month from 1 day to approximately 2 - 2.5 days.
3. To publish required data in relation all to Procurement Card spend would require 1 week's system development work with an ongoing administrative commitment of 1 – 2 days per quarter. The publication of recommended data on all credit card transactions would require a similar level of resource.
4. A small number of required data in relation to procurement activity is not currently captured which would require some limited work to Agresso and The Chest systems. Some of this work is now being undertaken by the supplier of The Chest system, the contract for which will expire in June 2015. At that time, and as part of the procurement system tendering process, which will be undertaken at a regional level, Halton will propose to partners that the requirements of the Code be given consideration.
5. There would be a very limited amount of work required to Agresso and some on-going administrative costs associated with entering additional data to meet requirements and recommendations related to the award of grants.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 There are no other implications associated with this report.

¹ Local Authorities (Members Allowances) (England) Regulations 2003 and existing Accounts and Audit Regulations (soon to be replaced with Regulation under the Local Accountability and Audit Act (2014).

² All resource indications are based upon 1 FTE

7.0 RISK ANALYSIS

- 7.1 There is a risk that a failure to meet the requirements of the Code, or consider its recommendations, could be damaging to the Council's reputation and credibility in the context of local accountability and transparency or should it be subject to investigation by the Information Commissioners Office.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no issues relating to this report.

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

- 9.1 None under the meaning of the act.

REPORT TO: Corporate Policy and Performance Board

DATE: 6th January 2015

REPORTING OFFICER: Strategic Director – Policy and Resources

PORTFOLIO: Resources

SUBJECT: Discretionary Support Scheme

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1. The purpose of the report is to provide a progress update regarding the operation of the Council's Discretionary Support Scheme.

2.0 RECOMMENDATIONS: That

- (i) progress with the operation of the Council's Discretionary Support Scheme be noted; and**
- (ii) in accordance with the Executive Board minute EXB122 (2012) (and the delegation contained therein), it is recommended that the proposed amendments to the Scheme outlined in Appendix B, be approved.**

3.0 BACKGROUND

3.1 The Discretionary Support Scheme, which was previously administered by The Department of Work and Pensions (DWP), was abolished by the Welfare Reform Act from April 2013. At this time Crisis Loans (CL), for general living expenses and Community Care Grants (CCG) were replaced by a new service administered by the Council. This Board was instrumental in developing the key aspects of the Council's Scheme.

3.2 The Scheme has now been in operation since April 2013 and a number of progress reports have been presented to the Board. The Discretionary Social Fund Topic Group met on 20th November 2014 to review progress with the Scheme. A number of amendments to the original scheme have previously been approved and the Corporate Policy & Performance Board Topic Group proposed some further changes, which are shown in Appendix B. Delegated authority exists for minor amendments to the scheme to be made by the Strategic Director, Policy and Resources in consultation with the Portfolio holder, following consultation with the Board (Minute EXB 122 (2012) of the Executive Board refers).

4.0 UPDATE AT THE END OF QUARTER 2 2014/2015

4.1 At the end of Quarter 2 £171,000 had been paid out of the Discretionary Support Scheme. This is the grand total of payments made, and includes transfers to the Discretionary Housing Payment Fund and the provision of money advice previously agreed by the Board.

4.2 Appendix A presents details regarding the applications to the Scheme so far during 2014/15, numbers of awards and reasons for rejection.

5.0 Citizens Advice Bureau (CAB) Feedback

5.1 Feedback had been received from the local CAB regarding the operation of the Scheme, together with some suggestions for changes. This feedback was presented to Members of the Corporate Policy & Performance Board Topic Group on 20th November 2014.

5.2 It was agreed that a detailed response would be prepared by the Strategic Director, Policy and Resources and shared with the Chairman. This has been done and the response agreed and forwarded to the CAB.

6.0 FUNDING

6.1 In 2013/14 the DWP allocated funding of £649,000 towards the Discretionary Social Scheme. Any unspent money at the end of the year was retained by the Council and carried forward for the Scheme in 2014/15.

6.2 For 2014/15 £649,000 has again been allocated but the DWP, however they propose to monitor expenditure and withhold monies if it feels that any individual local authority was not on course to spend its allocation.

6.3 The position is still unclear regarding whether there will be any funding for the Scheme in 2015/16. This may become clearer once the Local Government Grant Settlement is announced in late December, therefore a verbal update will be provided at the meeting.

7.0 CONCLUSION

7.1 In overall terms the Discretionary Support Scheme has met the needs of people in genuine need. The Scheme is being managed within budget, which was always a major concern for the Board. The decision of the Board not to pay cash has proved to be correct one and the decision to amend the Scheme in-year in order to pay fuel costs has been very helpful.

7.2 Appendix B presents changes proposed for the Scheme, which are required to take account of the introduction of Universal Credit, to clarify the position regarding the number of awards permitted each year and to enable the Scheme to assist customers who are in full time education and where they have no other alternative support available. The Topic Group of this Board duly considered these proposed changes at its meeting held on 20 November 2014.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 It has the potential to affect all Council priorities.

9.0 RISK ANALYSIS

9.1 Payments will be monitored from the Scheme to ensure that these remain within budget.

9.2 A report will be submitted to the corporate Policy & Performance Topic Group at the end of the 2014/15 financial year.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 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.

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

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

Appendix A

Total applications so far received in 2014/15

2014/15	Total Received	Total Granted	Total Awarded
April	218	99	£ 12,547
May	180	75	£ 6,817
June	213	92	£ 11,579
July	243	119	£ 14,980
August	209	95	£ 13,111
September	223	100	£ 10,752
October	220	103	£ 12,427
November	222	108	£ 15,784
December	27	9	£ 844
Total	1,755	800	£ 98,842

Split between types of Application received so far in 2014/15

2014/15	Emergency Support				Community Support			
	No. Apps	No. Granted	No. Refused	Awarded £	No. Apps	No. Granted	No. Refused	Awarded £
April	158	77	81	£ 3,984	60	22	38	£ 8,563
May	148	67	81	£ 4,235	32	8	24	£ 2,582
June	159	68	91	£ 3,720	54	24	30	£ 7,859
July	179	87	92	£ 4,560	64	32	32	£ 10,421
August	166	79	87	£ 4,064	43	16	27	£ 9,047
September	174	85	89	£ 5,282	49	15	34	£ 5,471
October	155	78	77	£ 3,755	65	25	40	£ 8,671
November	151	86	65	£ 4,540	71	22	49	£ 11,243
December	19	7	12	£ 323	8	2	6	£ 521
Total	1,309	634	675	£ 34,463	446	166	280	£ 64,378

Reasons for Applications being rejected so far in 2014/15

Reasons For Rejection	
Not a Halton Resident	81
Customer Sanctioned	39
Alternative help available	406
Requested Cash	39
Signposted to approved partner to complete application	2
Criteria Check	290
Withdrawn Application	6
Two Awards Within 12 Months	85
Not Eligible	7
	955

Types of Award made so far in 2014/15

Awarded Items	
Food Packs	991
Vegetarian Food Pack	10
Gluten Free Food Pack	5
Nut Allergy Food Pack	10
Toiletry Pack	21
Bedding Only	19
Single Bed with bedding	115
Single Bed	8
Single Mattress	10
Double Bed	3
Double Bed with bedding	8
Double Mattress	4
Bunk Beds with Bedding	2
Bunk Bed	2
Cot with bedding	5
Sofa's	96
Sets of curtains	132
Cooker	48
Washing machine	2
Fridge	3
Kitchen equipment	100
Table and Chairs	1
Clothing	5
Toiletry Pack	1
Pram	2
Fuel	307
Removals	12
Cooker Connections	5
Total Items Awarded	1,927

Appendix B

Suggested amendments to the Discretionary Support Scheme as detailed further below:

1. Amendment to Section 4.1 Criteria
2. Amendments to Section 5.12 Eligibility check
3. Amendment to Appendix B - Excluded claimants not eligible to awards of the Discretionary Support Scheme
4. Amendment to Appendix B – Remove People treated as in full-time relevant education

Detailed explanations are provided on the following page

1. Amendment to Section 4.1 Criteria

- There is a requirement to insert wording to make reference to Universal Credit in the criteria to determine eligibility to support from DSS scheme.
- Universal Credit can be paid as a replacement for out-of-work benefits or as a top-up income for those who are working in low paid employment on reduced hours.
- **Recommend** insert “non-working Universal Credit” into the table at Section 4.1 of the eligibility criteria as detailed below

2. Amendment to Section 5.12 Eligibility check

- There is a requirement to insert wording to make reference to Universal Credit in eligibility check criteria.
- **Recommend** insert “non-working Universal Credit” into the text at section 5.12 about the eligibility check as detailed below.

3. Amendment to Appendix B (excluded claimants not eligible to awards of the Discretionary Support Scheme)

- It would be helpful to change wording to remove “Emergency Support” as a specified type of support a person has received. The scheme intention is that a person is excluded from assistance if they have had two awards in the last 12 months whether that was emergency or community assistance.

Recommend replace the paragraph below:

- *The claimant or their partner have been awarded Emergency Assistance twice in the last 12 months (unless good cause has been established)*

With the following text:

- *The claimant or their partner have received two Discretionary Support awards within the last 12 months (unless good cause has been established)*

4. Amendment to Appendix B – (excluded claimants not eligible to awards of the Discretionary Support Scheme)

- It is suggested to remove the line ***People treated as in full-time relevant education*** from the exclusion list. The reason for removing the line is to enable the scheme to assist customers who are in full time education and where they have no other alternative support available. We have recent experience of a customer who started full time education and waiting on a grant to be awarded and the customers DWP benefits had stopped (due to starting full time education). The customer had no one else to turn to for help.
- The removal of the line will mean that we can assist customers in this situation in the future.
- **Recommend** remove wording “***People treated as in full-time relevant education***”.

REPORT TO:	Corporate Services Policy and Performance Board
DATE:	6 th January 2015
REPORTING OFFICER:	Strategic Director Policy & Resources
SUBJECT:	Performance Management Reports for Quarter 2 of 2014/15
WARDS:	Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the second quarter period to 30th September 2014.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
 - Finance
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

The report details progress against service objectives and milestones and performance targets, and provides information relating to key developments and emerging issues that have arisen during the period.

In addition Appendix 1 of the report contains a progress update concerning the implementation of all Directorate high-risk mitigation measures that are relevant to the remit of this Board

2.0 RECOMMENDED: That the Policy and Performance Board

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

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

- 4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

- 5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

7.0 RISK ANALYSIS

- 7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Not applicable.

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

Not applicable

Corporate Policy and Performance Board– Priority Based Monitoring Report

Reporting Period: **Quarter 2 – Period 01st July 2014 to 30th September 2014**

1.0 Introduction

- 1.1. This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2014/15 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2. Key priorities for development or improvement in 2014-17 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
 - Financial Services
 - Human Resources & Organisational Development
 - ICT Infrastructure
 - Legal and Democracy
 - Policy & Performance
 - Catering, Stadium and Registration Services
 - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

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

Finance

- a. The audit of the 2013/14 year end accounts has been completed by the External Auditor and they provided an unqualified audit opinion 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. The report also included an unqualified Value For Money opinion concluding that the Council had proper arrangements in place for securing financial resilience and for challenging how it secures Best Value. Their finding was reported to the Business Efficiency Board on 24th September 2014, at which the Council's Statement of Accounts was approved for publication.
- b. The Council has taken advantage of almost unprecedented low level interest rates to borrow funds from the Public Works Loan Board in order to fund the Council's contribution towards the construction cost of the Mersey Gateway Bridge.
- c. Universal Credit is currently being rolled out in the North West and includes local authority areas in Merseyside and Greater Manchester who have gone live this autumn. Halton will be going live on 17th November 2014 and is currently discussing with the Department for Works and Pensions (DWP) the mechanics of the Council's role.

- d. The effects of the implementation of the reform of Council Tax and the Council Tax Reduction Scheme continue to impact on the level of payment, with the increased levels of recovery activity experienced last year continuing.
- e. The effects of substantial multiple welfare reforms continue to be felt and DWP administrative capacity and the efficiency of their sub-contractors has not kept up with the pace of reforms. This has resulted in substantial delays for some claimants who are living below correct income levels and this has led to the demand for Welfare Rights services remaining high. Whilst steps are being taken nationally to address these issues the impact has yet to be felt at a local level.
- f. The Council is currently in the process of submitting data sets to the Audit Commission as part of the national Fraud Initiative, which since its launch in 1996 has identified £1.17 billion nationally in fraud and error. The results of the data matching exercise will be made available to the Council during quarter 3 and further work will follow to investigate any matches that are identified.
- g. The Procurement Division continues to work with other Councils in the region who wish to adopt Halton's Risk-Based sourcing approach and this activity is continuing to generate significant income for the Council. The Cabinet Office have also recently engaged with the Council as an exemplar in this area to obtain views on the adoption of less bureaucratic procurement processes across the public sector.
- h. Following staff and public consultation Executive Board have agreed new operating arrangements for the library service. Consultation with staff on a revised staffing structure designed to deliver the new arrangements is taking place between 13th October and 12th November 2014. The revised service model is due for implementation in April 2015 with a further consultation is taking place on the mobile library service specifically between 10th and 31st October 2014.
- i. Additionally the Review of the Halton Supported Housing Network is continuing. The Efficiency Programme Board will consider options for this service is early November 2015. Also reviews of agency workers, casual staff and premium pay are all at the initial stages of development.

Human Resources and Organisational Learning and Development

- j. The Health Improvement Team (HITS) has now joined the Council under a TUPE transfer from Bridgewater. This saw an additional 52 staff become Council employees on their existing NHS Terms and Conditions.
- k. 80 new titles have been added to the Learning Pool suite of E learning modules. Titles include; Customer Care, Safeguarding, The Equality Act, ICT and Information Governance etc. These are designed to complement the existing Learning and Development calendar.

ICT and Administration Support Services

- l. The successful delivery of the new Picow Farm Data Centre, to complement that at the Municipal Building, will enhance the provision of 24/7 technology which will strengthen the Councils Disaster Recovery and Business Continuity arrangements.
- m. The delivery of the Records Management Unit will facilitate the effective management, retention and security of the Council's data through detailed and approved data governance procedures. This facility will also offer the authority commercial and financial opportunity into the future as interest from other local authorities is now building.

- n. Further collaborative work is being undertaken with Sefton BC to deliver Agresso Financial Services packages that will realise financial benefits for both organisations. It is hoped that this success of the project will attract interest from other parties and as such offer the opportunity for further financial benefits to be realised through for example economies of scale and the maximisation of returns on investment.

Legal and Democratic Services

- o. A wide range of initiatives have been supported during quarter 2 including the launch of the Halton SEND Local Offer (Special Educational Needs and Disabilities), and in generating maximum coverage for the Brindley's 10th anniversary programme.
- p. Early in the quarter The Council's Monitoring Officer began a period as Interim Monitoring Officer for Cheshire West & Chester Council until May 2015 and arrangements are presently working well.

Policy, Planning and Transportation.

- q. The Social Value Policy and Procurement Framework has been presented to, and approved by the Executive Board and is now a joint framework with the Clinical Commissioning Group (CCG). The wider partnership will also have the opportunity to sign-up to the framework during the next round of Board meetings. This framework allows local benefits to Halton's communities to be taken into account during the procurement process and the policy and framework will now be rolled out across the Council.
- r. The Councils Whistleblowing Policy and associated guidance has been approved by the Business Efficiency Board and has been uploaded to the Intranet and will feature in the next edition of the Team Brief.
- s. Work has now commenced to update the Corporate Complaints Procedure following approval by Executive Board of the recommendations made by the Corporate PPB Topic Group in September. This will ensure that existing good practice is strengthened and the process becomes more effective and efficient.

Catering, Stadium and Registration Services

- t. The Stadium continues to work closely with community groups and has again staged the Halton Haven Twilight Walk which saw over 600 walkers take part in a fund-raising charity events. Additionally the I-pitch continues to be a popular venue for football and rugby clubs in the area with over 60,000 using the facility since its installation in 2011.
- u. Recently the stadium hosted both the Widnes Vikings 25th Anniversary World Cup Challenge Dinner with over 500 people attending and the Cheshire Youth Cricket Dinner attended by 300. It also continues to be a favoured venue for weddings, with over 10 taking place in the past quarter, and for company conferences and meetings.
- v. The Stadium Sports bar has now closed and plans are now at an advanced stage to redevelop this floor space into a fully accessible conference centre which will include fully accessible door entry and state of the art audio and visual equipment.

- w. The ladies fitness facilities continue to be well used and consideration is now being given to extending this facility and adding more equipment. However the opening of Pure Gym has seen overall membership figures for Stadium Fitness fall by 20% and this situation will be kept under review to ensure that we keep pace with our competitors in this area.
- x. The Lottery funded Get Active Project commenced in September and sessions have been targeted at inactive 25 – 55 year olds including walking football, touch rugby, Athlefit / jog club and Swim4Health.
- y. Free school meals for all reception year 1 and 2 children were introduced in September with approximately 1500 additional children now staying for a school lunch. This has required additional staff to be recruited which given the limited hours of work available has led to some difficulties. In addition the initiative has required new building works and equipment for a significant number of schools and of the 28 schools involved all but 3, which were delayed by 1 day, were completed on time.

Property Services

- z. Works are progressing well with the various maintenance projects on corporate buildings and it is anticipated that these will be completed and the budget fully spent by the end of the financial year.

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

1. The Government has published a technical consultation outlining proposed changes to the 2015/16 grant settlement. Key points from the consultation included specific grants rolling into the Settlement Funding Assessment and removing funding for councils such as Halton who fall below the Carbon Reduction Commitment Scheme. Halton has contributed to the consultation responses from both SIGOMA (Special Interest Group of Municipal Authorities) and the Liverpool City Region.
2. The Local Government Finance Settlement will be announced in mid-December with final details published in February 2015. The Chancellor will also make his Autumn Statement in early December. The impact of all announcements will be considered in finalising the 2015/16 budget.
3. Work continues on the impact of the Better Care Fund to be introduced from April 2015 and the Social Care Act. A consultation response has been submitted to the Department of Health regarding changes in council funding associated with the implementation of new duties for deferred payments and universal assessments.
4. The Department for Communities and Local Government (DCLG) has invited bids for funding projects related to combatting non-benefit fraud. The Revenues and Benefits Division has recently submitted a bid to examine the single occupier discount awards in the borough. The DCLG will inform successful applicants by the end of October 2014.
5. Following the matching of DWP benefits data with HM Revenues and Customs data the Council will begin to receive monthly referrals as of October 2014 which will require cross checking and any follow up action be undertaken. At present the resource requirements of this work are unknown and further information will be reported as this becomes available.

6. A review of all cases subject to an award of discretionary non-domestic rate relief is to be conducted over the forthcoming months. Awards have been made to 31st March 2016 but a full year's notice is required to be given to ratepayers, if any award is to be reduced or removed.
7. There has been an increase in waiting times within the Contact Centre and this has resulted in an increased number of complaints from customers. Three staff vacancies have now been filled and it is anticipated that we will start to see an improvement in response times as we move out of the busy period of leave and the new advisors are fully trained.
8. The Dept. for Work and Pensions currently state that existing working age recipients of Disability Living Allowance (DLA) will have their claimed ceased on a rolling basis, over a 2 year period. This is scheduled to commence from October 2015. They will then have to apply for the new PIP benefit that is expected to reduce overall caseload numbers.
9. This will have a significant effect in Halton because disability levels are high. As of March 2014, there were 6,770 DLA claimants of working age in Halton. As a broad indicator 1,680 (nearly 25%) of these are on the Low Rate Care Component and could expect to not qualify for the new Personal Independence Payment. A very high demand for appeals advice is therefore anticipated in future.
10. The Independent Living Fund (ILF) is being abolished and its budget is transferring to councils on 1 July 2015. Transition arrangements for ILF users are still being finalised but this development is likely to see a significant increase in the number of clients receiving a Direct Payment.
11. The introduction into UK legislation of the new EU Procurement Directive is underway and this will form the basis of the Public Contract Regulations 2015, to be introduced in the first half of 2015. In light of Halton's current position and good practices it is not anticipated that these changes will be problematic there will be a need to amend Procurement Standing Orders and some internal processes to accommodate these changes.

Human Resources and Organisational Learning and Development

12. The Division is preparing guidance and systems to deal with the introduction of shared parental leave in April 2015 and of this date there will be significant changes to the Teachers' Pension Scheme and the NHS Pension scheme both of which will impact on Halton staff and will involve extensive communication over the coming months.
13. October 2014 saw the suspension of a day of national strike action over a national pay dispute. This is as a result of a revised offer which union members will now be balloted on. If approved, this will see an increase in work for the pay teams in December 2014 – April 2015 as it is anticipated that it will be introduced in stages and for differing lump sum amounts depending on salary levels.

ICT and Administration Support Services

14. At the end of July, the Council successfully renewed its Public Sector Network compliance without any qualification. Exceptionally Halton passed the compliance regime at the first pass which is a major achievement, given the complexity and considerable requirement imposed.
15. Ongoing compliance however will require ICT services to reconfigure some of its remote access infrastructure and a project is now in place to deploy specialist software which in addition to meeting security requirements should also allow further opportunities for collaboration with external parties.

16. There are now a number of upgrades required to core software components which, although minimal, will involve corporate users across the whole of the Council. Whilst these upgrades will maintain the authority's advanced position every effort will be made to ensure that any resulting disruption to services is negligible.
17. As the Council's Business Continuity Strategy has now been approved work will now commence to implement the necessary actions to ensure that high-availability services can be delivered in line with client requirements.

Legal and Democratic Services

18. The Local Government Openness Regulations came into force during the quarter, and arrangements will continue to be made to provide for filming etc. of meetings and recording and publications of decisions.
19. The Council has assumed responsibility for the Liverpool City Region Combined Authority scrutiny function, and significant work will be required to develop effective arrangements

Policy, Planning and Transportation.

20. The annual cycle of developing medium-term Directorate Business Plans has now commenced and Strategic Directors are now arranging for Policy & Performance Boards (PPBs) to be engaged with the business plan prioritisation process during the autumn cycle of meetings. Plans will then be developed and advanced drafts shared with relevant PPB's early in the new calendar year before being presented to the Executive Board in March.

4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2014 – 15 Directorate Business Plans.

Progress concerning the implementation of all Directorate high-risk mitigation measures relevant to this Policy and Performance Board is included as Appendix 1.

5.0 High Priority Equality Actions

- 5.1 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.

The Council's latest annual progress report in relation to the achievement of its equality objectives was published on the Council website during quarter 4 and is available via:




[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality -
objectives progress report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)

6.0 Performance Overview

6.1 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 November 2014 .	
FS 03	Complete the Draft Abstract of Accounts for certification by Chief Financial Officer by 30th June 2014 .	
FS 03	Publish the Abstract of Accounts by 30th September 2014 .	

Supporting Commentary

Medium Term Financial Strategy on track to be reported as planned and the 2013/14 Statement of Accounts certified by Chief Finance Officer on the 30th June 2014 and shared with External Auditor on the same day.

Audit of Statement of Accounts commenced 1st July 2014 and have been published on the Councils website on 30th September, following approval by the Business Efficiency Board and receipt of an unqualified audit opinion.

Key Performance Indicators



Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.82%	95.00+	56.16		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	97.08%	95.00+	55.94		
FS LI 07	Average time for processing new claims (Housing & Council Tax Benefit).	15.18	17	14.56		

Supporting Commentary

The collection of both Council Tax and Business Rates are showing a very minor reduction when compared to the same time last year with the latter being affected by a single exemption period. The processing of new claims is showing a level trend at this point.

Human Resources & Organisational Development

Key Objectives / milestones











Ref	Milestones	Q2 Progress
HRLD 01	To further enhance i-Trent system capabilities. March 2015.	
HRLD 02	Promote and take forward the delivery of actions identified within Corporate People's Plan March 2015.	

Supporting Commentary

E-Payslips have now been rolled out across the Council where possible (requires provision of an email address) and also now available to schools. Work continues to encourage those schools who have not as yet taken advantage of the E Payslip to do so.

On-going Learning and Development continues to be provided for Employees of the Council with new courses, post entry training courses and E Learning modules being offered.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness (Corporate).	11.24	8.5	5.45		
HRLD LI 04	% of training delegates attending as proportion of places reserved.	86	90	91		
HRLD LI 05 ¹	The percentage of top 5% of earners that are:					
	a) Women	55.47	50	54.7		
	b) From BME communities.	2.80	1.5	3.00		
	c) With a disability.	0.68	8.0	0.71		
HRLD LI 06	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.49	10.0	1.45		
HRLD LI 07	Minority of Ethnic Community staff as a percentage of the total workforce.	1.13	1.0	1.0		

¹ The performance targets for these measures take account of local demographic profiles.

Supporting Commentary

The level of sickness absence will be subject to seasonal change as we move throughout the remainder of the year however it will require careful monitoring as it is slightly higher than the same period last year (5.14).

Although the % of women top 5% earners has decreased since Q1 (55.65) there have been slight increases in those from BME and disabled groups.

Whilst the % of employees meeting the DDA has risen slightly when compared to the same period last year the achievement of the annual target will remain dependent upon the number and suitability of applicants. Additionally whilst the proportion of BME staff is slightly down from the last quarter achievement of the annual target remains on track.

ICT Infrastructure**Key Objectives / milestones**







Ref	Milestones	Q2 Progress
ICT 01	SharePoint and Records Management enhancement March 2015.	
ICT 01	Continued Social Care Systems Service Support Programme March 2015.	
ICT 01	Schools Cloud Services developments March 2015.	
ICT 01	Interactive Web Services and further SharePoint Integration March 2015.	
ICT 01	Development of commercial ICT opportunity within desktop, hosting and DR provision March 2015.	
ICT 02	Continued development of document management and distribution services March 2015.	
ICT 04	Conduct & Evaluate point of contact Satisfaction survey for ICT & Support Services March 2015.	

Supporting Commentary

All projects are presently on track. The SharePoint and Records Management software development has been completed is now operational with additional enhancements to complement the operational processes now being undertaken.

The rollout of Corporate Tablet use is progressing with Windows 8.1 Tablet devices in proof of Concept stage, whilst iPads are managed within the Councils Mobile Device Management Platform


Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.9	99	99		
ICT LI 04	% Of all responsive repairs completed within 2 working days.	94	80	98		
ICT LI 08	Average working days from order to completion of a new PC.	5	5	5		

Supporting Commentary

All measures are showing sustained levels of performance when compared to the same period last year.





Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
LD 02	To ensure that all members have been given the opportunity of a having a Member Action Plan (MAP) meeting.	

Supporting Commentary

MAP meetings are continually taking place throughout the calendar year.



Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 04	Average time taken to send out first draft business lease from receipt of complete instructions from Property Services (working days).	20	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		

Supporting Commentary

Measures are showing sustained levels of performance when compared to the same period last year.

Catering, Stadium & Registration Services**Key Objectives / milestones**









Ref	Milestones	Q2 Progress
CE 2	Identify areas for improvement in line with the Business Plan and Marketing Plan January 2015 .	
CE 3	Deliver a promotion and educational campaign - September 2014 and January 2015 .	

Supporting Commentary

A number of business areas have been targeted for this year which should have a positive impact upon Stadium revenue.

A number of school lunch promotional activities have taken place including banners, parental leaflets and parent evenings as well as taster sessions to raise awareness of the quality of schools meals provision.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 1	No. of meals served versus hourly input of labour (Previously SH1).	10.51	10.00	10.24		
The percentage (%) take up of free school meals to those who are eligible:						
CE LI 8	Primary Schools	85.12%	85%	N/A	-	-
CE LI 9	Secondary Schools	75.81%	75%	69.84%		
Take up of school lunches (Previously NI 52 a & b):						
CE LI 10	Primary Schools	52.12%	55%	54.83 %		
CE LI 11	Secondary Schools	55.22%	55%	51.52%		
Food cost per school meal (pence):						
CE LI 19	Primary Schools	N / A	76p	N/A	-	-
CE LI 20	Secondary Schools	N / A	94p	N/A	-	-



Supporting Commentary

The number of schools meals served continues to show a positive trend. The number of take up in primary schools cannot be reported at this stage as Free School Meal entitlements have yet to be confirmed whilst secondary school take-up is slightly down. Take up overall remains in line with annual target.

The management system for calculating cost per school meal is currently being adjusted and figures are presently unavailable for the quarter 2 period.

Property Services

Key Objectives / milestones





Ref	Milestones	Q2 Progress
EEP 1	Review accommodation in light of budget decisions by July 2014 .	
EEP 1	Identify further property to be considered for sales and implement asset disposals by March 2015 .	

Supporting Commentary

A Members Asset Review Panel has been established to assist the work of the Asset Management Working Group with the inaugural meeting taking place in August to establish terms of reference etc.

Disposal programme is on track. The supply of HBC land for sale for development is now diminishing and work has commenced for further review assets with the potential for disposal.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q2 Actual	Q2 Progress	Direction of travel
DIS LI 01	Occupancy of HBC industrial units.	85%	85%	93%		
DIS LI 02	Occupancy of Widnes Market Hall.	84%	95%	82%		

Supporting Commentary

DISLI01: The occupancy of industrial and commercial properties occupied during quarter 2 is exceeding annual target level of 85% and is higher in comparison to the same period last year of 89%.

DISLI02: Trading in the market continues to be tough. A long standing trader has down sized and a number of other traders have terminated their agreements. A further three units will become vacant when shop mobility vacates. January traditionally sees a number of further voids as struggling traders tend to hang on for the Christmas trading period before handing in their notice.

7.0 Financial Summaries

FINANCE DEPARTMENT

Revenue Budget as at 30th September 2014

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	7,365	3,802	3,548	254
Supplies & Services	484	284	247	37
Other Premises	82	66	61	5
Agency Related	1	0	0	0
Insurances	1,672	866	866	0
Concessionary Travel	2,247	995	995	0
Rent Allowances	55,000	24,932	24,932	0
Non HRA Rebates	66	33	33	0
Discretionary Housing Payments	387	303	303	0
Local Welfare Payments	615	49	49	0
Transfers to Reserves	255	0	0	0
Total Expenditure	68,174	31,330	31,034	296
<u>Income</u>				
Fees & Charges	-661	-313	-309	(4)
SLA to Schools	-770	-770	-731	(39)
NNDR Administration Grant	-169	0	0	0
Hsg Ben Administration Grant	-1,094	-657	-657	0
Rent Allowances	-54,410	-27,555	-27,555	0
Non HRA Rent Rebates	-66	-35	-35	0
Discretionary Housing Payments Grant	-387	-129	-129	0
Local Welfare Grant	-775	-388	-388	0
Reimbursements & Other Grants	-310	-263	-266	3
Liability Orders	-373	-286	-356	70
Transfer from Reserves	-681	0	0	0
Total Income	-59,696	-30,396	-30,426	30
Net Controllable Expenditure	8,478	934	608	326
<u>Recharges</u>				
Premises	432	216	216	0
Transport	36	18	18	0
Asset Charges	19	0	0	0
Central Support Services	3,291	1,645	1,645	0
Support Services Income	-7,506	-3,753	-3,753	0
Net Total Recharges	-3,728	-1,874	-1,874	0
Net Department Total	4,750	-940	-1,266	326

Comments on the above figures:

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

With regards to expenditure, employee costs are below the budget profile due to vacant posts that exist within the Revenues and Benefits Division. A number of temporary posts have been recruited to within the Division to support the ongoing Benefits Reform programme and a full review of the Division's staffing structure is planned for the autumn.

Supplies & services expenditure is lower than the budget profile due to security costs at Ditton and Runcorn Halton Direct Links now being shared with Library Services.

Other premises costs are below the budget due to the business rates for one of the HDL One-Stop Shops being lower than anticipated following a rating review by the Valuation Office Agency (VOA).

With regards to income, SLA to Schools income is lower than the budget estimate which is due to a lower than expected take-up of the Procurement SLA.

Income from Liability Orders is in excess of the budget profile due to an increase in the amounts of orders being issued in respect of Council Tax arrears.

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

HUMAN RESOURCES DEPARTMENT

Revenue Budget as at 30th September 2014

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<i>Expenditure</i>				
Employees	1,559	798	793	5
Employee Training	133	33	33	0
Supplies & Services	111	64	58	6
Total Expenditure	1,803	895	884	11
<i>Income</i>				
Fees & Charges	-88	-81	-77	(4)
School SLA's	-437	-437	-437	0
Total Income	-525	-518	-514	(4)
Net Operational Expenditure	1,278	377	370	7
<u>Recharges</u>				
Premises Support	65	33	33	0
Transport Recharges	11	5	5	0
Central Support Recharges	302	151	151	0
Support Recharges Income	-1,612	-806	-806	0
Net Total Recharges	-1,234	-617	-617	0
Net Departmental Total	44	-240	-247	7

Comments on the above figures:

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

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

ICT AND SUPPORT SERVICES DEPARTMENT

Revenue Budget as at 30th September 2014

	Annual Budget	Budget to Date	Actual to Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	5,754	2,924	2,729	195
Supplies & Services	523	211	203	8
Computer Repairs & Software	684	495	497	(2)
Communications Costs	333	233	235	(2)
Other Premises	29	18	18	0
Capital Financing	336	168	170	(2)
Total Expenditure	7,659	4,049	3,852	197
<u>Income</u>				
Fees & Charges	-479	-159	-161	2
Transfers from Reserves	-60	-30	-37	7
SLA to Schools	-548	-548	-538	(10)
Total Income	-1,087	-737	-736	(1)
Net Controllable Expenditure	6,572	3,312	3,116	196
<u>Recharges</u>				
Premises	521	260	260	0
Transport	17	9	9	0
Asset Charges	1,246	0	0	0
Central Support Services	1,035	518	518	0
Support Service Income	-9,371	-4,686	-4,686	0
Net Total Recharges	-6,552	-3,899	-3,899	0
Net Department Total	20	-587	-783	196

Comments on the above figures

In overall terms spending is within the budget profile at the end of the second quarter.

With regards to expenditure, employee related expenditure is lower than the budget profile due to staff turnover within the Admin Division. Some posts are in the process of being filled and some will be act as contributions towards the Department's 2015/16 savings target.

Supplies and services are slightly lower than the budget profile which is a result of tighter controls now being in operation in respect of the purchasing of stationery, office equipment and external printing. With regards to income, SLA to Schools income is slightly lower than the budget profile which is due to a lower than anticipated take-up of ICT services.

At this stage it is anticipated that the overall net Department spending will be within budget at the year end.

Capital Projects as at 30th September 2014

Capital Expenditure	2014/15 Capital Allocation £'000	Allocation to Date £'000	Actual Spend to Date £,000	Total Allocation Remaining £'000
IT Rolling Programme	1,100	550	510	590
Net Expenditure	1,100	550	510	590

Comments on the above figures.

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

LEGAL & DEMOCRATIC SERVICES DEPARTMENT

Revenue Budget as at 30th September 2014

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	1,921	975	924	51
Supplies & Services	390	218	199	19
Civic Catering & Functions	29	15	11	4
Mayoral Allowances	21	13	13	0
Legal Expenses	220	75	75	0
Total Expenditure	2,581	1,296	1,222	74
Income				
Land Charges	-99	-49	-51	2
License Income	-251	-92	-93	1
Schools SLA's	-49	-49	-60	11
Other Income	-73	-61	-68	7
Transfers from Reserves	-10	0	0	0
Total Income	-482	-251	-272	21
Net Operational Expenditure	2,099	1,045	950	95
Recharges				
Premises Support	91	41	41	0
Transport Recharges	18	9	9	0
Central Support Recharges	481	241	241	0
Support Recharges Income	-2,111	-1,056	-1,056	0
Net Total Recharges	-1,521	-765	-765	0
Net Departmental Total	578	280	185	95

Comments on the above figures:

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

With regards to expenditure employee costs are lower than the budget profile due to vacant posts within the Legal, Marketing and Democratic Services teams. Some of the posts will be filled during the course of the year and some will act as contributions towards the Department's 15/16 savings target. The in-year savings resulting from the vacant posts will act as contributions towards the Department's 2014/15 staff turnover savings target.

Supplies & services expenditure is also lower than budget profile due to reduced spend on legal books and publications as a result of a move to on-line resources.

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

POLICY, PLANNING & TRANSPORTATION	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,810	2,484	2,489	(5)
Other Premises	205	60	53	7
Hired & Contracted Services	433	191	200	(9)
Supplies & Services	314	161	160	1
Street Lighting	1,914	673	667	6
Highways Maintenance	2,383	1,670	1,666	4
Bridges	96	44	42	2
Fleet Transport	1,385	546	546	0
Lease Car Contracts	516	342	342	0
Bus Support – Halton Hopper Tickets	177	136	136	0
Bus Support	541	310	310	0
Out of Borough Transport	51	10	9	1
Contribution to Reserves	163	163	163	0
Finance Charges	406	215	215	0
Grants to Voluntary Organisations	68	34	34	0
NRA Levy	58	29	29	0
Total Expenditure	13,520	7,068	7,061	7
<u>Income</u>				
Sales	-253	-196	-198	2
Planning Fees	-506	-253	-273	20
Building Control Fees	-186	-93	-113	20
Other Fees & Charges	-1,008	-411	-421	10
Rents	-8	0	0	0
Grants & Reimbursements	-523	-298	-316	18
Efficiency Savings	-60	0	0	0
School SLAs	-39	-39	-37	(2)
Recharge to Capital	-312	0	0	0
Total Income	-2,895	-1,290	-1,358	68
Net Controllable Expenditure	10,625	5,778	5,703	75
<u>Recharges</u>				
Premises Support	528	327	327	0
Transport Recharges	596	290	290	0
Asset Charges	7,946	0	0	0
Central Support Recharges	2,385	977	977	0
Departmental Support Recharges Income	-432	-216	-216	0
Support Recharges Income – Transport	-2,884	-1,552	-1,552	0
Support Recharges Income – Non Transport	-2,385	-1,078	-1,078	0
Net Total Recharges	5,754	-1,252	-1,252	0
Net Departmental Total	16,379	4,526	4,451	75

Comments on the above figures:

In overall terms revenue spending at the end of quarter 2 is below budget profile. This is due to a number of expenditure and income budget areas.

Other Premises is below budget to date mainly due to lower than expected utility bills and lower than expected NNDR for Lower House Lane Depot within the Logistics division.

Planning fees and Building Control fees are currently above budget due to a number of one off applications including the Redrow housing development in Widnes.

Grants and reimbursements is currently above target due to work carried out by Transport Co-ordination to source and arrange travel arrangements for the schools. As this is a demand led service there is no guarantee this favourable trend will continue to the end of the year.

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

Capital Projects as at 30th September 2014

	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Local Transport Plan</u>				
Bridges & Highway Maintenance				
Bridge Assessment, Strengthening & Maintenance	1,114	250	147	967
Road Maintenance	1,388	400	337	1,051
Total Bridge & Highway Maintenance	2,502	650	484	2,018
Integrated Transport	1,020	50	34	986
Total Local Transport Plan	3,522	700	518	3,004
<u>Halton Borough Council</u>				
Street lighting – Structural Maintenance	200	50	40	160
Risk Management	120	30	27	93
Fleet Replacement	1,121	500	483	638
Total Halton Borough Council	1,441	580	550	891
<u>Grant Funded</u>				
Surface Water Management Grant	195	1	0	195
Mid Mersey Local Sustainable Transport	399	5	4	395
Total Grant Funded	594	6	4	590
<u>Local Pinch Point Fund</u>				
A558 Access Improvements	2,253	130	126	2,127
Total Capital Programme	7,810	1,416	1,198	6,612

Repairs and maintenance on the Silver Jubilee Bridge have been postponed until the summer holidays to avoid excess traffic congestion regarding the construction of the Mersey Gateway. Costs should reflect this from quarter 3 onwards.

The programme of spend regarding surface water management is dependent on uptake by members of the public. This in turn is affected by local weather conditions.

Contracts have recently been signed regarding the A558 improvements, works have now started and costs should begin to show from the next quarter.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 September 2014

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	12,471	6,046	6,070	(24)
Other Premises	1,453	739	701	38
Supplies & Services	1,546	818	784	34
Book Fund	192	118	116	2
Promotional	9	4		4
Other Hired Services	1,259	503	482	21
Food Provisions	701	335	328	7
School Meals Food	1,914	696	678	18
Transport	55	27	11	16
Other Agency Costs	652	95	87	8
Waste Disposal Contracts	5,012	1,433	1,456	(23)
Leisure Management Contract	1,467	618	660	(42)
Grants To Voluntary Organisations	333	153	149	4
Grant To Norton Priory	222	111	113	(2)
Rolling Projects	25	13	13	0
Capital Financing	19	0	0	0
Total Spending	27,330	11,709	11,648	61
<u>Income</u>				
Sales Income	-2,199	-1,085	-1,017	(68)
School Meals Sales	-2,049	-798	-822	24
Fees & Charges Income	-2,766	-1,478	-1,393	(85)
Rents Income	-187	-147	-153	6
Government Grant Income	-31	-13	-13	0
Reimbursements & Other Grant Income	-516	-191	-204	13
Schools SLA Income	-82	-80	-83	3
Room Hire Income	-121	-52	-62	10
School Meals Other Income	-2,935	-277	-317	40
Rolling Projects	-25	-25	-25	0
Meals On Wheels	-192	-81	-76	(5)
Catering Fees	-225	-83	-50	(33)
Capital Salaries	-53	-26	-27	1
Transfers From Reserves	-27	0	0	0
Total Income	-11,408	-4,336	-4,242	(94)
Net Controllable Expenditure	15,922	7,373	7,406	(33)
<u>Recharges</u>				
Premises Support	2,048	1,046	1,048	(2)
Transport Recharges	2,393	782	807	(25)
Departmental Support Services	9	0 000	0	0
Central Support Services	3,149	1,612	1,613	(1)
Asset Charges	3,197	0	0	0
HBC Support Costs Income	-357	-357	-357	0
Net Total Recharges	10,439	3,083	3,111	(28)
Net Departmental Total	26,361	10,456	10,517	(61)

Comments on the above figures:

The net budget is £61,000 over budget profile at the end of the second quarter of 2014/15.

At the midpoint of the year employee's expenditure is over budget profile by £23,500. Spending on agency staffing in open spaces and waste management continues, covering absences and vacancies but spending is not at the same level as the last quarter nor the previous year. The other main cause of the overspend is due to savings targets including premium pay of £28,200.

Other premises and supplies & services expenditures are collectively currently £72,000 under budget at this stage. There are various reasons for this such as advertising, uniforms, hired services, rates, utility bills and equipment all being lower than expected at this point of the year.

Waste Disposal Contracts are expected to overspend throughout the year. In recent years Halton has successfully increased the amount of waste recycled however this now results in a recycling bonus payment at the end of the financial year. The amount of which is as yet unknown however it was £103,000 for 2013/14 and so it can be anticipated a similar amount will be due at the end of this financial year. The department will strive to ensure the additional costs are met within its overall budget if possible, if not, underspends within the Directorate will have to be used to ensure an overall balanced budget is achieved.

Sales, fees & charges and catering fees across the Department continue to struggle against set targets. The social club in the stadium has now closed and due to the opening of Pure Gym, membership to the Stadium fitness gym has declined. Expenditure budgets have been adjusted where possible to alleviate the problem and reduce income targets. The main areas struggling are stadium bars, open spaces non contracted works and playing fields and some lettings for community centres.

Capital Projects as at 30 September 2014

	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	15	6	24
Widnes Recreation Site	2,515	1,258	1,043	1,472
Children's Playground Equipment	79	15	4	75
Upton Improvements	63	35	34	29
Crow Wood Play Area	13	0	0	13
Runcorn Hill Park	311	236	233	78
Runcorn Cemetery Extension	9	0	0	9
Cremators Widnes Crematorium	396	198	105	291
Open Spaces Schemes	189	130	138	51
Playground Third Party Funding	340	17	17	323
Litter Bins	20	0	0	20
Total Spending	3,965	1,904	1,580	2,385

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,339	2,130	2,167	(38)
Repairs & Maintenance	2,615	1,195	1,206	(11)
Premises	44	41	41	0
Energy & Water Costs	621	293	272	21
NNDR	616	601	590	11
Rents	418	276	272	4
Marketing Programme	35	10	10	0
Promotions	58	33	31	2
Supplies & Services	1,619	473	457	16
Agency Related Expenditure	76	29	29	0
Grants to Non Voluntary Organisations	132	132	132	0
Other Expenditure	7	7	7	0
Total Expenditure	10,580	5,218	5,214	4
<u>Income</u>				
Fees & Charges	-490	-284	-290	6
Rent - Markets	-759	-376	-377	1
Rent - Industrial Estates	-651	-375	-382	7
Rent - Commercial	-591	-240	-237	(3)
Transfer to / from Reserves	-589	-504	-504	0
Government Grant - Income	-2,059	-733	-733	0
Reimbursements & Other Income	-51	-73	-77	4
Recharges to Capital	-311	-69	-69	0
Schools SLA Income	-564	-464	-476	13
Total Income	-6,065	-3,118	-3,145	28
NET OPERATIONAL BUDGET	4,515	2,101	2,069	32
<u>Recharges</u>				
Premises Support Costs	1,409	722	722	0
Transport Support Costs	30	11	11	0
Central Support Service Costs	1,970	995	995	0
Asset Rental Support Costs	2,414	0	0	0
Repairs & Maint. Rech. Income	-2,448	-1224	-1224	0
Accommodation Rech. Income	-2,652	-1326	-1326	0
Central Supp. Service Rech. Income	-1,457	-728	-728	0
Total Recharges	-734	-1550	-1550	0
Net Expenditure	3,781	551	519	32

Comments

Achieving staff turnover savings within the Department will continue to remain an issue this financial year. Whilst, there were a few vacancies within the Department at the beginning of the year, these vacancies are now filled. The staff savings turnover target set for Building & School Cleaning and Caretakers Service cannot be achieved as the services need to be fully staffed at all times.

Repairs & maintenance costs have increased during Quarter 2. This is a result of the final dilapidation costs for Midwood House coming in over budget.

Energy & water costs have continued to be under budget at the end of Quarter 2 as a result of improvements that have been implemented throughout the Council buildings over the last few years.

In order to ease budget pressures spending has continued to be restricted in year on Supplies & Services. Promotions and Marketing has also been kept to a minimum in an effort to achieve a balanced budget position for the Department.

The adverse variance relating to Asset Management income in previous years has alleviated this financial year, as a result of the closure of Moor Lane. The sale of Seymour Court is finally complete. The remaining Industrial Properties show the income budgets marginally under budget at this point in the year. Commercial property rental income will not be achieved this year, due to the sale of a commercial property on Mersey View Road. As rental income can fluctuate in year, close monitoring will continue on these volatile budgets.

The volume of schools buying into the School Cleaning SLA has increased this financial year, resulting in the service over achieving on income.

Service charges were set on occupancy rates at the end of last year. As tenancy levels have now increased within the Industrial Estates, the level of service charge income has increased this quarter. This, together with the fees charged by Asset Management providing services to schools and other establishments has contributed towards the over achievement of fees and charges income.

Work will continue with Managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be marginally under the overall Departmental budget by year-end.

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 30th September 2014

	2014/15 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
Castlefields Regeneration	925	40	40	0
3MG	2,909	1040	1040	0
Widnes Waterfront	1,000	0	0	0
Sci-Tech Daresbury	2,093	988	988	0
Johnsons Lane Infrastructure	466	14	14	0
Decontamination of Land	6	0	0	0
Former Crossville Site	518	0	0	0
Widnes Town Centre Initiative	60	19	19	0
Fairfield High Site - Contingency Costs	33	34	34	0
Queens Arms	23	12	12	0
Former Fairfield Site Demolition	162	0	1	(1)
Travellers Site - Warrington Road	776	29	29	0
Lower House Lane Depot – Upgrade	444	381	383	(2)
Moor Lane Property Purchase	160	160	160	0
Moor Lane Demolition	150	7	7	0
Disability Discrimination Act/Disabled Access	150	51	31	20
Grand Total	9,875	2,775	2,758	17

Comments

Castlefields Regeneration - £200k committed for canal bridge upgrade in Q3 and CPO payments will still be made.

3MG - Estimated Autumn start on rail sidings works (estimated cost of £2.5m). Widnes Waterfront & Bayer - Heads of terms being agreed & remediation to start in Q3 and updated cash flow profile to be provided.

Former Crossville Site - There are a number of technical issues to overcome including protection of the high pressure gas main and treatment of the contamination (galigui) to significant depths. Work is not likely to start this calendar year.

Widnes Town Centre Initiative - Budget has been allocated to initiatives within Widnes Town Centre including: Commercial Property Renewal Grants, Changes to Widnes Outdoor Market and ICT Infrastructure

Former Fairfield Site Demolition - Section 77 consent has finally been confirmed by the DFE. Technical and proprietary work has commenced.




Moor Lane Demolition - Works has now been completed on site, however due to additional works undertaken final account is still to be confirmed with the main contractor.

Disability Discrimination Act / Disabled Access - Three projects funded from the budget are now complete, others are on site. There are two significant contributions towards to capital schemes at Liverpool Road Playing Fields and Runcorn Hill which have been delayed but should be spent within the 4th quarter.





8.0 Explanation of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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

Implementation of High Risk Mitigation Measures (Corporate PPB) – Quarter 2 to 30th September 2014

The purpose of this report is to provide an update concerning the implementation of mitigation measures for those areas of high risk which are relevant to the remit of this Policy and Performance Board.

Business Area – ICT Services

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
PR R5	Network problems or failure prevents the delivery of Council Services. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	3	12		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R5 a</i>	<i>Business Continuity Plans / Disaster Recovery Plans in Place</i>	Simon Riley	Annually	3	2	6
<i>R5 b</i>	<i>Key Services identified so that when network problems occur those areas are given priority</i>					

Progress update

Business Continuity Planning and Disaster Recovery plans are complete and published in consultation with all directorate requirements and plans have been updated to reflect the 2014/2015 requirements.

Key services have been identified within the BCP/DR planning process together with plans to link both the Picow Farm and Municipal Building data centre locations through the use of High Availability systems allowing “Active – Active” running between the two locations resulting in high levels of resilience and service availability.

High Risks Progress Report – Communities Directorate - Mid-Year Update to 30th September 2014

Business Area – Legal & Democratic Services

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
PR R8	Failure to implement effective Corporate Governance Arrangements results in decision making which lacks transparency, accountability, and efficiency. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	3	12		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R8 a</i>	<i>Standard Report formats</i>	Mark Reaney	Annually	4	1	4
<i>R8 b</i>	<i>Adoption of a written Constitution reviewed annually</i>					
<i>R8 c</i>	<i>Implementation of statutory access to information requirements</i>					
<i>R8 d</i>	<i>Implementation of Overview and Scrutiny arrangements</i>					

Progress update

The reviewed and revised Constitution was approved by Council on 9 April 2014.

Measures a,c & d above are rigidly enforced at all times and kept under constant review.

The new openness regulations are now in force and the provisions requiring additional access to meetings have been implemented.

NB: Initial Risk scores and residual risk scores after the application of the risk control measures, obtained from the Directorate Risk register, are stated underneath each high risk area for ease of reference.

High Risks Progress Report – Communities Directorate - Mid-Year Update to 30th September 2014

Business Area – Community and Environment

Business Objective / project

Ref	Description
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CE2	Increase the community usage of the stadium and to maintain and improve the health of Halton residents.
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Assessment of current risk(s)

		Impact (Severity)	Likelihood (Probability)	Score (I x L)
CE2 1	Cost of using the stadium to disadvantaged/community groups.	4	3	12
CE2 2	Lack of knowledge of the benefits of the Halton Leisure card.	4	3	12
CE2 3	Lack of understanding of what is on offer for all age/gender groups within the stadium.	4	3	12

Risk control measure(s)

		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
CE2 1	Ensure all community user groups are made aware of discounts available.	Chris Patino	Quarterly	2	2	4
CE2 2	Work closely with Sports Development team to actively promote the HLC to all low income/community user groups.			2	2	4
CE2 3	Advertise, market and promote all stadium facilities, liaise closely with Sports Development team and Corporate Communications to source any additional funding for specific targeted groups.			2	2	4

Progress update

CE2 1 Cost of using the stadium to disadvantaged/community groups - The Stadium has an excellent relationship with a wide and varied range of community groups.

CE2 2 Lack of knowledge of the benefits of the Halton Leisure card - A marketing campaign promoting the HLC to all residents includes higher profile brochures and local advertising.

CE2 3 Lack of understanding of what is on offer for all age/gender groups within the stadium - Ongoing promotions with all users and prospective users of the Stadium.

High Risks Progress Report – Communities Directorate - Mid-Year Update to 30th September 2014

Business Area – Community and Environment

Business Objective / project

Ref	Description
CE3	Increase the number of pupils having a school lunch, to raise awareness and increase levels of healthy eating.

Assessment of current risk(s)		Impact (Severity)	Likelihood (Probability)	Score (I x L)
CE3 1	Financial pressures on the service to increase rate of return.	4	3	12
CE3 3	The cost of a school lunch to low income families.	4	3	12

Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
CE3 1	Look to source additional funding. Produce a healthy eating policy and have it formally adopted by the Council.	Chris Patino / Ella Coackley	Monthly / Ongoing	3	2	6
CE3 3	The cost of a school lunch to low income families.			3	2	6

Progress update

CE3 1 Work is ongoing with a number of our health partners.
 CE3 3 The Universal Free School Meals (UFSM) has resulted in a significant increase in the uptake of school meals.

High Risks Progress Report – Communities Directorate - Mid-Year Update to 30th September 2014

Business Area – Economy, Enterprise & Property

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
EEP 6	Backlog of maintenance on buildings may increase as funding reduces due to financial pressures	4	4	16		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>EEP6</i>	<i>Ensure careful prioritisation carried out to reduce impact as far as possible. Focus on servicing and investment in planned maintenance.</i>	Wesley Rourke	Quarterly	4	3	12

Progress update

Works Programme is prioritised and considered and approved by the Asset Management Working Group prior to any works commencing.

REPORT TO:	Corporate Services Policy and Performance Board
DATE:	6 th January 2015
REPORTING OFFICER:	Strategic Director, Children and Enterprise
PORTFOLIO:	Resources
SUBJECT:	External Funding Team Update
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To provide an overview of the remit of the External Funding Team and external funding secured.

2.0 **RECOMMENDATION: That Members note the content of the report and feed any relevant projects through to the Team.**

3.0 **SUPPORTING INFORMATION**

3.1 Remit of the Team

The remit of the Team is to maximise external funding opportunities into the Borough for projects that meet Halton's strategic priorities.

The Team sits with the Investment and Development Services Division in the Economy, Enterprise and Property Department.

The Team has a Council-wide remit and also a role to play in supporting partners in the voluntary/community and private sectors where appropriate.

Key tasks include:

- Dissemination of funding sources to key stakeholders, including Council colleagues, and targeted audiences (we produce 9 themed funding bulletins every month which go out to target audiences as well as a monthly Funding Bulletin for Council colleagues containing current funding streams available to local authorities. Bulletin themes are: arts, community, environment/heritage, European, faith, health, schools, sport, youth)
- Support in drafting and proofing bids of > £50,000 (HBC's Community Development Team deals with requests for funding <£50,000); and liaison with funding bodies
- Organising training in bid-writing and 'meet the funder' sessions

- Attending key forums to lobby for funding for the Borough, raise Halton's profile with funders and ensure funding bodies are up to speed on the key challenges faced by communities in the Borough.

Some of the key funding streams the Team advises on include: Government funding streams, European funding, Lottery funding, Trust funding and Landfill Communities Fund streams.

We work closely with colleagues in other directorates and departments, as well as external partners to ensure partnership bids are developed where appropriate, that the best and highest quality bids are submitted and to look at the timing of bids so that we are not in direct competition with other bids from Halton.

3.2 Roles within the Team

There are five full-time posts within the Team:
Lead Funding Officer – Steph Davies (permanent)
Funding Officer - Agnes Smith (permanent)
Funding and Monitoring Officer – Sara Wilson (permanent)
Funding Development Officer (European) – Louise Vaudrey (fixed term)
Funding Support Officer - Jonathan Patten (permanent)

3.3 Funding Statistics

The Team records all funding bids submitted, the outcome of these bids, and the level of funding secured. We also record further down the line the impact of the funding on the service or project that received the funding.

Funding Secured 2013-14 = £2,092,624.
Funding Secured to date (2014-15) = £812,352

Attached with this Report is an Impact Report for 2013-14 which identifies all funding secured, key pipeline projects etc;

Also included as a separate document is the Team's current pipeline project list. The spreadsheet identifies all the projects we are currently supporting – we currently have 48 live projects as well as ten projects which have been funded and where we are taking an active role in monitoring. This includes the multi-million pound development at Sci-Tech Daresbury.

4.0 **POLICY IMPLICATIONS**

- ### 4.1
- The funding environment remains highly competitive, but contrary to some of the myths that circulate around grant funding, there is funding out there. The role of the team is to ensure that funding

streams are not pursued simply because they are there, but that a strategic approach is maintained ensuring the most appropriate bids are submitted which are of the highest quality and have the most chance of success.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 The team supports the securing of funding from sources additional to the Council's core funding in support of meeting the Council's priorities.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

Each funding enquiry received needs to demonstrate how the project requiring funding meets at least one of the Council's Priorities in order for us to provide support. The work of the Team therefore helps indirectly to support all of the Council's Priorities listed below. See Internal Enquiry Form attached with the Report.

7.0 RISK ANALYSIS

7.1 There are no risks directly associated with the content of the Report, however, a risk in relation to not securing external funding or missing key funding opportunities is outlined in the Corporate Risk Register managed by Tony Dean. The Team liaises with Tony on an annual basis to demonstrate how these risks are mitigated.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 *Any Equality and Diversity implications arising as a result of the proposed action should be included*

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

Internal Project Enquiry Form

Please ensure for each HBC project that requires support from the External Funding Team, that the points below have been given consideration. Complete each section as fully as possible and forward to the EXTERNAL FUNDING TEAM or email (funding@halton.gov.uk)

1. Officer Name		
2. Job Title		
3. Department/Directorate		
4a. Telephone number		
4b. Email address		
5a. Project Name		
5b. What is the project or service for which funding is required?		
6a. Has the project been presented to senior management and been approved?		
6b. Please provide the date and meeting the project was/will be presented to.		
7. How much will it cost (if known)?		
8. What level of support is required from the External Funding Team? (Please mark yes or tick applicable boxes)	Identifying funding sources	
	Liaison with funding bodies	
	Identifying/facilitating a partnership	
	Drafting a bid	
	Proof-reading a bid	
	Developing supporting documents	
9a. Is the activity already being delivered and if so, what is the added value of the potential funds?		
9b. How is it currently being funded?		
10a. Has funding been identified for this project? If so, please state the funding streams and if the eligibility criteria have been checked and the project is eligible?		
10b. Or, do you require a funding search to be undertaken?		
11a. If match funding is required has this been identified and applied for?		

11b. Please state if match funding has been confirmed or not?			
12a. Are the resources in place to deliver the project and to manage the external funding?			
12b. Have you considered the capacity of the Dept or partner organisation to deliver the outputs required by the funding body?			
13. How does the project contribute to the objectives of the Corporate Plan and Sustainable Community Strategy?			
14. Which of the Halton's Strategic Priorities does the project meet and how? (Please mark yes or tick applicable boxes)	1.	A Healthy Halton	
	2.	Halton's Urban Renewal	
	3.	Employment Learning & Skills in Halton	
	4.	Children & Young People in Halton	
	5.	A Safer Halton	
15. Have you considered links to other council/partner initiatives and whether this activity could be linked to existing activity, and any partnerships developed?			
16. Which ward(s) will the project be delivered in? delete as appropriate			
17. What is the timeframe for funding?			
If you have any queries about this form or wish to discuss a project, please contact the External Funding Team on 0151 511 7214			

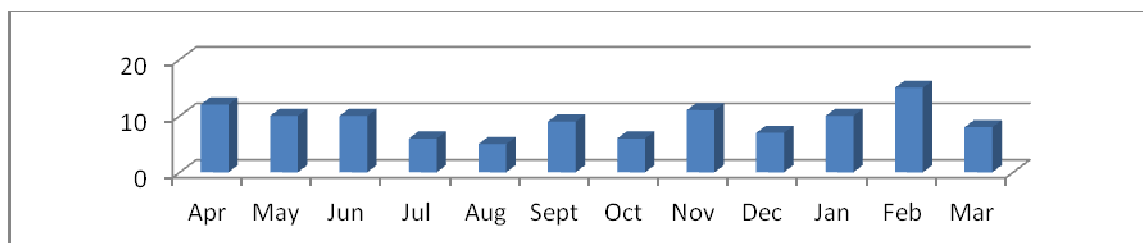
External Funding Impact Report April 2013 – March 2014

This Report summarises the funding support provided for the period April 2013 to March 2014 and aims to gauge the impact of the funding received on the projects supported.

Background

The External Funding Team received 109 funding enquiries throughout the financial year 2013-14. The table below indicates the spread of enquiries. It shows a slight reduction in the number of enquiries over the summer holiday period, however the total of 109 is 5 up on last year's count of 104.

Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
12	10	10	6	5	9	6	11	7	10	15	8

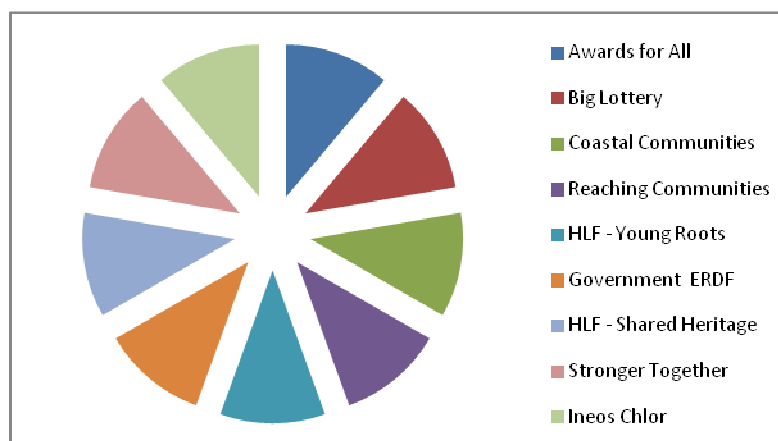


Funding secured:

Between April 2013 and March 2014, 9 projects have been successful in obtaining funding, receiving a total of £2,092,624.

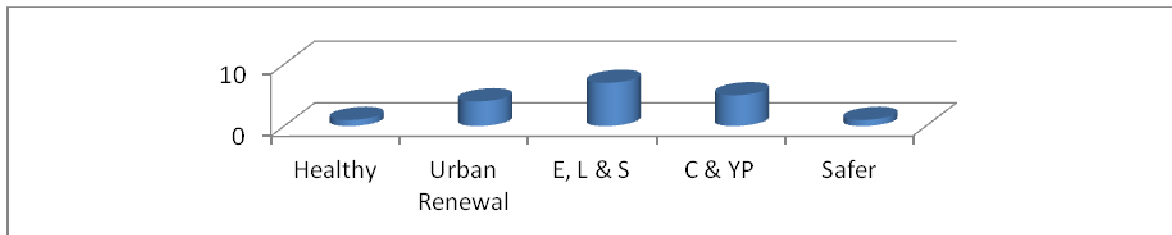
This year successful applications have been made to the following funders:

- ❖ Awards for All
- ❖ Big Lottery
- ❖ Big Lottery – Coastal Communities Fund
- ❖ Reaching Communities
- ❖ Heritage Lottery Fund – Young Roots
- ❖ Heritage Lottery Fund – Share Heritage
- ❖ Government Funding Stream - ERDF
- ❖ Stronger Together – Warrington Borough Council
- ❖ Ineos Chlor Community Grant



Meeting strategic priorities

All the projects supported have met at least one of the Council's strategic priorities. This year, all but two of the projects focused on Employment, Learning and Skills. Urban Renewal and Children and Young people were the joint second priority for projects. This reflects the strategic, large-scale regeneration projects that the External Funding Team is now supporting.



Type of project

The External Funding Team has continued to focus on funding bids for larger-scale projects, whilst colleagues in Arts Development, Sports Development and Community Development support the projects bidding for smaller pots of money.



The project which received the biggest single allocation of funding this year was again **Sci-Tech Daresbury** which received 'in principle' support of £1.3 million ERDF funding to support the continued development of the Sci-Tech Daresbury Campus, which is a major center for Science & Innovation in the Borough. A process of due diligence will be followed before the funding is available to draw down.

The Sankey Canal 'Linking the Locks' project accounts for 4 of the above successful projects, receiving a total of £673,932 this financial year. The Team forms part of the Sankey Canal Steering Group and has provided support with bid writing, project planning and on-going consultation.



The four projects included: a small application to Stronger Together, which funded some marketing material to raise awareness of the project, followed by the Heritage Lottery, Shared Heritage project in which young people produced a DVD of the Sankey Canal and its history. The DVD was given its premiere at Catalyst Science Discovery Centre in May 2014. The Project also received funding of £9,000 money from the Ineos Chlor Community Fund to site interpretation boards along the canal.

The second largest allocation of funding received this year was from the Coastal Communities Fund (£653,708) which was allocated to The Sankey Canal project. The first part of the project involves capital works to renovate the Marsh House bridge which will assist the regeneration of the industrial estates along the canal. The second part involves developing apprenticeships and volunteering opportunities, generating better business growth opportunities for businesses sited along the canal and will also provide SCARS with a larger volunteer base.

These larger, long-term projects now take up the majority of the Team's time. They involve all team members in different aspects of the project, for example: providing the funding information and guidance needed to make the funding application, bid writing, supporting the due diligence process, developing and implementing consultation strategies, monitoring the project and making the claims each quarter.

Methodology

Previously the External Funding Team has circulated impact questionnaires to all the projects which have received their advice and support. This methodology is best suited to the smaller scale projects which have an immediate impact following receipt of the funding. It is less suited to the larger regeneration projects such as Sci-Tech Daresbury and Sankey Canal as these are longer term projects and still ongoing.

Impact on Learning Skills, Training and Job Creation

The support services offered by Nightstop include education, employment and training. Young people are taught life skills, health and safety, budgeting and finance which help to develop their confidence and wellbeing, supporting them into independent living. To date over 200 clients have been supported on this programme. Volunteer numbers have been increased to support the young people.

The Coastal Communities Funding which was awarded to the Sankey Canal project in the final months of this financial year will create 2 new jobs as part of the project. The main impact on skills development and training will occur in the coming financial year.

Impact of funding secured

The impact is possibly best understood via the case studies below. Case studies are also included for three projects which the Team supported with successful funding bids in the previous financial year. These projects are now able to provide meaningful impact assessments. With regards to the other projects which have received funding this financial year, it is too early in the life of the project to record any meaningful impact assessment.

Project example: Case Studies (2013/14)

Nightstop

The project aims to provide longer-term supported lodgings and emergency accommodation for homeless young people in Halton and provide training and life skills to help integrate them back into the local community. The project will also introduce a mediation and counselling service for young people and their families to prevent homelessness re-occurring. The project also includes volunteers in all aspects of its work.

The External Funding Team worked with Nightstop to identify suitable funding sources for the project. We gave advice on funding criteria and worked with them on their first stage and full application. We continue to provide funding support Nightstop.

Sankey Canal Shared Heritage



SCARS have been working with Red Rose Media, based at Penketh High School, to produce a DVD about the history of the Canal, and what it means to young people today. The DVD includes footage of the Canal, historical and ecological information, plus interviews with members of SCARS and the pupils.

Young people involved in the project, including West Bank School pupils, have also been working with SCARS members to develop and update the SCARS website, promoting SCARS vision to see the Sankey Canal fully restored. The finished DVD and new website will be launched at an event at Catalyst Science Discovery Centre

Project example: Case Studies (2012/13)

Halton Carers Centre

The External Funding Team has been supporting Halton Carers Centre in recent years to help secure their sustainability and extend their services. Funding has been successfully secured from a number of sources, most recently from the Big Lottery Fund's Reaching Communities programme. Funding for three years was secured which helped the Carers Centre to plan for the future and extend its outreach work. The External Funding Team is continuing to support the Carers Centre with funding applications for further outreach work and for the ongoing costs of the Centre, helping to ensure that the needs of Carers in the Borough are met.

Community Transport:

The External Funding Team has been supporting Halton Community Transport (HCT), over a number of years, to help secure its services. Funding has been successfully secured from a number of sources, but most recently from the Big Lottery Fund's Reaching Communities Fund. The funding has helped HCT to continue its

service to the Independent Living Centre and has helped residents from the rural area of Daresbury to access transport to essential services and shopping. The team will continue to support HCT with their funding priorities.

Moughland Lane Scout Hut



The External Funding Team has supported the Moughland Lane Scout Group in successfully obtaining funding from WREN to renovate their Scout Hut on Moughland Lane. The improvements have resulted in the Scout becoming a warm and welcoming building and it is now being used by other local organisations and members of the local community for a variety of events.

Other work of The External Funding Team:



Wren Training Event. The External Funding Team have worked closely with Richard Smith, Senior Grants Manager from WREN (Waste Recycling Environmental), for a number of years and the Team was pleased to invite Richard to present at a half day event at Catalyst Science Discovery Centre. Richard was able to update a number of community groups and Council colleagues on the best way to achieve a successful funding application with WREN.



Funding Fair: Older people. The focus of the Funding Fair held in October 2013 was aimed at organisations in the Borough that work with older people. The Team was very active in organising, facilitating and inviting funders to attend the event and sign posting community groups to relevant colleagues within the HBC. The Sports Development Team reported that the seven older peoples' groups they spoke to at the Funding Fair, later received funding as a direct result of their attendance at the Fair.

Current Projects Include:

The Team has traditionally helped local groups in getting funding for projects, but increasingly the Team's time is taken up with much larger funding bids working with private, voluntary and public sector partners.

Sci-Tech Daresbury



This is a 25 year project of major strategic importance for the Borough of Halton. Sci-Tech Daresbury is a world class science and innovation campus, with a vision to provide a 'location for life' for the fast growth businesses located at Daresbury.

The External Funding Team has made a considerable contribution to the project, working in partnership with private sector partners, and in June 2013 the project received £7.4 million from the Regional Growth Fund. The External Funding Team supported the project with the due diligence

process and continues to assist with monitoring and claims for the Regional Growth Fund, alongside a considerable work load preparing other funding bids, e.g. ERDF, EZ Capital Grant and Growing Places Funding.

Sankey Canal 'Linking the Locks'



This is a £20 million project which is a joint venture between Halton Borough Council, Warrington Borough Council and Sankey Canal Restoration Society. The project aims to restore the Sankey (St Helens) Canal making it navigable again between Spike Island and Fiddlers Ferry, and encouraging tourism and heritage activities in the area adjacent to the canal. This will make a valuable contribution to safeguarding a very important historical asset for the Boroughs of both Warrington and Halton.

This financial year the project has received 4 pots of money, most notably from The Coastal Communities Fund for £653,708. The External Funding Team will now be working with colleagues from Warrington Borough Council who are leading on the project, and the Team will take an ongoing role monitoring the project as it progresses to ensure that the project meets its intended outcomes.

A £5 million application to the Heritage Lottery Fund for much of the restoration of this part of the canal is to be submitted 2014-15.

2014-20 European Programme



Preparations for the new 2014-20 European Programme have started in earnest. The 27 EU Member States agreed the budget in February 2013. The External Funding Team has been working with partners to develop Halton's Priorities and feed these in to the Liverpool City Region ESIF, to ensure that Halton receives its share of the European Funding allocations. The Liverpool LEP is a unique alliance of over 450 businesses and organisations sharing a common goal for strategic economic development and business growth. It is

tasked with accelerating growth and development in the Liverpool City Region, including Halton, and will be responsible for the allocations of EU funding streams, such as the European Regional Development Fund (ERDF) and the European Social Fund (ESF).

Louise Vaudrey has joined the External Funding Team as Funding Development Officer, with responsibility for European Funding. Louise can be contacted via email: louise.vaudrey@halton.gov.uk or tel: 0151 511 6120.

Some of the other larger current projects include:

- ❖ **Exploring Halton's Collections:** A project to bring together local history society collections, making Halton's heritage more accessible, bidding to Heritage Lottery Fund. The project has just received funding of £55,200 for the 'Working Lives' project.
- ❖ **Connecting Cheshire:** A project to bring Superfast Broadband to areas of Cheshire, Halton and Warrington which are currently struggling with slow access to the internet. External Funding is leading on Policy and Funding. The Team is currently supporting a bid to BDUK for £2 million.
- ❖ **Norton Priory:** A project to refurbish the current museum facilities and develop the location as a tourist attraction: External Funding is supporting with securing match funding for a Heritage Lottery Fund grant. Project cost in the region of £4.5 million
- ❖ **Catalyst Science Discovery Centre:** A project to refurbish the current museum facilities and develop the location as a tourist attraction. The External Funding Team is supporting with bids to various funding streams as well as a funding strategy.
- ❖ **The Oglet:** A project to improve the pathways along this scenic piece of coastline, repairing the damage done by 4x4 vehicles and the overgrowth of vegetation. Funding of £50,000 has just been secured from WREN.
- ❖ **3MG:** A multi-million pound project in partnership with The Stobarts Group to create a world class multi modal logistic centre in Halton. This project has received Regional Growth Fund (RGF) funding and Growing Places Fund (GPF) funding.
- ❖ **Hale Village Hall:** A Reaching Communities Buildings bid to rebuild the village hall at Hale.

- ❖ **Victoria Park Glasshouses:** A project to renovate the glasshouses at Victoria Park, replacing the entrance doors, adding solar film to parts of the glasshouse to improve the environment inside the building, improving access for all and creating a staged area to increase the possible uses for the building. A WREN bid was submitted in July.
- ❖ **Canal Boat Adventure Project:** This project has just passed stage 1 of their Reaching Communities bid to rebuild The Woodlands building in Castelfields, increase their partnership working and there by sustain and develop the work of their project throughout the Borough. Stage 2 is due to be submitted in the autumn.

Conclusion

- Although the amount of funding secured in this finance year is less than last year, the Team has been exceptionally busy supporting the larger scale regeneration projects in the Borough.
- The projects which received support from the External Funding Team have provided very positive feedback and feel they have been much more successful in obtaining funding than they would have been without the support of the Team. The Team continues to provide a valuable service for the Borough, supporting organisations in the Borough that are aiming to meet at least one of Halton Borough Council's 5 strategic priorities.

Feedback Comments included:

Sankey Canal – Shared Heritage

"We were very pleased to work with the External Funding Team. Their expertise and contributions were vital to the setting up of the grant and their continued enthusiasm and participation in the project's organisation was second to none"

Nightstop – Accommodation and support for homeless young people

"I couldn't have done it without you! 10/10."

The External Funding Team were absolutely fantastic, they made sense of everything, and helped me when I was setting up on my own. It was a big learning curve and the External Funding Team supported me through the process and helped with the funding applications. They would be my first point of call for any future advice.

I also appreciate getting the funding bulletins the team circulate; this has been really useful in looking for other funding.!

Organisation	Project	Ref	Approx Amount	Source of Funding	Directorate	Ext Funding Assistance / level of involvement	Project Lead	Ext Funding Lead	Addit support	Timeframe	Bid funding secured, Applications failed, pipeline projects	Received	Time Spent	Month Funded
All Saints Church, Daresbury	WWI Project	839	£50,000	Heritage Lottery Fund	N/A (C)	Advising & Proofing	Rev David Felix	SD	Richard Shacklady CDT		Pipeline projects			
Beechwood Community Centre	Beechwood Restoration Project	829	£50,000	WREN	Communities	Advisory Role	Richard Shacklady	AS	Richard Shacklady CDT		Pipeline projects			
Canal Boat Adventure Project	Development of Woodlands	744	£300,000	BLF - Reaching Communities	N/A (C)	Advising & Proofing	Norma Hornby	AS/SD	Nathan Renison	Passed stage 1 Reaching Communities stage 2 bid due Nov 18th	Pipeline projects			
Catalyst SDC	Running costs & project costs	659	Various	various	N/A (C)	Leading on Funding Plan Advising & Proofing	Phil Day / Meryl Jameson	SD	Adele Clarke CDT		Pipeline projects			
Connecting Cheshire	Broadband project for rural areas of Cheshire, Warrington & Halton	798	£2,000,000	Match funding for BDUK	Policy & Resources	Policy / funding advice 1 day per week	Julian Cobley	SD		BDUK allocated £2,120,000 Sept 13	Pipeline projects			
Connecting Cheshire	EU Connected Communities	798	TBC	EU Connected Communities	Policy & Resources	Policy / funding advice 1 day per week	Julian Cobley	SD			Pipeline projects			
Haddocks Wood Allotment Association	Compost Toilet & other projects	851	£25,000	Various	N/A (C)	Advisory Role	James Carr	AS	Richard Shacklady CDT	Jan-15	Pipeline projects			
Hale Parish Council	New Village Hall	754	£650,000	BLF - Reaching Communities	N/A (C)	Drafting bid	Alison Jones	SD	Gill Watson CDT	Stage 2 bid submitted; outcome Feb 15	Pipeline projects			
Hale Youth Centre	Outdoor Area	794	£30,000	A4A + Ineos Chlor	N/A (C)	Advising & Proofing	Mike Wharton	SD/SW		Bid submitted Oct 14	Pipeline projects			
Halton Carers	Continuation Funding	812	TBC	Reaching Communities	N/A (C)	Advising & Proofing	Carl Harris	AS		Bid submitted Oct 14	Pipeline projects			
Halton Carers	Dementia Carers Project	852	£50,000		N/A (C)		Carl Harris	AS		TBC	Pipeline projects			
HBC (Group TBC)	Outside gym equipment for Spike Island	826	£30,000 - £40,000	TBC	Communities	Advisory Role	Pamela Wallace	SD	Adele Clarke CDT	TBC	Pipeline projects			
HBC Adult & Family Learning	Community Learning Project	837	£5000+	TBC	Children & Enterprise	Advising & Proofing	Louise Faint - Adult & Family Learning CO	AS		TBC	Pipeline projects			
HBC Adult & Family Learning	IT in the Community	847	TBC	TBC	Children & Enterprise	Advising & Proofing	Louise Faint - Adult & Family Learning CO	AS		TBC	Pipeline projects			
HBC Adult & Family Learning	Join in together	848	TBC	TBC	Children & Enterprise	Advising & Proofing	Louise Faint - Adult & Family Learning CO	AS		TBC	Pipeline projects			
HBC Arts Development & Catalyst	Flow Instrument Lab	818	TBC	Arts Council England (ACE)	Communities	Advisory Role	Louise Hesketh - Arts Development	SD		TBC	Pipeline projects			
HBC Libraries	Digital Art Project	802	£87,500	Arts Council England (ACE)	Communities	Advising & Proofing	Paula Reilly-Cooper	AS		Bid Submitted	Pipeline projects			
HBC Open Spaces	Sankey Canal Restoration	529	£5,000,000	Heritage Lottery Fund	Communities	Advising & Proofing	Nick Martin - Open Spaces	SD		pre-app submitted Aug 14	Pipeline projects			
HBC Open Spaces	Sankey Canal Restoration - continuous funding search	529	£20,000,000	Various	Communities	Advising & Proofing	Nick Martin - Open Spaces	AS		TBC	Pipeline projects			
HBC Policy & Resources	Go on UK Digital Inclusion	849	TBC	TBC	Policy & Resources	Drafting bid	Nathan Renison	SD	Shelah Semoff	TBC	Pipeline projects			
HBC Regeneration	Halton Castle Fencing Project	833	£50,000	TBC	Children & Enterprise	Advising & Proofing	Nathan Renison	AS		TBC	Pipeline projects			
In-Reach Enterprises	In-reach Community Time Bank	846	£30,000	TBC	N/A (C)	Advisory Role	Susan Barry	AS		TBC	Pipeline projects			
Nightstop Communities NW	Counselling & Mediation Service	790	£20,000	TBC	N/A (C)	Advising & Proofing	Terri Kearney	AS		TBC	Pipeline projects			
Nightstop Communities NW	Peace Garden	822	TBC	TBC	N/A (C)	Advising & Proofing	Terri Kearney	AS		TBC	Pipeline projects			
Nightstop Communities NW	BAR support services	823	TBC	TBC	N/A (C)	Advising & Proofing	Terri Kearney	AS		TBC	Pipeline projects			
Norton Priory	Redevelopment of site	36	£100,000	Various Match Funding	N/A (C)	Advisory Role	Frank Hargrave (NPMT)	SD		WREN bid submitted Oct 14	Pipeline projects			
Runcorn Boys Club	Sports/Community Centre	858	TBC	WREN	N/A (C)	Advising & Proofing	Tony Lowe	AS	Sports Dev		Pipeline projects			
Runcorn & District Historical Society	Runcorn 2015	817	£95,000	HLF	N/A (C)	Advising & Proofing	Alex Cowan	AS		Bid to be submitted Dec 14	Pipeline projects			
Runcorn Hill Tunnel Finders	Restoration & Interpretation of Tunnels	820	TBC	HLF / Ineos / WREN	N/A (C)	Advising & Proofing	Michelle Shuker	SD	Karen Jacobs CDT	TBC	Pipeline projects			
Runcorn Linnets	Disabled toilets / drainage for the pitches	803	£50,000	WREN	N/A (C)	Advisory Role	Sue Lowrie	AS	Jane Rhodes Sports Dev	TBC	Pipeline projects			

Organisation	Project	Ref	Approx Amount	Source of Funding	Directorate	Ext Funding Assistance / level of involvement	Project Lead	Ext Funding Lead	Addit support	Timeframe	Bid funding secured, Applications failed, pipeline projects	Received	Time Spent	Month Funded
St Bedes Church	Restoration of Stained glass windows	824	£25,000	TBC	N/A (C)	Advisory Role	Peter McCann	AS		TBC	Pipeline projects			
St Bedes Church	Restoration / repairs to heating system	825	£52,000	TBC	N/A (C)	Advisory Role	Peter McCann	AS		TBC	Pipeline projects			
St Lukes Church	Various projects	856	TBC	TBC		Advisory & Proofing	Barry Horabin	AS		TBC	Pipeline projects			
St Maries Heritage Group	Heritage Interpretation + Activity	853	TBC	TBC	N/A (C)	Advisory & Proofing	Matt Roberts	AS			Pipeline projects			
St Mary's West Bank	Church Renovation Project	844			N/A (C)	Advisory & Proofing	Pamela Wallace	AS	Adele Clarke CDT	TBC	Pipeline projects			
St Mary's Community Centre	Asbestos Containment	845		WREN	N/A (C)	Advisory & Proofing	Rev Janice Collier	AS	Adele Clarke CDT	Bid submitted Oct 14	Pipeline projects			
St Pauls Church	Buildings Project	855	TBC	TBC	N/A (C)	Advisory & Proofing	Jeremy Duff	AS		TBC	Pipeline projects			
The Shaw Centre Devel Group	The Shaw Centre Regeneration of Drill Hall	808	£1,000,000	various TBC	N/A (C)	Advisory Role	Vicky Schofield	SD	Karen Jacobs	TBC	Pipeline projects			
The Studio	Running costs / Sound Minds	819	£300,000	Reaching Communities	N/A (C)	Advising & Proofing	Louise Nulty / Jaki Florek	SD		RC bid failed-working on resubmission	Pipeline projects			
The Studio	Commemorative Artwork	842	£10,000	Shared Heritage	N/A (C)	Advising & Proofing	Jaki Florek / Louise Nulty	SD		Bid submitted Sept 14	Pipeline projects			
Thomas Mottershead Appeal Group	Thomas Mottershead Statue	841	£80,000	Heritage Lottery Fund / WREN	N/A (C)	Advising & Proofing	Adele Clark CDT	SD			Pipeline projects			
Veterans - Runcorn	Drop in Centre	827	£8,000	A4A / CFF	N/A (C)	Advising & Proofing	Billy Jones	SD / AS	Nicola Goodwin CDT		Pipeline projects			
Veterans - Widnes	Drop in Centre	828	TBC	A4A / CFF / RC	N/A (C)	Advising & Proofing	Joe O'Connor	SD / AS	Nicola Goodwin CDT		Pipeline projects			
Victoria Park Environmental Team (VPET)	Development of Glasshouses	810	£23,000	WREN	N/A (C)	Advising & Proofing	Louise Nulty	SD / SW	Adele Clarke CDT	WREN bid submitted July 14	Pipeline projects			
West Bank Promenade Hut Group	West Bank Promenade Hut	850	£50,000	HLF	N/A (C)	Advising & Proofing	Paul McCann	AS	CDO	Jan-15	Pipeline projects			
Widnes Rugby League Heritage Group	Development of perm museum space	854	TBC	TBC	N/A (C)	Advising & Proofing	Deb Townsend	AS			Pipeline projects			
Widnes Rugby Union Club	Club Refurbishment	814	£50,000	WREN	N/A (C)	Advising & Proofing	Sam Cook/Ivor Lewis	AS	Jane Rhodes	Bid submitted July 14	Pipeline projects			
All Saints Church, Daresbury	Lewis Carroll Visitor Centre	114		Heritage Lottery Fund	N/A (C)	Advising - final claim & evaluation report	Rev David Felix	SD/SW		Final grant claim submitted Oct 14	Monitoring			
Connecting Cheshire	Broadband project for rural areas of Cheshire, Warrington & Halton	798	£4,000,000	ERDF / BDUK / BT	Policy & Resources	Policy / funding advice 1 day per week	Tim Gibbs	SD	Alan Graham / Neil McSweeney	Til June 15	Monitoring			
HBC Arts Development Team	Working Lives	769	£55,200	Heritage Lottery Fund	Communities	Leading on bid-writing / Monitoring	Arts Development	SD	Louise Hesketh		Monitoring	£55,200		May-14
HBC Highways	The Oglet (Hale)	741	£50,000	WREN	Policy & Resources	Advisory Role	Iain Dignall - Highways	AS			Monitoring	£50,000		Apr-14
HBC Open Spaces	Sankey Canal Restoration Business development marketing & volunteering + Marsh House Bridge renovation	529	£653,708	Coastal Communities Fund	Communities	Advising & Proofing / Monitoring	Nick Martin - Open Spaces	SD / AS / SW	Led by Nick Martin Open Spaces	Coastal Communities bid submitted June 2013	Monitoring	£653,708		Feb-14
HBC Regeneration	3MG Infrastructure & Business Development	747	£15,000,000	RGF & GPF	Children & Enterprise	Monitoring / Claim submissions	Sally McDonald - Regeneration	SW / SMC		TBC	Monitoring			
Sci-Tech Daresbury	Infrastructure & Business Development	736	£7,360,180	Regional Growth Fund	Children & Enterprise	Monitoring / Claim submissions	JV Board	SW / SMC	Regeneration	Claim 5 submitted Aug 14	Monitoring	RGF £7.6m		Jul-13
Sci-Tech Daresbury	Infrastructure & Business Development	736	£1,810,000	Growing Places Fund	Children & Enterprise	Due Diligence	JV Board	SW / SD / SMC	Regeneration	working on due diligence	Monitoring	GPF £1.81m		Nov-12
Sci-Tech Daresbury	Infrastructure & Business Development	736	£1,198,000	ERDF	Children & Enterprise	Lead on bid-writing/due Diligence/Monitoring	JV Board	SW / SD / SMC	Regeneration	stage 2 submitted Sept 2013	Monitoring	ERDF £1.3m		
Sci-Tech Daresbury	Infrastructure & Business Development	736	£3,580,000	EZ Capital Grant	Children & Enterprise	Lead on bid-writing/due Diligence/Monitoring	JV Board	SW / HR/ SMC	Regeneration	working on due diligence	Monitoring	£3.58m		
Windmill Hill Partnership Board	Big Local Trust - Windmill Hill	780	£1,000,000	Big Lottery Fund	N/A (C)	Advisory Role	Shelah Semoff / Nicki Goodwin / Ross Hemmings	AS	various	£20,000 secured June 2013	Monitoring			

REPORT TO:	Corporate Policy & Performance Board
DATE:	6 th January 2015
REPORTING OFFICER:	Strategic Director, Communities
SUBJECT:	Local Area Forums 2013/14
PORTFOLIO:	Neighbourhood, Leisure and Sport
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform Members of the project delivery of the Local Area Forums for the financial period 1st of April 2013 to 31st March 2014.

2.0 RECOMMENDATION: That Members' consider and comment upon the report.

3.0 SUPPORTING INFORMATION

- 3.1 Local Area Forums were set up in 2001. The Forums enable decision and policy developments to be taken into local communities and help bridge the gap between key agencies working within the Borough. Each Local Area Forum is led by local Ward Councillors and supported by a Senior Officer from the Council. Other partner organisations such as the Police, Fire Service, Housing Associations, Youth and voluntary sector bodies are invited to attend Local Area Forums to keep the community informed of local developments relating to each organisation/body and to respond to local concerns. The Local Area Forum Projects Co-ordinator works closely with the Local Ward Councillors, Community Development Officers, External Funding Team, Housing Associations, and local residents and other partners to deliver projects and address local issues.
- 3.2 Each year funding is allocated to the Local Area Forums to support projects that are identified by the community or to support larger scale initiatives providing improvements to the local area. In 2013/14, £600,000 was allocated to the Area Forums. It is allocated on a per capita basis across the seven Local Area Forums that cover the Borough:-

AF1 – Broadheath, Ditton, Hough Green and Hale

AF2 – Appleton, Kingsway and Riverside

AF3 – Birchfield, Farnworth and Halton View

AF4 – Grange, Heath, Halton Brook and Mersey,

AF5 – Halton Castle, Norton North, Norton South and Windmill Hill

AF6 – Beechwood and Halton Lea

AF7 – Daresbury

- 3.3 The local community are invited to contribute ideas for neighbourhood projects to enhance their local area. These ideas are developed jointly with the Community Development Officers and applications are then submitted for Forum Members' consideration. Initiatives must have community support and must not result in a requirement for long-term financial commitment from the Council.
- 3.4 The Community Development team provide locality support to Local Area Forums linking local community groups and encouraging community involvement in developing initiatives. They support the groups to engage with Members, council departments, partner agencies and support the leverage of additional funding to projects.
- 3.5 In addition, the Community Development Officer supports the Health and Wellbeing agenda through the Area Forums engaging Members and the local community in dialogue with health providers. Understanding the picture of health and wellbeing and pro-actively planning initiatives at a local level, responding to health challenges and supporting wellbeing approaches. During this period, themed events have been delivered at Area Forums on Welfare Reform, Health & Wellbeing and Runcorn's history with WW1.
- 3.6 Case study information and resident feedback demonstrating the impact that Area Forum projects have had in Halton's communities is set out in Appendix 1 and a full breakdown of projects delivered is contained out in Appendix 2.

4.0 LOCAL AREA FORUM EXPENDITURE

- 4.1 The projects funded through the Local Area Forums are wide and varied, they have been categorised into a number of key areas, which are listed below:-

Landscapes

This category includes increased planting, allotments and provision of dog bins.

Safety

This category includes road safety improvements, traffic calming and speed surveys.

Youth Facilities

This category includes support to youth activity and facilities.

Improved Parks

This category refers to an initiative which supports the provision of weekend gardeners in parks this deters vandalism, improves public reassurance and the general appearance of the parks. In addition the forum provides additional planting and improved facilities such as benches.

Pedestrian Access

This category is for making improvements to the local physical infrastructure, such as pathways.

Security

This category covers alley gating initiatives, fencing and lighting projects developed to deter crime and anti-social behaviour.

Community

This category is for community facilities and resources, community initiatives, sports facilities, events organised by local groups and improvements at pre-school venues. This supports thriving, cohesive, vibrant and safer communities throughout Halton.

5.0 BREAKDOWN OF FUNDING

The budget is allocated per capita on the population levels for each area. The spend category is the actual spend for 2013/2014:-

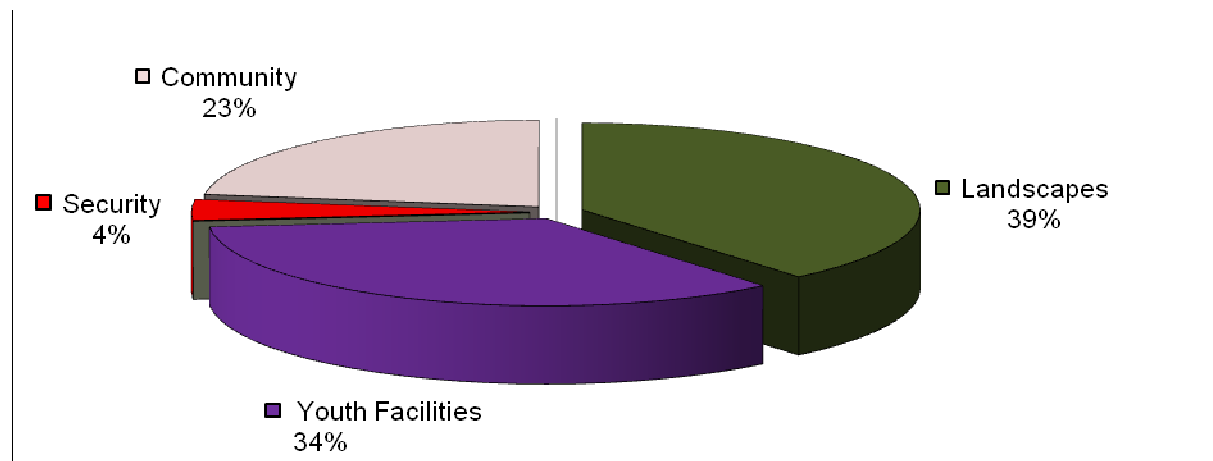
	Forum Funding	
Local Area Forum	Approved Budget	Approved Spend
Broadheath, Ditton, Hough Green and Hale	105868	105596
Appleton, Kingsway and Riverside	90220	89762
Birchfield, Farnworth and Halton View	100048	60090
Grange, Heath, Halton Brook and Mersey	127863	109875
Halton Castle, Norton North, Norton South and Windmill Hill	105200	104781
Beechwood and Halton Lea	49332	49332
Daresbury	21469	21469
Total	600000	540905

Expenditure for all Area Forums for 2013/14								
	Safety	Landscapes	Youth Facility	Pedestrian Access	Improve Parks	Security	Community	Total
AF 1	£0	£41,144	£36,430	£0	£0	£4,068	£23,954	£105,596
AF 2	£0	£2,950	£0	£0	£36,570	£1,536	£48,706	£89,762
AF 3	£0	£30,301	£0	£0	£15,000	£0	£14,789	£60,090
AF 4	£800	£11,100	£20,850	£16,361	£0	£1,705	£59,059	£109,875
AF 5	£0	£24,895	£20,485	£16,780	£1,501	£0	£41,120	£104,781
AF 6	£0	£6,940	£4,287	£0	£0	£0	£38,105	£49,332
AF 7	£0	£0	£0	£4,953	£0	£0	£16,516	£21,469
	£800	£117,330	£82,052	£38,094	£53,071	£7,309	£242,249	£540,905
	0%	22%	15%	7%	10%	1%	45%	100.00%

5.1 Breakdown of Expenditure for Individual Local Area Forums.

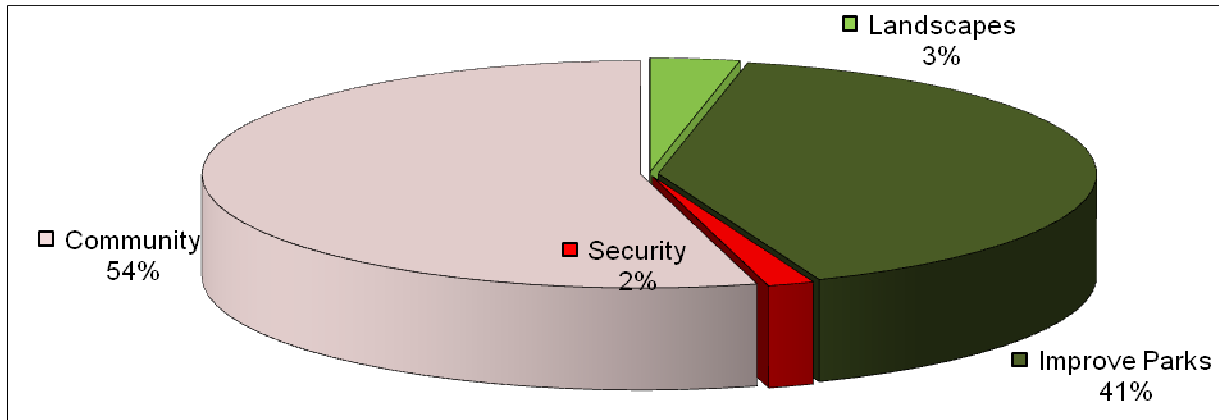
5.1.1 Broadheath, Ditton, Hough Green & Hale

This forum approved 20 projects with expenditure of £105,596. The highest category of spend was "Landscapes".



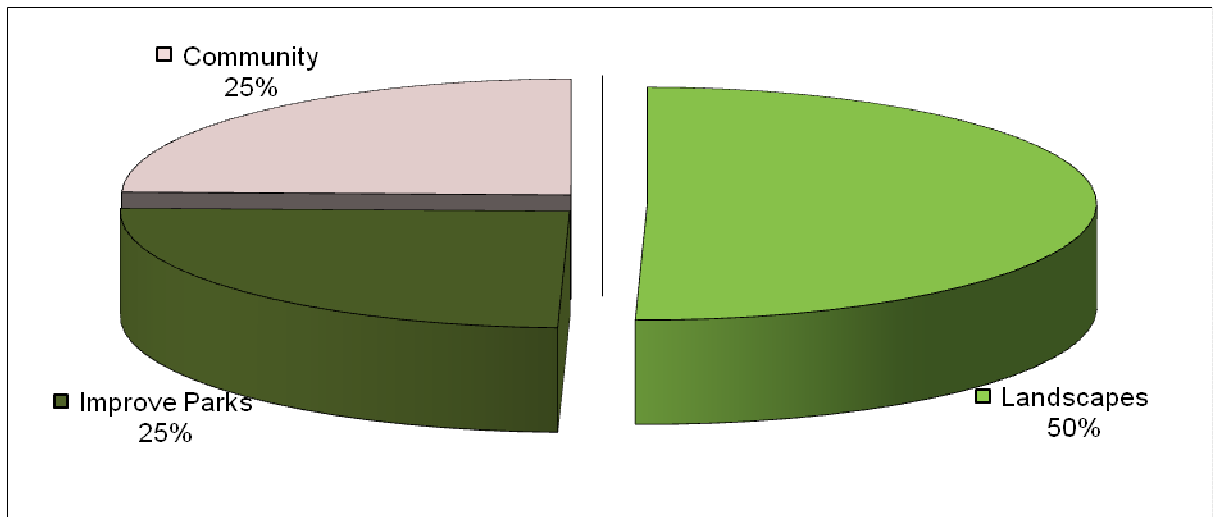
5.1.2 Appleton, Kingsway & Riverside

This forum approved 25 projects with expenditure of £89,762. The highest category is “Community”.



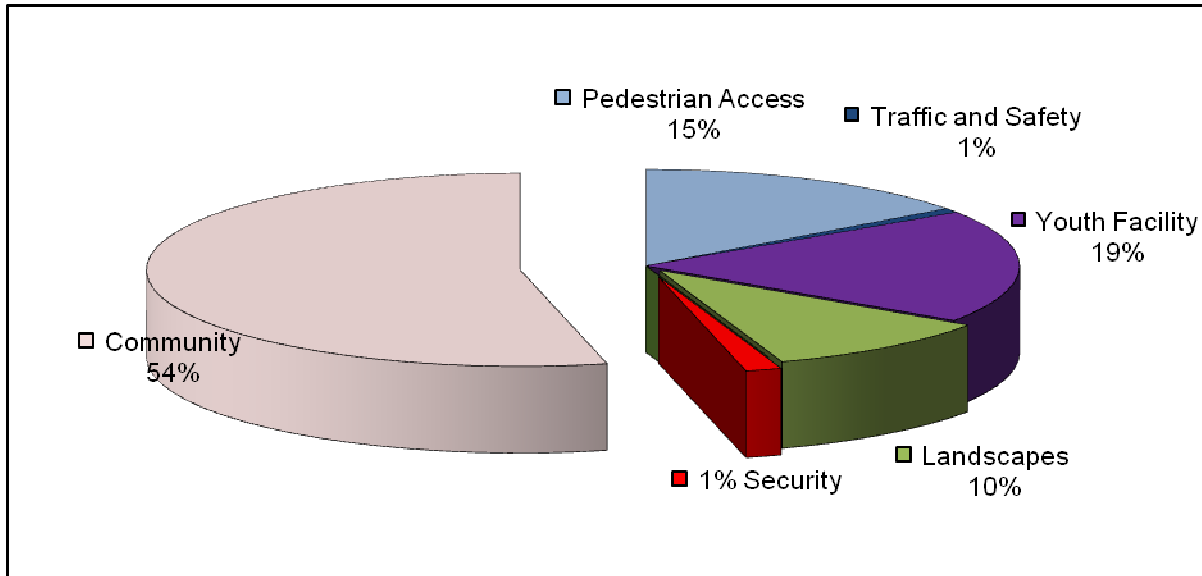
5.1.3 Birchfield, Farnworth & Halton View

This forum approved 11 projects with expenditure of £60,090. The highest category is “Landscaping”.



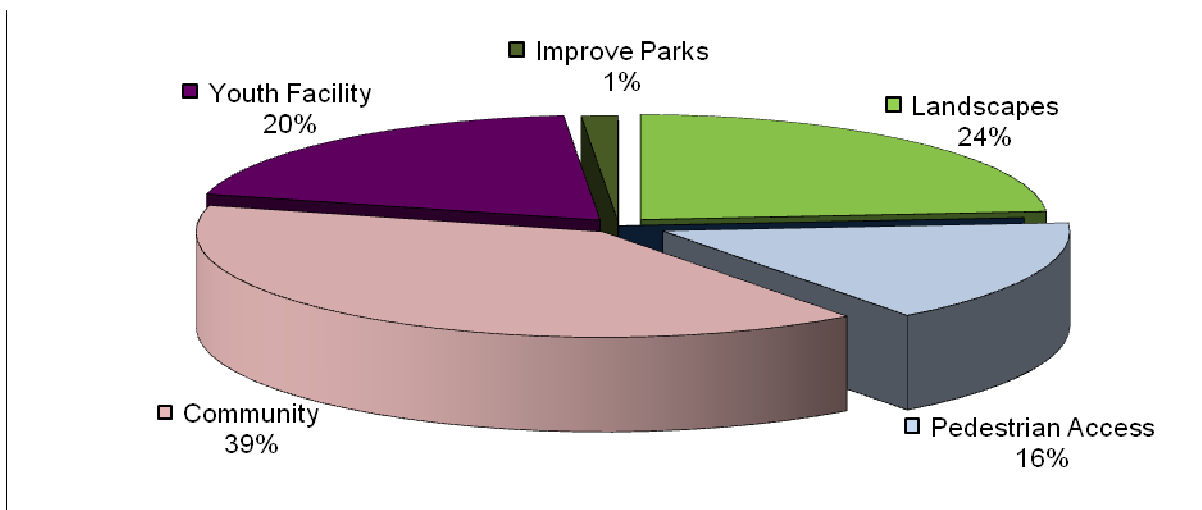
5.1.4 Grange, Heath, Halton Brook & Mersey

This forum approved 34 projects with expenditure of £109,875. The highest category is “Community”.



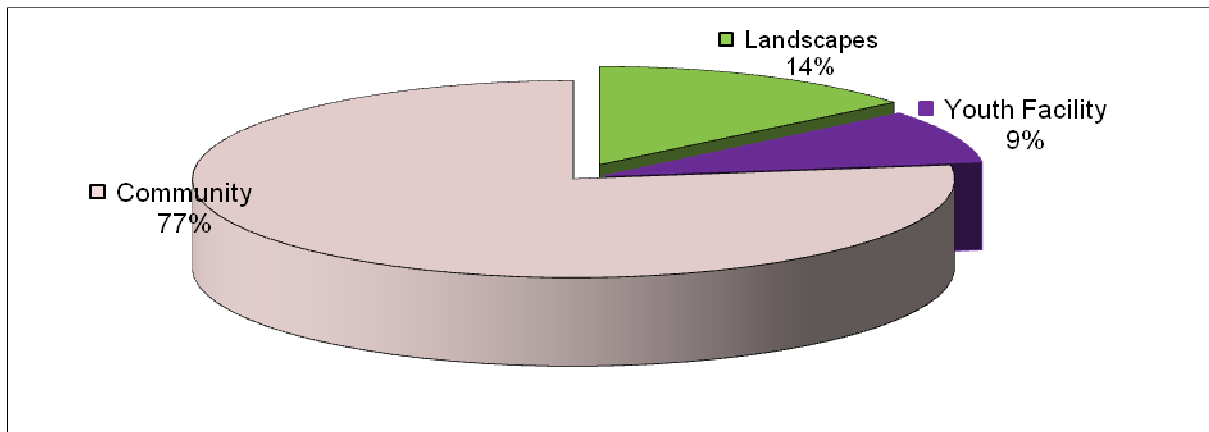
5.1.5 Halton Castle, Norton North, Norton South and Windmill Hill

This forum approved 31 projects with expenditure of £104,781 the highest category is “Community”.



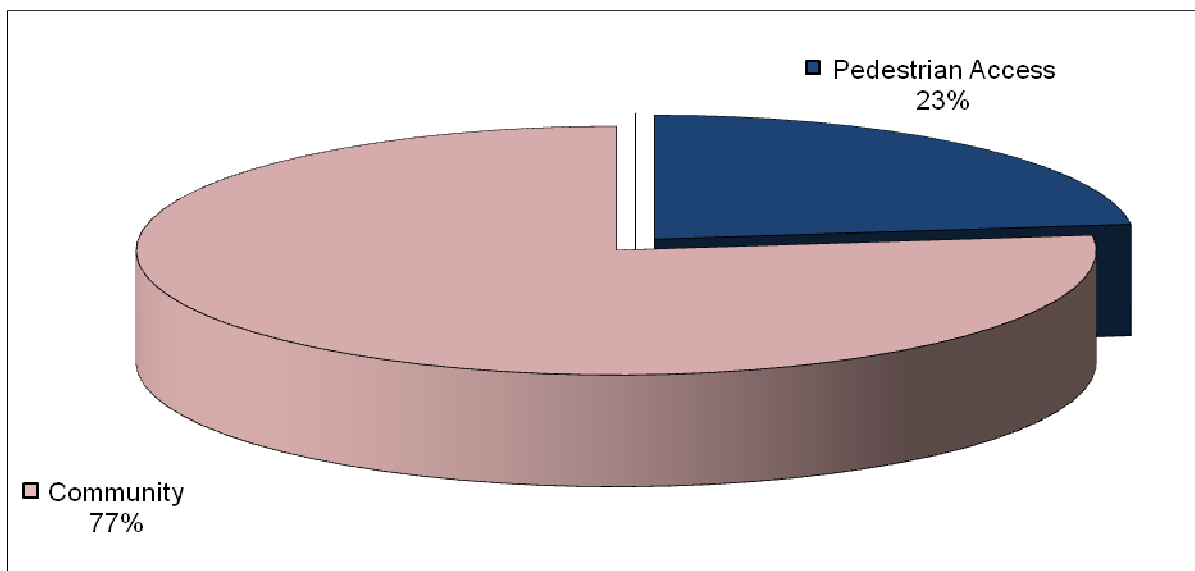
5.1.6 Beechwood & Halton Lea

This forum approved 22 projects with expenditure of £49,332. The highest category is "Community".



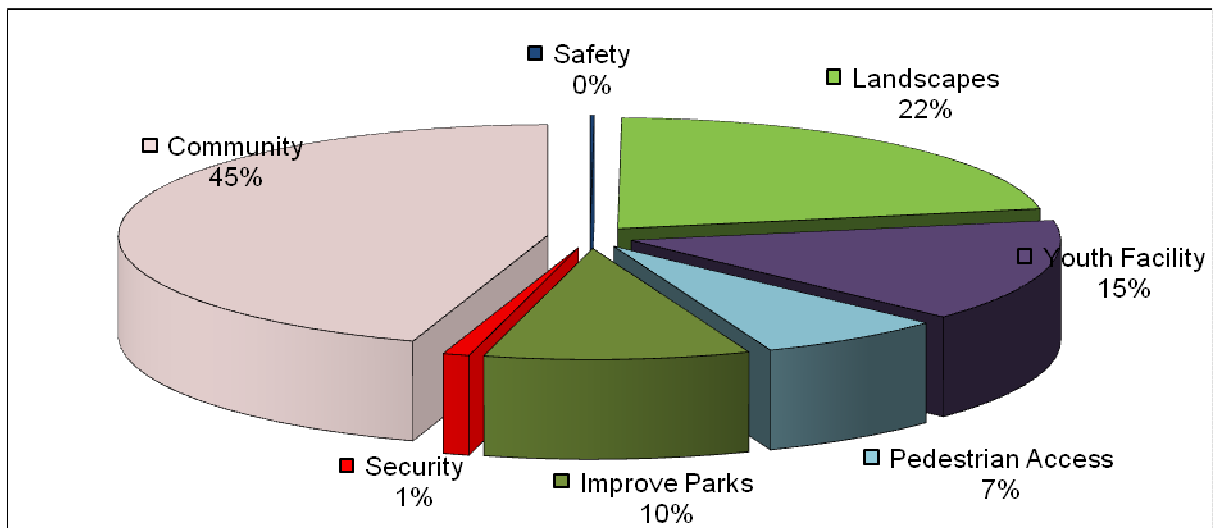
5.1.7 Daresbury

This forum approved 4 projects with expenditure of £21,469 the highest category is "Community".



5.2 Breakdown of All Local Area Forums 2013/2014

5.2.1 The graph illustrates the breakdown of funding across the categories for 2013/14. The largest category of Area Forum expenditure across the borough was on “Communities”.



Traffic Calming / Traffic Safety	Youth Facility	Improve Parks	Pedestrian Access	Security	Community	Landscapes	TOTAL
£800	£82,052	£53,071	£38,094	£7,309	£242,249	£117,330	£540,905
0%	15%	10%	7%	1%	45%	22%	100%

5.3 Comparative Expenditure

The table below shows the breakdown of funding across the categories from 2011 to 2014. This provides trend information on the areas of expenditure.

YEAR	Traffic Calming / Traffic Safety	Youth Facility	Improve Parks	Pedestrian Access	Security	Community	Landscapes	TOTAL
2011/2012	£22,853	£83,330	£126,419	£24,970	£52,526	£210,397	£82,780	£603,275
2012/20	£42,67	£126,3	£8,835	£59,201	£41,54	£148,021	176,451	£603,117

13	5	88			6			
2013/2014	£800	£82,052	£53,071	£38,094	£7,309	£242,249	117,330	£540,905
total over three years	£66,328	£291,770	£188,325	£122,265	£101,381	£600,667	£376,561	£1,747,297
%	4%	17%	11%	7%	6%	34%	22%	100%

5.4 Supporting Funding

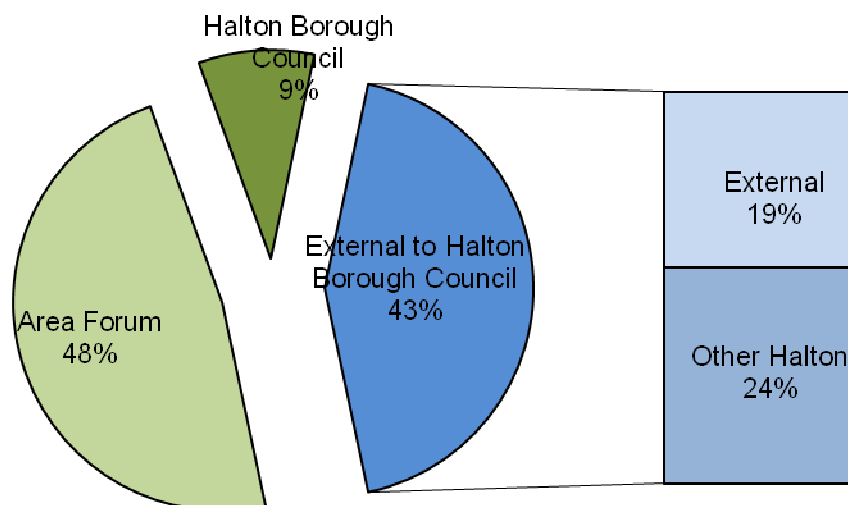
The forum budget enables the leverage of grant funding and partnership working from agencies such as Biffa, Wren, Housing Associations, Awards for All, Lottery, and Health. A significant amount of funding was levered in during this reporting year for the Halton Carers Centre.

Overall an additional amount of £592,202 was levered in to support area forum projects providing a total budget of just over £1.1 million as detailed below. For every £1 of Area Forum funding a further amount of £1.10p was secured, the table below details the actual match funding, there are eleven schemes pending decisions on grant applications.

Area Forums	£540,905
HBC	£101,418
Other Halton	£271,334
External	£219,450
TOTAL	£1,133,107

In the chart below Halton Borough Council refers to funding provided by other departments within the Council such as Highways and Landscapes. "Other Halton" refers to funding provided by other agencies such as the Housing Trusts within Halton. "External" refers to funding coming from outside Halton from organisations such as WREN, Biffa and Lottery.

Area Forums and Supporting Funding



For every £1 of Area Forum funding, a further £1.10 p of external funding was levered in to support these projects.

6.0 POLICY IMPLICATIONS

6.1 The Local Area Forums projects programme provides a means of funding neighbourhood schemes in response to local needs and aspirations. In addition, area forum grants often provide much needed third party or match funding to support larger schemes, helping to lever in much larger pots of external funding. The forums provide a platform for community engagement at a neighbourhood level which can be utilised to inform strategic objectives and policy development.

6.2 The projects support safer neighbourhoods generating an increased satisfaction for local residents with their area and a willingness to participate in community life. Area Forums contribute to building cohesion in Halton's communities through projects and initiatives that encourage community connectedness.

6.3 The projects funded are all required to demonstrate a contribution to the Council's priorities.

7.0 FINANCIAL IMPLICATIONS

7.1 These are contained within the report.

8.0 RISK ANALYSIS

8.1 There are no significant risks associated with this report.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The Local Area Forums and grant support are open and accessible to all Members of Halton’s community.

10.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

10.1 Children and Young People in Halton

The expenditure profiles for each of the LAF’s demonstrates a significant proportion of funding is allocated to supporting pre-school, youth activities and sports.

10.2 Employment, Learning and Skills in Halton

The expenditure that supports community initiatives includes accessing learning & skills opportunities through locally delivered courses. Many of the community initiatives have volunteer opportunities either with the Management Committees or as part of delivering activities i.e community cafés.

10.3 A Healthy Halton

Many of the community initiatives have a well-being impact supporting the ethos of a whole area approach to community life.

10.4 A Safer Halton

A sense of community and community connectedness reduces residents fear of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders.

10.5 Halton’s Urban Renewal

Local area forums provide a mechanism for residents to be involved in local decision making impacting on place shaping for their local area. Halton’s residents can influence expenditure to improve their local environment and work jointly with the Council towards the communities aspirations.

10.6 The eligibility criteria for Local Area Forum Funding requires the projects should support one or more of the Council’s priorities.

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

Document	Place of Inspection	Contact Officer
Minutes of Local Area Forums	Municipal Building Kingsway	Angela Scott

Appendix 1

Case Study Information and Resident Feedback***Area Forum 1 - Friends of Quarry Court - Community Garden £2000******BROADHEATH***

Our customers felt it was wonderful that the grant was given and feel that it has been well used. The communal garden is very well maintained with everyone benefiting from the home grown produce of tomatoes, herbs and beetroot. The beautiful flowers are being admired by all. They have used the outside space more this year than ever, having BBQs, which is something that would not have happened before the space was transformed as before it was unusable. They are very proud of their achievements and grateful for all the benefits it has produced.

Area Forum 1 - Halebank Youth Club Alterations to Toilets & Shelving. £980***DITTON***

Chair of Halebank Youth Club would like you to pass on thanks to the Area Forum for the grant of £980 for WC improvements / shelving. The grant has enabled the group to enhance the storage space available at the Club and male visitors now have the convenience of their own fully functioning facilities.

Area Forum 1 - Hough Green Pensioners Club £18,167.00 HOUGH GREEN

The secretary of Hough Green Pensioners Club, would like to thank the Area Forum for the grant to make the improvements to Hough Green Bowling Green. He says the improvements are 'sound, everyone loves it' and 'it was a great job'. The green was ready for the new season and no further falls have occurred. The only thing that the club members would still like are a couple of benches.

Area Forum 2 - West Bank Angling Club £1095 RIVERSIDE

I'm writing this to express our gratitude for your help in West Bank Angling Club (WBAC) securing a grant of £1095 as it was fundamental in starting our Club. It enabled us to pay the following; Public Liability Insurance, Angling Trust Membership and the printing of our own Club Memberships and Licenses. These were the biggest essential costs required to set up WBAC. As a club, we have gone from strength to strength, not only offering the cheapest fishing in Halton to everyone (beginners and experienced anglers), but we have anglers from the Brooker Centre, Mersey Valley Angling Club, Highfield Day Nursery, Ashley House and Wade Deacon High School who all use our facilities, as well as acquiring a stretch of the canal on Spike Island. We are the first Angling Club in Halton to achieve all of this. We could not have done this without all of the hard work by all of the dedicated people involved in WBAC. We have a good working relationship with Halton Borough Council in the forms of Paul Wright, Adele Clarke, Cllr Pamela Wallace, and Cllr Stan Hill. Without their help and support we would not be able to offer Halton Community fishing facilities in a safe and pleasant environment. The next project we hope to have in position by June 2015 aims to provide designated areas for physically-challenged anglers on The Square (Wet Dock) and our stretch on The Canal to fish. We have been approached by several of these associations for such amenities and it will make WBAC complete

when this facility is in place. Once again thank you for your help, support and funding. It has made a difference to many people and families in Halton.

Area Forum 2 - Morris Dancing Troupe Costumes £2250 KINGSWAY

Widiwig Denettes Morris dancing troupe applied for area forum funding in April 2013, we were awarded £2,225 towards the cost of our costumes this was great fully received and enabled us to purchase our dresses that we are still wearing when we dance out in competitions. We would like to take this opportunity to thank the area forum team for all of their help and support because without this funding we would not be able to enter any competitions Thank you!

Area Forum 2 - St Marys Defibrillator £1380 RIVERSIDE

I would like to take this opportunity in offering you our grateful thanks for all your kind support for St Mary's Community Centre. I would specifically like to take this opportunity to thank you for the Area Forum funding that was awarded to enable us to purchase a defibrillator for our Community Centre. Hopefully we will never have cause to use it but it is very re-assuring to know that it is available for any of our many centre users if necessary. We have with your valued support during the past 3 years transformed the day to day functioning of the centre into a vibrant hub of the community filled hourly with the happy voices of children all provided with a safe and secure environment. (The Area Forum funding for the radiator covers has certainly helped with the safety of these children). Our association in several projects with Princes Trust has assisted local employment success and will hopefully continue into the future. Strong bonds have been created with our local school among many other community values. Obviously there is still much to do in the coming years and dreams to achieve yet realistically we would not be where we are today without your kind help.

Area Forum 2 - Festive Event 2013, £2987.92 APPLETON

The second annual Reindeer in the park was held on Sunday December 15th, 2013, this comprised of a Reindeer Parade (requiring a viewing pen), Santa's Grotto with free give always, Carols on the Bandstand, Funfair rides and Craft Stalls. The event attracted around 4,000 attendees many of which commented to the events team on the day how much they had enjoyed the day. In particular the free grotto had large queues throughout the day with excited children waiting in line. The Reindeer themselves proved as popular as ever with a constant stream of people wanting to take pictures. In the days following the event we received lots of positive feedback through social media.

Area Forum 3 – Farnworth Outdoor Classroom £6,000 FARNWORTH

The chairperson and Secretary of the Lunt's Heath School Council on behalf of the school community wish to thank you for the money you gave us to build the outdoor classroom. We treat it well and look after it in the correct way and we really appreciate that you have given us some money to build it. Sometimes the infants come down to the outdoor classroom to have a small story read to them before they leave to go home. On other occasions classes carry out science experiments and art in there. It is fun doing art outside because we can get better views of the landscape and we find it more interesting than doing art inside. During playtimes, when it is hot, we can go and sit down under the shade of the outdoor classroom. In this wonderful wooden hut, classes sometimes practice school plays and class assemblies. Once Year 5 even had a samba drumming lesson in there! It is fantastic to have extra space outside that we can use in all weather, it is used daily by different classes around the school and it is enjoyed by everyone. Thank you once again for your support.

Area Forum 3 - Widnes Cricket Club funding for netting, covers and fencing £3,500 FARNWORTH

Thank you to the forum for the funding that enabled us to replace worn out equipment that will see us through the forthcoming year. The grounds look a lot tidier and most importantly it is a lot safer for our members, especially the younger ones. Thank you again.

Area Forum 3 - Birchfield Park Cricket Club Sight Screen and Water Proof Cover £1794.00 BIRCHFIELD

The club are exceedingly grateful for the funding provided by the forum. It makes the game better from a health and safety aspect because the sight screen provides sight of the ball much easier. Also the cover provided has saved so far three games because they have been able to play when otherwise they would not. The group are really grateful to the forum.

Area Forum 3 - Warrington Road Family Group - Laptop for group to create publicity and administration tasks £400 HALTON VIEW

We would like to give our thanks for the forum for the money they awarded to our group so we could purchase a laptop. It has helped the group greatly, mainly with our organisation and it's given the opportunity to do greater promotion for our events.

Area Forum 4 - Christmas Decorations for Grangeway Community Centre £125.00 GRANGE

We would like to sincerely thank you and area forum for your very kind grant towards our Christmas decorations. People attending our Christmas Community Bingo and the Children's pantomime thought they were great and helped improve the appearance of the centre. Everyone attending had a lovely time and the decorations added to the festivities. Thank you once again on behalf of Grange Community Forum.

Area Forum 4 – BICC Works Services Charity Committee - Pantomime at the Brindley £2,000 MERSEY

I would like to thank the Area Forum for the kind donation which our committee received towards the annual Pantomime trip we organise for our clients and their carer's. The generosity of the forum is greatly appreciated by myself and all those who attended the event at the Brindley.

Area Forum 4 Pantomime at Wicksten Drive Centre £500 HALTON BROOK

On behalf of Halton Brook and Halton Lodge Children's Centres, I would like to thank the Area Forum Members for taking the time to consider our funding application to enable us to hold our annual Pantomime for the local community. 250 vulnerable parents and children thoroughly enjoyed the event and for many it was the first time, as a family, they had seen a pantomime. The Community work the Children Centres provide is an integral part of Halton Borough Council's early intervention provision, this sort of provision could not take place without your generosity.

Area Forum 4 Victoria Music Ltd Resources for School Holidays. £1,100 HEATH, GRANGE, MERSEY AND HALTON BROOK

Victoria Music owes a debt of gratitude to Area Forum for their belief in the work which we do. Thanks to funding from you we were able to provide activities for 50 disadvantaged children in the Easter Holiday and the same again in the Summer Holidays with free workshops and performance coaching culminating in a massive community performance. This hit so many targets; it was diversionary giving the children something to do, it had the community at its centre and brought the local area together. We hope to continue these into the future and could not have begun them without the help and support from the Area Forum Panel. In times of austerity all charity struggle for support; it meant a great deal to all concerned, not least the children involved.

Area Forum 5 - Village Life Trip 8th £1,000 November HALTON CASTLE

The Chair of Village Life, on behalf of the group expressed their thanks for the grant from area forum. As a result of the grant we managed to take a coach of older people to Blackpool for the day. All participants had a great day at a potentially lonely time of year, this was very much appreciated.

Area Forum 5 - Practical Sessions at Women's Centre £1,130 HALTON CASTLE

The funding we have received has enabled the centre to offer Yoga and Meditation on a weekly basis and also dressmaking, decoupage, jewellery and craft classes. These sessions have been invaluable in reducing social isolation and nurturing new friendships for the women who attend but also in gaining a sense of achievement through getting creative and making craft items for the centre. The ladies have been so successful that they have had an order for some of the hair accessories and are exhibiting the other items through a local gallery, raising funds for the centre and enabling them to give back. These activities would not have been possible without the funding from the Area Forum for which the ladies and staff are very grateful.

Area Forum 5 - Runcorn Linnets Stand £7,000 NORTON SOUTH

Runcorn Linnets returned to the town in 2010 with support from Halton Borough Council, the Local Area Forum and the Football Foundation. Since that time the club has extended to include youth and junior sections and next year will run a total of 15 teams at the Halton Sports complex. Part of the club's ground development strategy has been to provide extra covered accommodation at the Millbank Linnets Stadium; due to the excellent support we receive from the local community and we were delighted when the area forum was able to offer us a grant of £7000 towards this. With matched funding from the Football Stadium Improvement Fund of the Football Foundation we have been able to erect 2 covered areas, each measuring 12.5m x 2m giving us cover for up to 120 extra fans in inclement weather. The club expresses it's gratitude to the area forum for its continued support.

Area Forum 5 - Positive Activities for Young People in Murdishaw £2,000 NORTON NORTH, NORTON SOUTH and HALTON CASTLE

Community of Youth provides activities and support to young people and has received financial support from the area forum. An example of the impacts this has had is one 16 year was given the opportunity to perform guitar and vocals at a Windmill Hill Big Local event. The individual doesn't own an electric acoustic guitar and has never performed live in front of an audience but oozes raw talent which emerged when she attended our summer afternoon sessions and our staff observed this. She also performed a duo with another one of our young people, a positive experience for both of them. Another example is two young people (from Windmill Hill & Castlefields) were involved in cooking sessions provided by Community of Youth. They enjoyed this so much they progressed to running the Community of Youth shop at Big Local serving refreshments at events. A third example is one young Person from year 11 said the Easter activities "gave me the chance to DJ and do art which I enjoy, it's something I am interested in but didn't know where I could do this. I have now also signed up for National Citizenship Service and hope to become a volunteer with Community of Youth as I have struggled at school".

Area Forum 5 - Windmill Hill Bingo Club Christmas Meal £321 WINDMILL HILL

Our group mainly comprises of Old Age Pensioners who do not have much of a social life. The members really look forward to any sort of outing, so we have organised a Christmas meal and bingo session at a local restaurant on Friday 19th December 2014. We have limited funds but with the area forum support of £331.95 we will also be able to make the evening even more enjoyable by ensuring everyone goes home with a gift. Thanks again on behalf of Windmill Hill Bingo Club.

Area Forum 6 - Hallwood Ecumenical Parish £1027 BEECHWOOD

On behalf of the Coffee and Chat group which meets weekly at St Mark's Church on Beechwood Avenue I would like to say thank you to the Area Forum for the recent grant we have received. We have purchased 7 tables which the group will be able to use at their meetings, for example, for craft activities. The tables make a big difference to the activities the group can undertake. The group provides an opportunity for those who are feeling lonely or in need of some company to come along to St. Mark's on a Tuesday morning and enjoy a relaxing time to chat with

friends old and new. Folk are welcome to bring their knitting, crochet or any other item of interest if they don't just want to chat. Speakers from Age UK and Halton Borough Council have also been to speak to the group. The group is going well and has a good attendance.

Area Forum 6 - Runcorn New Town Project - Model restoration £1775 HALTON LEA, BEECHWOOD AND AREA FORUM 5

I wanted to take the opportunity to thank both Area Forum's 5 and 6 for their respective grants to enable the former new Town models of Shopping City and Southgate to be restored. The restored models provided the centre piece exhibit in the 50th Anniversary of Runcorn New Town. They have been on quite a journey and stimulated much discussion and reminiscing amongst residents and other visitors to the New Town Exhibition.

The two models are currently on display in a shop window opposite the Tesco store in the Runcorn Shopping Centre. We will be considering where the models will be placed longer term, ideally in a setting which will continue to inform residents and younger generations on the history of the area. The restored models are a valuable legacy of the 50th anniversary events and this was only possible through the support of Area Forums.

Area Forum 7 Preston Brook Bridgewater Project £5000 DARESBURY

The improvements made to the green on Bridgewater Grange have been a great success. The improvement work was done with funding from an Area Forum grant with the work carried out by Halton Borough Council Open Space Services. Over the summer, the planting has become established and the green has been used to good affect by the community especially the children. We are very pleased to have received the funding and as you are aware we are continuing to work on developing the green for the benefit of the community.

Appendix 2

Area Forum Projects 2013/14

Details for Broadheath, Ditton Hough Green and Hale.	Area Forum Funding
St Michaels Garages project	£580.00
Naughton Fields Sheltered Accommodation Tenant and Resident Group Community Event - Big Lunch	£500.00
Hearts Star Cloth	£1,500.00
Fun day at Halebank	£1,377.00
Naughton Fields Gardening Club - Potting Shed	£697.00
Skip Scheme	£7,805.00
17th St Luke's Brownies - Centenary Carnival	£300.00
Friends of Quarry Court - Community Garden	£2,000.00
Naughton Fields Gardening Club - Greenhouse	£1,255.00
Pickering Pasture	£11,977.00
Hough Green Park Pensioners Group - Repairs and improvements to bowling green	£18,167.00
Clinton Anglers Association	£11,000.00
Alley gating Radnor Drive	£2,000.00
Rollers at the top of gates at Lune Way	£500.00
Alley gates - 187-199 Avondale Drive	£1,568.00
Pitches at Heath Road for improvements to open up a new pitch.	£9,272.00
Halebank Youth Club Alterations to Toilets and Shelving.	£980.00
Hale Youth Centre outdoor area	£6,780.00
Youth equipment at Upton Community Centre	£19,398.00
Locality Support	£7940.12
	£105,596.12

Details for Appleton, Kingsway and Riverside	Area Forum Funding
Angling Club West Bank	£1095.00
Morris Dancing Troupe	£2250.00
Event at Daresbury for West Bank Children	£350.00
Playground	£3592.00
Health & Wellbeing Event in Riverside	£500.00
Christmas Extravaganza Riverside	£1025.00
Consumer Protection phone number - New stickers/signage	£800.00
Victoria Park Festive Event	£3000.00
Kingsway Parents Group - Christmas event	£150.00
Catch 22 - Spike Island	£6000.00
18th St John's Brownies - Centenary Carnival	£300.00
Widnes Fellowship Centre - Outdoor Furniture	£400.00
St Mary's Community Centre - Radiator Covers	£200.00
Catalyst Defibrillators	£1380.00
St Mary's Defibrillators	£1380.00
Catch 22 Defibrillators	£1380.00
Outdoor equipment	£18107.15
Victoria Park Play Facilities	£36569.93
Large Litter bins and recycling bins at Newsagents in Fredrick Street, Chippy in Dickson Street.	£600.00
Recycling Bins at Montgomery & Alexander Roads.	£500.00
Rubbish Bins & Sign - Browning Ave	£1850.00
Alley gating Gathurst Court	£1536.00
Locality Support	£6766.46

	£89,761.54
Details for Birchfield, Farnworth and Halton View	Area Forum Funding
Birchfield Park Cricket Club Sight Screen and Flat Sheet	£1990.00
Plaque for Tanhouse	£500.00
Woodend tenants buying and installing a computer with large screen, for communal lounge for residents to use.	£400.00
Widnes Cricket Club - funding for netting, covers and fencing	£3500.00
Warrington Road Family Group - Laptop for group to create publicity and administration tasks	£400.00
17th St Luke's Brownies - Centenary Carnival	£300.00
Upton Rocks Park - Development of frontage and landscaping of park area between the play area and new amenities (pub and supermarket).	£15000.00
Footpath at the Bongs (Eastern Section)	£24301.00
Lunt's Heath Primary School - Purchase and Installation of outdoor activity area.	£6000.00
Refreshments	£195.00
Locality Support	£7504.00
	£60,090.00
Details for Grange, Heath, Halton Brook and Mersey	Area Forum Funding
Event at Halton Brook	£475.00
Victoria Road Music Group	£1,251.09
All Saints Church, Kitchen Refurbishment	£8,250.00
Halton lodge Children's Centre Family Fun day	£400.00
Runcorn Family History Society, Monitor and Projector	£549.98
Runcorn & District Historical Society, prints	£3,501.99
Halton Hospital Broadcasting equipment	£1,250.00
Funding for the statue to Thomas Alfred "Todger" Jones VC DCM.	£6,000.00
Runcorn Festival Group, Events	£2,187.00

Riverside Royals Trophies and medals	£1,200.00
Pantomime at Wicksten Drive Centre	£500.00
Christmas decorations for Grangeway Community Centre	£125.00
Halton Lodge Children's Centre Christmas Party	£300.00
Halton Zipper Club - Funding towards fruit for 10 weeks, transport and a lunch	£590.00
Halton Lodge Children's Centre - Family reading area	£700.00
Halton Brook Children's Centre and Wicksten Drive Community Centre - "Stay & Play" equipment	£700.00
Grapes Bowling Club, Repairs	£1,800.00
Victoria Music Ltd Resources for School Holidays	£1,100.00
BICC Works Services Charity Committee - Pantomime at The Brindley	£2,000.00
Halton Carers Centre - 64 Church Street	£10,000.00
Buddhist Temple - Supply and erection of directional signage	£786.87
Runcorn Festival Group - The Big Lunch	£2,000.00
Volunteer Centre Halton, Event Week	£958.95
Shaw Centre Development Group - Prizes for consultation	£498.00
Halton Komets Majorettes - new equipment and uniforms	£2,345.00
Weston Primary School - Woodland outdoor area	£1,600.00
Pewithall Primary School - Raised beds	£1,000.00
Fishing Service - Sea Lane stretch of the Bridgewater Canal	£500.00
Runcorn Hill Park - Fencing	£8,000.00
Brookfield Avenue - Footpath	£16,361.79
Ascot and Clifton Highway works	£800.00
Alley gating Russell road Runcorn between 45 and 47	£1,704.87
Grangeway MUGA	£20,849.89
Locality Support	£9590.00

	£109,875.43
Details for Norton North, Norton South, Halton Castle and Windmill Hill	Area Forum Funding
Fun Day at Pheonix Park	£2,000.00
Halton Millennium Green Fun Day	£750.00
Castlefields Village Life Community trip 8th November	£1,000.00
Positive Activities for Young People in Murdishaw	£2,000.00
Castlefields Art Zone, materials and train the trainers	£800.00
WMH Senior Citizens Club Bingo Machine and Equipment	£500.00
Runcorn Boxing Club	£3,000.00
Castlefields Community Centre Christmas Party	£300.00
Halton Village Short Mat Bowling Group	£400.00
Murdishaw Directors - Community Events	£2,200.00
Windmill Hill Bingo Club Christmas Event	£321.10
St Berteline and St Christopher, Bollards and Notice Board	£1,000.00
Murdishaw Arts Cooperative	£400.00
Halton Over 60's Club, scheme	£624.00
Community of Youth to provide skill development	£4,800.00
Runcorn Cycle Club	£3,500.00
Friends of Windmill Hill - Family Fun Day	£780.00
Party in the Park	£1,820.00
Runcorn New Town Project - Model restoration	£1,775.00
Friends of St Augustine's: Residential visit	£1,000.00
1st Halton Scouts	£3,060.00
Rewards for Recycling - Vouchers	£1,200.00
Pheonix Café	£1,501.00

Grit Bin 43 Princess Close	£110.00
Falstone Drive Pruning and weed removal	£5,000.00
Bulb planting scheme - Mersey Valley, Murdishaw	£5,000.00
Halton Castle fencing	£14,785.44
Parking layby at St Martin's	£10,000.00
Windmill Hill Bingo Club - Railings	£6,780.00
Padstowe Square 5 a-side refurbishment	£20,484.72
Locality Support	£7890.00
	£104,781.26
Details for Beechwood and Halton Lea	Area Forum Funding
Beechcroft Garden Party / Summer Fayre	£975.00
Trip to Llandudno for Welcome Club	£495.00
DVD about Halton to be retained at the Library, for screening for local schools about the history of Halton.	£210.00
Community Park Palacefields Consultation	£1,905.00
Bingo Machine for Palacefields Community Centre	£294.00
Halton Hospital Broadcasting equipment	£1,250.00
Improvements to Function room at Beechwood CC	£1,850.00
Hallwood Ecumenical Parish - St Marks Coffee and Chat, table	£1,027.04
Additional spend for Lighting improvements to Beechwood CC	£3,450.00
Additional spend for Improvements Ceiling tiles Beechwood CC	£816.00
Condition Survey at Beechwood Community Centre	£2,282.00
Runcorn New Town Project - Model restoration	£1,775.00
Beechwood Community Centre - Emergency Lighting	£2,000.00
Beechwood Community Centre - Pool cover, pool tester kit and air filter system	£10,600.00

Four Estates - Automated Front Door	£4,576.43
Bethesda Church - painting interior doors and kitchen	£900.00
Shrubs and Low hanging branches of trees from the area between Bethesda Church , Lapwing Grove and Beechcroft Residential home area of the car park.	£900.00
Our Lady Mother of the Saviour - Allotment project	£1,750.00
Four Estates - Groundwork under Basket Swing	£4,290.00
Play Facilities for Beechwood	£2,143.50
The Glen play facility	£2,143.50
Locality Support	£3700.00
	£49,332.47
Details of Daresbury	Area Forum Funding
Daresbury Parish Council - renovation of community hall	£5,000.00
Sandymoor Parish Council - Play Equipment and Bulb Planting	£4,953.00
Preston Brook Bridgewater Project including Planting plus Hall Refurbishment and a Lighting column.	£4,953.00
Moore Parish Council - Lighting	£4,953.00
Locality Support	£1610.00
	£21,469.00